



STATE OF CALIFORNIA EMPLOYMENT TRAINING PANEL (ETP)



WHAT IS ETP?

ETP is a State of California agency that distributes funds to offset employers' training costs. California employers who are challenged by out-of-state competition can upgrade the skills of their current workforce and earn funds as employees are trained.

GENERAL GUIDELINES

- Employer must face out-of-state competition and meet other criteria
- Employment Training Tax (ETT) contributions must be verified
- Trainees can be frontline workers, administrative staff, or managers
- Trainees must earn at least ETP's minimum wage at end of training
- Each trainee must complete a minimum of 8 hours of training
- Training hours may include a single topic or multiple topics
- All training must complete within the timeframe of the contract
- Reimbursement rate ranges from \$20 to \$26 per training hour per trainee

TRAINING CRITERIA

Trainers: Internal (other employees) or external (professional trainers or vendors)

Methods: Computer-based, instructor-led classroom or observation/demonstration

Topics: Business, Commercial Skills, Computer Skills, Continuous Improvement, Manufacturing, Management Skills, Literacy, Advanced Technology

To be eligible, the employer must be located in California and must pay the Employee Training Tax (ETT) and meet other criteria. Training that is mandated by state or federal government, HR training, interviewing skills, First Aid, and other topics are not eligible. The program does not reimburse the employer for costs associated with class fees, tuition, books or training materials. Training topics must be job-related.

Employers have two options to participate:

Option 1: SINGLE EMPLOYER CONTRACT (SEC)

Employer applies for a contract with ETP and *funds are paid directly to the employer* as earned. This program is beneficial for employers who need to train a large number of workers, a long-term training program over two years, a high average of training hours per person, can wait for several weeks for training to begin, and have personnel to administer the program.

Option 2: Multiple Employer Contract (MEC)

Employer applies to participate in CMTA's contract with ETP. *Funds are paid to the employer with a fee retained by CMTA.* This program is appropriate for employers who need to train immediately, need to

implement a short-term training program, or who have limited available internal resources to develop and administer the program.

HOW TO APPLY

- Contact CMTA by phone or email
- Provide eligibility information to CMTA
- Determine training needs and schedule

CMTA's ROLE

- Reviews program criteria with employer
- Guides employer through eligibility and application process
- Processes application through ETP

THEN

- Employee training begins
- Trainee demographics, class topics and training hours are submitted to ETP
- As terms of contract are met, invoices submitted to ETP for payment

Frequently Asked Questions about SEC vs. MEC Program

1. Why apply for your own SEC contract with ETP?

- Employer has control over the contract
- Employer can earn 100% of the reimbursement rate
- Employer is not limited to the amount of the contract held by the MEC provider

2. Why use the CMTA's MEC contract?

- Training program can begin training almost immediately
- No waiting for ETP Panel Meeting for application approval
- Minimal paperwork for employer
- CMTA provides proprietary database software to track training and provide support

3. Could an employer participate in both the SEC and MEC programs?

Yes, an employer can participate in both programs at the same time or at different times. You may want to consider this combination if your training program will be delivered in phases, the need for training is immediate and SEC process doesn't meet your schedule and/or certain groups of employees have significantly different training needs than others

4. What are the limitations or restrictions when participating in two programs?

- The minimum hours of training may be different for SEC vs. MEC
- Training hours delivered under one program cannot be double-counted, i.e. they cannot be included to meet necessary minimum training hours under the other program
- A trainee must complete the training hours and a 90-day retention period during which no reimbursable training can be tracked before participating in reimbursable training with the alternate program

5. Whom should I contact regarding these options?

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