

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## Department of Employment Services

VINCENT C. GRAY  
MAYOR



LISA M. MALLORY  
DIRECTOR

### BRAC Application Process

#### Information and documents required to request funding for BRAC Training

##### Please collect the following documents for submission in hard copy format

- Descriptive information about your chosen training provider printed from the provider's Internet homepage to include name, address and telephone number.
- The name and telephone number of the contact person for the program of study.
- Prepare a written rationale explaining why you chose the program and the provider and explain how the training will support you in your career development both short-term and long-term. Date and sign this document and include your contact info: name (typed), work phone number, and work e-mail.
- Provide a current description of your chosen academic program or course of study printed from the provider's website. Also needed are: the name of the course(s), with corresponding start date(s) and end date(s).
- Print from the provider's website the breakdown of fees for each course (i.e., tuition, lab fee, tech fee, books, certification fees)
- Provide a calculation to show the cost of the entire program or courses you are requesting.
- Register at [dcnetworks.org](http://dcnetworks.org) and create a personal account
- Post your resume on the DC website, print a copy and bring it with you to the meeting with the BRAC representative.
- Complete the skills assessments found at [www.dcnetworks.org](http://www.dcnetworks.org), [www.mynextmove.gov](http://www.mynextmove.gov); [www.myskillsmyfuture.org](http://www.myskillsmyfuture.org). Print results and come prepared to discuss with counselor.

## Course Information Form

NAME \_\_\_\_\_ Today's date: \_\_\_\_\_

Work email and work phone \_\_\_\_\_

Name and address of Training Provider: \_\_\_\_\_  
 \_\_\_\_\_

Title of Training Program as listed in School Catalog: \_\_\_\_\_  
 \_\_\_\_\_

Total college credit hrs required for your training request: \_\_\_\_\_

Total Cost required (see example and worksheet  
 below: \_\_\_\_\_

Are you currently enrolled or attending classes now? \_\_\_\_\_

End date (or semester/quarter and year) for your **last course** required in your degree or  
 certificate Program: \_\_\_\_\_

If currently enrolled, how many courses are there left for you to complete? \_\_\_\_\_

Please provide **all** of the info requested above. **Incomplete forms will not be accepted or processed.**

List the title of all courses in your program that you will be able to **enroll in and complete by**  
 \_\_\_\_\_, **2011**. Please see the example in the shaded cells below and enter your info  
 accordingly. Add a second sheet if needed.

Course Title	Start Date	End Date	Cost (please explain) Tuition/Books/Lab fees	Total Cost per Course	Remaining funds needed after this course to complete approved program.	Comments
<b>EXAMPLE:</b> BUAD 200 Intro to Business (3 credit hrs).	3/15/2011	5/25/2011	\$735- tuition@ \$245 per credit hour \$100 -books	\$835		