

Opportunities Fund Program Training Application Forms Checklist

Name of Client:

Case Manager:

- Pre-Screening Eligibility Form
- Opportunity Fund Referral Form
- Consents to Release Information (agency and school)
- Case Manager Rationale for Training
- Return to Work Action Plan
- Career Planning Guide
 - Resume
 - Job Search Record
 - Labour Market Information
 - Job Postings must
 - be in a geographical area you are willing to live in
 - match your training and qualifications
 - is recent and relevant
 - matches your experience
 - Informational Interviews
 - School Research
- Budget
- Medical documentation as necessary (including assessments verifying type of accommodation or support needed, Psychological/Vocational Assessments, Functional Capacity Assessments, Ergonomic Assessments, Assistive Technology Assessments, Medical Assessments)
- Acceptance letter from training institution
- Copy of SIN card
- PIF (participant information form) printed doubled sided on 8½" by 14" paper
- Other documentation as required such as reference letters, driver's abstracts, criminal record check...

Note: Review Responsibilities of the Participant and Tax Implication Forms with Client prior to sending the application. (forms on line)