

## How to apply for funding from your OPCO



1

You validate the sales offer.



2

Sending of training agreement with program + document setting out terms and conditions for the beneficiaries.



3

Opening of the file with your OPCO before the training begins.



6

Sending of the Beneficiaries' Commitment Charter and dispatch of invitations.



5

Acknowledgement receipt regarding the acceptance of your application by your OPCO. A copy of the response should be sent to our administrative department for information and reference.



4

Sending of the training plan including the program goals to organize the training dates. This training plan must also be signed by you.

### Follow-up and feedback



7

Start of training sessions.



8

At the end of each month, you'll receive attendance sheets for the hours of training you've attended, to be signed by you and the trainer(s).



9

At the end of training, each participant and your company will receive a satisfaction questionnaire to fill in.



You will also receive an **end-of-training certificate** for each participant, validating the knowledge acquired during the training. Your OPCO may have its own model of compulsory document(s) for certain stages, so don't hesitate to send them to us so that we can use them.

A while after the training, we'll be in touch with you to get your feedback on your training experience with our teams and the application in relation to your day-to-day use of the software.