



A Chester County Economic Development Council initiative

## APPLICATION FOR INCUMBENT WORKER TRAINING FUNDS

Applicant Data	
Company:	
Trainee's first and last name:	Trainee's Job Title:
Home Address, City, State, Zip (must be PA resident):	
Phone:	COUNTY the Trainee resides in:
Social Security # :	Date of Birth:
Email:	Company Website:
Company/Organization Data	
Size of Company:	
#Employees at Location: <input style="width: 50px;" type="text"/>	#Employees Worldwide: <input style="width: 50px;" type="text"/>
Federal Employer Identification Number (FEIN): <input style="width: 50px;" type="text"/>	
NAICS Industry Code (North American Industry Classification Code): <input style="width: 50px;" type="text"/>	
Project Information	
Description of Proposed Training Course:	
Training Start Date: <input style="width: 50px;" type="text"/> Training Complete Date: <input style="width: 50px;" type="text"/>	
Total # of employees to be trained: <input style="width: 50px;" type="text"/>	
Cost of Training: \$ <input style="width: 50px;" type="text"/>	
<i>(Grant may reimburse up to 50% of Total Contracted Instructional Cost)</i>	
<p><b>REQUIRED:</b> Use the table on page four or provide a separate spreadsheet itemizing the Job-related training and numbers to be trained that you are requesting funds for. Remember to include training provider. *see MACC/DC Industry Partnership Training Plan document for pre-approved topics.</p>	



This assistance is being made available by the Manufacturing Alliance of Chester and Delaware Counties (MACCDC), an initiative of the Chester County Workforce Development Board and the Chester County Economic Development Council with grant funds received from the Pennsylvania Department of Labor and Industry.



Briefly describe your training needs and explain how upskilling current employees will help them meet job requirements, retain current employees, and meet organizational strategic goals **(response required for consideration)**.

\_\_\_\_\_

**Projected Company Outcomes  
(required)**

***As a result of this training, will any or all the following apply (at least one must apply for consideration)?***

1. Quality Improvement  Yes  No
2. Increased Productivity  Yes  No
3. Improved Profits (Cost Savings, etc.)  Yes  No
4. Increased industry competitiveness  
 Yes  No Specify \_\_\_\_\_

**Projected Trainee Outcomes  
(required)**

***As a result of this training, will any or all the following apply during the next 12 months?(at least two must apply for consideration. # 4 may apply if this training helps keep the employee's skills current thus avoiding being laid off)***

1. Wage increase  Yes  No
2. Promotion  Yes  No
3. Industry Recognized Credential  Yes  No
4. Requisite for retained employment (layoff aversion).  Yes  No

**Explain** \_\_\_\_\_

## Incumbent Worker Training Funds Terms & Conditions

- 1. The company agrees to provide at least a 50% cash match to any training funds received from MACC/DC Industry Partnership. **Call if you have questions.**
- 2. The company agrees to provide their Federal Tax Identification Number (FEIN) as well as Social Security Numbers (SSNs) for all employees trained with support of MACC/DC Industry Partnership funds. The Pennsylvania Department of Labor & Industry requires that employee training information must be entered in the secure Commonwealth Workforce Development System database.
- 3. The company agrees to provide all required training enrollment information within one (1) week after the end of training event.
- 4. The company agrees to provide all training invoices within twenty days after the end of each training event.
- 5. The company agrees to provide training evaluations information required by the MACC/DC Industry Partnership as well as overall impacts of the training on the company.
- 6. The company agrees to share **any** training success stories with the MACC/DC Industry Partnership staff upon request.
- 7. If the training funded by the MACC/DC Industry Partnership is in support of a certification program, the company agrees to provide proof of certification to the MACC/DC Industry Partnership.
- 8. The company agrees to cooperate with MACC/DC Industry Partnership staff in collection of any additional information requirements that may arise from the Pennsylvania Department of Labor & Industry.

**List Each Training Detail Separately. Specific Courseware Only.**

(Credential: A = Apprenticeship; C = Certificate; IC = Certification;  
CE = Continuing Education Credit)

<b>Course Title</b>	<b># Trainees</b>	<b>Total Cost</b>	<b>Job Title(s)</b>	<b>Start/End Date</b>	<b>Provider</b>	<b>Credential Received</b>
<i>Example: Reading and Interpreting Blueprints and Technical Documents</i>	<i>10</i>	<i>\$4950</i>	<i>Machinist</i>	<i>10/2/2017 10/30/2017</i>		<i>C</i>
<i>Example: CNC Programming</i>	<i>2</i>	<i>\$1400</i>	<i>Machine Operator</i>	<i>12/4/2017 1/26/2018</i>		<i>IC</i>
<b>Total Contracted Instructional Cost</b>	\$					

**PLEASE NOTE:**

*Please send the completed application and training release to:*

The Manufacturing Alliance of Chester and Delaware Counties  
Chester County Economic Development Council  
Attn: **Sherry Cockerham**  
737 Constitution Drive  
Exton, PA 19341

*Scanned or e-copy to [scockerham@ccedcpa.com](mailto:scockerham@ccedcpa.com) or fax to 610-458-7770. Please call 610-321-8213 for questions or assistance. Participant tracking form should be mailed or faxed ONLY – do not email for security purposes.*

**Priority will be given to applications which include the strongest employee and company outcomes and explanation of how upskilling current employees will help them meet job requirements and companies retain current employees and meet organizational strategic goals.**