



# Incumbent Worker Training Program

...Increase Productivity, Promote Growth



Contact us for your career solutions today!

For more information:

Angie Dahle  
Business Development Manager

Angie.dahle@csjobs.org  
320.308.5334  
1542 Northway Drive  
St. Cloud, MN 56303

[careersolutionsjobs.org](http://careersolutionsjobs.org)

## What is the Incumbent Worker Training Program (IWTP)?

The Incumbent Worker Training Program is designed to provide direct financial assistance to train current employees to avert a layoff and/or improve the economic competitiveness of local business.



**CareerForce**  
*It's your state of success*

A proud partner of the

**americanjobcenter**<sup>®</sup>  
network

Upon request, the information in this document can be made available in alternative formats for people with disabilities by contacting [angie.dahle@csjobs.org](mailto:angie.dahle@csjobs.org)

Equal Opportunity Employer and Program Provider

## Purpose

The program provides reimbursement to eligible businesses for specific training costs accrued during the course of training. The purpose is to improve the skills of businesses' workforce and to improve the company's business process and competitiveness.

## How does Incumbent Worker Training benefit you, the employer?

- The program provides funds to offset a portion, via reimbursement, of the businesses' costs to train and upgrade the skills of its incumbent workers.
- Career Solutions provides follow up services with the business to ensure the training plan is being fulfilled.
- The program will improve the company's overall competitive edge and results in employee satisfaction and improved retention.

## The Agreement

- Career Solutions agrees to reimburse a portion of the costs associated with training incumbent workers
- Businesses must keep accurate records of the projects implementation process
- All training must be skill based and result in certification or accreditation for the employee; training should result in improved productivity, efficiency or increase the employees existing wages.

## How to Get Started

Career Solutions staff assist businesses and training providers in the development and approval of IWTP applications, and provide on-going technical assistance regarding program compliance, performance objectives, customer satisfaction, etc., for contract recipients. Contact Career Solutions to begin the process.

## Incumbent Worker Training Program Funding Priority is given to:

- Businesses that fall into priority sector-based occupations, including manufacturing, health care, transportation, IT, and professional business services.
- Businesses that provide wage and/or benefit-level increases upon completion of the training, and the existence of other training and advancement opportunities provided by the employer.

## Eligibility Criteria

### ***Employers:***

- Must be located in Minnesota.
- Must be registered with the Minnesota Secretary of State's office as a(n) association, corporation LLC, partnership, nonprofit, sole proprietor, or government entity
- Must be in continuous operation for 18 months immediately prior to the application submittal
- Cannot be in the process of a layoff of current employees
- Cannot be administering a current Minnesota Job Skills Partnership award or similar incumbent worker training grant

### ***Trainees:***

Must be incumbent workers for whom the employer incurs a Minnesota Unemployment Insurance tax liability

### ***Training:***

Public or private educational institution, trade associations, community-based organizations, economic development agencies, unions, or government agencies may provide incumbent worker training. Training can be conducted at the business's own facility, at the training provider's facility, or at a combination of sites.

## Frequently Asked Questions:

- ***When can an employee be considered an "incumbent" worker?*** Once he/ she is on the payroll of the employer.
- ***Can employees in different occupations be trained?*** Yes. Employers are encouraged to include multiple kinds of training on one application.
- ***Who receives the funds?*** All funds are provided to the training provider or reimbursed to employer.
- ***Can workers be sent out of state to be trained?*** No. Training funds are intended for use in Minnesota only.
- ***Can an employer be reimbursed for a trainee's wages during actual training time?*** No. However, the employer may consider trainee wages as an in-kind contribution to their portion of the training costs.
- ***Who selects the instructors for the training?*** The training provider and/or the employer can make recommendations for instructors.
- ***Can a labor union be either an eligible employer or a training provider?*** Yes, if they are using the funds to train employees that work directly for the union.
- ***Can government employers be funded for existing worker training?*** Yes. Government units can apply for the IWTP. This includes local, county, state and school districts.