



1555 South Raisinville Road  
Monroe, MI 48161-9746

## Welding Center of Expertise

### STEPS TO ENROLL IN THE GRANT FUNDED WELDING TRAINING PROGRAM

#### For New Students:

1. Visit MIWORKS! 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 at: [https://www.monroeccc.edu/forms/online\\_application.htm](https://www.monroeccc.edu/forms/online_application.htm)
3. Have official transcripts of high school diploma or GED certificate or college credits sent to MCCC at time of application.
4. Complete a FAFSA application at <http://www.fafsa.ed.gov> - MCCC FAFSA School Code is: 002294.
5. Take MCCC College Placement Exam (COMPASS) or provide ACT scores.
6. Answer questions 1 through 10 on the Grant Funded Verification Worksheet (see page 2) and complete the Equal Opportunity form. Either: mail to MCCC, 1555 S. Raisinville Rd., Monroe, MI 48161, Attn: Joe Czapiewski, email to [jczapiewski@monroeccc.edu](mailto:jczapiewski@monroeccc.edu); or fax to: 734-457-6062.

#### For Current Students:

1. Visit MIWORKS! If you are a Michigan Resident or The Source if you are an Ohio Resident for funding eligibility.
2. Answer questions 1 through 10 on the Grant Funded Verification Worksheet (see page 2) and complete the Equal Opportunity form. Either: mail to MCCC, 1555 S. Raisinville Rd., Monroe, MI 48161, Attn: Joe Czapiewski, email to [jczapiewski@monroeccc.edu](mailto:jczapiewski@monroeccc.edu); or fax to: 734-457-6062.

**Please call (734) 384-4145 and visit: [www.mcccweldcoe.org](http://www.mcccweldcoe.org) for updates!**

# VERIFICATION WORKSHEET

## 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 either: mail to MCCC, 1555 S. Raisinville Rd., Monroe, MI 48161, Attn: Joe Czapiewski, or email to [jczapiewski@monroeccc.edu](mailto:jczapiewski@monroeccc.edu); or fax to: 734-457-6062.

1. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

2. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

4. Social Security Number: \_\_\_\_\_

5. Email: \_\_\_\_\_

6. MCCC Admissions Application completed:  Yes  No Student ID# \_\_\_\_\_

7. Educational Background:  No diploma  High School Diploma  GED  Some College  
 2 Year Degree  4 Year Degree  Post Graduate

8. Employment status: Full-Time  Part-Time  Self-Employed   
Hourly Wage, if employed: \$ \_\_\_\_\_ Company/Employer Name: \_\_\_\_\_

9. Unemployed:  Yes  No Family Income (\$/year) \_\_\_\_\_

10. Military Veteran:  Yes  No

11. Tuition Funding Eligibility (**circle** all that applies): PELL Grant  No Worker Left Behind (NWLB)

Trade Adjustment Assistance (TAA)  Trade Readjustment Allowances (TRA)  WIA Youth  Don't Know

12. Completed COMPASS or have taken COMPASS or ACT testing in past - **REQUIRED**

If you have scores, complete following:

ACT score of 18 or higher in English or COMPASS writing score of 55 or higher.

Test type: ACT COMPASS (circle choice) Test location: \_\_\_\_\_ Score: \_\_\_\_\_

ACT score of 18 or higher in Reading or COMPASS reading score of 75 or higher.

Test type: ACT COMPASS (circle choice) Test location: \_\_\_\_\_ Score: \_\_\_\_\_

ACT score of 18 or higher in math or COMPASS math score of 48 or higher.

Test type: ACT COMPASS (circle choice) Test location: \_\_\_\_\_ Score: \_\_\_\_\_

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. [ ] Equal Opportunity Form Provided

Monroe County Community College is an equal opportunity institution and adheres to a policy that no qualified person shall be discriminated against because of race, color, religion, national origin or ancestry, age, sex, marital status, or disability in any program or activity for which it is responsible.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\* Completion of this form does not guarantee a seat in WELD 115 or 215!**

**\*\* Enrollment in the Entry-Level and Advanced-Level Welding Training Welding program is limited.**

**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

**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.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_