

Minnesota Dual Training Grant Resource Frequently Asked Technical Questions

Each week, the Minnesota Office of Higher Education will post responses to frequently asked technical questions online here: <https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>. Technical questions must be submitted no later than **4:00 p.m. Central Time, on March 20 2023**. This is in addition to the comprehensive frequently asked questions online here: <http://www.ohe.state.mn.us/sPages/faq.cfm>.

March 1st - March 9th, 2023

No frequently asked technical questions were submitted this week.

March 10th – March 16th, 2023

1. Should we utilize the templates provided for Documents A and B, or are we permitted to create our own documents?

Utilize the templates for the Dual-Training Program Outline (Document A) and Training Provider Selection (Document B) available online at <https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>.

2. Does only Criterion 1 need to be duplicated for each occupation, or should all Criteria 1 through 6 be duplicated for each occupation?

For the Dual-Training Program Outline (Document A), all Criteria 1 through 6 should be duplicated for each occupation. Some language among these criteria may be similar among the occupations, but there may be instances in which the language differs due to the different occupations. The introductory paragraph and closing remarks sections of the document do not need to be duplicated for each occupation.

3. What constitutes a quote from a training provider? Do we need to submit official (signed/dated) documents from training provider representatives?

Training Provider Selection (Document B) is designed to allow flexibility for researching and selecting training providers. Applicants do not need to submit official (signed/dated) documentation from training providers. If applicants collect official documentation from training providers, they are welcome to keep those for internal records. Instead, applicants will outline the details of the conversations, which can be via phone or email, in Document B. The details at minimum must include date of quote, mode of communication and ability to meet criteria.

4. Our organization is below the \$25,000,000 cost match threshold, so do we apply for up to \$6,000 or \$8,000 per dual trainee?

The maximum Dual Training Grant for a dual trainee is \$6,000 regardless of whether the applicant does or does not meet the \$25,000,000 cost match threshold. Therefore, all applicants can apply for up to \$6,000 per dual trainee.

5. Are there a minimum number of hours per week that a dual trainee needs to be working?

The Office of Higher Education does not require dual trainees to meet a minimum number of working hours to be eligible for the Dual Training Grant. However, the number of working hours needs to be consistent and enough to achieve on-the-job training goals that align with related instruction coursework.

March 17th – March 20th, 2023

6. Do we have to mention every competency from the competency models (pyramid) in our application?

To complete the Dual-Training Program Outline (Document A), please reference the Competency Model for the corresponding occupation available on the Minnesota Dual-Training Pipeline website: <http://www.dli.mn.gov/pipeline>. All competencies on the model do not need to be referenced in Document A. The model is a guide for what dual trainees will learn through related instruction and on-the-job training. Therefore, reference only the competencies that align well with the dual-training program and are a priority for the employer.

7. Are there a minimum number of hours that a dual trainee needs to be performing on-the-job training?

The Office of Higher Education does not require a minimum number of on-the-job training hours to be eligible for the Dual Training Grant. However, the number of on-the-job training hours must be consistent and occurring simultaneously with related instruction coursework.