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## STATE INSTRUCTION NUMBER 14-07

**To:** WED Area Directors  
WED Regional Managers  
Local Area Administrators  
TAA Workforce Specialists  
TAA Regional Coordinators

**Subject:** TAA Occupational Skills Training Approval Process

**Issuance Date:** April 6, 2015

**Effective Date:** April 13, 2015

**Purpose:** This State policy addresses the Trade Adjustment Assistance (TAA) occupational skills training approval process.

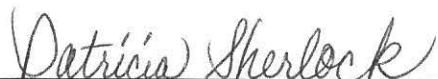
**Background:** The TAA Program offers Trade participants occupational training to upgrade skills or acquire new occupational skills with the expectation of employment following completion of training. Certain criteria must be met in order for training to be approved.

**Policy:** Effective April 13, 2015, all training information packets that exceed \$50,000, inclusive of transportation assistance, must be sent to the appropriate TAA Regional Trade Coordinator for approval. Once approved by the TAA Regional Trade Coordinator, the packet must also be approved by the TAA Program Manager. All training programs and career paths must meet the same six criteria:

- No suitable employment exists;
- The participant would benefit from appropriate training;
- There is a reasonable expectation of employment following training;
- Training is readily accessible;
- The participant is qualified to undertake and complete the training; and
- The training is appropriate and available at a reasonable cost.

**Action:** TAA Workforce Specialists are responsible for the implementation of this Trade Adjustment Assistance policy in conjunction with Trade Regional Coordinators.

**Inquiries:** Questions may be directed to Kelli Grant at 803-737-3254 or [kgrant@dew.sc.gov](mailto:kgrant@dew.sc.gov).

  
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Patricia Sherlock, Director  
Policies and Procedures