



**ALABAMA
WORKS!**

WORKFORCE TRAINING RESOURCE GUIDE

AVAILABLE TRAINING:

EITP

EXISTING INDUSTRY TRAINING PROGRAM

- **APPLICANT:** Company
- **OBJECTIVE:** To train and provide skills upgrades to existing full-time, permanent employees.
- **REQUIREMENTS/PROCESS:** College or ATN submits to RWC for approval and ranking, then submits to ACCS; ACCS submits to WDD of Commerce (Liaisons) who score and submit recommendations to ACCS; ACCS provides final approval. Approximately 30 day approval process once submitted to ACCS from Community College.
- **MAX FUNDING:** \$15,000 per Company per Project; Alliances of multiple companies can qualify for more per training project. \$60,000 10 year maximum benefit.
- **TERMS & CONDITIONS:** \$1 for \$1 match; can be in-kind (employee wages and benefits, facilities, materials, etc).
- **POINT OF CONTACT:** ATN, Local Community College, or Regional Workforce Council



WOTC

WORKER OPPORTUNITY TAX CREDIT

- **APPLICANT:** Employee/Applicant completes Page 1 of IRS Form 8850, Employer completes Page 2 of IRS Form 8850. ETA Form 9061 may be completed by either employee or employer.
- **OBJECTIVE:** A federal tax credit available to companies that hire individuals from eligible target groups with significant barriers to employment.
- **REQUIREMENTS/PROCESS:** Completed IRS form 8850 & ETA Form 9061 MUST be submitted within 28 calendar days of the employee's start date to Alabama Department of Labor WOTC. The application can be mailed to Alabama Department of Labor, WOTC, 649 Monroe Street, Montgomery, AL 36131 or submitted on-line on Alabama WOTC's secure database. If the application is certified, the company is notified and may file for the tax credit with the IRS. Employees must work at least 120 hours in the first year of employment to receive the tax credit.
- **MAX FUNDING:** Employers can earn a tax credit of between \$2,400 and \$9,600 per employee, depending on the target group of the new employee and the number of hours worked in the first year.
- **TERMS & CONDITIONS:** Eligible individuals include Veterans; TANF recipients; Food Stamp recipients; Designated Community Residents; Vocational Rehabilitation referral; Ex-Felons; Supplemental Security Income recipients and Long Term Unemployment Recipients.
- **POINT OF CONTACT:**
 - Email address:**
wotc@alcc.alabama.gov or gay.vines@alcc.alabama.gov
334-353-1278
 - State of Alabama WOTC website:**
<http://wotc.alabama.gov>
 - US Department of Labor website:**
www.doleta.gov/business/incentives/opptax/eligible.cfm

POSSIBLE FUNDING OPPORTUNITIES

IWTP

INCUMBENT WORKER TRAINING PROGRAM

Federally Funded Workforce Innovation & Opportunity Act

- **APPLICANT:** Company
- **OBJECTIVE:** To train and provide skills upgrades to existing full-time, permanent employees.
- **REQUIREMENTS/PROCESS:** Funding priority is given to industry sector businesses experiencing significant training shortages where training or retraining workers is necessary to respond to a shortage of skilled labor to meet labor demands; businesses that represent significant layoff avoidance strategy and/or upgrade of employees' skills; Consortia of businesses uniting training activities to reduce training costs and company downtime. Employees to be trained must be full-time, permanent company employees who have been employed at the company for a minimum of six months.
- **MAX FUNDING:** \$30,000 per project; \$60,000 lifetime maximum benefit.
- **TERMS & CONDITIONS:** \$1 for \$1 match; Can be in-kind (employee wages and benefits, materials, etc.) Company must be for profit; current on all state tax obligations; have been in operation for at least two years; demonstrate anticipated outcomes on business operations and identify transferrable skills acquired by employee; and present a training program which provides new or upgraded skills that are vital to company while also providing job security for the workers.
- **POINT OF CONTACT:**
Alabama Department of Commerce
Workforce Development Division
Lorilei Sanders
(334) 353-1632
lorilei.sanders@commerce.alabama.gov



OTJ

ON THE JOB TRAINING Federally Funded

- **APPLICANT:** Employer negotiated through the Alabama Career Center Business Services Representative.
- **OBJECTIVE:** To provide reimbursement to employers for the costs associated with the hiring & training of WIOA eligible individuals.
- **REQUIREMENTS/PROCESS:** Employer makes the hiring decision; tailors the training; negotiates length of training; provides full time employment to trainee and enters Training Contract through Local Career Center.
- **MAX FUNDING:** Employer may receive 50 - 75% of trainee wages reimbursed through monthly invoices and upon completion of training.
- **TERMS & CONDITIONS:** Trainee must meet WIOA eligibility requirements. Employer must provide trainee with same wage/benefits as other employees holding similar position and Training Agreement must be written before trainee can be hired.
- **POINT OF CONTACT:** Local Career Center Business Service Representative

AVAILABLE TRAINING:



AIDT

STATE WORKFORCE DEVELOPMENT AGENCY

- **APPLICANT:** Company or Local Economic Development Authority
- **OBJECTIVE:** To provide quality workforce development for Alabama's new and expanding businesses and to expand the opportunities of its citizens through the jobs these businesses create.
- **REQUIREMENTS/PROCESS:** Provides pre-employment screening and company specific training for new and expanding Alabama industries.
- **MAX FUNDING:** N/A
- **TERMS & CONDITIONS:** Must be hiring at least 10 employees and be paying at least \$10 - \$12 hourly (depending on location).
- **POINT OF CONTACT:**
Website: www.aidt.edu
Email: info@aidt.edu
Phone: 334-242-4158

WBL

WORK BASED LEARNING

- **APPLICANT:** Job Seeker and Company
- **OBJECTIVE:** To provide Work Experience to eligible out-of-school Youth, ages 18-24
- **REQUIREMENTS/PROCESS:** WIOA eligible Youth between the ages of 18 and 24.
- **MAX FUNDING:** Max. term is 390 hours (up to \$9.00/hr. when working at for-profit companies; \$7.25/hr. for non-profits)
- **TERMS & CONDITIONS:** Part-time employment, up to 30 hrs./wk. 390 hours max. Must be out-of-school, WIOA eligible Youth. Wages and Worker's Comp. will be paid by Family Guidance Center of Alabama. Each position must be pre-approved by Family Guidance. Work-site must monitor participant and complete evaluations.
- **POINT OF CONTACT:** Local Career Center Business Service Representative



POSSIBLE FUNDING OPPORTUNITIES



AWTC

ALABAMA WORKFORCE TRAINING CENTER

- **APPLICANT:** Company
- **OBJECTIVE:** Provides specific skill training to the existing employees of manufacturing and construction firms in Birmingham and Central Alabama in order to maintain an adequately trained workforce.
- **REQUIREMENTS/PROCESS:** Offers training in OSHA 30 & 10 hour; Forklift; Overhead Crane; Basic Electrical; Basic PLC; Basic Robot Operations; Basic Welding; ARC Flash Welding; Handling Tool Operation & Programming; Manufacturing Fundamentals; OMRON PLC Basic Course; Rockwell CLX5000 Basic; and a variety of Workforce Skills & Leadership Development courses.
- **MAX FUNDING:** N/A
- **TERMS & CONDITIONS:** Must be an Alabama company engaged in the industries targeted by the AWTC. Only Plant Manager, Superintendent, HR Manager, Training Manager or Maintenance Manager may register the company and students for training. Once registration is approved, company will be notified indicating ability to enroll students.
- **POINT OF CONTACT:**
Address:
3500 6th Avenue South
Birmingham, AL 35222
Website: www.awtc.aidt.edu
Email: awtcinfo@aidt.edu
Phone: 205-719-3220

MRWTC

MONTGOMERY REGIONAL WORKFORCE TRAINING CENTER

- **APPLICANT:** Company
- **OBJECTIVE:** The MRWTC was created to assist existing industry in the River Region with immediate and future training needs; as well as, creating a workforce pipeline to address the workforce needs of the companies in the region.
- **REQUIREMENTS/PROCESS:** A company must register as a Client on the MRWTC website: www.mrwtc.org. After registering as a Client, a company can register its employees for any training offered on the website training calendar. Citizens (General Public not tied to any particular company) interested in participating in the training should contact the MGM Career Center or Hope Inspired Ministries (www.hopeinspiredministries.org).
- **MAX FUNDING:** Employer may receive 50 - 75% of trainee wages reimbursed through monthly invoices and upon completion of training.
- **TERMS & CONDITIONS:** Must be an Alabama company engaged in the industries targeted by the MRWTC. Only Plant Manager, Superintendent, HR Manager, Training Manager or Maintenance Manager may register the company or students for training. Once registration is approved, company will be notified indicating ability to enroll students.
- **POINT OF CONTACT:**
Nona Johnson
MRWTC Project Manager
njohnson@aidt.edu
www.mrwtc.org

AVAILABLE TRAINING:

ALABAMA RTP

ROBOTICS TECHNOLOGY PARK



MTC

MARITIME TRAINING CENTER

- **APPLICANT:** Company
- **OBJECTIVE:** A collaboration between the State of Alabama, Alabama Community College System, AIDT and robotics industry leaders across the nation which was formed to provide a technically trained, highly skilled and educated workforce for automation & robotics, to assist public & private entities in developing new robotics systems and technologies and to promote the creation, growth or expansion of companies through innovative technology solutions.
- **REQUIREMENTS/PROCESS:** Provides industry-specific training in Robotic Systems; Vision Systems Customized Training, Advance Manufacturing Line (7 Robots, 3 PLCs, 4-Visions); Manual Weld; Overhead Crane; Forklift Safety; OSHA 10 & 30 hour; 70E Arc Flash Safety and Robotic Safety. AWS weld certification and certified robotic arc weld certification pending.
- **MAX FUNDING:** N/A
- **TERMS & CONDITIONS:** Must be an Alabama company engaged in manufacturing within the State. Only Plant Mgr, Superintendent, HR Manager, Training Mgr or Maintenance Mgr may register the company and students for training. RTP confirmation of successful registration will be provided via email or phone call within 5 working days.
- **POINT OF CONTACT:**
Address: 6505 US 31, Tanner, AL 35671
Website: www.alabamartp.org
Email: info@alabamartp.org
Phone: 256-642-2600

- **APPLICANT:** Job Seeker and/or Company
- **OBJECTIVE:** To provide entry level training for maritime crafts, related industries, and future employee for the shipyards in south Alabama. The AIDT Maritime Training Center's mission is to train a highly skilled and educated workforce for the Maritime industry or other steel industries in Alabama. Individuals can apply or companies can register their employees to attend the classes we offer.
- **REQUIREMENTS/PROCESS:** To provide citizens or companies of Alabama industry specific basic structural maritime craft training: in AutoCad, Maritime design, ShipConstructor, Structural fitting, Structural welding, Pipe fitting, & Pipe welding, OSHA Maritime, OSHA General industry, OSHA Construction, Forklift, Man-lift, Interview Skills, Fire Watch, Rigging, & Maritime Foundation. AIDT Maritime Training Center is an NCCER Training Unit using NCCER curriculum under the sponsorship of Gulf State Shipbuilding Consortium.
- **MAX FUNDING:** N/A
- **TERMS & CONDITIONS:** Alabama residents are preferred for individual training opportunity. Alabama companies can register their employee to attend training.
- **POINT OF CONTACT:**

Address: 360 Addisco Road, Mobile, AL 36602

Website: www.maritime.aidt.edu

Email: maritimeinfo@aidt.edu

Phone: 251-405-8698

POSSIBLE FUNDING OPPORTUNITIES



RTW

READY TO WORK

- **APPLICANT:** Job Seeker and/or Company
- **OBJECTIVE:** The RTW program provides basic training in entry level work place skills. This "career readiness" program is administered by AIDT and operated thru the Alabama Community College System. Soft skills, work ethic, career preparedness are the main focus of the program.
- **REQUIREMENTS/PROCESS:** A 40 - 60 hour course taught at local Alabama Community College System campuses and satellite sites. Successful graduates of the course have Alabama Certified Worker and National Career Readiness Certificate credentials.
- **MAX FUNDING:** N/A
- **TERMS & CONDITIONS:** Must contact local community college to inquire as to when and where classes may be offered either in open enrollment setting or on site at company.
- **POINT OF CONTACT:** Local Community College

ATN

ALABAMA TECHNOLOGY NETWORK



- **APPLICANT:** Company
- **OBJECTIVE:** To provide the most innovative technical assistance and training to continually improve existing Alabama businesses and industries.
- **REQUIREMENTS/PROCESS:** ATN conducts detailed needs assessments, outlines potential solutions based on the results, and then provides hands-on technical assistance, training and employee skill enhancement to help existing business and industry solve their needs.
- **MAX FUNDING:** N/A
- **TERMS & CONDITIONS:** Companies may apply for IWTP and EITP grants for ATN training.
- **POINT OF CONTACT:**
Website: www.atn.org

AVAILABLE TRAINING:



AA

APPRENTICESHIP ALABAMA

- **APPLICANT:** Company
- **OBJECTIVE:** For those US DOL registered apprenticeship programs in the State of Alabama, companies may receive a State income tax credit.
- **REQUIREMENTS/PROCESS:** Provides pre-employment screening and company specific training for new and expanding Alabama industries.
- **MAX FUNDING:** \$1,000 income tax credit per apprentice up to five apprentices per year.
- **TERMS & CONDITIONS:** Apprentice must work 7 months in the calendar year. Company must be for profit to benefit from the income tax credit.
- **POINT OF CONTACT:**
Frank Chestnut
Phone: 334-280-4409
Website: www.apprenticeshipalabama.org

ITA

INDIVIDUAL TRAINING ACCOUNT

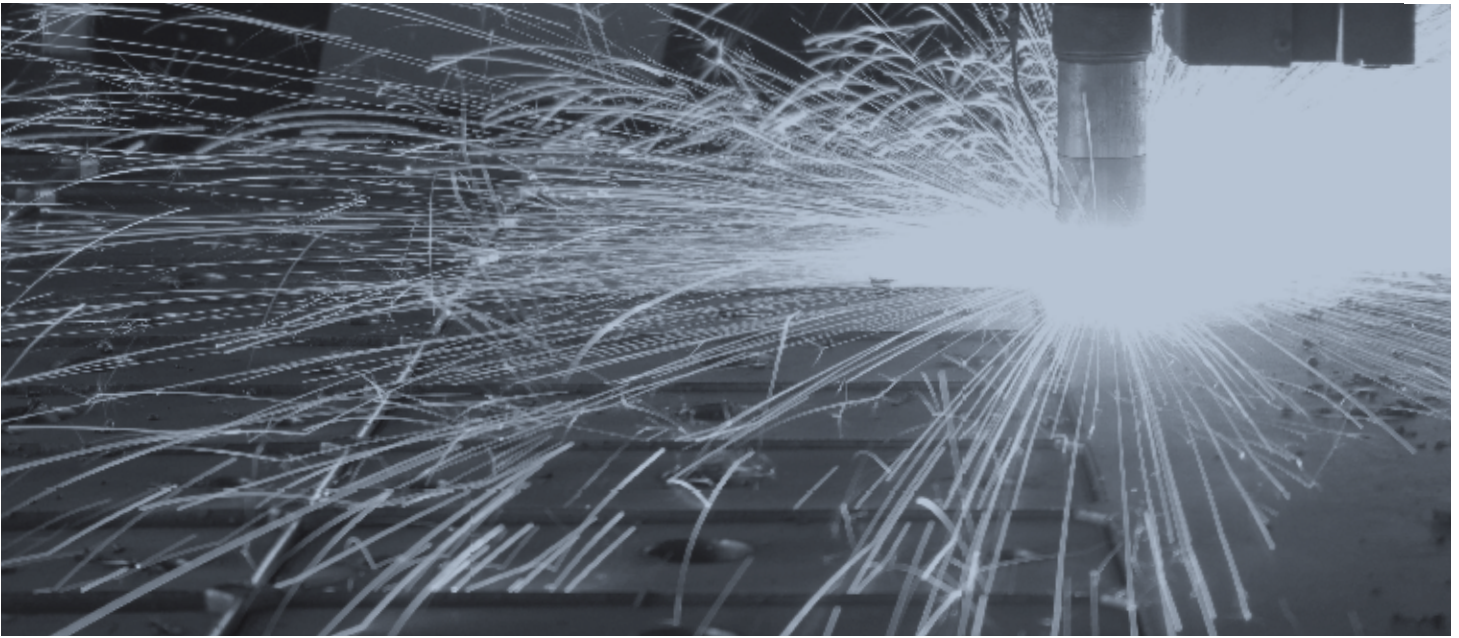
- **APPLICANT:** Job Seeker
- **OBJECTIVE:** To provide assistance with tuition and books for eligible Adult, Dislocated Worker and Youth clients.
- **REQUIREMENTS/PROCESS:** Meet eligibility criteria as outlined in the Workforce Innovation and Opportunity Act.
- **MAX FUNDING:** Based on the length of training but not to exceed \$12,000.
- **TERMS & CONDITIONS:** Must maintain a 2.0 GPA, attend classes full time and maintain contact with case manager.
- **POINT OF CONTACT:** Local Career Center

FBP

FEDERAL BONDING PROGRAM

- **APPLICANT:** Company
- **OBJECTIVE:** The U.S. Department of Labor established The Federal Bonding Program in 1966 to provide Fidelity Bonds that guarantee honesty for "at-risk," hard-to-place job seekers
- **REQUIREMENTS/PROCESS:** State coordinator completes request for bond.
- **MAX FUNDING:** Covers the first 6 months of employment.
- **TERMS & CONDITIONS:** The FBP was designed to reimburse the employer for any loss due to employee theft of money or property up to \$5,000 during the first six months of a selected individual's term of employment.
- **POINT OF CONTACT:**
Sherry Clark | Bonding Service Coordinator
Phone: 334-242-8039
Fax: 334-242-8585
Email: sherry.clark@alcc.alabama.gov

POSSIBLE FUNDING OPPORTUNITIES



USDA

USDA Rural Development (Business Programs: Business/Industry Loan Guarantee; Intermediary Re-lending Program; Rural Business Development Grant; Renewable Energy & Energy Efficiency Grant; Value-Added Producer Grant)

- **APPLICANT:** Depending on the eligibility criteria for the selected business program, applicant may be commercial lenders, nonprofit economic development groups, tribes, public bodies, ag producers or owners.
- **OBJECTIVE:** To provide financial and technical assistance to rural businesses by providing help with capital, equipment, space, job training, entrepreneurial skills that can help to start and/or grow a business, purchase renewable energy systems and/or make energy efficiency improvements.
- **REQUIREMENTS/PROCESS:** Work through partnerships with public and private community based organizations and financial institutions to provide financial assistance, business development, and technical assistance to rural businesses. Except for energy programs, individuals are not direct eligible recipients/applicants. Time-frames for accepting applications is available through the agency's website. Some programs accept applications year-round, while other program funding cycles are announced through Notice of Funding Availability. Lender must submit the application for B&I loan guarantee on behalf of the business.
- **MAX FUNDING:** Amount of financial assistance varies depending on the business program that best fits the project applicant and scope of work. Terms of loan guarantees are negotiated between business and lender.
- **TERMS & CONDITIONS:** Depending on the business program that best fits the project, loans, loan guarantees, and grants are available to lender/s businesses, cooperatives, ag producers, public bodies, non-profit corporations. Eligible area: Rural areas except cities over 50,000 in population and their contiguous urbanized areas.

■ **POINT OF CONTACT:**

Website: www.rd.usda.gov/al

Contact: Rural Business Services

Phone: 334 279-3623

AVAILABLE TRAINING:

ADRS

ALABAMA DEPARTMENT OF REHABILITATION SERVICES

Training for Company Staff

- **APPLICANT:** Company
- **OBJECTIVE:** Training programs related to disability issues in the workplace offered at no-cost to Alabama businesses and their staff. The training is provided by an experienced trainer from the state Vocational Rehabilitation Business Relations program, READI-NET, and comes with the necessary training materials to deliver results.
- **REQUIREMENTS/PROCESS:** Customized staff training addressing diversity & inclusion; retaining valued workers whose job is affected by illness, injury, disability; or legislative/compliance issues.

Training sessions range from 30 minutes to 2 hours and include:

- Disability Etiquette
 - Simulate This – "Try On" a Disability
 - Who Me? I'm Not Biased
 - Watch Your Language, Please
 - Americans with Disabilities Act - Basic or Advanced (+ ADAAA Updates)
 - Reasonable Accommodations in the Workplace
 - Emergency Preparedness in the Workplace for Customers and Employees with Disabilities
 - Interviewing Do's and Don'ts
 - Identifying the Essential Functions of a Job
 - Federal Contractors and Section 503 of the Rehabilitation Act
- **MAX FUNDING:** Training programs are provided at no cost to the company.
 - **TERMS & CONDITIONS:** Provided by local Business Relations Consultants at no cost to the business. Demonstrates "good faith effort" by the employer.
 - **POINT OF CONTACT:**

Website:

www.rehab.alabama.gov/business-partners

Administrator of Business Relations:

205-290-4457

Website provides info on target audience, learning objectives, training materials and local points of contact.



POSSIBLE FUNDING OPPORTUNITIES

ADRS

ALABAMA DEPARTMENT OF REHABILITATION SERVICES

Pre-Hire & Post-Hire
Wage Coverage



- **APPLICANT:** Depending on the skills set of the ADRS candidate and needs of the business, a match is made that is mutually beneficial.
- **OBJECTIVE:** Wage coverage may be provided by ADRS for its job candidates for both pre-hire work experience/tryouts (PWE) and post-hire on-the-job (OJT training) at an employer site.
- **REQUIREMENTS/PROCESS:** ADRS pre-screens and refers the candidates after reviewing job demands; the employer makes the selection decision. Timelines and wage coverage amounts are negotiated together. ADRS makes arrangements for PWE payments through a local community partner of staffing company directly to the PWE candidate. For OJT, ADRS reimburses a percent of the wages directly to the employer who must be on the state vendor list.
- **MAX FUNDING:** For PWE, full wage coverage is provided with time limits & limits on hourly rate, in accordance with Wage and Hour Guidelines. PWE Accident Coverage is available if desired. For OJT, up to 50% wage reimbursement is available with the length of coverage and hourly rate negotiated.
- **TERMS & CONDITIONS:** Candidates must be eligible for ADRS Vocational Rehabilitation Services. For PWE there is no obligation to hire, but the intent is to improve work skills of the candidate so they are ready for hire. With OJT, the business employs the candidate and provides needed training at the job site to upgrade skills to meet performance expectations of the job. Obligations for both PWE and OJT include supervised training and submission of time sheets by the employer.
- **POINT OF CONTACT:**

Website:

www.rehab.alabama.gov/business-partners

Administrator of Business Relations:

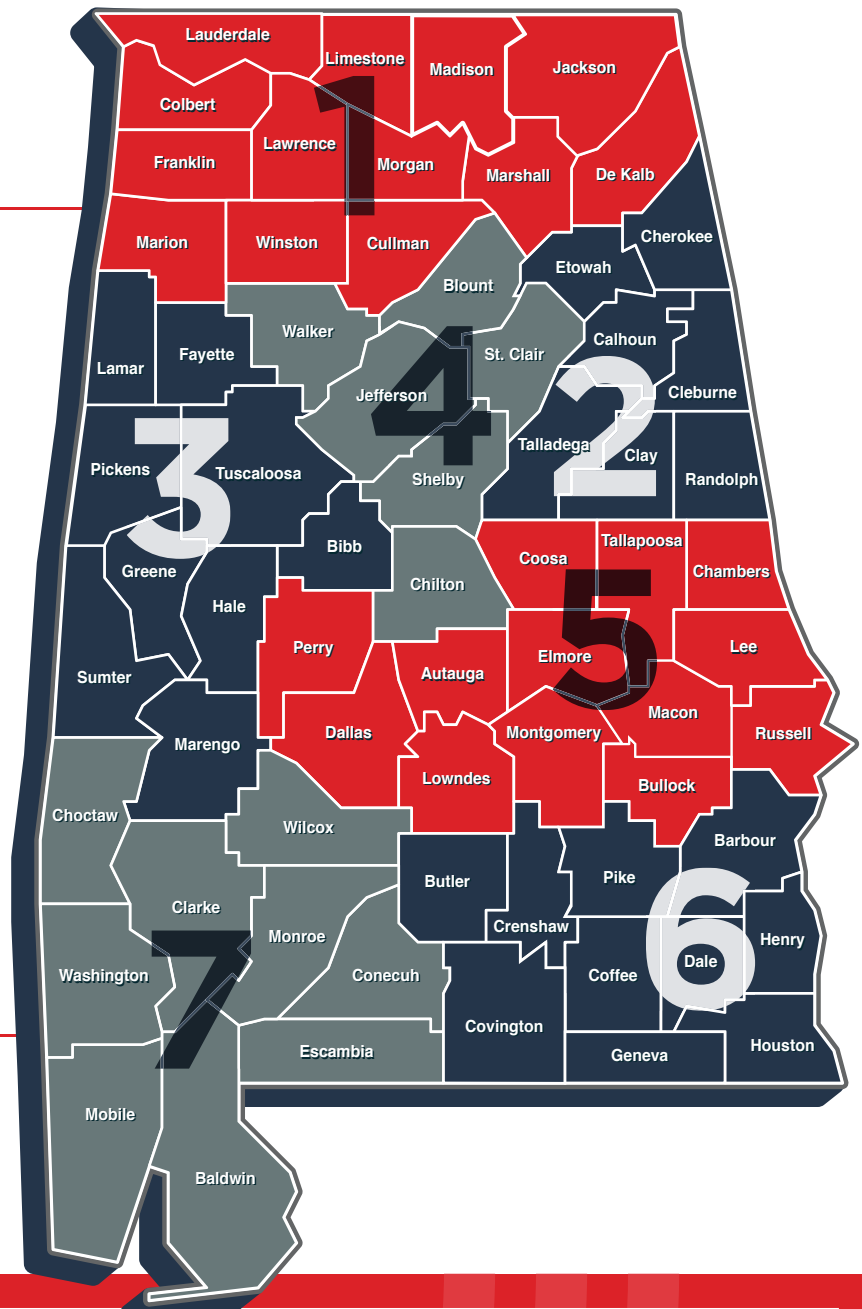
205-290-4457

Website provides info on target audience, learning objectives, training materials and local points of contact.

REGIONAL WORKFORCE COUNCILS

RWC

The primary objective for the new Regions is to provide a direct link to the workforce needs of B&I at the local level. The RWCs shall be business driven and business led, work with their member counties to develop a regional strategic plan, and follow the newly created comprehensive workforce development system that supports their local economy and job development activities. All counties must be served with specific focus on rural counties who typically are under-served. All counties must be represented in the Regional Workforce Councils.



Region 1: www.northalabamaworks.com

Region 2: www.eastalabamaworks.com

Region 3: www.westalabamaworks.com

Region 4: www centralsix.org

Region 5: www.centralalabamaworks.com

Region 6: www.southeastalabamaworks.com

Region 7: www.sawdc.org