



Voc. Rehab information

For training Facilities

Capital Voc. Consulting does not maintain a contract of exclusivity with any training facility.

We assist clients, who require enhancing existing skills or learning new skills in order to return to gainful employment.

Information regarding available training facilities for a determined occupation is obtained on public databases as well as Post-Secondary official listings.

MONTHLY TRAINING PROGRESS REPORTS

Your cooperation is essential to the success of any Vocational Rehabilitation Program. Please send us MONTHLY progress report no later than the 5th of the following month. Insurance Companies review compliance before paying out benefits to students. Include the following information on your report:

- Reporting Period
- Hours taught
- Absences
- Subjects Taught
- Student's grades
- Comments regarding claimant's progress and active participation in training.

Additionally, if any of our clients has repeated absences, we ask you to notify us after the second consecutive absence- Do not wait until the end of the month! This affects progress of Plan.

FORMAL PROPOSALS

*Include job titles- student will be able to apply for upon completion of training Email proposal or fax information to (702)974-1652

If any of our clients (injured employees) have contacted a training facility to review a particular training program, we ask you to send us a formal training proposal that includes the following information:

- *Name of training facility and contact information
- *Name of Training Program
- *Length of training and next available starting date.
- *Fees (tuition, supplies, uniforms, exam fees, etc.,)

We know your time is valuable, thank you for providing us the proper information.