



Going PRO Talent Fund 2024 Training Rationale Information

West Michigan Works! is requesting additional information for specific training types to determine eligibility. From the list below, please select all that apply and complete the corresponding sections.

- 1. Requested training is located outside of Michigan
- 2. Safety Training (must be over and above the cost of doing business)
- 3. Registered Apprenticeship Training- 100% OJT is requested
- 4. Request the same training for all employees; or, all employees with the same position are attending the same training
- 5. Proprietary Training- the employer is the requested training provider

1. Requested training will occur outside of Michigan (outline efforts to obtain training locally and provide justification for the request). Include information for each training and provider that is outside of Michigan:

2. Safety Training:

Safety Training may be eligible if it is over and above the cost of doing business. For example, OSHA 10 (10 hours of training) or OSHA 30 (30 hours), HAZWOPER 24, etc. may be eligible depending on the justification provided. Provide the name of the training, training provider, and justification on how/why the training is above and beyond the cost of doing business and describe the business need. Is the training required for the position(s)?

*Description/course curriculum is required

3. Registered Apprenticeship Training- 100% OJT is requested:

Provide justification for the request. Examples: classroom was paid by another sources, classroom training occurred prior to effective award date, or classroom training has already been completed. Please include the apprentice name(s), if known, and occupation.

4. Request the same training for all employees; or, all employees with the same position are attending the same training- please answer all of the following questions:

a. What is the training, who is the provider, and what are the demonstrated talent gaps your organization is experiencing that this training(s) will fill?

b. Provide justification as to why a large portion of the organization or department will need to be trained instead of pursuing a Train the Trainer model. How will you ensure this is sustainable for your organization long term?

c. Explain how this training(s) will expand upon and improve each employee's skills.

d. Explain how this training(s) will develop each employee's opportunity for growth or promotion within your company.

e. Does the training lead to a technical skill(s) that is transferrable and recognized by industry? Please explain.

5. *Proprietary Training: Outline whether resources or equipment are exclusive and training is not available elsewhere- please answer all of the following questions:

a. Where has your company attempted to find training? Please provide details.

b. Describe the qualifications and experience of the in-house trainer:

c. Please explain why your company is seeking funds to conduct your own training:

*A quote is required to show calculation for reimbursement which may include the trainer's wages and textbooks or materials needed for the training but does NOT include the employees' wages during the training. For example, if the trainer's wages during the time the employees will be receiving the training is \$1,000 and the company is training 5 people at the same time, the cost of the training per person would be \$200. The employee's wages during training can be included as employer contribution.