

Demand Occupation Petition Instructions

This petition is a request by the Local Workforce Innovation Board (LWIB) for consideration of the documented occupation to be added to the current Demand Occupation Training List in support of a federal, state or local initiative, legislative requirement, career pathways, increased employment demands, increased wages, or other documented and verifiable purpose. Each occupation being petitioned requires a separate petition.

Local Workforce Innovation Board Information

1. Date of Request Enter the submission date of petition in the MM/DD/YY format.
2. LWIA # Enter the number assigned to the Local Workforce Innovation Area (LWIA) for which the petitioning LWIB is geographically located ([LWIA and EDR Map](#)).
3. EDR # Enter the number assigned to the Economic Development Region (EDR) for which the petitioning LWIB is geographically located ([LWIA and EDR Map](#)).
4. LWIB Name Enter the name of the Local Workforce Innovation Board (LWIB) submitting the petition.
5. Contact Name Enter the first and last name of the person representing the LWIB to contact if there are questions related to the petition.
6. Contact Title Enter the title for the contact identified in 5. above.
7. Contact Telephone # Enter the telephone number of the contact identified in 5. above.
8. Contact Email Enter the email address of the contact identified in 5. Above.

Occupation and Training Program Information

9. Occupation Title Enter the occupation title as listed on the [O*Net Online](#) website for which the petition is being submitted.
10. Primary O*Net Code Enter the six (6) digit O*Net code from the [O*Net Online](#) website for the occupation listed in 9. above. Codes should be in XX-XXXX format (the dash will be added upon exiting the field). All occupations under the six (6) digit code will also include the sub-codes with a two (2) digit extension (.xx).
11. Additional O*Net Codes Enter additional O*Net codes from the [O*Net Online](#) website associated with the occupation listed in 9. above. These additional occupations are not considered in the petition for addition to the DOTL rather provides additional information of the petition occupation and ensures the requested code is accurate.
12. Regional/Local Initiative Enter the regional/local initiative, key sector or industry, grant opportunity or other focused for the occupation listed in 9. above as identified in the [Illinois Unified State Plan](#) or [Regional/Local Plans](#).
13. Training Program of Study Title Enter the title of the training program, if established, designed to prepare students for the occupation listed in 9. above.
14. Training Provider Name Enter the name of the Training Provider for the training program listed in 13. above.
15. Primary CIP Code Enter the Classification of Instructional Program code from the [National Center for Education Statistics](#) website for the training program listed in 13. above. Codes should be in XX.XXXX or XX.XX format.
16. Additional CIP Codes Enter additional CIP codes from the [National Center for Education Statistics](#) website associated with the training program listed in 13. above.

Supporting Justification

17. Employer Need Enter the name of employer(s) who have indicated support for an increase in available job openings in the local area for which this petition is being made. Each employer listed should submit documentation of their known or

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anticipated employment openings, titles of the employment openings, the known or anticipated wages for the employment openings, indication that the minimum education level required as qualification for the occupation is at least a high school diploma or equivalent plus moderate on-the-job training or higher, and all other information to support their current or future needs.

18. # of Openings

Enter the number of known or anticipated employment openings for the employer(s) listed in 17. above.

19. Supporting Information

Enter a brief description of the justification supporting the petition for addition of the occupation listed in 9. above to Illinois' statewide Demand Occupation Training List (DOTL). Attach additional pages and documents to describe the justification and to support the petition including:

- revised average annual job openings and/or entry and median wages;
- new plant openings or facility expansion;
- information on how the occupation fits into a career pathway leading to occupations currently in demand;
- regional and/or local priorities as outlined within the [Illinois Unified State Plan](#) or [Regional/Local Plans](#) such as:
 - new grant opportunities; emergency response, targeted industries and/or occupations;
 - talent pipeline management data;
 - an increase in accessibility for targeted populations including those populations of focus;
 - documentation of prior success in employing individuals in identified targeted populations; or
- any additional information that would provide the necessary detail for the review team to consider.

Occupations to be considered for inclusion in the demand occupation training list should have at least a required education level of high school diploma or equivalent plus moderate on-the-job training. Occupations whose associated training programs are pre-requisites or part of a bridge program leading to further education beyond such minimum education level are allowable without the need for the occupation to be in demand and on the DOTL.

Justification should include data and information from adjacent local workforce innovation areas, economic development regions or states, if applicable.

The more detailed the supporting justification is, the clearer understanding the review team will have during the review and approval determination process. A lack of critical information may lead to a denial.

Petition Approval

20. LWIB Chairperson Name

Enter the first and last name of the Chairperson for the LWIB submitting the petition.

21. LWIB Chairperson
Signature Date

Enter the date of the LWIB Chairperson's signature in the MM/DD/YY format.

22. LWIB Chairperson
Signature

The Chairperson for the LWIB must sign the document prior to submission or the petition will be denied.

The completed packet must be emailed to Department of Commerce and Economic Opportunity, Office of Employment and Training at CEO.OET.demandocc@illinois.gov.