



Workforce Solutions for the Digital Age (WSDA)

Application Packet

Dental Hygiene Program

Law Enforcement Program

Online Instruction in General Education Courses

Radiologic Technology Program

Welding Technology Program

WSDA scholarships are training support awards administered by the Office of Instructional Administration's Project Director and Project Manager to students enrolled in the above listed programs.

To be eligible, a person:

- Must be work authorized as defined under Title I of *Workforce Investment Act*. **(See the accompanied handout under *Non-Discrimination and Equal Opportunity Requirements 29 CFR Part 37*)**
- Must be a CSI student enrolled in and attending one of the WSDA programs or enrolled in an online general education course
- Must have a GPA of 2.0 or higher. GED students must have a battery average score of 500 or higher
- Must have a *Free Application for Federal Student Aid* FAFSA on file with CSI

Program Students:

Submit a completed training support application along with a copy of your unofficial transcript to your instructor or Program Manager. **(Make sure the Instructor or Program Manager signs the application.)**

Online Students:

Submit the completed application along with your unofficial transcript directly to: WSDA Office, CSI Taylor Building 210/212, P.O. Box 1238 Twin Falls, ID 83303-1238. **(No Instructor or Program Manager signature is required for those taking online general education courses)**

Some application tips:

Be sure to take your time and fill out the application completely. **First time applicants, your signature is required in a total of four places. Previous WSDA applicants, you need to complete and submit page 2 ONLY. All applicants must turn in a recent transcript.**

ATTACH YOUR UNOFFICIAL TRANSCRIPT TO THE APPLICATION OR EMAIL IT TO PKOTTRABA@CSI.EDU OR CWOODS@CSI.EDU. (High school transcripts are acceptable.)

Deadline: Priority will be given to applications received at least two weeks prior to the start of the semester.

For questions regarding the application contact: WSDA Project Manager, Cyndie Woods, 732-6395 Taylor Bldg. Room # 212 or cwoods@csi.edu

"The Workforce Solutions for the Digital Age project is funded in part (62% or \$1,995,673.00) by a grant awarded by the President's Community-Based Job Training Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration."

DO NOT SUBMIT THIS PAGE, KEEP IT FOR YOUR INFORMATION



Workforce Solutions for the Digital Age Training Support Application

INSTRUCTIONS: Complete this Training Support Application; attach your current unofficial transcript; and turn the application and transcript into your Program Manager. Students taking Online General Education courses, send your completed packet directly to the WSDA Office, Taylor Building 210/212, P.O. Box 1238 Twin Falls, ID 83303-1238.

Semester _____

CSI Student ID number _____ Gender M F First Name _____

Middle Name _____ Last Name _____

Age _____ Birth Date _____ Ethnicity Hispanic Y N

- Race American Indian or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian
 White
 Not Provided
 More Than One Race

Veteran Status Y N Disability Status Y N Employment _____

Last Grade Completed, Vo-tech Graduate, GED, or Degree Earned _____

Marital Status _____ Home Phone _____ Alternate Phone _____

Social Security # _____ **Email** _____

Mailing Address _____ Zip Code _____

City _____ State _____

Please check the program you are attending:

- Welding Technology Program
 Dental Hygiene Program
 Radiologic Technology Program
 Law Enforcement Program
 Online General Education Course

Name of Online Course _____

X _____ **Student Signature**

_____ **Date**

_____ **Program Manager Signature (N/A Online Gen Ed)**

Date _____



Permission to Release Education Record Information for WSDA Grant funding through the College of Southern Idaho

Requested By (Student):

Release To (Recipient):

LAST NAME	FIRST NAME
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Idaho and US Dept of Labor, Idaho Legislature, Governor’s Office,
 Idaho Board of Education, Idaho Division of Professional Technical
 Education

STUDENT IDENTIFICATION NUMBER

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DATE

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Education record information to be released:

1. Enrollment in training program (including training beginning and end dates);
2. Completion of training (including training completion or withdrawal);
3. Attainment of an industry/professional certification as a result of training (including credential description, test scores, licensure, attainment of degree or certificate);
4. Employment Status Prior to training;
5. Employment Attainment at exit/completion of training;
6. Attainment of promotion after completion of training;
7. Employment during training that received a wage increase in first, second, or third quarter after completing training;
8. Change of Employment as the result of training;
9. Unemployment and wage related data;
10. Gender;
11. Ethnicity;
12. Race;
13. Disability Status;
14. Veteran Status;
15. Site Location;
16. Program;

- 17. Educational Goals;
- 18. FAFSA (financial aid application) data as needed;
- 19. Social Security Number (used to capture employment data and award financial aid);
- 20. Birth date;
- 21. Permanent and Local Addresses;
- 22. Phone Number and E-Mail Address; and
- 23. Income and Household composition.

Purpose of release:

Fulfillment of state and federal reporting requirements for WSDA grant issued to students through the College of Southern Idaho.

I give permission for **the College of Southern Idaho** to release the specified information to the recipient(s) listed above. I understand that this information is considered part of a student education, financial, and/or housing record. Further, I understand that by signing this release, I am waiving my right to keep this information confidential under the Family Education Rights and Privacy Act (FERPA). I certify that my consent for disclosure of this information is entirely voluntary. I understand this consent for disclosure of information can be revoked by me in writing at any time, but will not affect the information released under my previous consent. If I wish to make any changes to my consent for release, I understand I will need to complete and file a new form.

X

STUDENT SIGNATURE

DATE

OFFICE USE ONLY

Action taken: Completed Filed Held Other:

DATE

BY WHOM

College of Southern Idaho
Workforce Solutions for the Digital Age
Non-Discrimination and Equal Opportunity Requirements for Participants

29 CFR Part 37: Non-Discrimination and Equal Opportunity Requirements

These regulations implement the nondiscrimination and equal opportunity provisions of the Workforce Investment Act. Discrimination is prohibited on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, and citizenship or status as a lawfully admitted immigrant authorized to work in the United States.

Please note, 37.4 defines discrimination on the ground of citizenship as “a denial of participation in programs or activities financially assisted in whole or in part under Title I of WIA to individuals on the basis of their status as citizens or nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, or other immigrants authorized by the Attorney General to work in the United States.” It is the State’s or local area’s responsibility to establish a policy regarding those individuals not lawfully permitted to work in the United States or those not lawfully in the United States.

Equal Opportunity Policy Dissemination (37.29)

The College of Southern Idaho initial and continuing notice that it does not discriminate on any prohibited ground. This notice must be provided to applicants for grant services, participants, applicants for employment and employees, unions or professional organizations that hold collective bargaining or professional agreements with the grantee/subgrantee/contractors under the grant, and members of the public including those with impaired vision or hearing.

Equal Opportunity Notice Content (37.30)

The referenced section provides the wording that must be contained in the EO notice.

Equal Opportunity Notice Communication (37.31)

The EO notice must be posted prominently in reasonable numbers and places; disseminated in internal memoranda and other communications; included in handbooks and manuals; and be made available to each participant and be part of each participant’s file.

EEO Data/Requirements (37.37)

Each recipient must record race/ethnicity, sex, age, and where known, disability status, of every applicant, registrant, eligible applicant/registrant. Participant, terminnee, applicant for employment, and employee. An individual has the right to refuse to provide any part or all of the data. Such a refusal cannot result in a denial of service. The grantee may not furnish the data on behalf of the individual.

CBJT Grant Data Collection

For the purposes of the Community Based Job Training grant data collection for the *Workforce Solutions for the Digital Age* the College of Southern Idaho requests authorization to collect and report the following participant profile data:

1. Enrollment in training program (including training beginning and end dates);
2. Completion of training (including training completion or withdrawal);
3. Attainment of an industry/professional certification as a result of training (including credential description, test scores, licensure, attainment of degree or certificate.)
4. Employment Status Prior to training;
5. Employment Attainment at exit/completion of training;
6. Attainment of promotion after completion of training;
7. Employment during training that received a wage increase in first, second, or third quarter after completing training;
8. Change of Employment as the result of training;
9. Unemployment and wage related data;
10. Gender;
11. Ethnicity;
12. Race;
13. Disability Status;
14. Veteran Status;
15. Site Location;
16. Program;
17. Educational Goals;
18. FAFSA data as needed;
19. Social Security Number (used to capture employment data and award financial aid);
20. Birth date;
21. Permanent and Local Addresses;
22. Phone Number and E-Mail Address; and
23. Income and Household composition.

College of Southern Idaho Representative

Your Signature certifies that you have received a copy of **both** the EEO Policy and “Non-Discrimination and Equal Opportunity Requirements for Participants.”

X

Student Signature and Student ID Number

Date

Your Signature certifies that you are authorizing the College of Southern Idaho to collect and report the data indicated above in “Workforce Solutions for the Digital Age Grant Data Collection” to Idaho Department of Labor and United States Department of Labor Employment and Training Administration.

WE BELIEVE IN EQUAL OPPORTUNITY

It is against the law for the College of Southern Idaho as a recipient of Federal financial assistance to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color religion, sex, national origin, age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access to any WIA Title I financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIA Title I financially assisted program or activity, you may file a complaint within 180 days of the alleged violation with either:

- The College of Southern Idaho's Equal Opportunity Officer, Monty Arrossa; or
- The Director, Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123
Washington, D.C. 20210

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center. The Grievance form is available with the Dean of Students, Graydon Stanley.

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient.)

If the recipient does not give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

For more information contact:

Monty Arrossa
College of Southern Idaho
315 Falls Ave.
Twin Falls, ID 83301
marrossa@csi.edu
(208) 732-6267

X

Student Signature

Date