



# Competitive Edge Internal Training Information

Employer applying for Competitive Edge Award: \_\_\_\_\_

Name, title and contact information of employer's representative completing this form:

## 1. Internal subject matter expert information

The name of the internal subject matter expert selected to deliver the training to employees (Note, any training company/organization that only trains employees for one company that is the same as or affiliated with the employer making application, will be considered an internal subject matter expert):		
Phone #:	Fax #:	Email address:
Business address:		
City:	State:	Zip:
Experience in delivering this training specifically or training in general:		
Is this internal subject matter expert's time devoted exclusively (100% of time) to training? <input type="checkbox"/> Yes <input type="checkbox"/> No		

## 2. Training information

Training will be delivered (check the appropriate box):	<input type="checkbox"/> On site, at my company <input type="checkbox"/> In Polk Works Mobile Training Unit <input type="checkbox"/> Other, please explain:
Type of Training / name of course:	
Was the training curriculum that will be used developed internally <input type="checkbox"/> or purchased from a third party vendor <input type="checkbox"/> (check one)? Please attach the curriculum outline to this form.	
When will this training be delivered? (Please include the hours/day, days each week, total hours of training, start and end dates, etc.)	
Will the employees be "on the clock" during the training? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## 3. Training that does not have a "yes" checked in response to one of these questions (3A, 3B or 3C) cannot be approved to be included in this EWT award.

<b>3A.</b> Will you be using an <u>industry</u> recognized curriculum or a recognized skill standard curriculum that will lead to a certificate/credential for the employees who successfully complete your training? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3B.</b> Does your curriculum lead to a <u>nationally</u> recognized certification / credential? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3C.</b> If providing soft skills training only, does your curriculum lead to some type of certification or a completion credential? <input type="checkbox"/> Yes <input type="checkbox"/> No

Signature of the employer's authorized representative:	Date:
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Please duplicate this form as needed to provide a form for each type of training.