

The following information is needed regarding each employee that will be trained:

- Full legal name
- Social Security number
- DOB
- Gender
- Highest level of education achieved
- Hourly wage (training is not available for employees earning more than **\$32.12/hour**)
- Number of hours worked per week
- Employment start date

We require the following as backup documentation of the above information:

- A copy of each person's driver's license or other state-issued photo ID
- A copy of each person's Social Security card OR the I-9

Additionally, state law mandates that federal job training shall not be provided to males born after 1/1/1960 who failed to register with Selective Service. Therefore, employers should verify whether individuals meeting these criteria are registered at www.sss.gov prior to submission of their information.

Lastly, we require that an Individual Employment Plan (IEP) be completed for each employee. (See Page 2)

Customized Training Plan (IEP)

Name: _____ Position: _____

Brief Job Description: _____

II. Type of Training to be provided: Understanding the LEEDv4 NC Rating System

III. Reason for selection of this training:

- ☐ Introduction of new technologies
- ☒ Introduction of new production or service procedures
- ☐ Upgrade to a new job that requires additional skills

While Customized Training is a service that focuses on the needs of business, it must still follow the training needs of the individual as well.

IV. Need for the training:

This workshop focuses on LEED version 4 fundamentals, covering sustainability topics related to green building best practices. This course will assist industry professionals in understanding the key concepts of LEED version 4 and how to apply the New Construction Rating System. Key changes and improvements in the LEED version 4 Rating System will be identified. A deeper exploration of the credit categories will help attendees learn more about the prerequisites and credits available to their new construction projects. Activities and handouts will aid attendees in applying the information presented.

V. Anticipated outcomes of the training:

Upon completion of this course participants should be able to:

- Identify the intent, requirements, and strategies for success with LEED v4 credits in New Construction Rating System
- Plan for key considerations and requirements for LEEDv4 documentation
- Recognize how rating system structure and credit requirements improve project team experience
- Recognize how credit requirements lead to higher performing buildings and market transformation

VI. PARTICIPANT UNDERSTANDING/WIOA REPRESENTATIVE ATTESTATION

The information I have provided for the completion of this form is true and correct to the best of my knowledge. I understand and agree with the service strategy necessary to achieve my employment/training goal(s) and understand that my participation in a WIOA program does not create an entitlement to services. I agree to follow through with this plan to the best of my ability and to cooperate with my manager to achieve the goal(s) as listed herein.

Employer Representative

Date

WCCNM Representative

Date