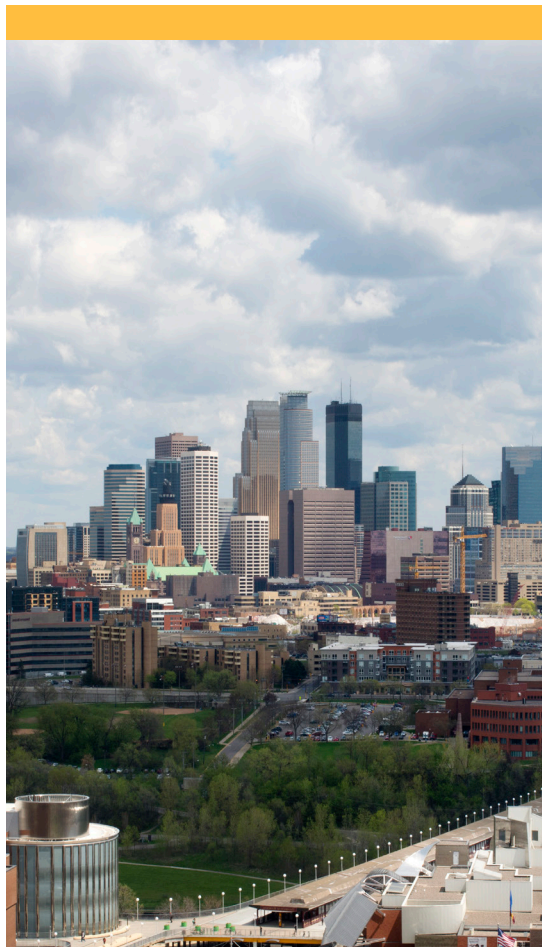


DISLOCATED WORKER COUNSELOR GUIDE

As a Dislocated Worker Program (DWP) counselor, this is your guide to two third-party enrollment processes for U of M College of Continuing and Professional Studies (CCAPS) programs:

1. Open enrollment certificates and test prep programs (registration)
2. Boot camp certificates (admission)



Open Enrollment Certificates and Test Prep Programs

Prices reflect a 10% discount for registering for an entire certificate at once.

- Agile (\$2,502; 36 contact hours; WIOA Approved)
- Business Analysis (\$4,120; 60 contact hours; WIOA Approved)
- Business Process Improvement (\$3,582; 48 contact hours; WIOA Approved)
- Business Writing (\$1,890; 30 contact hours; WIOA Approved)
- Certified ScrumMaster® (\$1,195; 14 contact hours)
- Certified Scrum Product Owner® (\$1,195; 14 contact hours)
- Communications (\$3,780; 60 contact hours; WIOA Approved)
- Human Resource Generalist (\$3,785; 60 contact hours; WIOA Approved)
- HR Test Prep (\$1,300; 36 contact hours)
- Instructional Design for eLearning (\$4,050; 60 contact hours; WIOA Approved)
- Leadership Essentials (\$3,024; 48 contact hours; WIOA Approved)
- Management Practices (\$3,640.50; 60 contact hours; WIOA Approved)
- Organization Development (\$3,577.50; 54 contact hours; WIOA Approved)
- Professional Train-the-Trainer (\$2,916; 48 contact hours; WIOA Approved)
- Project Management (\$4,190; 60 contact hours; WIOA Approved)
- Supervision (\$3,883.50; 60 contact hours; WIOA Approved)

Registration with DWP Payment

1. Client applies for and secures funding from your agency.
2. You collect:
 - a promise of payment or billing contact details and amount specified
 - the chosen certificate class(es) and sections/dates
 - client name, email, and phone number
3. You provide collected information to CCAPS via either an online form (z.umn.edu/ccapspdpregform) **OR** email at ccapsreg@umn.edu.
4. CCAPS confirms receipt to both you and the student.
5. Your billing contact receives an invoice via email in 1-2 weeks.

For further information:

Lisa Beckham

612-301-3091

ccapslisa@umn.edu

ccaps.umn.edu/dwp

z.umn.edu/ccapspdpregform



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Boot Camp Certificates

- Full-Stack Web Development (240 contact hours; quarterly starts; WIOA Approved)
- Data Analytics and Visualization (240 contact hours; quarterly starts; WIOA Approved)
- Cybersecurity (240 contact hours; quarterly starts; WIOA Approved)
- User Experience/User Interface (240 contract hours; quarterly starts; WIOA Approved)

Admissions and Registration Process with DWP Payment

1. Your client contacts Boot Camp Admissions via web, chat, call, or email and connects with an Admissions Representative.

- Your client gathers information about program availability, options, and requirements.

2. Three Step Admissions Process

- Your client fills out an application, takes an aptitude test, and completes an interview.
- If your client successfully completes these steps, they are “Pending Enroll.” CCAPS recommends they seek formal dislocated worker funding approval. There are no “early bird” discounts for third-party funded programs.
- Counselors may contact Lisa Beckham at CCAPS at 612-301-3091 or ccapslisa@umn.edu with any questions about the programs.

3. DWP Payment Communications

- **Client** provides payment documentation to the Boot Camp Admissions Representative.
 1. Client informs admissions of the DWP funding amount, once known.
 2. Client (or you) provides documentation of DWP promise of payment.
 3. Client gets confirmation receipt.
 4. Client confirms that their financial status includes third-party “workforce funding” and not “student pay” (100% student), then signs their financial plan to attend the Boot Camp.
- **DWP Agency** provides UMN-CCAPS billing and registration information.
 1. You provide the billing and registration information to CCAPS via online form (z.umn.edu/ccapspdpregform) **OR** email to ccapsreg@umn.edu:
 - i. a promise of payment or billing contact details
 - ii. the client’s name, email, and phone number
 - iii. the name of the boot camp with start and end dates
 2. CCAPS confirms receipt to both you and the student.
 3. Your billing contact receives an invoice via email in 1–2 weeks.