



# PROFESSIONAL DEVELOPMENT TRAINING GRANT

*The Professional Development Training Program is an employer-focused grant initiative that reimburses employers for up to 50% of their direct training costs related to providing skills upgrade training to their current employees.*

The training is generally for job specific skills to assist employers with retaining their current workforce and increase their competitiveness. The Professional Development Training Grant also helps employees gain the skills needed to obtain or retain employment that leads to a self-sufficient wage. These employees have an established work history with the employer and possess the knowledge, skills and abilities needed, but because of changes in the necessary skills to remain in the position, the employees now need additional training.

## WHO MAY APPLY?

For-profit employers located in Gadsden, Leon, and Wakulla Counties that have at least one employee other than the owner, have operated in Florida for at least one year, and are financially stable.

## WHO PROVIDES THE TRAINING?

Employers are able to choose their own training provider, to include an outside vendor or a company employee deemed to be a subject-matter expert. For reimbursement purposes, documentation must be provided for the hourly wage of the trainer.

## WHO CAN BE TRAINED?

Full-time employees that have been with the company for at least six months who are willing to register in Employ Florida, complete an application with CareerSource Capital Region and provide required documentation.

## WHAT ARE THE RESTRICTIONS?

Employer must pay wages if training is conducted during work hours. Soft Skills training will not be funded. The length of training should be considered short term and cannot exceed 90 days. The following is required for each employee designated to be in need of training:

- Completed IWT Application
- Proof of Social Security Number
- Completed I-9 with supporting documentation
- Proof of Selective Service registration for males 18 years of age or older who were born on or after January 1, 1960
- Proof of employee's age or date of birth
- Documentation that the employee(s) receiving training earn less than \$28.47 per hour (or \$59,218 annually)
- Registration in Employ Florida

## HOW ARE EMPLOYERS PAID?

Employers are reimbursed up to 50% of the direct costs incurred for training. The employer is required to pay for the training up front and submit an invoice to CareerSource Capital Region for reimbursement along with evidence of payment and proof the employee (s) successfully completed the training. Additional information and requirements of the program will be provided to the employers once approved for funding.

For more information, contact CareerSource Capital Region at **(850) 414-6085** or email **[cbes@careersourcecapitalregion.com](mailto:cbes@careersourcecapitalregion.com)**

**[www.careersourcecapitalregion.com/employers](http://www.careersourcecapitalregion.com/employers)**

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