

Blue Collar Jobs Training Program at Delaware Tech

Supervisors of State Employees:

Fall & Spring Semester Classes at Delaware Technical & Community College

Delaware Technical & Community College is offering tuition-free classes to State of Delaware employees, pay grades 1-10, for the Fall & Spring Semesters. These classes are funded by the Blue Collar Jobs Training Act, which is administered by Office of Management & Budget. All Delaware Tech credit courses are covered by the Blue Collar Tuition Program. All courses can be accessed at www.dtcc.edu

We currently have state employees on a wait list for this program. These employees will be considered first for fall and spring courses. The total number of employees who will participate is based on the tuition cost of the courses selected and the total dollar amount funded.

This mailing is to inform you that we are starting a new wait list of state employees. You may nominate one or more of your employees to be placed on this new wait list. Please complete the enclosed nomination form making sure that **all** parts of the form are completed in full. Feel free to make extra copies if you need them. State employees interested in any of the courses are being encouraged to ask their supervisors to nominate them. Please submit only **one** nomination form per employee per fall and spring semesters.

Interested employees must take the College Placement Test (CPT) and be admitted to Delaware Tech prior to taking courses. Please call the Admissions Office at the campus nearest you (Terry (302) 857-1000; Owens (302) 856-5400; Stanton (302) 454-3900; Wilmington (302) 571-5300) to make an appointment to see a Counselor. The purpose of this test is to make sure an employee will not be placed in a course in which he/she will be unlikely to succeed. The nominees selected to take a class and who have been notified of their acceptance will be expected to attend a Success Seminar.

This is a wonderful opportunity for employees to update skills or learn new skills at little expense to them and to work toward a certificate, diploma, or degree. Blue Collar funding covers course tuition-**not** fees, books, and supplies. If you have any questions about the program, please call Jeff Peck at (302) 857-1741 or Carole Lilly at (302) 857-1740. If your office does not wish to nominate any employees, please forward this flyer to another state office.

Jeff Peck
Program Coordinator

JP:cl

DTCC IS OFFERING CREDIT CLASSES FOR STATE AGENCY EMPLOYEES (PAY GRADES 1-10)

This program is funded by The Blue Collar Jobs Training Act and Administered by the Office of Management & Budget

I would like to nominate the following individual for a Blue Collar funded class. Blue Collar funding covers course tuition – **not** fees, books, and supplies. Training will take place at Delaware Technical & Community College. Please submit only **one** form per employee. Please Print or Type.

Employee Name _____ SS# _____

Employee Title _____ Pay Grade _____

Home Address _____
Street City State Zip

Home Phone _____ Work Phone _____ Fax Number _____

State Dept., Division, Agency _____
(Please do not abbreviate agency name)

Agency Address _____
Street City State Zip

Name of Course _____

Name of Nominating Sponsor _____

Signature of Nominating Sponsor Signature of Employee Date

Title Title

Return completed nomination form to: Carole Lilly
Delaware Tech--Terry Campus
100 Campus Drive
Dover, DE 19901 SLC D150
(302) 857-1741 FAX: (302) 857-1798

I am authorizing Delaware Technical & Community College to release my academic year semester grades to the Blue Collar Program, Delaware Office of Management & Budget.
Signed on this date: _____ by _____
Signature of Student