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## Trainee Registration Overview

Congratulations on being selected to participate in the NYC Business Solutions Training Funds Program! This program is administered by the New York City Department of Small Business Services, and provides New York City employers with funding and support to develop the skills of their workers.

This program is funded in part by the federal Workforce Investment Act, which requires every participant to register. While this funding is federal, information may be shared with the New York State Dept. of Labor, other governmental agencies and their vendors, and the Workforce system for purposes of managing and measuring the success of training.

The steps to registration are:

1. Learning about the training program that your employer has arranged
2. Learning about the importance of registration, the requirements, and your rights
3. Providing verification of age<sup>1</sup>
4. Completion of the Customer Information Form (CIF or registration form) with some basic individual, educational and employment information. Please note, your employer will provide us with some of your basic employment information directly.
5. Learning about Selective Service<sup>2</sup>
6. Learning about voter registration<sup>3</sup>

If you have any questions, feel free to ask your employer. Thank you for your participation!

<sup>1</sup>**Age verification:** All trainees must provide proof that they are at least 18 years of age by submitting a photocopy of one of the following:

- Birth/Baptismal Certificate or Hospital Record of Birth
- Driver's License
- Passport
- School Records or ID Card
- Federal, State or Local Government ID Card
- Work Permit
- DD-214: US Military Report of Transfer or Discharge
- Public Assistance / Social Services Records

<sup>2</sup>**Selective Service:** Male trainees between the ages of 18 and 25 are required to be registered with the Selective Service before they begin training. After reviewing your information, *we will let your employer know* if you must register with the Selective Service. You can register at: [www.sss.gov](http://www.sss.gov).

<sup>3</sup>**Voter Registration:** You are ***not required*** to register to vote in order to receive Training Funds services. We provide information on voter registration for your benefit.