Going PRO IN MICHIGAN TALENT FUND

**Going PRO Talent Fund
Fiscal Year 2023
Eligible/Ineligible Training Guidance**

All training must expand and improve an employee's skills and develop their opportunities for growth or promotion within the company. Eligible classroom training must lead to a credential; specific to a customized, short term technical skill that is transferable and recognized by industry.

Training must fill a demonstrated talent need experienced by the employer. Additionally, employers who request funding must actively participate in the development of the training and must commit to retaining individuals at the completion of training.

Each year the list of eligible and ineligible training is reviewed and amended, based on demand and available resources. Training that does not meet the intent of the program (i.e., introductory, or general overview) is subject to denial or non-reimbursement. **The list is meant to serve as a guideline and is not intended to be all-inclusive.**

Examples of **Eligible Training** Topics and Requirements.

• ABS Welding	• Financial Accounting	• Online, as defined*
• Advanced IT Networking	• Foam Fabrication	• Painting Tech
• Air Pollution Control Systems	• Food Safety Modernization	• Process Improvement, Risk and Quality Management Systems*
• Alphacam	• Geometric Dimensioning and Tolerancing (GD&T)	• Project Management
• American Sign Language (ASL)*	• Human Resources, as defined*	• Quality Engineering
• Assembly Technician	• Hydraulics	• Quality Software
• AutoCAD	• HVACR	• RS Logix 5000
• Blueprint Reading	• Industrial Sewing	• Radan Nesting and Bending
• Certified Nursing Assistant (CNA)	• Information Technology Training/Certifications	• Robotic Operation PRO
• Certified Surgical Cleaning Technician	• Injection Molding	• Root-Cause Analysis
• Child Development Associates (CDA) certification	• ISO 9000	• Safety Training*
	• Kinetix 6500 Troubleshooting	• Sales Acceleration*
• Computer Numeric Control (CNC) Operator	• Lathe	• Server Visualization
• Computer Numeric Control (CNC) Programmer	• Machine Guarding	• Statistical Process Control
	• Leadership or Management Training*	• Sterile Processing Technician
• Drill Press	• Machining (Mill, Lathe, Surface Grinder, etc.)	• Thermal Imaging
• Electrical Equipment	• Mechanical Drive Systems	• Troubleshooting
• Emergency Medical Technician	• Medical Assistant	• Utility Technician
• Engine Diagnostics	• Metal casting	• USDOL Registered Apprenticeship*
• English as a Second Language (ESL)*	• Molding Technology	• Welding
		• Wound Care Certification

* = Refer to the below definitions for additional detail

Updated 4/7/23

Eligible Training Definitions

1. American Sign Language (ASL) and English as a Second Language (ESL) should be contextual, with an emphasis on practical application to the work setting
2. Human Resources training for a non-traditional USDOL Registered Apprenticeship, in accordance with the apprenticeship standards.
3. Leadership or Management Training should not be an introductory/overview course, or stand-alone/self-contained seminar/workshop/webinar, unless it is a specific component within a comprehensive course/curriculum/Training Plan.
4. Online training is eligible if it is live and instructor-led, versus recorded learning at trainee's own pace. A quality, instructor-led hybrid course that is both modularized and live is also allowable.
   a. Note: 100% online and self-paced training that meets the requirements of USDOL Registered Apprenticeship Program is allowable.
5. Process Improvement, Risk and Quality Management Systems Training may be eligible if it has a hands-on component (black or green belt preferred). For example: Lean, Six Sigma, Supply Chain and Total Quality Management. Additionally, Going PRO Talent Fund cannot cover consulting services.
6. Safety Training may be eligible if it is over and above the cost of doing business and/or meets the USDOL Registered Apprenticeship requirements of a credential. For example: ServSafe certification for food handlers, bloodborne pathogens, control of hazardous materials, OSHA Overview, Control of Hazardous Energy Sources (aka Lockout/Tagout or LOTO), HAZWOPER 8 (or Refresher) emergency action plan, emergency response, hazard communications, hearing conservation, safe electrical workplace, first aid and CPR is not eligible training. However, OSHA 10 (10 hours of training) or OSHA 30 (30 hours), HAZWOPER 24, ServSafe Food Protection Manager certification, etc. may be eligible depending on the justification provided to the MWA
7. Sales acceleration may be eligible if it is not soft skills training. For example: Related to marketplace research, buying signals, company data, statistics, predictive analytics, and integrated platforms.
8. USDOL Registered Apprenticeship Program aligned training that results in a post-secondary credential.

Examples of **Ineligible Training** topics and activities:

• Adult Education (High School Completion / Equivalency) * • Adult Education (Remedial Education and Soft Skills Training) • Consulting to improve company processes • Continuing Education* • Curriculum Development	• Certification Maintenance, Re-certification, or License Renewal* • Human Resources (non-apprenticeship) • In-house* • Introductory Process Improvement* • Language* • Laws, Regulations and Taxes*	• Literacy • Microsoft Office* • Online Resource Libraries* • On-the-Job Training (OJT)* • Safety Training* • Seminars, Conferences, Webinars (stand-alone), • Workshops, etc.* • Subscriptions for eLearning • Vendor/Equipment* • Soft Skills*

* = Refer to the below descriptions for additional detail.

Ineligible Training Definitions

1. Adult Education (High School Completion/Equivalency) may qualify as a *Targeted Population Incentive*, eligible to be awarded to the employer for an individual who achieves at least 75% (or completion) of High School Diploma/Equivalency (HSE) program requirements during work hours. OJT and/or eligible classroom training would need to be on the plan and associated with the trainee on the HSE path.

2. Continuing Education for maintaining certification/license; unrelated to employer-responsive training and/or upskilling.

3. Certain training activities and/or costs related to certification maintenance, re-certification or license renewal including but not limited to:
   a. Fees/costs for re-certification/license renewal or testing only
   b. Required courses to maintain certification/license
   c. Other requirements to maintain certification/license

4. In-house training for current employees that is not exclusive in nature

5. Introductory Process Improvement such as Basic Lean/Intro to Lean or Lean Overview

6. Language, other than English as a Second Language (ESL) or American Sign Language (ASL)

7. Laws, Regulations and Taxes – for example, training related to compliance regulations, federal/state taxation laws, international laws, US labor laws, etc.

8. Microsoft Office courses (Outlook, Word, Excel, PowerPoint, One Note, Access, Publisher)

9. Online Resource Libraries or any other resource in which an individual can choose from a number of courses over a period of time.

10. OJT for current employees, unless included as part of training for a new USDOL Registered Apprentice.

11. Safety Training that is part of the normal cost of doing business (see Eligible Training Definitions)

12. Stand-alone seminars, conferences, webinars, workshops, etc. will be considered on a case-by-case basis in consideration of the course syllabus, material, and outcomes.

13. Vendor/equipment training for which the employer has already paid such as if the employer purchases a piece of equipment and included in the cost of the equipment is training for a specified amount of time. Employer may however request reimbursement for training that is over and above the included training.

14. Soft Skills training including but not limited to the following:

• Active Shooter	• Drug Testing	• Literature
• Adapting to Change	• Email skills	• Motivation
• Anger Management	• Employee Relations	• Myers Briggs
• Assessments	• Emotional Intelligence Facilitation	• Navigating Difficult Conversations
• Bankruptcy Laws	• Foreign Culture and Customs	• Negotiation Skills
• Branding	• Foreign Languages	• Orientation/On Boarding
• Business Policies and Procedures	• Forums	• Personal Management/Health
• Business Writing	• Generational Divide	• Presentation Skills
• Coaching/Mentoring	• Habits of Successful People	• Public Speaking
• Conducting Effective Meetings	• Non-apprentice HR Training	• Reading
• Constructive Feedback and Criticism	• Interpersonal Communication	• Sales
• Conflict Resolution	• Interviewing Techniques	• Teamwork/Team Building
• Customer Service	• Legal Contracts	• Telephone Skills
• Decision Making	• Listening Skills	• Time Management
• Drug and Alcohol Education		• Workplace Politics
		• Workplace Violence

Note 1: Some topics listed in the table above may be approved as acceptable components of a comprehensive leadership/management/supervisory Training Plan.

Note 2: Soft skills resources are available at no cost [or may be supported by leveraged resources from other state or federal programs](#).