

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.

**INCREASE PRODUCTIVITY,
PROMOTE GROWTH:**

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.



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

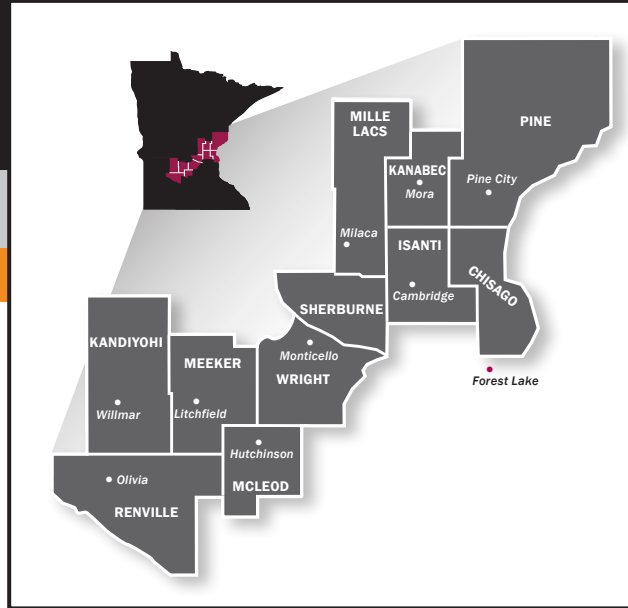
Kandiyohi, McLeod,
Meeker, and
Renville Counties

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Equal Opportunity Employer and Program Provider



OUR LOCATIONS

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Monticello, MN 55362
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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
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Olivia
Renville County Government
Service Center
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Olivia, MN 56277
800.284.7425

Pine City
Pine Technical College
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Pine City, MN 55063
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Ridgewater College
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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

Monticello WorkForce Center
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