



## Request to Exceed The Training Cap

Request Date: \_\_\_\_\_ ASSET PIN#: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Career Planner: \_\_\_\_\_ Partner Agency: \_\_\_\_\_

**Request to** (check all that apply): ☐ Exceed Duration Cap ☐ Exceed Training \$ Cap

Training Program Description	
Service Category:	
Training Site Name:	
Location:	
Purpose of Training for Participant:	

Training Funds Dashboard	
Total Training Funds Exhausted within previous 7 years (verify with EMI Fiscal):	
Current Training Cost:	
Estimated Total Cost of Tuition for All Semesters (if applicable):	
Requested Amount to Exceed Cap:	
Total Length of Training (semesters):	
Number of Semesters to Exceed Duration Cap:	

Training Exception (check all that apply)	
<input type="checkbox"/>	Aligned with sector partnership, apprenticeship, or special initiative
<input type="checkbox"/>	Study courses exceed four (4) consecutive semesters
<input type="checkbox"/>	Duration for non-semester-based training exceeds voucher limit of six (6) months
<input type="checkbox"/>	High-demand occupation with higher training costs
<input type="checkbox"/>	No comparable lower-cost alternative available
<input type="checkbox"/>	Stackable credential or continuing education toward in-demand occupation
<input type="checkbox"/>	There is a reasonable expectation of employment following completion of the training program per attached Intent to Hire letter
<input type="checkbox"/>	Training is not available in a reasonable timeframe by other vendors who provide the same service (within 2 months)

**Explanation / Narrative Justification:** Describe why the exception is necessary, expected employment outcome, and why training cost is justified. Reference labor market data or wage projections as applicable.


**Determination**

☐ Approved ☐ Denied

☐ ASSET Case Note Entered regarding request to exceed training cap (Career Planner)

Requested By: \_\_\_\_\_  
Career Planner Signature Date

EMI Approval: \_\_\_\_\_  
CEO Signature Date

☐ ASSET Case Note Entered regarding approval to exceed training cap (Program Specialist)

Form Date: 01.01.26

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