



Training Application Form

Instructions:

Thank you for your interest in learning with us at the **National Veterans' Training Institute (NVTI)**! Please follow these instructions to complete this form. If you have any questions about the application, contact Studentservices@nvti.org.

1. Fill out all sections of the application*.
2. Locate your state's Director for Veterans' Employment and Training (DVET) by visiting <https://www.dol.gov/vets/aboutvets/regionaloffices/map.htm>.
3. Send your completed application to your state's DVET. The DVET will sign to approve your application and then they will email it to Studentservices@nvti.org. Applications that have not received DVET approval prior to submission will not be accepted.

If you are interested in applying for the **JVSG Career Roadmap Certificate Program**:

1. Complete **ONLY** sections entitled "Employment Information," "Contact Information," and "JVSG Career Roadmap Certificate Program."
2. Follow steps 2 and 3 above.

**Note: All identifying information must match your official photo ID. If you are a Jobs for Veterans State Grants (JVSG) grantee or DOL Grant-Funded Staff providing employment services to veterans, your travel is coordinated, and associated costs are covered by the NVTI program. All other attendees are responsible for their own travel management and costs incurred.*

Applicant Name: _____ **Date:** ___ / ___ / _____

Employment Information

Your Position Type (please select one box ONLY):

State Employees/Grantees

Are you **Jobs for Veterans State Grants (JVSG) Grantee Staff**? If so, what is your position? Check one box below.

- Disabled Veterans' Outreach Program (DVOP) Specialist
- Local Veterans' Employment Representative (LVER) Staff
- Consolidated Position (CP) Staff

Tell us the date you started at the above position: ___ ___ / ___ ___ / ___ ___ ___ ___

Are you **Department of Labor (DOL) Grant-Funded Staff**? If so, for which program? Check one box below.

- Homeless Veterans' Reintegration Program (HVRP)
- Wagner-Peyser (W/P)
- Workforce Innovation and Opportunity Act (WIOA)
- Other, please specify: _____

Are you a **Department of Labor (DOL) Grant-Funded Staff Manager**? If so, for which program? Check one box below.

- Jobs for Veterans State Grants (JVSG)
- Homeless Veterans' Reintegration Program (HVRP)
- Wagner-Peyser (W/P)
- Workforce Innovation and Opportunity Act (WIOA)
- Other, please specify: _____

Federal Employees

Are you a **DOL Veterans' Employment and Training Service (VETS) employee**? If so, in what office? Check one box below.

- National Office
- Regional Office
- Field Position

If you are a federal employee but **NOT a DOL VETS employee**, please select the box and complete the section below.

- Federal employee with _____ (insert agency)

(continued on next page)

None-Of-The-Above

If **none of the above categories apply to you**, select the box below and provide additional details on why you are interested in taking an NVTI course.

Other _____ (insert place of employment)

Additional details: _____

Contact Information

Provide the following information:

Work Information:

Work Street Address: _____

Work City, State, Zip Code: _____

Work Phone Number: _____

Mobile Number: _____

Work Email: _____

If you require any **special accommodations** to ensure your participation and success in class, note them below. Note that we request **at least a 30-day notice of any special accommodation requests prior to the class start date** to ensure the requested accommodations are in place.

Training Information

Select one of the following boxes ONLY:

I am a **newly hired DVOP, LVER, or Consolidated Position DVOP/LVER** looking to be enrolled in the required core curriculum for my position. To see available class dates, visit the [NVTI Class Schedule](#).

1. **9635:** A Day in the Life of JVSG Staff in an American Job Center (This is a self-paced eLearning that is immediately available upon enrollment in the JVSG-required classes.)

2. **9636:** Legal Guidance Affecting Veterans' Employment Services

___ / ___ / _____ (insert first choice class date)

___ / ___ / _____ (insert second choice class date)

3. **9637:** Removing the Employability Gap for Veterans with Significant Barriers to Employment

___ / ___ / _____ (insert first choice class date)

___ / ___ / _____ (insert second choice class date)

4. **9608:** DVOP Specialist Core Competency Development

___ / ___ / _____ (insert first choice class date)

___ / ___ / _____ (insert second choice class date)

and/or

5. **9609:** LVER Core Competency Development

___ / ___ / _____ (insert first choice class date)

___ / ___ / _____ (insert second choice class date)

I am **NOT a newly hired DVOP, LVER, or CP**, and want to enroll in the following classes: To see available class dates, visit the [NVTI Class Schedule](#).

1. _____ (insert class number and title)

___ / ___ / _____ (insert first choice class date)

___ / ___ / _____ (insert second choice class date)

(continued on next page)

2. _____ (insert class number and title)

___ / ___ / _____ (insert first choice class date)

___ / ___ / _____ (insert second choice class date)

Note: Once your application is received and processed, you will receive an email for each class in which you have been enrolled; it will include class dates and start/end times. If you need to cancel or reschedule your registration, contact your state's DVET, State Veterans Program Coordinator and NVTI Student Services. The DVET or State Veterans Program Coordinator will coordinate reschedule or cancelation with NVTI Student Services.

JVSG Career Roadmap Certificate Program

Provide the following information if you are JVSG Grantee Staff and interested in enrolling in the JVSG Career Roadmap Certificate Program. To learn more about the program visit our [Training Plans](#) page.

*Note: In calendar year 2022, the JVSG Career Roadmap Certificate Program is open to JVSG Grantee Staff **ONLY**.*

If **"Yes,"** indicate which **Track** you are interested in pursuing*?

- NVTI Professional
- NVTI Professional Career Developer
- NVTI Professional Thought Leader

Proceed to the next page to complete the "Approvals" section of the application.

Approvals

Give your completed form to your state's DVET. If the application is approved, the DVET will fill out the information below. The DVET will then give the approved form to NVTI Student Services for processing. Applications that have not received DVET approval prior to submission will not be accepted. Once NVTI receives your approved application, you will receive a response within 48 hours.

To find your state's DVET, visit [this page](#).

DVET Information:

Name: _____

Phone Number: _____

Email Address: _____

Electronic Signature: _____

Date: ___ ___ / ___ ___ / ___ ___

Questions? Contact us at: Email studentservices@nvti.org Phone: 844.423.8872 extension 2

Revised: April 29, 2022