

**Workforce Innovation and Opportunity Act (WIOA)  
INDIVIDUAL TRAINING ACCOUNT (ITA)**

*To Whom It May Concern: The person named on this ITA is eligible to receive training services funded by the Workforce Innovation and Opportunity Act (WIOA) as specified on this form, as long as funding is available and has been authorized by the signature of the WIOA service provider.*

1. Trainee Name: \_\_\_\_\_

2. Student ID: \_\_\_\_\_ or Date of Birth: \_\_\_\_\_

3. Training Facility Name: \_\_\_\_\_ Federal Tax ID#: \_\_\_\_\_

Address: \_\_\_\_\_  
PO Box/Street Address

\_\_\_\_\_ City State Zip Code

On Eligible Training Provider List for \_\_\_\_\_  
State

4. Training Information:

Program/Course Title: \_\_\_\_\_

5. Summary of Training Costs:

Semester/Training Course: \_\_\_\_\_

Starting Date: \_\_\_\_\_ End Date: \_\_\_\_\_

6. Total Training Costs to be covered by this ITA: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
WIOA Program Staff

WIOA Service Provider: \_\_\_\_\_

WIOA Contact Information: \_\_\_\_\_

ITA ADDITIONAL TRAINING RELATED NEEDS

**This page must be attached, but does not go to the Training Provider**

7. Participant Name: \_\_\_\_\_

8. Facility Name: \_\_\_\_\_

9. Course: \_\_\_\_\_

10. Training Dates: \_\_\_\_\_

11. Additional training related needs purchased through another vendor:

Vendor	Item	Purchased Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTAL:</b>		_____

12. Justification for Purchase: \_\_\_\_\_  
 (for example: no other resources, not available through the training provider, more cost effective)

13. Attach documentation from the training provider that verifies the need for the purchase(s).

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*WIOA Program Staff*

Examples of training-related materials and supplies that are required to start, continue or complete a training program include: books, uniforms or other clothing required for training, supplies (e.g., tools, specialized computer software). Refer to WIOA.49 Objectives and Services Definitions.