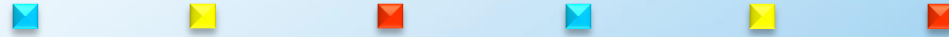




RIVERSIDE COUNTY

Training Process & Requirements



Customer Interest

- ❖ Training Provider refers individual for training consideration – CALL 951-955-3100 – or Provider staff may utilize Contacts for direct referral
- ❖ Individual expresses interest in training at specific college
- ❖ Individual registers in CalJOBS and uploads resume
- ❖ Individual proceeds with virtual or in-person application – [Become a Member](#) at RivCoWorkforce.com

Training Enrollment

- ❖ WIOA eligibility determined
- ❖ Training Provider contacted by Case Manager or individual for **Training Proposal**
- ❖ If customer is approved, a training voucher **(example)** is issued to provider with **ITA Terms & Conditions Packet**
- ❖ Career Coach will verify start date with provider

Customer Progress

- ❖ Training providers keep Career Coaches updated on progress and submit monthly **Provider Progress Reports (PPRs)**
- ❖ Inform Coach on drops, extensions etc.
- ❖ Collaborate with Coach to assist with positive course completion

Invoicing

- ❖ Review **ITA Terms & Conditions Packet** for invoicing timeframe

Training Completion

- ❖ Career Coach will verify completion date with provider
- ❖ Submit final invoice including **Certificate of Completion and Training Completion Verification**

Employment

- ❖ Inform Career Coach directly or via PPRs of all employment placements

CONTACTS:

ETPL Coordinator: Meta Berkebile, 951-955-3028

Customer Service Regional Representatives:

Stephanie Adams, 951-955-3075

Managers:

Marian Singer – Riverside – 951-955-8044

Charlene Henderson – Hemet – 951-955-3046

Yvonne Villalobos – Indio – 760-863-2524

Fiscal: 951-955-0348

Email: workforcehelp@rivco.org