



## ETP TRAINING REIMBURSEMENT PROGRAM SUMMARY

### Employer Guidelines

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 jobs.

**Note:** ETP normally funds companies in the “SET” designation – Special Employment Training. These are organizations who do not face out-of-state competition, but still pay into the ETT tax such as certain community-based organizations, retail and financial institutions. For this particular contract, ETP has decided **not** to fund SET companies except for agricultural SET companies. What this means for you is that your company may be cut out of utilization of ETP funds for this contract only. After that, we anticipate being able to fund SET companies again (on our **next** ETP contract). Contact us to find out if you qualify.

#### 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)
- Have a **California Employer Account Number (CEAN)** to report wages. We can help you identify and locate your CEAN number.

#### 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.
- Employer has to pay their participating employee a specific minimum wage after retention. **The minimum wage** in the Central Valley under the COS contract ET24-0309 is **\$17.00 or the state’s minimum wage, whichever is higher**. If your employees make less than \$17.00, their benefits may be used to bring them up to the \$17.00 minimum.
- Employer pays employee’s wages while in training.
- Employer must provide enrollment information for each employee **which includes the Social Security Numbers**.

Note: There are other company specific aspects that influence the training reimbursement rates. These are aspects such as company size, industry and employee turnover.