

Incumbent Worker Training Application Process

Description

Incumbent worker training provides funding assistance to employers to upgrade the skills of their current employees in order to make their businesses more competitive. Incumbent Worker Training (IWT) available through The Workforce Connection focuses on industry-recognized credentials in Manufacturing, Information Technology (IT), Health Care, Transportation, Logistics and Distribution to ensure the growth and success of your company and its employees.

Employers must contribute to the overall cost of the Incumbent Worker Training project. The Workforce Connection will reimburse upon available funding:

- 90% of the cost, for employers with not more than 50 employees;
- 75% of the cost, for employers with 51-100 employees; and
- 50% of the cost, for employers with more than 100 employees.

Criteria Qualifications

- Participants must be full-time employees (32 hours per week) with benefits. Part-time, on-call and temporary employees do not qualify for training, unless the training will promote employees to full-time positions with benefits. IWT participants should be individuals who require additional training to upgrade their current skills sets; progress along a career path; or to be trained in other areas of the business that would prove to be more beneficial to the employer and employee.

To qualify for IWT employers must meet the following:

- Have at least 1 full-time employee;
- Ensure that all employees to receive training paid by this program must comply with the Incumbent Worker Training Registration Form requirements as provided as an attachment to this application.

To qualify for IWT employees must meet the following:

- Be a U.S. Citizenship or legally eligible to work in the United States and employed six months or longer
- All participants must complete a registration form. Registration forms must be submitted at least **10 days prior to training.**

Required Performance Measures if awarded IWT Grant Funds:

- Training must be completed within the contracted Program Year period. (July 1 through June 30)
- Ninety percent (90%) of the participants must successfully complete the training securing an industry-recognized credential or a certificate of completion.
- Participants must attend ninety (90) percent or more of training sessions.

Training Provider Requirements-Employer must identify a training provider as part of the application submission

- The employer may partner with a community college, university, training institution, private vendor, or utilize in-house training resources.
- An employer may choose to provide its own training curriculum, have one customized or purchase an already developed training curriculum(s).

Reimbursement Requirements-All documents for reimbursement are to be provided within 45 days of completed training

- Incumbent Worker Training - Utilizing a Vendor
 - Completed and signed application
 - Certificate of completion and/or credential and Attendance sheet(s)
 - Copies of the Vendor Invoice(s), and Copies of Canceled Check(s) related to those paid invoices
- Incumbent Worker Training - Train the Trainer
 - Completed and signed application
 - Project training plan signed by trainer and supervisor
 - Payroll documentation for the Trainer reflecting the actual hours worked on the project and the compensation related to those training hours.
 - Payroll documentation for the Trainees reflecting the actual hours trained and the compensation related to those training hours. These costs can only be used for match and cannot be reimbursed