

WORKFORCE DEVELOPMENT DIVISION
Workforce Service Delivery
Technical Assistance Bulletin #101

Program: Veterans' Services

Topic: National Veterans' Training Institute Course Attendance

Date: August 18, 2005

This Technical Assistance Bulletin provides Local Workforce Development Boards (Boards) with information on attending courses offered by the National Veterans' Training Institute (NVTI).

Eligibility

The following individuals are eligible to attend NVTI courses:

- Disabled Veterans' Outreach Program specialists (DVOPs)*
- Local Veterans' Employment Representatives (LVERs)*
- Other Texas Workforce Commission (TWC) staff*
- Board staff**
- Texas Workforce Center staff**

*These individuals must have completed their probationary period with TWC.

DVOP and LVER Participant Selection

TWC Veterans' Services section determines which DVOPs and LVERs will attend NVTI courses. Selection is based on:

- seniority;
- availability; and
- the number of class seats available.

Notification of Selection

Once Veterans' Services has selected a DVOP or LVER for attendance, Veterans' Services will:

- notify the individual's manager that the individual has been selected; and
- determine whether the individual is available to attend.

If the individual is available to attend, Veterans' Services will then submit the individual's application to NVTI, and NVTI will:

- enroll the individual;
- confirm with Veterans' Services that the individual has been enrolled;
- make travel arrangements for the individual based on the departure point provided on the individual's NVTI application;
- request that Veterans' Services confirm the individual's itinerary with the individual's manager.

NVTI Courses

NVTI offers the following regularly scheduled courses:

- Labor and Employment Specialist (**LES**)
- Case Management (**CM**)
- Transition Assistance Program (**TAP**)
- Managing Case Managers (**MCM**)
- Promoting Partnerships for Employment (**PPE**)

Individuals must complete the LES course, which consists of both classroom instruction and online distance learning, prior enrolling in the CM course.

Individuals designated as primary TAP facilitators receive first priority for enrollment in TAP courses. Backup TAP facilitators may enroll if class seats become available.

The MCM course is designed for nonveteran staff who supervise DVOPs and LVERs with case management duties. Selection for attendance will be determined on a first come, first serve basis.

Cost

NVTI covers training costs for DVOP, LVER, and TWC staff participants, including:

- training materials;
- transportation costs;
- the Denver shuttle cost; and
- daily breakfast, lunch, and dinner.

Boards are responsible for the cost of travel to and from the airport at the point of departure. This cost is billable to the Board's DVOP/LVER travel budget, as appropriate. NVTI will reimburse individuals who wish to drive to Denver, but only for an amount equal to airfare.

**Board and Texas Workforce Center staff members who wish to enroll in an NVTI course must contact NVTI directly and pay for the full cost of course attendance. Contact NVTI through its Web site at <http://www.nvti.cudenver.edu/home/homePage.htm>. The Veterans' Services Unit (Veterans' Services) can also provide additional contact information, if needed.

If you have questions, please contact Greg White, Veterans' Services, at (512) 475-2745 or to the assigned contract manager for your workforce area.