



**RETRAINING CHECKLIST**  
RETURN TO WORK DIVISION  
SFN 60266 (08/2014)

1600 EAST CENTURY AVENUE, SUITE 1  
PO BOX 5585  
BISMARCK ND 58506-5585  
**TELEPHONE 1-800-777-5033**  
Toll Free Fax 1-888-786-8695  
TTY (hearing impaired) 1-800-366-6888  
Fraud and Safety Hotline 1-800-243-3331  
[www.WorkforceSafety.com](http://www.WorkforceSafety.com)

Claim Number	Injured Worker (Student)
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**The following is a list of tasks that should be completed prior to the start of school. Please work through this list and check off each task as you complete it. All items should be checked prior to the first day of classes.**

Upon approval of the Vocational Case Manager’s Report (VCR) or upon direction from your Vocational Case Manager please complete and submit the following documents to your school to complete the application file:

- Application form & fee
- High school transcript or GED
- Official transcripts from previous colleges
- Immunization records
- Reciprocity – if applicable
- FAFSA (Financial Aid) [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Once your application file is complete and reviewed by the school, you should receive an acceptance letter. The school should contact you to set several appointments. If you don’t hear from the school shortly after your acceptance, please call to schedule the following:

- Accuplacer/Compass assessment                      Date Scheduled \_\_\_\_\_
- Meet with an advisor to set up classes                      Date Scheduled \_\_\_\_\_

While you are on campus for various appointments, please be sure to locate the offices noted below and gather any information about their services.

- Learning Center/Tutoring Options
- Disability Services Office
- Financial Aid Office (FAFSA application assistance)

Your VCR will be completed and submitted for approval once you have picked a program and your medical provider has agreed to the program. Upon approval of the VCR, the Vocational Case Manager will close services and you will be contacted by the School Coordinator to visit about your enrollment status and ensure you have completed the tasks noted above.

Correspondence will be sent to your school regarding Workforce Safety & Insurance’s (WSI) involvement for funding once your retraining VCR is approved. The following items are typically included in the authorization and can be charged out to WSI:

- Textbooks/tools required for each class
- Software requirements – if applicable & requires approval by WSI

**If all items have been checked, you should be ready for your first day of class. If you have any questions, please feel free to call any time.**