



Upper Shore Workforce Investment Board
PO Box 8, Wye Mills, MD 21679
410-822-1716
www.uswib.org

Additional Training Request Questionnaire

Name

Street Address

City

State

Zip

Home Cell

Phone Number

Email Address

Has your contact information changed since the last training request? YES NO
If YES, please revise the information in your Maryland Workforce Exchange Account.

Have you obtained funding from the Workforce Office previously? YES NO

PREVIOUS TRAINING/FIRST TRAINING

Educational Institution Attended

Training Name

Start Date

Completion Date

Successful Completion? YES NO

Final Grade/GPA: Pass Fail and/or Final Grade/GPA _____ (If Applicable)

Credential(s) Earned? YES NO | If YES, please list all credential(s) earned?

DESIRED TRAINING/ADDITIONAL TRAINING

Educational Institution

Training Name

CAREER FIELD

Have you worked in a career field related to your previous training(s)/credential(s)?

YES NO

If YES:

Name of company	Position	Dates of employment
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If NO:

If you haven't worked in a career field related to your previous training(s)/credential, please explain why.

REASON FOR ADDITIONAL TRAINING

Explain how the new training will coordinate with the previous trainings. If your new training request supports a different career field, explain why you are making this change.

Please Note: Financial assistance with additional training will be based on your performance in previous trainings and a convincing argument explaining the need to change career paths.

Appeal Process

If an additional request for training has been denied, an individual may appeal the decision to the Upper Shore Workforce Investment Board Executive Director. An appeal regarding additional training must be in writing and sent to:

*Daniel Schneckenburger, Executive Director
Upper Shore Workforce Investment Board
PO Box 8, Wye Mills, MD 21679*

After consideration, the Executive Director will render a decision within 30 days and will communicate the decision to the applicant.

All decisions contingent upon available funding.