

## NEGOTIATION OF TRAINING HOURS

Name of Participant: \_\_\_\_\_

Occupation: \_\_\_\_\_

O\*Net Code: \_\_\_\_\_ D.O.T. Code: \_\_\_\_\_ Job Zone: \_\_\_\_\_ SVP: \_\_\_\_\_

**Maximum Training Hours    Total Hours Allowed for this occupation:** \_\_\_\_\_  
(Total training hours is based on the Dot Matrix)

- A.    Reduction of Training Time
1. Subtract one week (40 Hrs.) for each month of prior employment in the same occupation with a different employer and, \_\_\_\_\_
  2. Subtract one week (40 Hrs.) for every three weeks of prior employment while in a work experience or subsidized employment activity while enrolled in WIA and, \_\_\_\_\_
  3. Subtract one week (40 Hrs.) for each three months of prior experience in job related training and, \_\_\_\_\_
  4. Subtract one week (40 Hrs.) for each three months of formal educational training in the same occupational field. \_\_\_\_\_

Training Hours Reduced To: \_\_\_\_\_

**NOTE:** Occupational related jobs shall be defined as those with O\*Net/DOT codes that have been “clustered” into the same work subgroup in the U.S. Department of Labor’s Guide for Occupational Exploration (GOE). The GOE work subgroups are “clustered” by six (6) digit codes. Each DOT defined job contained within a GOE work subgroup has similar requirements for skills and training.

Items #1 and #2, to be applicable for prior work experience that is less than five years old unless demonstrated otherwise.

B.    Exception to above reductions.  
When a barrier to employment/applicant character and outdated general work experience skills are identified through the assessment process as documented on the IEP, the participant could be allowed additional training time. The Program Operator will determine appropriate training time within the maximum time allowed based on severity of the barrier.

Increased By: \_\_\_\_\_  
Total of Training Hours: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Skills Specialist: \_\_\_\_\_