



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: _____

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

Form Date: 01.01.26

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