The WorkPlace

1000 Coffeen St
Watertown, NY 13601
315-786-3651

5274 Outer Stowe St
Lowville, NY 13367
315-376-5800

Application Deadline to be considered for Spring of 2022 semester courses will be 12/10/21

Thank you for your interest in our Classroom Training Program. Please note that funding is limited, and that the education you are pursuing must be considered an in-demand occupation in our area.

Please visit https://www.labor.ny.gov/workforcenypartners/lwda/north-country-region-priority-occupations.xlsx for a list of in-demand occupations. While this is a standard list, other educational opportunities will be considered on a case-by-case basis.

Below are the steps that need to be taken before we can determine if you will qualify for a Classroom Training (CRT) Grant. If you are approved for CRT, the maximum amount of each grant is $8,000.00 per year for adults (25 & over) and $8,000.00 per year for youth (under 25). Our funding can be used towards tuition and mandatory fees only.

First steps:

- Apply and be accepted into your educational program; have an acceptance letter from the school.

- Apply and have an answer back on Financial Aide (if applicable), to include PELL, TAP, GI Bill, and MyCAA.

- Have a financial statement from the school listing total costs, financial aid and remaining balance.

- Complete the initial documents packet:
  - Scholarship Application
  - Training Questionnaire
  - Supplemental Questionnaire
  - Work Search Record (only if you are currently unemployed)

Once you have completed the application packet, please submit all required documents to Ethan Brown if you are 18-24 years old, or Maura Eamer if you are 25 years or older. Initial documents may be submitted by email, mail or dropped off at The WorkPlace. Upon receipt of the completed application, we will contact you for the next step in the process.

Sincerely,

Ethan Brown
Youth and Young Adult Program Coordinator
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315-786-3671

Maura Eamer
Classroom Training Coordinator
meamer@co.jefferson.ny.us
315-786-3659