Participant Expectations

I. Please complete the IT3 application Packet
   a. Supporting documentation
      i. College transcripts (Unofficial are fine) or copy/picture of your degree/certification
      ii. Birth certificate or passport or Driver’s License **AND** SSN Card
         1. This is an eligibility requirement and we secure all data on the college’s secure network.
         2. If we don’t have the supporting documents, your application can’t be reviewed for approval
   b. Remit application with supporting documents either via scan and email or fax
   c. Submissions made in person require an appointment to ensure that grant staff is onsite to take documents (Only submit documents to grant staff)

II. Course Selection
   a. You will be advised via email when your particular training request is upcoming
   b. You will be asked to respond if you are able to attend
      i. If you commit to the class and must cancel, notification must be made via email at least but NLT 2 business days before the class start date.
      ii. If you commit and no-show without the appropriate notice, you will not be eligible to participate in additional grant activities
      iii. If you have an emergency situation that can be documented, we will review it on a case by case basis
      iv. Attendance is expected to all classes and excessive absences (or lost hours) will result in a non-mastery (non-passing) grade which will make the participant ineligible to sit for the certification exam.
   c. You will receive an email notification to prepare for your class about one week prior to the class start date

III. Certification Exam
   a. In order to sit for the certification exam you must successfully complete the course.
   b. In order to take your next course, you must successfully pass the certification exam to the first course.
   c. Vouchers
      i. After you have applied to take the exam you wish to pursue **AND** you have completed the course successfully you will forward the approval to sit for the exam from the certifying body to the grant staff and we will then request payment for the exam
      ii. In the event that there isn’t an application to the exam, please email the grant staff at the course end date so that we can coordinate issuance of your voucher so that you can schedule the exam.

IV. If you are working with your company for training, please ensure that your coordinate with your company’s POC first to avoid confusion.