

TRAINING AGREEMENT-
For use with all Trade Adjustment Assistance programs:

PLEASE READ CAREFULLY BEFORE SIGNING

I have read the terms below and by signing agree to attend my Trade Act approved training program as outlined in my TAA Employment Plan and will adhere to all policies, procedures and requirements of the program.

- I have participated in the development of my training plan.
- I will regularly attend scheduled classes and understand that failure to do so could result in termination of my Trade Act approved training program.
- I will abide by the rules and regulations of the training provider.
- I will make a good faith effort to satisfactorily complete my Trade Act approved training program.
- I will consult with my Trade Act Counselor **before** making any changes to my Trade Act approved training program and understand that failure to do so could result in termination of my Trade Act approved training program.
- I will report my grades to my Trade Act Counselor and the NYS Department of Labor's Special Programs Unit at the end of each semester/trimester or academic training period.
- I will notify my Trade Act Counselor and training provider if I experience difficulty with my Trade Act approved training program.
- I will seek tutoring or assistance from my training provider/instructor if I experience difficulty with (or in) my Trade Act approved training program.
- I will remain in contact with my Trade Act Counselor through completion of my Trade Act approved training program to discuss progress and any difficulties with my Trade Act approved training program.
- I will provide my Trade Act Counselor with registration information and (if applicable) financial aid (TAP) eligibility status required to complete necessary approvals and paperwork in a timely manner.
- I understand that withdrawal from my Trade Act approved training program for personal, non-compelling reasons will forfeit my right to resume training or receive further Trade Act funds for training under the petition for which my TAA training program was approved.
- I will **immediately** notify my Trade Act Counselor and the training provider, in writing, if I withdraw from my Trade Act approved training program.
- I will schedule an appointment with my Trade Act Counselor prior to completion of my Trade Act approved training program to create a job search plan geared toward helping me secure employment in my newly-trained occupation.
- I will provide my Trade Act Counselor with copies of my certificate or degree upon completion of training.
- I will advise my Trade Act Counselor as soon as I secure new employment by providing a copy of my first pay stub.
- I understand that failure to follow or adhere to any of these conditions may jeopardize my right to continued Trade Act training approval.
- (TAAEA & Reversion participants only) I understand that I must meet my benchmarks to receive Completion TRA benefits; therefore I will provide information to my counselor to show that I am maintaining satisfactory progress and am on track to graduate in accordance with my approved training plan.

Trainee's Signature

Date

Trade Act Counselor's Signature

Date

Please be aware that if Trade Act funding is included in this training plan, I understand that payment for the full course of training approved under this plan is contingent upon Federal Trade Act funding being available from the United States Department of Labor. Any Trade Act-funded training in the TAA Employment Plan beyond the current Federal Fiscal Year needs to be resubmitted for approval within 60 days of the start of the subsequent Federal Fiscal Year. Funding for subsequent Fiscal Years is contingent upon availability of Federal funding for those years and requests for funds awarded will be based on the original date of submission of the TAA Employment Plan. Therefore, I understand that the Local Area, State, and the United States Department of Labor shall be not be liable for the cost or any portion of the costs of this training program to the extent that Federal Trade Act funds are unavailable. This document represents planned services and not a guarantee thereof.