



WORKER RETRAINING APPLICATION

Please print legibly and complete in full.

Name _____ Date of Birth _____ Today's Date _____

Address _____ City _____

Zip Code _____ Primary Phone # _____ Alternate Phone # _____

Email address _____ SS# _____ Student ID # _____

1. Are you eligible for/or receiving Washington State unemployment benefits? Yes___ No___
2. Have you drawn WA State unemployment benefits within the last 48 months? Yes___ No___
3. Are you working but have received written notice of future layoff? Yes___ No___
4. Were you laid off from Boeing? Yes___ No___
5. Is your job loss due to:
 - A decline in your industry?
 - A decline in the need for your occupation?
 - A mass layoff or plant closure?
6. Did you work in your primary occupation for at least 1 ½ years? Yes___ No___
7. Are you receiving food stamps? Yes___ No___

If you answered "No" to questions 1, 2, 3 AND 4, please answer the next five questions:

8. Are you an individual who has been providing unpaid services to a family member(s) in the home and (1) have been dependent on the income of another family member but are no longer supported by that income and (2) are unemployed or underemployed and are experiencing difficulty in obtaining or upgrading employment? Yes___ No___
9. Are you an individual who was self-employed (including employment as a farmer, rancher, and fisherman) but is unemployed as a result of general economic conditions in the community in which you reside or because of natural disaster? Yes___ No___
10. Are you an individual that has been discharged from the U.S. armed services in the last 48 months, or Active duty military member who has received an official separation order? Yes___ No___
11. Are you an individual that lived or worked in a county declared in as a disaster area, and your employment situation was impacted by such disaster in one of the two following ways:
 - (1) Lost employment or experiencing a long-term reduction in work due to disaster, or
 - (2) In order to remain employed in disaster recovery activities (land/facility reclamation, etc), you must attain additional skills?Yes___ No___
12. Are you currently working and in order to remain employed you must upgrade skills? Yes___ No___



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Last Employer (for which you drew Unemployment Insurance): _____

Job Title: _____ Wage/Income: _____

1. One other previous or current employer and job title: _____

2. Previous/current job skills: _____

3. Barriers to continuing employment in your prior occupation: _____

4. Career field you would like to pursue: _____

Have you researched the wages, job outlook and skills needed to enter this career? Yes _____ No _____

5. Educational goals (Degree, Certificate, a few classes? What field?): _____

6. Previous educational/vocational training: _____

7. Prerequisite courses needed: _____

8. I am applying for, or receiving assistance from the following funding sources (check all that apply):

- Financial Aid (Pell or other grants, loans and work-study)
- WIA-(Dislocated Worker or Adult Services)
- L&I
- DVR
- VA
- Trade Act
- Other

9. I have not been awarded any funds yet, so I am requesting assistance with:

Tuition/ Fees _____ Books/Supplies _____ Dependent care _____

10. Number of people in your immediate family/household (including yourself, spouse, and other dependents) you claim on your taxes): _____

I certify that the information provided is complete and correct to the best of my knowledge. I authorize Olympic College to release information regarding Worker Retraining funding eligibility and academic progress to partner organizations included, but not limited to, Employment Security, DSHS, Tribal affiliations, DVR, L&I, etc...

I agree to notify the Worker Retraining Office, including internal or external affiliates of any changes in my eligibility status.

Signature: _____ Date: _____



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PROGRAM EXPECTATIONS

The following policies and procedures are being explained so that you will understand what your responsibilities are as a Worker Retraining participant. It is our desire to help you gain the skills that will lead you to your employment after completion of training. We will work to help you reach that goal.

Funding Issues

- Worker retraining financial aid is meant for "start-up" funding. As such, assistance is awarded for one quarter only while you seek long-term sources to fund your education.
- You must apply for assistance through the Financial Aid Office. If awarded grants or other aid, you will use that funding for the remainder of your education and you will need to follow the policies and procedures of the Financial Aid Office in order to remain in good standing.
- If you are denied grants due to your prior year's income, but your current year's income is significantly different, you should inquire with the Financial Aid Office for reconsideration under "special conditions." Sometimes Worker Retraining participants become eligible for aid based on this second review.
- Prior degrees may exempt you from initial eligibility for grants, but you may petition the Financial Aid Office for reconsideration.
- The Financial Aid Office and the Worker Retraining advisor may be used as resources for researching opportunities for scholarships or other assistance if you are not eligible for grants.

Academic Issues

- You must maintain satisfactory academic progress, as defined by Olympic College.
- You are required to attend classes as arranged at the time you register with Olympic College.
- You should notify your Worker Retraining advisor before adding or dropping a class. If you decide to drop a class or discontinue your training, you must notify your Worker Retraining advisor and complete the appropriate steps with the Registration and Records Office for withdrawing from classes.
- It is your responsibility to seek help if you are having difficulty with classes. You may consult with your Worker Retraining advisor if you need assistance. Referrals can be made to counselors, faculty, administrators or other support services to address your specific issues as needed.

General Issues

- You must notify your Worker Retraining advisor of any changes in your address or phone number.
- You should consult an advisor whenever you have questions or need help. If you do not know where to go for assistance, the Worker Retraining advisor, the Workforce Development Office and the Student Entry and Advising Center are available to connect you with the services you need.

I agree with the expectation statements made above and understand that I will be expected to seek long-term funding for my academic program.

Participant _____

Date _____

Worker Retraining Staff _____

Date _____



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Eligibility

To Do	Done/Don't Need	Task
_____	_____	1. Obtain a student ID# by applying for admission to Olympic College, and then make an appointment for the Accuplacer placement. Contact Humanities and Student Services Building (HSS), 2nd Floor, Room 222 or go to their website at http://www.olympic.edu/Students/Advising/advisingassessmentplacement.htm . The placement will assess your skills in writing, reading, and math. Bring the results to your next advising session.
_____	_____	2. Attend orientation at the WorkSource Center (1300 Sylvan Way) in Bremerton regarding your eligibility for Commissioner Approved training (CAT). To obtain listing of orientation times contact: WorkSource Center directly at (360) 337-4810.
_____	_____	3. You are responsible for bringing the following documents to the Worker Retraining advisor for copying and/or proof of eligibility for Worker Retraining. <ul style="list-style-type: none"> _____ Proof of Eligibility or Currently Receiving Unemployment _____ Proof of Exhausting Unemployment Benefits _____ Proof of applying for FAFSA _____ Proof of Your Current Income if you are working _____ Proof of Your Spouse's Income if appropriate _____ Proof of Other Income: SSI/TANF/Child Support/Retirement, if appropriate _____ Other: _____

Enrolling

- _____ 4. Register on the 1st floor of the Humanities and Student Service Building starting _____. A signature is needed to register for classes. You will meet with the Worker Retraining advisor or a faculty member for assistance with advising and course selection.
- _____ 5. Take the Worker Retraining Award to the Cashier on the 1st floor in the HSS Building along with your processed registration form. The Cashier will apply the award toward the costs of tuition and fees. Additional funds you may have been awarded for transportation or childcare, will be mailed out to you 1 or 2 weeks after the quarter starts.
- _____ 6. Take the golden voucher to the Bookstore in the Bremerton Student Center to pick up your AUTHORIZED books. This includes required books for your registered classes. You will not receive a check for any unspent book funds.
- _____ 7. Review the "Financial Aid Guide" and follow directions to apply online at <http://www.fafsa.ed.gov/> or pick up an application from the financial aid office on the 1st floor in the HSS building. You are strongly encouraged to apply for financial aid as soon as possible. Failure to do so in a timely manner could affect your Worker Retraining award. If you have any questions regarding financial aid contact the financial aid office at 475-7160.
- _____ 8. Make an appointment with a faculty advisor for your major during your first quarter. The faculty advisor will assist you with course selection and degree planning for the rest of your time at Olympic College.
- _____ 9. Other task: _____

Student Signature

Date

Worker Retraining Staff

Date