

# COUNTY OF ULSTER

## Workforce Development Board

535 Boices Lane  
Kingston, NY 12401  
[UlsterWorks.com](http://UlsterWorks.com)



Phone: (845) 340-3170  
Fax: (845) 340-3165  
Email: [oet@co.ulster.ny.us](mailto:oet@co.ulster.ny.us)

Patrick K. Ryan, County Executive

Tomasine Oliphant, Director

### Individual Training Account Policy 9.8.20

#### Individual Training Accounts

The Ulster County Workforce Development Board will pay up to \$3,500 towards tuition, books and fees for training, based on the following criteria:

- The trainee must be a resident of Ulster County.
- Staff must have determined that training is necessary for the individual to move towards a level of self-sufficiency, as defined by the Ulster County Workforce Development Board, based on an assessment of the individual's skills and consideration of labor market conditions.
- Training must be on the Demand Occupation List as approved by the Ulster County Workforce Development Board. If not, the individual may provide documentation supporting demand, by providing current job openings in the field and/or a letter of commitment to hire.
- The trainee must maintain satisfactory progress in the training, or may be subject to loss of funding.
- Candidates who have previously accessed training funds: 1) may not access funds again for a minimum of five (5) years from training approval; and 2) may not receive funding a second time for the same training, unless approved by the Director after a review of training and work history.

Additionally, the Ulster County Workforce Development Board will pay more than \$3,500 towards tuition for the following occupations in demand:

CDL A 200 hour course	\$6,500
CDL B 81 hour course	\$4,195
HVAC	\$3,898
LPN	\$7,500 + licensing fee
\$2,500 Semester 1, \$5,000 Semester 2	
<b>SURGICAL TECH</b>	<b>\$6,500 + licensing fee</b>
\$2,000 Semester 1, \$4,500 Semester 2	

The Workforce Development Board Director may revise the above policies on a case-by-case basis if it meets the additional needs of the customer. Each exception must be approved in writing and kept in the customer's file.

Justification for all training must be clearly documented in the customer's Individual Service Strategy for youth, or Individual Employment Plan for adults.

Approved by WDB on 09/08/2020