



ITA - Line Item Expense Detail

Below are examples of just some of the expenses related to training. Please make sure you show all expenses on the ITA Program Expense form – Thank you!

<ul style="list-style-type: none"> • Tuition • Application/Registration fee • Background check • CPR Credential (if required) • Drug Screening • FDLE screening • Fingerprinting • Graduation fee(s) • Graduation pin (nursing) • Insurance (i.e., accident, liability, student, malpractice, etc.) 	<ul style="list-style-type: none"> • Lab fees • MVR (if required) • Parking ID/decal • Seat deposit • Student ID • Student organization fee(s) • Supportive services REQUIRED for training • TABE pre-admittance testing (if required)
BOOKS	All textbooks/workbooks required for training. Please show by name and individual cost in the space provided, or attach a separate list.
EXAM FEE(S)	Any medical or dental exams, inoculations, etc., required for training. Please show by name and individual cost in the space provided, or attach a separate list.
SUPPLIES	Materials and supplies, tools, stethoscopes, pins, watches, holsters, ammunition, kits used for (i.e., nursing) training. Please show by name and individual cost in the space provided, or attach a separate list.
UNIFORMS	Special required clothing, shoes, caps, belts, patches. Please show by name and individual cost in the space provided, or attach a separate list.
TEST/CERTIFICATION FEES	Test, pre-test, license and/or certification testing fees – i.e., NCLEX, CDL – and other associated testing costs. Required CDL Endorsements. Please show by name and individual cost in the space provided, or attach a separate list.

Important!

CareerSource Heartland cannot pay 3rd party providers/suppliers; however, CSH may reimburse training providers for purchases made for a student — up to the current CSH ITA cap* — if purchases are required for program completion.

Please identify ALL program costs on the Program Info/Expense sheet and indicate whether your organization will or will not purchase on behalf of the student and subsequently bill CSH.

**contact CareerSource Heartland for details*