

TRAINING PROGRAM RESEARCH

Customer: _____ **Date:** _____

INSTRUCTIONS: This worksheet will help you gather information about the programs that provide training for the occupation you have chosen. To help you decide which program is best for you, complete a column for each of the programs that you are considering. Try to use as many resources as possible when completing this form. Available resources can include: (1) resource materials in the one-stop center, (2) visits to the prospective programs, and (3) interviews with current students, graduates, instructors, or administrators.

	Provider: Program:	Provider: Program:	Provider: Program:
How long has the training provider been providing this type of training?			
When does the next class or set of classes begin?			
When is the application deadline?			
What are the program's entry requirements? (feel free to attach school/program info)			
What is the program's typical class size?			
What percentage of applicants are usually accepted?			
How long does it take to complete?	# _____ weeks/months/years	# _____ weeks/months/years	# _____ weeks/months/years
Program Structure	__# of qtrs/semesters __# classes per qtr/semester __# hours per week day/evening/weekend/flexible	__# of qtrs/semesters __# classes per qtr/semester __# hours per week day/evening/weekend/flexible	__# of qtrs/semesters __# classes per qtr/semester __# hours per week day/evening/weekend/flexible
How much does it cost to attend the program?	\$ _____ tuition and fees per # _____ of qtrs/sem = \$ _____ total cost Other costs \$ _____ books \$ _____ supplies \$ _____ tools \$ _____ uniforms \$ _____ testing and licensing exams	\$ _____ tuition and fees per # _____ of qtrs/sem = \$ _____ total cost Other costs \$ _____ books \$ _____ supplies \$ _____ tools \$ _____ uniforms \$ _____ testing and licensing exams	\$ _____ tuition and fees per # _____ of qtrs/sem = \$ _____ total cost Other costs \$ _____ books \$ _____ supplies \$ _____ tools \$ _____ uniforms \$ _____ testing and licensing exams
Are there other sources of financial aid available?	__ Pell __ HOPE __ Other	__ Pell __ HOPE __ Other	__ Pell __ HOPE __ Other

	Provider: Program:	Provider: Program:	Provider: Program:
What instruction methods are used?	____% instructor lead ____% individual paced, self-directed, or computer aided	____% instructor lead ____% individual paced, self-directed, or computer aided	____% instructor lead ____% individual paced, self-directed, or computer aided
Are evening and/or weekend classes offered?			
What degrees or certificates do students receive upon program completion?			
What percentage of students actually graduate?	____% Graduation rate	____% Graduation rate	____% Graduation rate
What types of jobs do graduates typically get?			
What types of businesses tend to employ graduates?			
What are the average starting wages of graduates?			
What are the average starting benefits of graduates?			
What job placement assistance is provided by the vendor?	___ Placement staff ___ Job Order Leads ___ None	___ Placement staff ___ Job Order Leads ___ None	___ Placement staff ___ Job Order Leads ___ None
Does the program have job leads for people who have completed the training, but lack related job experience?			
What do students tend to like and dislike about the program?			
How far is the program from your home?	____ # miles each way ____ minutes commute	____ # miles each way ____ minutes commute	____ # miles each way ____ minutes commute
Will your car or transportation/ride plan get you to and from school reliably?			
Are your reading and math skills at or above the required level for this program?			
Do assessment results (Career Scope, ProvelT, etc.) indicate you are a good match for this training program?			
Is this training a match for your learning style?			
Will you need to change your child care arrangements if you attend this program?			
Can you work out a new affordable child care plan while you attend this program?			
Other positive and negative considerations			