**Fresno REGIONAL Workforce DEVELOPMENT BOARD**

**ON-THE-JOB TRAINING SCHOLARSHIP PANEL**

**Checklist**

**Instructions:** Business Account Specialist (BAS) and Provider of Services (POS) Management staff are to use this checklist to ensure all required areas of the OJT Scholarship process are addressed. The BAS will initial each item as it is completed. Once complete, the BAS will attach the checklist to the front of the Scholarship Application packet. Please be sure to place all required documentation in the numerical order indicated on the checklist. The BAS should then submit the application packet to their management staff for approval prior to the scholarship panel date.

**Only include the information listed on this form in the Scholarship Package.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Participant Name: | | Date of Request: | | | |
| State ID #: | | Grant #: | | | |
| BAS Name & Agency: | | BAS Phone: | | | |
| Planned OJT Start Date: | | Date Package Received by Management: | | | |
| Documentation Required | | Comments | | BAS Initials | POS Mgr  Staff  Initials |
| 1) Checklist Completed | |  | |  |  |
| 2) Scholarship Application | |  | |  |  |
| 3) Occupational Self Certification | |  | |  |  |
| 4) Approved Waiver, if needed | |  | |  |  |
| 5) Client Readiness Report with completed WorkKeys®, Reading/Math and O\*NET scores. | |  | |  |  |
| 6) Job Description | |  | |  |  |
| 7) Resume | |  | |  |  |
| Approval Steps Completed | | Comments | | BAS Initials | POS Mgr  Staff  Initials |
| **I-TRAIN** | |  | |  |  |
| 1) BAS Approval | |  | |  |  |
| 2) BAS Supervisor Approval | |  | |  |  |
| 3) Waiver (as required) | |  | |  |  |
| 4) Panel Interview Date | |  | |  |  |
| **Post Panel Steps** | POS Management Use only | | | | |
| Status | | Initials/Date | | |
| 1. Panel Decision | Approved Denied | |  | | |
| **Additional Comments:** | | | | | |
|  | | | | | |
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