

# INCUMBENT WORKER TRAINING PROGRAM

**Incumbent worker training improves the skills of an employer's workforce with new or upgraded work skills, supplies marketable expertise to its employees, increases the workers' potential for increased wages, and maintains or increases competitiveness in a global economy, while also providing job security for workers (layoff aversion).**

## FUNDING PRIORITY IS GIVEN TO

- Occupations that fall into priority sector-based industries, including manufacturing, healthcare, transportation, IT, natural resources, and professional business services.
- Employers 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.

*Note: Funding may not be used to pay trainees' wages.*

## 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
  - 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 institutions, 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.

Through this business-driven program, the CMJTS Incumbent Worker Training Program is able to help businesses remain competitive through skills advancement training for current employees.

**INCREASE PRODUCTIVITY,  
PROMOTE GROWTH:**



## HOW TO GET STARTED

**Central Minnesota Jobs and Training Services, Inc. staff**

assist employers and training providers in the development and approval of IWTP applications and provide ongoing technical assistance regarding program compliance, performance objectives, customer satisfaction, etc., for contract recipients. Contact a member of our team to begin the process.

[CONTACT US](#)

## FREQUENTLY ASKED QUESTIONS

- **When can an employee be considered an incumbent worker?** Once he/she has an established employment history with the employer for six months or more.
- **Can employees in different occupations be trained?** Yes.
- **Who receives the funds?** All funds are provided to the training provider.
- **Can workers be sent out of state to be trained?** No. Training funds are intended for use in Minnesota where they can enhance the training capabilities of Minnesota training providers.
- **Can an employer be reimbursed for a trainee's wages during actual training time?** No. However, the employer may consider the trainee's 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 incumbent worker training?** Yes. Government units can apply for the IWTP. This would include local, county, state, and school districts.

Upon request alternate formats can be provided.

Chisago, Isanti,  
 Kanabec, Mille Lacs,  
 and Pine Counties

Sherburne and  
 Wright Counties

Kandiyohi, McLeod,  
 Meeker, and  
 Renville Counties

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Equal Opportunity Employer and Program Provider



## OUR LOCATIONS

### Administrative Office

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 Monticello, MN 55362  
 763.271.3700  
 763.271.3742 (TTY)

### Branch Offices

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 140 Buchanan Street, Suite 152  
 Cambridge, MN 55008  
 763.279.4492

**Forest Lake**  
 19955 Forest Road N  
 Forest Lake, MN 55025  
 651.275.7247

**Hutchinson**  
 Ridgewater College  
 2 Century Avenue SE  
 Hutchinson, MN 55350  
 320.587.4740

**Litchfield**  
 114 N. Holcombe Avenue Suite 170  
 Litchfield, MN 55355  
 320.593.1056

**Mora**  
 903 East Forest Avenue  
 Mora, MN 55051  
 320.679.6484

### Olivia

Renville County Government  
 Service Center  
 105 South 5<sup>th</sup> Street, Suite 203H  
 Olivia, MN 56277  
 800.284.7425

### Pine City

Pine Technical College  
 900 Fourth Street SE  
 Pine City, MN 55063  
 320.629.4555

### Willmar

Ridgewater College  
 Student Services Building  
 A123B/A123C  
 2101 15<sup>th</sup> Avenue NW  
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 800.284.7425

www.cmjts.org



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## INCUMBENT WORKER TRAINING PROGRAM

### Incumbent Worker Training Program (IWTP)

is business-driven funding assistance for qualifying employers or group of employers to build and maintain a quality workforce and is designed to assist employers to retain a skilled workforce or avert layoffs.

ADULT PROGRAM

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