Missouri Department of Economic Development
Missouri Division of Workforce Development

SkillUP Request for Training

Dear Sir or Madam:

Under the SkillUP program, eligible clients may receive SkillUP funded training. The Division of Workforce Development (DWD) uses the **SkillUP Request for Training (DWD-PO-606B)** form as the client's official request for training.

The ***Individual Certification and Training Agreement*** section of the DWD-PO-606B form must be completed by the Training Facility to provide information about a specific training program selected by the client. It provides the necessary information for a Missouri Job Center Representative to make a training determination based on the SkillUP program regulations and operating instructions.

If the client's training request is approved by the Missouri Job Center Representative, you will be sent a copy of the **DWD-PO-606B** form signed by the Job Center Rep. At that time, you will be provided instructions on how to complete the ***Trainee Termination Report*** section of the form. The ***Trainee Termination Report*** section must be completed once the client terminates from training. If the client participates in more than one training component (remedial, pre-requisite, and/or skills training), it may be necessary to complete the ***Trainee Termination Report*** section for each training component.

Please review the following pages for instructions on how to complete the ***Individual Certification and Training Agreement*** section of the **DWD-PO-606B** form. If you have questions or concerns about completing the forms, please contact your local Missouri Job Center Rep. To locate the nearest Missouri Job Center, please visit our website at www.jobs.mo.gov.

Thank you in advance for your collaboration!

Sincerely,

SkillUP Team

For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you.
Locations and additional information are available at jobs.mo.gov or (888) 728-JOBS (5627).

Missouri Division of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.