

## TRAINING PROGRAM & VENDOR RESEARCH

**Customer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**INSTRUCTIONS:** This worksheet will help you gather information about the programs that provide training for the occupation you have chosen. To help you decide which program is best for you, be sure to complete a separate form for each of the programs that you are considering. Try to use as many resources as possible when completing this form. Available resources include: (1) resource materials in the one-stop center, (2) visits to the prospective programs, and (3) interviews with current students, graduates, instructors, or administrators.

**Vendor:** \_\_\_\_\_

**Program:** \_\_\_\_\_

1. How long has the vendor been providing this type of training? \_\_\_\_\_
2. When does the next set of classes begins? \_\_\_\_\_
3. What is the application deadline? \_\_\_\_\_
4. What are the program's entry requirements? \_\_\_\_\_
5. What is the program's typical class size? \_\_\_\_\_
6. What percentage of applicants are typically accepted? \_\_\_\_\_
7. What is the program's duration? (How long does it take to complete?) \_\_\_\_\_
8. How is the program structured (for example, number of terms, classes per term, hours per week, timing of classes? day/evening/weekend)? \_\_\_\_\_
9. How much does it cost to attend this program? (What are tuition and fees per term? How have program costs changed over recent years?) \_\_\_\_\_
10. What other expenses are typically required (such as books, basic supplies, tools, uniforms, etc.)? \_\_\_\_\_



11. What financial aid options are available? \_\_\_\_\_
12. What are the program's completion requirements? \_\_\_\_\_
13. What degrees or certificates do students receive upon program completion? \_\_\_\_\_
14. What percentage of students actually graduate (overall and within the past year)? \_\_\_\_\_
15. What types of jobs do graduates typically get? What types of businesses tend to employ them? \_\_\_\_\_  
\_\_\_\_\_
16. What are the average starting wages of graduates? \_\_\_\_\_
17. What are the average starting benefits of graduates? \_\_\_\_\_
18. What types of employment placement assistance is provided to graduates? \_\_\_\_\_  
\_\_\_\_\_
19. What do students tend to like and dislike about the program? \_\_\_\_\_  
\_\_\_\_\_
20. Am I likely to need to change my current child care arrangements if I attend this program? (If yes, describe.)  
\_\_\_\_\_
21. How far is the program from my home? Will I have reliable transportation to and from school? Will I need to room near the program? (If yes, describe.) \_\_\_\_\_  
\_\_\_\_\_
22. Other important considerations: \_\_\_\_\_  
\_\_\_\_\_

