



ETP TRAINING REIMBURSEMENT PROGRAM SUMMARY

The ETP training reimbursement program is not a grant. The Employment Training Panel (ETP) is a business- and labor-supported agency that assists employers by providing funds to off-set the costs of job skills training necessary to maintain high-performance workplaces. It is entirely funded by the Employment Training Tax paid by California employers.

Employer eligibility

Employers are eligible for ETP training reimbursement if they:

- Have one or more full-time employees (working at least 35 hours per week)
- Are subject to the Employment Training Tax (which is collected alongside the Unemployment Insurance tax)
- Willing to provide employee's Social Security Number and rate of pay
- Have a **California Employer Account Number (CEAN)** to report wages.

Any business that employs workers in California is required to obtain a state employer ID number, also known as Employer Account Number or State ID number. California employer identification numbers are eight digit tax ID numbers XXX-XXXX-X. The number is issued by the California Employment Development Department and is printed on all reporting forms and on all notices relating to company employees.

Your Human Resources or Business/Finance Office is normally who reports your California Employment Development Department (EDD) Quarterly Unemployment Filing (UI.) The CEAN # can be found on your company's DE6/ DE9/ DE9c quarterly reports.

Note: Most public entity or nonprofit organizations are not eligible, unless it elects the Tax Rate method in the California State Unemployment Insurance system.

Basic program requirements

- Each participating employee has to complete a minimum of 8 hours of training.
- Each participating employee can attend a maximum of 200 hours of training.
- Employers have to retain their participating employees for a minimum of **90 days after** training is completed. (Trainee must be employed at least 35 hours/week)
- Employer has to pay their participating employee a specific minimum wage after retention. **The minimum wage in our area under the COS contract is \$13.76**
- Employer pays employee's wages while in training.
- Employer is willing to pay partial, or full, cost of training if employee is not retained for the 90 days after training or is not employed at least 35 hours/week.

Contact Celia Zamora, The Training Institute, State Center Community College District, at celia.zamora@scccd.edu or 559-243-7534 to request a quick 2-page certification statement to see if you qualify.