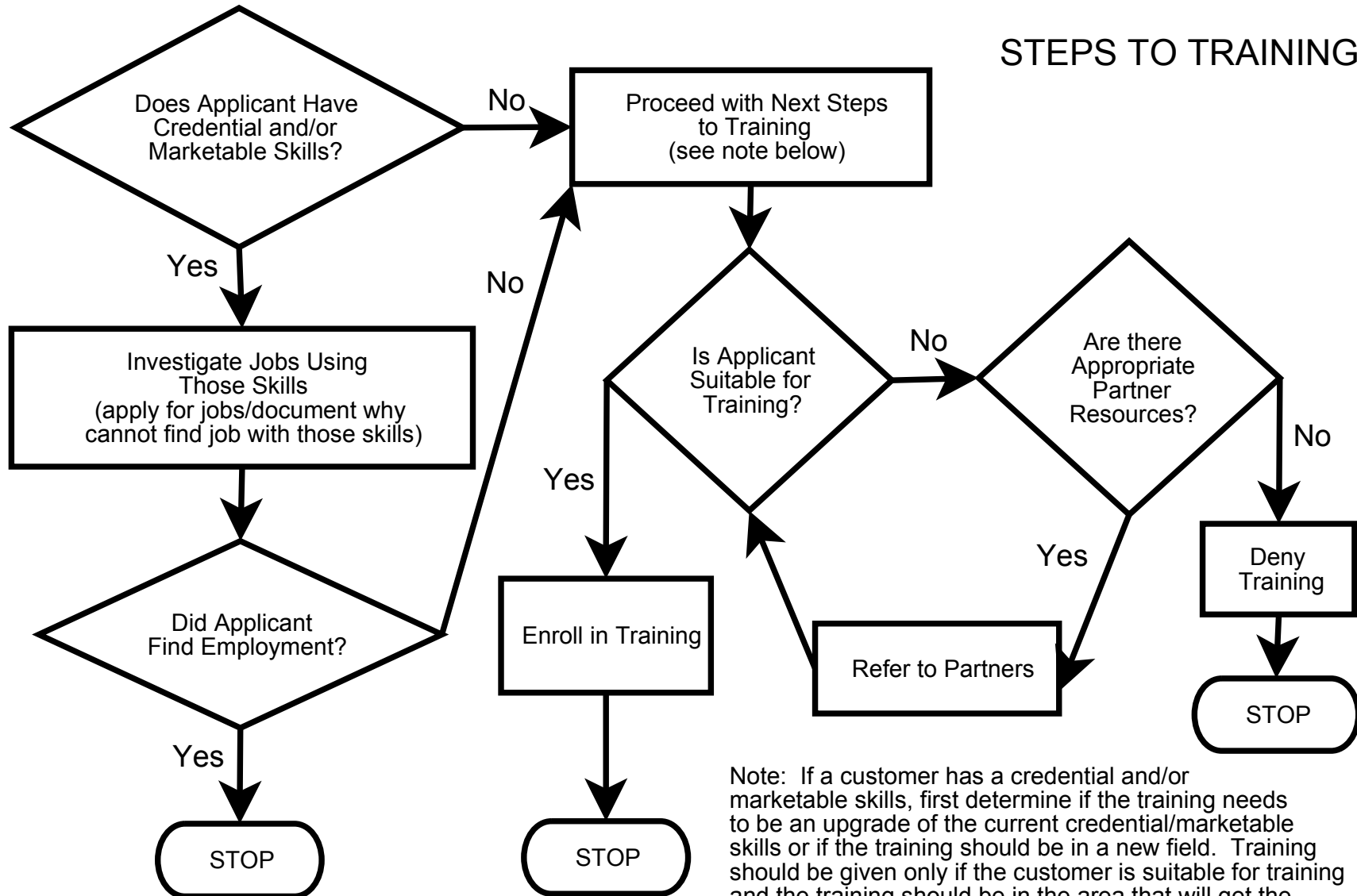


STEPS TO TRAINING



Note: If a customer has a credential and/or marketable skills, first determine if the training needs to be an upgrade of the current credential/marketable skills or if the training should be in a new field. Training should be given only if the customer is suitable for training and the training should be in the area that will get the applicant back to work as quickly as possible. If unsure, see the Administrator or Supervisor