



Process to apply for Funding for Training

What to expect:

- You will be scheduled to attend the Virtual Career Advising and Training Information Session. This session will cover all of the information related to the process and the requirements. You will be provided a Training Proposal document to guide you in your research and to be used as justification for training funds.
- You will then have a one on one virtual meeting with a Career Counselor who will review the process with you, discuss eligibility documentation needed and ask you basic information.
- Once your eligibility documentation is received it will be reviewed.
- If determined eligible for program services, you will be assigned to a Career Counselor. The Career Counselor will schedule an appointment with you to assess your skills, abilities, work experience, educational background and labor market information. They will assist you with completing the Training Proposal.
- In order to access funding for training the following must apply:
 - You are eligible for the program that will fund the training
 - For some funding sources- You live or work or worked in our region (does not apply to Veterans or eligible spouses)
 - Based on this assessment and review of the labor market you cannot become reemployed at a self-sufficient wage without further training
 - Labor market shows growth for the occupation in which you will receive training in a geographic area you are willing/able to work
 - You possess all other job requirements that are not provided in the training you will receive
 - You have researched eligible training providers and compared a minimum of two training providers
 - There are no other funding sources that can pay for the training such as Pell grants
 - You work with your Career Counselor on an employment plan and maintain contact for services throughout attending training and through reemployment – all customers accessing training funds will have a Career Counselor who will provide individualized services

To begin the process to access available training funds please:

Contact the closest center to register for the next Virtual Career Advising and Training Information Session

Cambridge 617 661 7867

Woburn 781 932 5500

Chelsea 617 844 4333

You may also email for all three centers:

jobsearchhelp@mhmnc.com

Please allow 6– 8 weeks for training funding to be approved from the time attending the Career Advising and Training Information Session

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“Veterans and their eligible spouses receive priority of service. MassHire Metro North Career Center is an EEO Employer. Auxiliary aids or services are available upon request to individuals with disabilities.”