

TRA Guidelines

November 7, 2013

- Training must begin within 26 weeks of employment separation date.
- A student must be able to earn the credential (certificate or degree) within 130 weeks of education start date.
- Maximum educational benefit \$20, 000.
- The student will bring in a TR6 form. This should be given to Holly Lincoln with student's name, V#, certificate or degree seeking, and the TRA Career Center representative they are working with (many will be working with Linda Huck at the Arnold MO Career Center). Holly will complete the TR6 form including all costs of the program. She will forward this back to the Mo Career Center and inform the business office the student is TRA and should not be dropped for non-payment.
- TRA will only pay for required courses towards the degree. They will pay for prerequisite courses and developmental courses.
- The student must be enrolled full-time, unless there is no possible way the student can get a full-time schedule based on course offerings.
- Please pay attention to the recommended order of courses for CTE programs. We need to be careful to enroll them in proper sequencing. For example, be sure they are in all fall classes which may be prerequisites to spring classes.
- Refer them to Stacey Wilson if you/they have additional questions.