



1555 South Raisinville Road
Monroe, MI 48161-9746

Welding Center of Expertise STEPS TO ENROLL IN THE GRANT FUNDED WELDING TRAINING PROGRAM VERIFICATION WORKSHEET

✧ ALL APPLICANTS MUST HAVE A PICTURE ID AND SOCIAL SECURITY CARD TO BE CONSIDERED ✧

For **New Students:** Complete steps 1-6

1. Visit MichiganWORKS if you are a Michigan resident or The Source if you are an Ohio resident for funding eligibility.
2. Complete a Monroe County Community College Admissions Application in the Admissions building or Online at https://www.monroecc.edu/forms/online_application.htm
3. Have any of the following sent to the MCCC Registrar's office :
 - ~Official transcripts from High School Diploma,
 - ~GED certificate, or
 - ~Previous College Transcripts

Mail to: MCCC
ATTN: Admissions
1555 S. Raisinville Rd
Monroe, MI 48161

Or

Fax to: 734-384-4170

4. Take MCCC College Placement Exam (COMPASS) or provide ACT scores.
5. Complete a FAFSA application at <http://www.fafsa.ed.gov> - MCCC FAFSA School Code is: **002294**.
6. Complete Application (page 2)
 - ~Answer all questions on the Grant Funded Verification Worksheet
 - ~Read the Equal Opportunity Portion, and Sign

-Mail completed application to MCCC, 1555 S. Raisinville Rd., Monroe, MI 48161, Attn: Joe Czapiewski,
-Email to jczapiewski@monroecc.edu; or

For **Current MCCC Students:** Complete steps 5 and 6 **ONLY**.

Please call Joe at (734) 384-4145 if you have any questions or visit: www.mcccweldcoe.org for updates!

I:\Project Groups\Welding\Applicants\Grant Funded Worksheet\Welding Grant Participant Verification Worksheet for Weld 115 & 215.docx

**U.S. Dept. of Labor Community-Based Job Training Grant Welding Training Program
Entry-Level Welding/Weld 115 or Advanced-Level Welding/Weld 215**

Complete this form and mail to MCCC, 1555 S. Raisinville Rd., Monroe, MI 48161, Attn: Joe Czapiewski

First Name: _____ Last Name: _____ Middle Initial: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Social Security Number: _____

Email: _____

MCCC Admissions Application completed? No Yes if yes, Student ID# _____

Educational Background: Diploma GED Some College Degree

Employment status: Full-Time Part-Time Self-Employed Hourly Wage, if employed: \$ _____

Unemployed if checked, Family Income (\$/year) \$ _____

Military Veteran: Yes No

Equal Opportunity Is the Law

It is against the law for this 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 from the date of the alleged violation with either: the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 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 (see address above).

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 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.

[] [Read/Understand Equal Opportunity Portion](#)

To the best of my knowledge, the above information is complete and accurate. I understand that I am enrolled in a sponsored program that is partially funded by the Department of Labor (DOL). As a result of this funding, my status of participation and my outcomes as related to common measures performance will be reported to the DOL. I understand that MCCC, as the grant recipient, must report sensitive client information including social security number, employment status, and wage record information.

Signature: _____ Date: _____

MCCC Eligibility Record for WIA Funding for MCCC CBJT Welding Grant Training

Student Name: _____

-CBJT Welding Grant Class Requested (Circle One)

Entry Level Welding
WELD 115

Advanced Level Welding
WELD 215

Information Session Attendance

Session Leader Name _____ Date _____

Case Manager Interview Results

Case Manager Name _____ Phone _____

Eligibility (Case Manager Circle appropriate responses):

Trade Adjustment Assistance (TAA)	YES	NO
Alternative Trade Adjustment Assistance (ATAA)	YES	NO
No Worker Left behind (NWLB)	YES	NO
Other, please specify _____	YES	NO

Status (Case Mgr please circle one): Comp Card Issued Wait Listed Not Eligible for WIA