

Submitting a Training for Inclusion in the FutureSkills Database

Instructions:

Both commercial and non-commercial training providers are invited to contribute descriptions of their offerings for display on the FutureSkills website. Adding a training to the FutureSkills database consists of submitting the following to FutureSkills via nyfutureskills@innovate-educate.org.

- ✓ Contact Information Form
- ✓ Training Information Form
- ✓ If needed, a continuation page listing the credentials the training is designed to cover
- ✓ If needed, a continuation page listing the skills the training is designed to cover
- ✓ If available, pdfs of any studies demonstrating outcomes evidence for the training.

Once the submitted information has been reviewed (about a week), you should hear back on whether the training has been accepted for uploading in to the FutureSkills database.

We may have questions we need to reach you in order to answer, so please enter your contact information below.

Contact information Form

1. Your name: _____
2. Organization you represent _____
3. Your email address: _____
4. Your phone number: _____

Training Information Form

1. Training name: _____
This can be the name of a single class or a cluster of classes covering very similar skills – for example, “Finance 101”, “IT Pathways” or “Pre-Medical Track.”
2. Name of organization providing training: _____
3. URL for organization providing training: _____
4. URL where training is described: _____
5. Short description of training:

Example: “Supervisor training for healthcare professionals working with intellectually or developmentally disabled individuals. Day-long workshop followed by job shadowing.”

6. *Training Cost:*

Free

Requires Payment

7. *Restrictions on who can participate in training:*

Examples: "N/A," "Restricted to eligible Medicare recipients," "restricted to adults over the age of 18," "training provided to NYC municipal employees only."

8. *Instruction duration (total number of hours, days, weeks or years): _____*

Examples: 12 weeks, 1-2 days. If a self-paced course, list total hours for the course.

9. *Instruction format: _____(number) hrs per*

Leave instruction hours blank and choose "N/A" as the unit of time, if the training is a self-paced course or the total duration in #8 is already in hours. Otherwise, choose the same unit of time as in #8 and try to estimate the number of hours for that unit of time. For example, a class that meets 3 hours/week for 12 weeks would have 12 weeks in #8 and 3 hrs per week in #9.

10. Skills Taught, General (up to 5): These are foundational skills, both behavioral and cognitive, applicable to a wide range of jobs and circumstances.

General Skill #1: _____

General Skill #2: _____

General Skill #3: _____

General Skill #4: _____

General Skill #5: _____

Examples: compassion, dependability, honesty, critical thinking, communication, collaboration.

11. Skills Taught, Occupation-specific: **if more than 5, attach separate list.** These are skills specific to an occupation.

Occupation-specific Skill #1: _____

Occupation-specific Skill #2: _____

Occupation-specific Skill #3: _____

Occupation-specific Skill #4: _____

Occupation-specific Skill #5: _____

Examples: Auditing, Human Resources Management, Procurement and Sourcing, Subcontractor Tracking, Project Management, Microsoft Excel, SQL Server, Machining, HVAC repair.

12. Credentials taught: If the training is designed to lead to a specific credential, list it here. We encourage you to look up the credential in CredentialFinder (<https://credentialfinder.com/>) and paste the same name as is used there, assuming the credential exists on the CredentialFinder site. This helps us link your training to more search options via our partnership with CredentialFinder and the use of our crosslinked databases.

Name of Credential 1: _____

Name of Credential 2: _____

Name of Credential 2: _____

Note: If the training leads to more than 3 credentials, please list them instead in a separate attached list and put "see attached" in the field for Credential 1.

13. Select the occupational family for which this training is best suited (pull-down list).

14. If more than one occupational family is equally well-suited, select the second occupational family here.

15. Optional: Industry sector for which training is relevant.

Note: Occupational family refers to the specialty of the worker. Industry sector refers to the specialty of the company. Example: Specialty training designed for lawyers who work in oil companies would be entered as "Legal" for the occupational family and "Mining, Quarrying, and Oil and Gas Extraction" for the industry sector.

16. Physical Address of Training Location (indicate “online” if online or “at client” if a trainer). This information feeds into a map showing proximity of training opportunities to the prospective student. If there is more than one training location, list up to 5, giving preference to sites in New York State.

Site #1: _____

Site #2: _____

Site #3: _____

Site #4: _____

Site #5 _____

17. Summary of where training is provided (check all that apply):

In New York State

Nationally

Internationally (Outside the US)

18. What format is the training provided in? Check all that apply.

Online course

Trainer (goes to client’s site to train in person)

Classroom (in-person training held at provider’s location)

Apprenticeship (structured mix of classes and paid work experience)

Reading materials or lesson plans

19. Age bracket training is primarily designed for:

Adult

Elementary School

Middle School

High School

20. Outcomes evidence. If you have studies demonstrating your training made a difference, please attach a copy of those studies with this application form. We will summarize the proven benefits of your training and include it in the listing.