



June 14, 2017

Dear Valued ETI Client:

Over the past six years, the Employee Training Institute (ETI) has worked to keep costs to our valued clients at a consistently low level, and has not increased the Participant Fee paid by local employers for Employment Training Panel (ETP) funded courses. ETI is a self-funded business unit of the college and does not receive financial support from the college (or tax payers' dollars).

We have reached a point where we need to increase our Participant Fee in order to continue to deliver high quality and customized training programs. Effective July 1, 2017, ETI will be increasing our Participant Fee for ETP-funded classes from \$250 to \$350 per trainee. These funds will be strategically reinvested into our training programs and will include improvements such as:

- Increased LAN speed at our Centers for Applied Competitive Technologies (CACT)
- Upgraded Computers
- New Equipment
- New Software
- New Training Programs

This slight increase is still significantly below the cost of a class without ETP funding. We will continue to provide our customers with highly-effective training programs at the lowest possible cost to employers.

College of the Canyons and ETI appreciate your dedicated support and long lasting relationship. If you have any questions or concerns please feel free to contact me at (661) 362-3245 or email me at [John.Milburn@canyons.edu](mailto:John.Milburn@canyons.edu).

Thank you and we look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads 'John Milburn'.

John Milburn  
Director, Employee Training Institute



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