



Memorandum for the Record

It is important you understand that applying for training assistance does not guarantee you will be accepted into the program. There are many factors to take into consideration and there is a considerable amount of paperwork to complete. To acknowledge this, we are asking you review the statement below and sign that you understand that if you register and attend classes prior to actual enrollment in an approved Workforce Innovation Opportunity Act (WIOA) training program, you will be responsible for any costs incurred.

I understand that the Workforce Innovation and Opportunity Act (WIOA) will provide me a signed Individual Training Account (ITA) once I have been determined eligible for training and they have agreed to assist in paying for my training.

Any classes I enroll in prior to receiving the ITA will be paid at my expense.

(Participant Signature)

(Printed Name)

(Date)

Parent/Guardian Signature (if
applicable)

(Parent/Guardian Print Name)

(Date)