

## Exhibit 6: Pre-apprenticeship Program Commitment Agreement



[Insert Grantee Logo]

### Pre-Apprenticeship Program Commitment Agreement

I, \_\_\_\_\_, understand and agree to the following:

- I am entering into an approximate [Enter weeks/hours] Training Program, known as *[Program Name]*, delivered by the [Grantee Name] in partnership with the Office of Illinois Works (ILW) and the Department of Commerce and Economic Opportunity (DCEO).
- I will successfully complete the requirements of the program as follows:
  - Minimum of 80% attendance for each of the program's courses-absences excused on a case-by-case basis only
  - Achieving a score of 70% or more each of the course's post assessments
  - Maintaining a professional attitude, demeanor, and conduct respectful of all participants, instructors, and program staff
- Training will take place on [Course Days/Times] beginning [Start Date] and running until [End Date]. Classes will take place in person at [Program Address]. If you arrive later than the starting time and/or you have multiple absences, it may result in dismissal from the training program and, as a result, unsuccessful completion.
- Due to situations beyond the control of the program, this program may temporarily or permanently move to a hybrid or virtual learning format. If this occurs, additional instructions and information will be supplied to you. During these times you will need access to a computer with a camera and audio and Internet access in order to fully participate.
- If you are loaned any technology from [Grantee Name] or one of its partners, you are required to follow the established technology policy established by [Grantee Name] and ILW.
- These courses are offered by [Grantee Name]. Funding is provided by a grant from Illinois Works and DCEO.
- Instructors and program staff will be issuing reports based on attendance, tardiness, participation, performance, and professionalism to [Grantee Name] and the ILW.
- If I am having any personal or professional challenges that interfere with training or attending other required program activities, I will contact the Student Success Coordinator from [Grantee Name] that is assigned to me as soon as possible.
- I will commit to providing [Grantee Name] all documentation required for tracking key performance indicators required by Illinois Works and DCEO.
- I will commit to participating in the evaluation to be conducted by [Grantee Name] after training is completed which includes answering phone calls, email and text message when contacted by the ILW training provider where I was part of and the Office of Illinois Works or the Illinois Works Career Services Team.
- I will comply with all random drug tests required by [Grantee Name].
- I will commit to complying with all COVID-19 protocols and requirements as outlined by [Grantee Name], in response to requirement and recommendations from all competent authorities.



[Insert Grantee Logo]

- In compliance with the Family Educational Rights and Privacy Act (FERPA) and other state laws, I give permission to [Grantee Name] to release all information collected during this program to the Illinois Department of Commerce and Economic Opportunity (DCEO), Office of Illinois Works.

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Participant Print:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff Print:** \_\_\_\_\_ **Staff Title:** \_\_\_\_\_

*This document was developed by the Office of Illinois Works for the use by Illinois Works Pre-Apprenticeship Program grantees.*