



ADMINISTRATIVE BULLETIN NO. 19A

TO: WIA ADULT CONTRACTING AGENCIES
SUBJECT: CUSTOMIZED TRAINING (CST)
EFFECTIVE: JULY 1, 2009

I. BACKGROUND:

The Workforce Investment Act Section 134 (d) (4) allows for the use of customized training for adults who are registered in the WIA IB program. Customized training is defined as a Training Service under WIA. Adults have the opportunity to earn a credential upon successful completion of the Customized Training. (See Administrative Bulletin No. 11A Credential).

II. GENERAL POLICY:

Customized training is training:

- (a) That is designed to meet the special requirements of an employer or a group of employers.
- (b) That is conducted with a commitment by the employer(s) to employ the participant upon successful completion of the training.
- (c) For which the employer pays for not less than 50% of the cost of the training

III. REQUIREMENTS FOR CUSTOMIZED TRAINING FOR EMPLOYED WORKERS

Employed workers must meet the requirements under the Priority of Service definitions in Administrative Bulletin No. 02A.

“Classroom Training – Occupational” will be the agreement to use for Customized Training Activities. A completed Occupational Skill Description must be included.