

# 2020 ETF Approved Training Provider List

Applied Computer Training & Technology (ACTT)

Ai Kahu Culinary Solutions

Building Industry Association of Hawaii

Dale Carnegie Training of Hawaii & Guam

Hawaii Employers Council

Hawaii Technology Development Corporation

Hawai'i Community College

Honolulu Community College

Kapi'olani Community College

Kaua'i Community College

Landscape Industry Council of Hawaii Foundation

Leadership Kauai

Leeward Community College

Mana'olana International LLC

Th!nk, LLC

UH Maui College

University of Hawai'i Center on Disability Studies

University of Hawai'i at Mānoa, Outreach College

Windward Community College

YWCA of O'ahu



## Contact your ETF Local Office:

### O'ahu

Honolulu Office: 808-586-8703  
dlir.wdd.etf.honolulu@hawaii.gov

### Kaua'i

Lihue Office: 808-274-3056  
dlir.wdd.kauai@hawaii.gov

### Maui (Lana'i & Moloka'i)

Wailuku Office: 808-984-2091  
dlir.wdd.maui@hawaii.gov

### Hawai'i

Hilo Office: 808-981-2860  
dlir.wdd.hilo@hawaii.gov  
Kealakekua Office: 808-327-4770  
dlir.wdd.kona@hawaii.gov



# State of Hawaii

# ETF

Employment and Training Fund  
Department of Labor and Industrial  
Relations  
Workforce Development Division



**830 Punchbowl Street, Room 329  
Honolulu, Hawaii 96813**  
**Phone: 808-586-8877 Fax: 808-586-8822**  
**dlir.workforce.develop@hawaii.gov**  
**<http://labor.hawaii.gov/wdd/home/employers/etf>**

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.

TDD/TTY Dial 711 then ask for (808) 586-8877

## What is ETF?

The Employment and Training Fund (ETF) program was established by the Hawaii State Legislature in 1991.

The program's purpose is to enhance business growth and improve the long-term employability of Hawaii's people through grant offerings.

The ETF provides grants to Hawaii businesses with the opportunity to upgrade the skills of their workforce from entry-level to top management.

Since its inception, thousands of individuals have been trained through the ETF Program.

## Employer Referral

Employers can refer their employees to existing non-credit, short-term training courses offered by a variety of ETF training providers.

ETF will provide 50% tuition assistance, up to \$400.

Employers must pay the remaining excess balance thereof directly to training provider.

## Eligibility Requirements

Participants must be currently employed by a non-government entity.

Requested training must be ETF-approved, upgrading the skills of the participant's current position, and provided by one of the approved ETF Training Providers .

ETF cannot be used to fund training that supplants or duplicates existing training activities or training that is required by federal, state or county statutes.

## How to Apply

Check out our list of approved ETF training providers and consult with them on course availability, scheduling and any other questions you may have.

Complete the Employer Referral Agreement Form and submit to your Hawai'i State Workforce Development Division Local Office at least two weeks prior to the start date of the class.

Note: To ensure your successful enrollment into the ETF Program, please visit our website or contact nearest Workforce Development Division branch office.

ETF information and forms are available:

<http://labor.hawaii.gov/wdd/home/employers/etf>

## SAMPLE LIST OF TRAINING COURSES



**Apps for Small Business**

**AutoCAD Essentials**

**Caring for Customers**

**Culture-Based Leadership**

**Everything DiSC Essentials**

**Effective Business Writing**

**Fundamentals of Accounting**

**Leading Teams for Success**

**Intro to Additive Manufacturing**

**Project Management Basics**

**Providing Constructive Feedback**

**ServSafe Food Protection Manager**

**Servicing the Global Customer**

**Spreadsheets for Beginners**

**The ABC's of Business Writing**

**The Balance of Leadership**

**Working in Groups**