

Related Instruction Training Provider Selection SAMPLE

1234 Industry Way
St. Paul, MN 55108

April 1, 2019

Dual Training Grant Review Committee
MN Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108

Dear Dual Training Grant Review Committee,

This letter details the related instruction training provider selection process as part of the requirements of the PIPELINE Program Dual Training Grant Round #8 Request for Application.

Criteria

- Can the training provider offer instruction for both Maintenance and Repair Worker (Certification) and Machinist/Tool and Die Maker (Associates)?
- Is the training provider location convenient for dual trainees?
- Will the dual trainee have flexibility to setup schedule and not be required to follow a pre-determined schedule?

Related Instruction Training Providers

1. College A – Emailed 2/1/19. Talked to 2/4/19.
 - Instruction for both occupations
 - Local proximity to dual trainees' homes
 - Adaptable schedule
2. College B – Emailed 2/1/19. Talked to 2/4/19.
 - Instruction for only one occupation
 - Local proximity to dual trainees' homes
 - Adaptable schedule
3. College C – Emailed 2/1/19. Talked to 2/4/19.
 - Instruction for only one occupation
 - Not local proximity to dual trainees' homes
 - Adaptable schedule

The President, Plant Manager, and Training Coordinator reviewed all three Related Instruction Training Providers based upon the three criteria.

Employer selected College A based upon the training provider meeting all three criteria.

Sincerely,

Staff A
Training Coordinator