

Technical Training Reimbursement Form Information

If you are interested in enrolling in additional training courses not offered in this catalog, we welcome you to complete the registration form on Page 10 and submit it to our office. Based on the criteria listed below, NCDOT-BOWD may be able to fund all or a portion of the training course your company is interested in attending. For more details, please read the approval criteria and instructions below.

Training Reimbursement Approval Criteria:

- ⇒ Firms participating in the training courses must be certified as a DBE, SBE, SPSF or HUB firm. Some of the courses are only open to DBE firms based on federal funding requirements.
- ⇒ Firms participating in the training courses must be actively engaged in the highway design or construction industry (i.e. bidding on NCDOT projects)
- ⇒ Prior attendance records at previous pre-registered courses will be taken into consideration before training reimbursement is approved or rejected.
- ⇒ The previous number and cost of courses taken by employees or the DBE, SBE, SPSF or HUB firm will be taken into consideration before training reimbursement is approved or rejected.
- ⇒ Determination of approval will be based upon available budget for course subsidies based on federal and state supportive service funds.
- ⇒ The BOWD supportive services manager will determine the amount of funds available to assist with training needs and respond within 5 business days to confirm the amount of financial support.

Instructions:

Once you have read through the training reimbursement approval criteria, please complete the DBE Technical Training Reimbursement form (Page 10) and submit it for approval no later than 10 business days prior to the training date(s). The DBE Technical Training Reimbursement form must be accompanied by supporting documentation (i.e. training description/advertisement). Once the form is complete, please fax it along with a W-9 form (<http://www.ncdot.org/doh/forms/files/w-9.doc>), and training registration form to (919) 508-1814 or mail to Tamika Hackney, 1511 Mail Service Center, Raleigh, NC, 27699-1511.

Please note: NCDOT will allow reimbursement to certified DBE, WBE, MBE, SBE and SPSF firms that wish to enroll in training with the Institute for Transportation Research and Education (ITRE), Carolinas Association of General Contractors (AGC), North Carolina Community Colleges, or other agencies offering training to small businesses.

Registration for these courses will be different from all the other courses listed in this catalog. Each firm will have to register and pay for the course directly through ITRE, Carolinas AGC, or N.C. Community Colleges. All firms will be REQUIRED to complete and submit the NCDOT-BOWD Technical Training Reimbursement Form (included on Page 10) 10 days prior to attending training.

Please understand that initially firms will be responsible for the full cost of the course. Once the training courses are complete, firms will submit the appropriate documentation for full or partial course reimbursement.

Additional Training Websites:

ITRE: <http://www.itre.ncsu.edu/LTAP/education/selection.asp>

Carolinas AGC: http://www.cagc.org/edu_training/calendar_edu.cfm



Business Opportunity and Workforce Development
North Carolina Department of Transportation

Technical Training & Reimbursement Form

Please print this file and fax to (919) 508-1814. You will only be able to save this document if you have Acrobat Professional or the proper print drivers on your computer.

COMPANY & TRAINING INFORMATION

Company Name: _____

Company Address: _____

City, State, ZIP: _____

Company Phone and Fax: _____ phone _____ fax

Please check all NCDOT certifications that apply: DBE MBE WBE SBE SPSF HUB

List any additional certifications not included above: _____

Training Topic: _____

Training Conducted By: _____

Training Dates: _____ (start) _____ (end)

Justification for financial assistance:

****You must submit requests for training 10 business days prior to the first day of the training course.****

Owner Signature _____

Date _____

TRAINING APPROVAL—SECTION FOR OFFICE USE ONLY

Amount of Financial Assistance Approved: \$ _____

Comments:

Manager Signature _____

Date _____