

CALIFORNIA TRAINING GRANT PROGRAM

Frequently Asked Questions

Who can be trained?

Trainees: Full-time, permanent employees
 Occupations: Administrative personnel, professionals, supervisors and managers

Who is eligible to be trained?

Any full-time, permanent employee who has met the Employment Training Panel county minimum wage requirement.
 Frontline workers, administrative staff, and managers are eligible.

Who is NOT eligible to be trained?

Trainees: Seasonal, part-time (less than 35 hours per week)
 Occupations: Company Officers/Executives or other policy makers

What are training guidelines?

Trainers: Internal company employees or professional training vendors
 Training Method: Class, lab, virtual classroom or computer-based
 Minimum Class size: 1 instructor and 1 trainee
 Maximum Class size: Ratio of 1 instructor per 20 trainees
 Eligible Training Topic Categories:

- Advanced Technology
- Business Skills
- Computer Skills
- Management Skills
- Manufacturing Skills
- Literacy Skills

What is not eligible for reimbursement?

Out-of-State Training: Out-of-state training without required justification
 On-the-Job training method: On-site training of personnel that produce all of a product or service
 Class Size: more than 20 students per trainer (such as large seminars)
 Federally-mandated training: OSHA, et cetera
 State-mandated training: sexual harassment prevention, et cetera
 Legal compliance: Equal opportunity recruitment, et cetera
 Company new-hire orientation

Minimum or maximum number of training hours?

During the contract period:
 Minimum of 24 hours of training per student
 Maximum number of 200 hours per employee

HOWEVER, if your company is a Small Business with less than 100 employees worldwide:

Minimum of 8 hours of training per student
 Maximum of 60 hours of training

What is the reimbursement rate?

Your company will receive between \$15–\$20 per hour for each training hour received by every trainee. **For example:** Your company earns \$120,000 if you have 75 employees who each receive 80 hours of training with a determination of \$20 per hour reimbursement for instructor-led training. (Calculated by 75 employees x 80 hours x \$20 hour = \$120,000)

How does my company get reimbursed?

Your company tracks the training hours of each employee and submits an invoice for the reimbursement earned.

How much time is allowed for an employee to complete his/her training?

The standard agreement is for 24 months.

What if my company pays for a professional trainer or training materials? Will my company be reimbursed for these expenses?

Your company's investment in trainers or materials is not reimbursable. The hours your employees participate in training is tallied and reimbursed at a flat rate of \$15–\$20 per hour while in training.

What about training that my company has already conducted?

Funding is not retroactive. Funding is only for training hours that begin after your application has been approved and within the term dates of your agreement.

Does my company have to pay Incentives Advisors a fee for assisting with the application process?

There are no fees payable to Incentives Advisors until you receive reimbursement for the hourly training grant. Our fees are based upon a percentage of your reimbursement amount. **BEST OF ALL, IF YOU DO NOT RECEIVE MONEY WE ARE NOT PAID.**



www.isoquality.biz
Tel: 1 805 813 8019