

Trade Adjustment Assistance (TAA)

Training Benchmarks for Completion TRA Eligibility

Section 1 TAA Participant's Name and Signature

I _____ understand it is my responsibility to provide this documentation to my Career Counselor regarding my academic progress every 60 days. Progress will be measured by **1)** Verification that I am maintaining satisfactory academic standing (i.e. not on probation or determined to be “at risk” by the instructor or training institution; and **2)** I am on schedule to complete training within the timeframe approved in my training plan. Failure to provide benchmark reviews to my Career Counselor may jeopardize my eligibility for TRA benefits.

Participants signature: _____ Date: _____

Section 2 School Information

School Name:

Preparer's Name:

Preparer's Title:

Telephone & Ext:

E-mail address:

Section 3 Trade Participant Information

Participant's name:

MOSES ID #:

Participant's Phone:

Participant's Email:

Career Center:

Section 4 Academic Program Information

Name of program:

Program duration:

Start Date:

End Date:

At this time, client is enrolled/attending:

☐

Full time

☐

Part time

Section 5 Evaluation and Documentation of Benchmarks

Please provide signed documentation from training vendor of your academic status and progress toward completing training within the approved timeframe every 60 days

The Benchmark period being evaluated covers the 60 days prior to the due date:

Please check one

YES

NO

☐
☐

Benchmark 1

Participant is maintaining satisfactory academic standing (i.e. not on probation or determined to be “at risk” by the instructor or training institution)

Please check one

YES

NO

☐
☐

Benchmark 2

Participant is on schedule to complete training within the timeframe identified in the approved training plan. (See approved end date in Section 4)

Comments:

Preparer's Signature:

Date: