

High Priority Occupation (HPO) Petition Form

(Sample Petition Letters and Template are provided in the HPO section of CWIA's website: www.workstats.dli.pa.gov)

1. Workforce Development Area(s): _____

2. **Occupation** Code(s) (SOC or O*Net): _____

Occupation Title(s): _____

If applicable, list any CIP codes related to this petition: _____

3. Petition Justification: (Select ONE option)

☐ **Employer Demand** – Hiring activity by local employers that is not captured in traditional data sets. Justification must include letters from at least three businesses that when combined have a total number of job openings **for each of the next three years (specific to the occupation petitioned)** that exceeds your local openings threshold. Employer letters must also document wages paid at or above the local self-sufficiency level. Attach all supporting letters to this petition form.

Number of Letters Attached: _____

Total Number of Job Openings/Year: _____

☐ **Career Pathway** – Occupation represents an entry point into career pathways leading to other HPOs. Justification must include letters from at least three businesses that when combined have a total number of job openings **for each of the next three years (specific to the occupation petitioned)** that exceeds your local openings threshold. Employer letters should also include data on wages paid to these positions. In addition to employer letters, an **explanation of the career progression from the petitioned occupation to other HPOs** must be included with specific mention of any job experience and/or education requirements needed to advance in the career pathway. Attach all supporting documentation to this petition form.

☐ **Local Collaboration** – Local efforts by an established group of workforce development partners have determined a need for the occupation(s). Documentation should include a description of the local efforts, including the name or description of the partnership, and **details on why the occupation was chosen, why it is difficult to fill positions, and why this is a good career within the area**. The summary of the occupational need should confirm total job openings and self-sustaining wages that exceed the local thresholds. While letters from specific employers are not necessary, the documentation should list a few examples of area employers that support the occupation. Attach all supporting documentation to this petition form.

4. Submitting on behalf of: (Select all that apply)

☐ Workforce Development Board

☐ Community Colleges (list) _____

☐ Career & Technical Centers (list) _____

☐ Other Training & Educational Institution(s) (list) _____

Workforce Development Board Authorization

(This section to be completed by appropriate Workforce Development Board staff only. Petitions not submitted through the local Workforce Development Board will not be considered.)

By submitting this application, I, as a representative of the Workforce Development Board, affirm that the facts set forth in it are true and complete.

Date	
Name (printed)	
Signature	

This application can be e-mailed to workforceinfo@pa.gov with the subject *High Priority Occupations* or mailed to the Center for Workforce Information & Analysis, Attn: High Priority Occupations, 651 Boas St., Room 220, Harrisburg, PA 17121