

WANT TO SEE TRAINING OPPORTUNITIES IN YOUR WORKPLACE?

Incumbent Worker Training Program

The Incumbent Worker Training Program may be the solution you are looking for. This program offers up to \$10,000 in reimbursement funds to provide quality training for full time employees to enhance their skills and grow in their roles

Up to \$10,000



Variety of Trainings

This program allows for a wide variety of types of training. Trainings are to be skill-based and will result in the employee gaining accreditation or certification in the targeted skillset.

Skills & Training

Find Out if You Should Apply

Check the Eligibility Checklist on the next page, or visit our website to determine if you should apply for the Incumbent Worker Training program.

Apply Today



For more information please go to our website or scan the QR code

A business-Driven Workforce Solution made possible by Inter
**-County Community Council and Northwest Minnesota
Workforce Development Board**

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INCUMBENT WORKER TRAINING PROGRAM - ELIGIBILITY CHECKLIST

This checklist is designed to guide businesses in determining whether they should submit a grant application for the Incumbent Worker Training Program. Meeting the following conditions does not guarantee eligibility or a grant award.

Business Eligibility

The business must meet all of the following to apply for an Incumbent Worker Training grant:

- Located in Minnesota
- Registered with the Minnesota Secretary of State's office as a(n): association, corporation, LLC partnership, nonprofit, government entity, including school districts, or sole proprietor
- Be in continuous operation for 18 months immediately prior to submitting the application
- Not in the process of a layoff
- Preference given for sector-based occupations including: manufacturing, healthcare, transportation, IT, natural resources, and professional business services
- The business must be willing to match the grant with cash or in-kind contributions at the required level
- Demonstrate that its training needs cannot be met alone

Employee Eligibility

Eligible employees are those who meet the following criteria:

- Must be 18 years of age or older
- Working at least 32 hours a week for over 6 months with the same employer
- Earning an hourly wage above the state minimum wage
- Committed to attend all scheduled training sessions and cooperate with data collection requirements

Project Eligibility

The training project must meet all of the following conditions to be eligible for funding:

- The business has discussed the project with ICCC staff and can demonstrate that its training needs cannot be met independently
- The training is provided by an eligible training provider and leads to an industry-recognized credential
- The business will match the grant with cash or in-kind contributions at the required level