

# Custom Fit Training Partnership Program

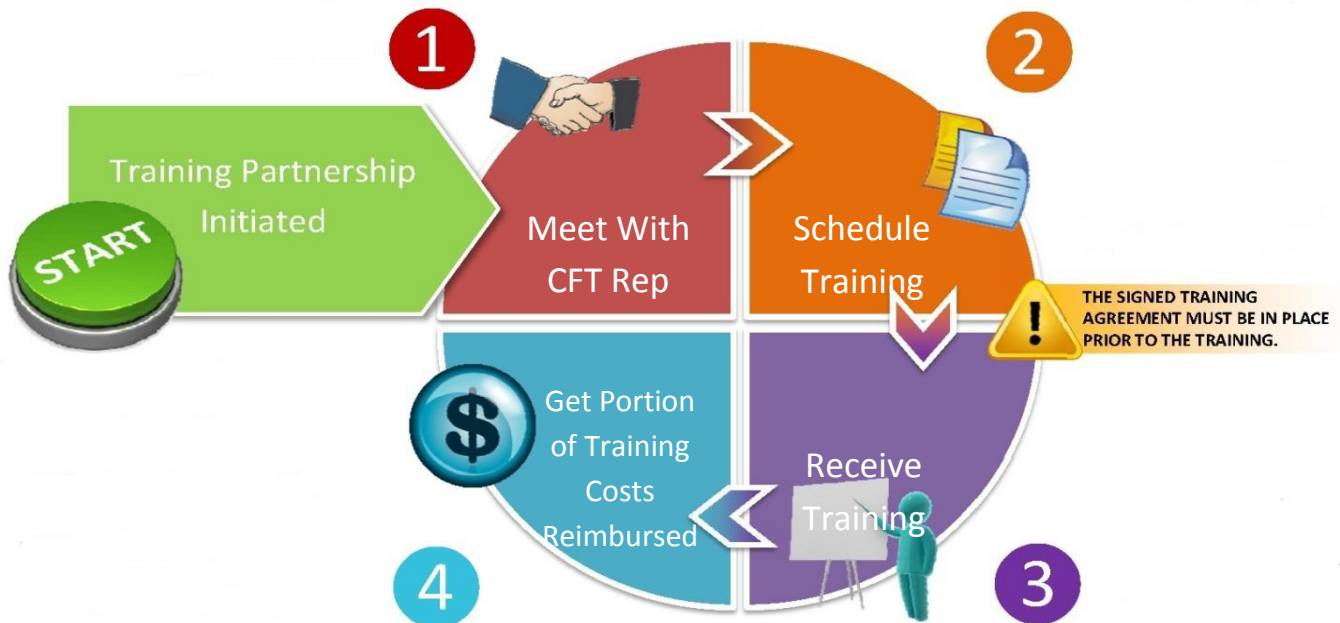
## ABOUT CUSTOM FIT

Custom Fit Training is a state legislated program designed to increase economic development through training to all for-profit businesses in the state of Utah. There are 11 regional offices serving businesses throughout the state of Utah. Our region has two offices, one in located at each Snow College campus, both in Ephraim and Richfield.

What Custom Fit will do for businesses is help assess training needs, procure and/or facilitate training and help pay for **up to 50% of the training cost!** Businesses that take advantage of customized training strengthen their business by increasing skills, efficiency and employee loyalty.

Samples of various training solutions Custom Fit Training has helped other companies in Southeast Region procure:

- Vehicle Inspection
- Entrepreneurship
- CPR/First Aid
- HazCom (OSHA)
- QuickBooks
- Auto Mechanics
- Marketing
- Profit Mastery



## STARTER PACKET

## Custom Fit Training Partnership Program

### Meet With CFT Rep

- Complete Company Profile (done the first time only)
- File out IRS W-9 form (done the first time only)
- Assess Training Needs
- Select Training

### Schedule Training

- Complete Anticipated Training form
- Receive and sign Training Agreement from CFT Rep PRIOR to training
- Return signed Training Agreement to CFT Rep for approval PRIOR to training
- After receiving your copy of the approved Training Agreement, schedule training

Note: the Training Agreement form is generated by the CFT Rep. You will receive this form either by fax, email, or in person.

### Receive Training

- Complete your scheduled training
- Make sure to have proof of attendance/completion of your training

### Custom Fit Reimbursement

- Submit proof of payment to CFT Rep **NO LATER THAN 30 DAYS AFTER THE LAST CLASS IN ORDER TO RECEIVE REIMBURSEMENT**
- Submit proof of attendance/completion to CFT Rep **NO LATER THAN 30 DAYS AFTER THE LAST CLASS IN ORDER TO RECEIVE REIMBURSEMENT.**
- Custom Fit will process your reimbursement
- If there are any questions, your CFT Rep will contact you

## Company Profile

### Let's Get Started

All businesses that use Custom Fit **must have a W-9 form on file with Snow College.** The form can be found on the IRS website at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

*Please fill out the Company Profile section below:*

COMPANY INFORMATION			
Company Name:		Contact Name:	
Email address:		Fax Number:	
Street address:		Work phone	Cell phone
P.O. Box:	City:	State:	ZIP Code:
Describe your business:			
How did you hear about us?			

# Anticipated Training Form

**INSTRUCTIONS:** The anticipated training form is for use on all trainings. Please use this form for each training using Custom Fit funding. ***Please submit this form no later than 3 days PRIOR*** to the beginning of the training in order to generate a training agreement and receive approval or, the training may be denied.

**Note:** Through your partnership with Custom Fit Training this vendor requires approval from your CFT Rep to receive CFT financial assistance. Please fill out this section as fully as possible. This information is required for financial assistance prior to commencement of training.

**Your Company Name:**

Title of Training		Instructor	Location	Quoted Cost
				\$
Start Date	End Date	Start Time	End Time	Total Training Hours

Which area of business do you hope the above training will improve?   
 *Growth*   
 *Productivity*   
 *Competitive Edge*

**Please list each person from your company who will be attending this training**

First Name	Last Name	Last 4 of Social