



# Use the State of California Funding to increase your training!

**Did you know that your company can get paid by the State of California to deliver training to your employees?** California Manufacturers & Technology Association (CMTA) is partnering with the State of California Employment Training Panel (ETP) to help fund your internal training programs.

## **This looks too good to be true. Is this for real?**

Many companies pass up this opportunity because they think, "This can't be for real, what's the catch?" Most California companies pay into this training fund but only certain companies are eligible to use the funds.

## **How is the California Manufacturers & Technology Association (CMTA) involved?**

CMTA expects to start a new round of ETP funding in January 2019. CMTA holds the contract with the ETP instead of your company and this makes the paperwork a breeze. Your company may be eligible to get started training in as little as a week, and CMTA has developed a database to track all of your training electronically. We will assist you with all aspects of administration of the contract.

## **Can I use my employees to deliver training?**

You may use your internal subject-matter experts to deliver the training or external training vendors.

## **What state agency runs this program and how does it reimburse our company for training?**

The Employment Training Panel (ETP) is a state of California agency that provides up to \$75 million in job training funds annually to employers throughout the state. The training funds are paid to the state by all private sector employers.

## **What type of training can these funds be used for?**

Class Topics - training hours can consist of one subject or combination of topics, including:

- Business Skills such as Customer Service or

Accounting

- Commercial Skills such as Construction Skills
- Computer Skills such as Microsoft or Oracle programs
- Continuous Improvement, such as Lean Manufacturing
- Management Skills such as Leading a Team
- Manufacturing and Warehousing Skills such as Cross-Training in Production Operations
- Literacy Skills such as Vocational English or Math

## **Here are your company's responsibilities:**

- Determine training needs
- Identify employees for training: managers, supervisors, hourly workers, etc.
- Select internal or outside trainers
- Review your training program with CMTA
- Submit required information to CMTA
- Track employee training via our free software
- Earn training reimbursement

## **Here are some of the services offered by CMTA at no charge:**

- Evaluate company's training needs relative to the ETP program rules
- Review the program with your company representative
- Refer outside trainers if necessary
- Assist in assembling and completing all necessary documents to participate
- Provide free software to track all your training
- Complete all state required data entry and invoicing
- Reimburse your company for all ETP-eligible training with our training grant

**To take advantage of California training reimbursement money**

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