

# QUICK START GUIDE TO THE SBDAP PROGRAM FOR BUSINESSES

TO GET STARTED, VISIT

<http://workforcetrainingfund.org/programs/direct-access-program/>

The Small Business Direct Access Program (SBDAP) has a new home. Visit our website to register your business, determine your eligibility, and search for courses and training providers.



## 1 Register online to determine eligibility

For small businesses seeking to access free training through the SBDAP program:

Check eligibility & registration criteria.

Gather required registration materials.

Submit registration form to determine eligibility.



## 2 Determination takes up to three weeks

During this time, we will contact you by email to troubleshoot any issues.

Please add our email, [mte@commcorp.org](mailto:mte@commcorp.org) to your safe-sender list.

Eligible organizations will be added to the SBDAP Eligible Business List.



## 3 Check eligibility list for results

Any registered business that *was determined to be eligible before 5/17/20 in the MTE* will automatically be placed on the SBDAP Eligible Business list.

Businesses registering *on or after 5/18/20* will be added to the SBDAP Eligible Business list once their eligibility is determined.



## 4 Search for courses and training providers

Browse the SBDAP Approved Course List to find courses listed by training provider.

Training is limited to the courses on this list, based on availability.

Class schedules are set by training providers. To check schedules and space availability, contact training providers directly.



## 5 Contact training provider to enroll

Training providers will process enrollments directly, using their own systems.

Provider may accept registration by phone, email, or direct you to an online portal.

Providers will validate your eligibility using the SBDAP Eligible Business List.



## 6 Send employees to training

Training is available in dozens of topics and located throughout the Commonwealth, both in person and online.