

## APPLICATION & COURSE ADDITION/REVISION PROCESS

### INITIAL APPLICATION PACKAGE

#### Company:

1. Complete 2017 EZone Retraining Application
2. Fill in Training Plan (Attachment 1) – working Excel document
3. Fill in Course Outline (Attachment 2) – one for each course title
4. Provide Company Retraining Proposal (template provided) – on Company Letterhead
5. Email completed documents (steps 1-4), to your local technical college EZone representative

#### Technical College:

6. Review and approve proposed retraining
7. Submit Letter of Support (template provided)
8. Email **complete, notarized** application packet to Program Manager for final approval by the State Board for Technical and Comprehensive Education (SBTCE).

#### State Board (SBTCE):

9. Review and approve submitted documents for participation in the program
10. Notify company and college of approval via email

### COURSE ADDITION/REVISION SUBMITTED AFTER INITIAL APPLICATION

1. Fill out the **Course Addition/Revision form (Attachment 4)**
2. Add and highlight in yellow the new information from **(Attachment 4)** to the existing **Training Plan (Attachment 1)**
3. Email both **(Attachments 1 & 4)** to your local technical college for review
4. Technical college will review and approve **(Attachment 1 & 4)** and email to SBTCE for final approval.
5. SBTCE will review **(Attachment 1 & 4)**.
6. SBTCE will approve and email **(Attachment 1 & 4)** back to the company and technical college with approval signature to keep on file.