**Trade Client To Do List**

1. Sign up to attend the BRI on Thursday, June 4th at 1:30 p.m. *(Do this immediately!)*

2. Complete form FP-855 to apply for your Trade Determination.

3. Read the Trade Handbook (UCP-11D).

4. Complete and sign the Trade Handbook acknowledgement certifying that you have received and read the handbook. (UCP 11-d form)

5. Return the completed FP-855 and Trade Handbook acknowledgement forms to the union hall ***before the BRI on Thursday, June 4th.***

6. Attend the BRI on Thursday, June 4th at 1:30 p.m.

7. Create or update your PA CareerLink® account. ([www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov))

* *Be sure your phone and email address are up to date!*
* *Contact a PA CareerLink® case manager for assistance.*

8. Create or update your PA CareerLink® resume with your most recent layoff date.

* *If you completed training under the Trade Act, you* ***must*** *have this information in the Education section on your resume.*

9. Search and apply for suitable jobs per PA Unemployment Compensation guidelines. *(See UC-304 form for requirements.)* **Work search requirements have NOT been suspended for the Trade Act program under the COVID-19 outbreak.**

* *You must record all of your work searches in your PA CareerLink® account.*
* *If you completed training under the Trade Act, you must search and apply for jobs in your field.*
* *Your work search record will be reviewed for compliance with these requirements before any training application or request for waiver can be approved.*

10. Attend the Trade Workshop on Thursday, June 11th at 1:30 p.m.

* *You will automatically be registered to attend the trade workshop after you attend the BRI.*
* *You will be assigned a PA CareerLink® trade case manager and WIOA case manager at the trade workshop.*

**PA CareerLink® Trade Case Manager Contact Information**

(Please use email during the COVID-19 shutdown as we are teleworking.)

Joe Miceli (Supervisor) [jmiceli@pa.gov](mailto:jmiceli@pa.gov)

Jason Jaquith [jjaquith@pa.gov](mailto:jjaquith@pa.gov)

Luis Sepulveda [lsepulveda@pa.gov](mailto:lsepulveda@pa.gov)

Carole Krouse [cakrouse@pa.gov](mailto:cakrouse@pa.gov)

Kerrie DeChurch [kedechurch@pa.gov](mailto:kedechurch@pa.gov)

Tonia Frank [tofrank@pa.gov](mailto:tofrank@pa.gov)