# Vocational Rehabilitation Services Manual C-400: Training Services

Revised October 1, 2020

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## C-405: Customer Responsibilities

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### C-405-1: Required Documents

A customer who is participating in training must provide the VR counselor with the following documentation, which is kept in the customer's paper case file:

* Verification of application for available financial aid
* Verification of financial aid award
* A copy of the individualized degree plan or comparable documentation as provided by the training institution
* A course schedule for each training period
* Documentation that shows progress for each training period
* Written documentation of added and dropped courses
* Written justification for a change in the major course study
* Documentation of the appropriate certificate of completion

For information on Measurable Skill Gains documentation requirements, refer to [A-500: Measurable Skill Gains](https://twc.texas.gov/vr-services-manual/vrsm-a-500). For information on Credential Attainment documentation requirements, refer to [A-600: Credential Attainment](https://twc.texas.gov/vr-services-manual/vrsm-a-600).

When a course of study is changed more than twice, approval from the VR Manager is required before VR continues sponsorship of costs associated with training.

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