

**MICHIGAN WORKS TRADE ADJUSTMENT ASSISTANCE (TAA)  
PROCEDURAL GUIDE AND TRAINING REFERRAL  
TO MOTT COMMUNITY COLLEGE (MCC)**

This procedural guide and training referral form is to be retained by the TRA student at all times and is to be used as a guide for the student, staff, or Counselors/Advisors as to appropriate TRA enrollment and sponsorship process and/or who to contact at Michigan Works in case of questions. This referral form should be immediately shown to any MCC employee from whom the student is seeking assistance or guidance.

TRA Staff Contact \_\_\_\_\_

Telephone \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID # or DOB \_\_\_\_\_

MCC Training Program Requested (Indicate UNDC if Undecided) \_\_\_\_\_

The above-mentioned student is TRA eligible and is being referred to Mott Community College for training opportunities. The following procedures are to be followed:

If the student is Undecided (UNDC) about a program of study, before applying to the College, the student is to see a Counselor in PCC 217 for Career and pre-admissions Counseling, to decide upon a training program. Once the student has decided upon a training program, the student should be guided by the Counselor as to how to enroll in the College through regular College procedures (application, orientation, placement testing, advising, registration).

TRA students who have already decided on a training program when referred by Michigan Works should apply directly to the College through Admissions.

Following application, orientation and placement testing, students who have decided upon a training program are to be seen by the appropriate Academic Advisor in PCC 218. Academic Advisors are to complete the appropriate electronic version (hand written not acceptable) of the Advising Sheet for Trade Adjustment Assistant Program (TAA) and NAFTA, MCC Projected Program. This electronic document is located on the MCC Everyone (S) Shared Drive in the TRA'NAFTA folder. One completed and printed copy is to be provided to the student for returning to Michigan Works and another copy is to be retained at the main desk in the Advising Center. Should the Advisor have any questions about the constraints or limitations of the TRA sponsorship, they should contact the TRA staff contact listed above. (Academic Advisors and Counselors, please consult the attached sheet for additional important TRA training constraints and training plan considerations.)

James C. Leonard  
Dean of Counseling and Student Development  
(810) 762-0341

Carlos Cisneros  
Community Outreach and  
Engagement Coordinator  
(810) 762-5125

## **TAA CONSTRAINTS AND CONSIDERATIONS IN PLANNING TRAINING PROGRAMS**

- The MCC Advising Sheet for Trade Adjustment Assistant Program (TAA) and NAFTA is to be filled out completely.
- The first and last semesters entered on the advising sheet should reflect the planned program start and end date for the student.
- Training must be full time.
- The plan cannot exceed two years.
- Courses usually not available during Spring or Summer should not be entered for those academic sessions in the training plan.
- A program cannot be planned for a student if the program has a waiting list.
- Cost of training cannot exceed \$6,500 per year including books. (Exceptions may be possible for high demand jobs as validated through labor market information.)