

PREREQUISITE TRAINING

Prerequisite training consists of postsecondary coursework/training required of an individual prior to entry into an approved Occupational Skills Training (OST) program on the Eligible Training Provider List (ETPL) for a specific occupation. It is training that, by itself, does not typically result in employment (see OST [Policy 5.27](#) and Eligible Training Provider [Policy 4.10](#)).

Prerequisite training may be funded through WIOA Title I Adult, Dislocated Worker, Youth or Trade Adjustment Assistance (TAA) program using non-ITA services provided it is required by an educational/training institution for an individual to be accepted into an occupational skills training program.

The training must be approved in advance by the appropriate DLR Labor Program Specialist and are limited to no more than 12 months. Employment Specialists must outline how the training meets a specific goal in the individual's employment plan as it relates to the overall occupational skills objective.

Participants receiving prerequisite training are included in both the Credential and MSG performance measures. In many cases, there may not be a credential associated with the prerequisite training itself but rather with the subsequent OST training. For MSG purposes, completion of the prerequisite training should be recorded as a Training Milestone in SDWORKS and a copy of the completion record uploaded into SDWORKS.

PARTICIPANT ELIGIBILITY

Meet training eligibility as outlined in the Training Services [Policy 5.8](#).

DOCUMENTATION

All justifications related to the training must be included in an SDWORKS case note. This **justification note** should include the assessment of need, recommendations and analysis from the Employment Specialist, and any service determinations. Prior to starting the Prerequisite Training, the participant and the provider must sign the Conditions and Assurance [Form 10A](#). Ensure all required documentation is complete, legible, and uploaded to the Obligation Voucher in SDWORKS. Include a summary and date of the **justification note** in the comment box on the Obligation Voucher.

For payment, the provider can submit an itemized invoice, receipt, or complete the OST Billing Statement [Form 23](#). Upload the invoice, Billing Statement form, or a receipt on the Payment Voucher in SDWORKS. Include an SDWORKS case note.

The approving manager is responsible for ensuring all documentation is uploaded, correct, and legible before authorizing Obligation and Payment vouchers.

PROGRESS REPORTING

Progress Reports must be completed for any type of training that is beyond 30 days. Monitoring of progress must be done on a monthly basis using the Progress Report [Form 22](#) and receipt of any attendance documentation if applicable. Upload the completed Progress Report into the document section of SDWORKS. If appropriate, include a measurable skills gain according to the Performance Indicators [Policy 6.3](#).

MODIFICATION

A DLR Labor Program Specialist will determine if a modification is appropriate.