

Application for Certified Voluntary Workforce Training Program

This application serves as a request to operate a Voluntary Workforce Training Program as described in TAC §§75.1031-75.1034. Applications will be submitted to the Texas Education Agency at the address below. The Agency will process applications from secondary and postsecondary sponsors. Applications that include an agreement between a participant and a sponsor that is not a secondary or postsecondary institution will be processed by the Agency in conjunction with the Texas Workforce Commission (Commission). *Please return this application to the address below by August 1.*

Entity applying to sponsor a Voluntary Workforce Training Program: _____

The sponsor is one of the following entities (please check): School District Employer Postsecondary Institution
 Local Workforce Development Board Other _____

Primary contact for this Program: _____
Name _____ Phone Number _____
Employer _____
Mailing Address _____
City, State, Zip _____

Participating secondary education institution: _____
Name of Secondary Education Entity _____ County-District Number _____

Participating Employer(s): _____
Business Name _____ Employer Tax Identification Number _____

Participating Postsecondary Institution: _____

The Sponsor and Employer agree to the following:

1. The Voluntary Workforce Training Program meets the criteria in TAC §75.1031(a).
2. The Program will be conducted under an organized, written plan embodying the terms and conditions of employment, job training, classroom instruction, and supervision of participants and be subscribed to by a sponsor who has undertaken to carry out the program, referred to as the Certified Program Agreement.
3. The Program will comply with all state and federal laws, including laws pertaining to fair labor standards and workplace health and safety.
4. The Program will comply with recognized industry standards applicable to the program in which the participant is engaged.
5. The Employer agrees to assign an employee to serve as a mentor for the participant.
6. The Sponsor agrees to annually submit to the Agency the identification numbers of student participants in the program as required under TAC §75.1032(b).
7. The Sponsor agrees to require a Certified Program Agreement for each student participant that meets the requirements of TAC §75.1033.

Sponsor Representative (please print)

Name of Employer Representative (please print)

Signature of Sponsor Representative

Signature of Employer

Date

Date

Return this Application to:
Voluntary Workforce Training Coordinator
Division of Career and Technology Education
Texas Education Agency
1701 N. Congress Avenue
Austin, Texas 78701-1494
Phone: (512) 463-9446
Fax: (512) 475-3575