

July 1, 2010

Dear LPN Program Applicant:

You have advised you are either interested in enrolling in an LPN program or you are already enrolled in an LPN program. Because of the cost of the program and our funding limitations, we cannot approve your program until the following occurs:

1. **You must have completed at least half of the program hours** associated with your LPN program.
2. **You must have been successful in the completion of the initial half** of your program hours.

When you are at the half-way mark of your program, we will be able determine your eligibility for our program. You must submit the following:

1. A 4-page McHenry County Workforce Network **application form** (accessed online at www.mchenrycountyworkforce.com).
2. **An Applicant Income Statement** for the Past 6 Months (accessed online), **plus any applicable documentation** as outlined on the Income Statement.
3. A **copy of your contract with your school** for the LPN program that clearly indicates your **start and end date**, including **what has been paid and what is still owing** against your program costs;
4. **Documentation that you have completed half** of the program hours of your LPN program, clearly indicating **what classes you have completed and what classes are yet to be completed**;
5. **Grades** associated with your completed hours.

Please submit your documentation via email or U.S. mail, or drop it off in our resource room to my attention. When we receive your documentation, we will then review your application to determine eligibility for our program. *We will not be able to begin processing your application until you submit the documentation and have met the above requirements.*

In the meantime, you may participate in any of our workshops, job club sessions, or seminars – check our calendar at www.mchenrycountyworkforce.com. You may also access all of the services offered in the Resource Room in the McHenry County Workforce Center at 500 Russel Court in Woodstock.

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