

Blackhawk Technical College affirms that education and training offered by the college is designed to enable eligible persons to acquire occupational skills training necessary for full participation in the workforce.

To further assist graduates in obtaining job entry competencies, BTC will provide guaranteed retraining for eligible graduates of one-year technical diploma, two-year technical diploma, and associate degree programs.

- I. Guidelines for guaranteed retraining for those employed graduates whose employer certified that they are lacking in the target job competencies specified in the education program normally expected of a job entry-level employee.
 - A. Graduates from a BTC one-year technical diploma, two-year technical diploma, or associate degree program.
 - B. Certified in writing from the employer to BTC's Career Services Office the specific areas (s) of skill deficiency lacking in the target job competencies as taught in the program and normally expected of entry level workers within 90 days of the graduate's initial employment.
 - C. Placement must occur within one year of graduation.
- II. Guidelines for guaranteed retraining for those graduates who have not secured employment within six months following graduation.
 - A. Graduated from a BTC one-year vocational diploma, two-year technical diploma, or associate degree program.
 - B. Registered for services provided through BTC's Career Services Office.
 - C. Is actively pursuing employment in his/her occupational field or a related field as evidenced by registration with Wisconsin Job Service.
 - D. Placed request for retraining in writing to BTC's Career Services Office within six months of graduation.
 - E. Has not refused employment opportunities in the targeted job or related field.
- III. Retraining Guidelines

- A. A student development team may be available to provide support for the student in determining instruction and services as appropriate.
- B. Retraining is limited to up to six (6) credits.
- C. Retraining instruction may be through credit or equivalent non-credit courses.
- D. Retraining instruction is restricted to the student's occupational program area or related general education.
- E. Courses are provided on a space available basis.

IV. Funding Guidelines

- A. Program and material fees are covered by this Guaranteed Retraining Policy.
- B. All other expenses are the responsibility of the student.

References: Wisconsin Statutes 38.24 (4)

Policy Adopted: May 19, 1993
Revised: December 19, 2001; October 19, 2005
Reviewed: December 19, 2007
Revised: May 19, 2010