

ETP PROGRAM INFORMATION AT A GLANCE

PART 1: Understanding How to Access State Training Funds

How Does Your Company Qualify for ETP?

- The company must pay into the unemployment insurance fund
- The company must have a 20 percent turnover rate or less
- The company must have a manufacturing NAICS code OR prove it faces out-of-state competition

How Do Your Employees Qualify for ETP?

ETP-eligible employees must:

- Be a resident of California
- Be full-time (working 35 hours per week or more). Part time, temporary and contract employees do not qualify for funding. However, they may still participate
- Meet the minimum wage requirement, which **varies by county** (note: medical, dental and vision benefits paid by the employer on behalf of the employee can be counted toward wages):

San Diego.....\$13.37	Ventura.....\$13.28
Los Angeles and Orange.....\$14.02	Sacramento.....\$13.58
Alameda, Contra Costa, Marin, San Francisco, San Mateo & Santa Clara.....\$14.02	All Other Counties.....\$12.85

- Have been employed by you (or another California employer) at least 90 days prior to the first day of training
- NOT be currently enrolled in an ETP training program and not have participated in one for the 90 days preceding training

How Many Hours Are Required?

- We target training courses of 24 to 120 hours

Where Does The Training Take Place And Who Does The Training?

- Training is held at your place of business, during usual business hours
- **Training is conducted by UC San Diego Extension subject experts.** UCSD partners with California Manufacturing Technology Consulting (CMTC) who will assist you in accessing State Training Funds

Part 2: Getting Qualified and Getting Started

Step 1 – Employer Eligibility: Complete the employer Certification Statement (CS form) in order to secure ETP approval for your company

Step 2 – Defining the Solution: Once your company has been approved by ETP to receive funding, UCSD will help your team develop a training program that meets your needs. UCSD will propose training topic(s) and recommend consulting services as needed. CMTC will calculate the funding available for your program, and help you maximize the dollars

You will receive, in writing:

- Exact cost of the total program
- ETP Employer Agreement, which details the expected ETP offset and the requirements you must fulfill to earn the ETP offset, including the number of training hours and participants to complete

Step 3 – Formalizing an Agreement and Confirming Trainee Eligibility: Once you agree on a training program and sign a contract with CMTC, the paperwork required by ETP must be completed before training can begin. **If you cannot complete the paperwork, then you are not eligible to receive the funding.**

Three Weeks Before Training Can Begin:

- Client signs CMTC contract and ETP Employer Agreement, and returns both to CMTC with a down payment and refundable deposit as defined in the contract

Two Weeks (10 Business Days) Before Training Can Begin:

- Finalize the training schedule with your CMTC representative
- Submit complete list of trainees using the CMTC-supplied ETP Trainee Wage List document
- Submit a signed ETP Authorization Form, supplied by CMTC
- Submit a Payroll Register listing all trainees targeted for funding

CMTC understands the confidentiality of this information and we manage the ETP program with a high level of security

Part 3: After The Training Is Completed:

90 Days After Training: In order to earn the funding, trainees must complete the training hours and remain in your full time employment for 90 days after the last day of training. Upon completion of this “retention period,” CMTC will submit the required paperwork to ETP, in order to release the funding. ETP will re-verify each employee’s status and review the paperwork collected for authenticity.

180 Days After Training: Once this process is completed, ETP will release the funds and consider the program completed. Approximately 90 days later, CMTC receives the funding from ETP, and processes your refund based on the company performance.