



WorkSource

MONTGOMERY

Connecting Employers & Job Seekers

A proud partner of the [americanjobcenter](#) network

INCUMBENT WORKER TRAINING

Does Your Staff Need a Training Boost?

Most personnel, regardless of level, require training to stay relevant or to advance through the ranks. Statistics show time and again that investing in training improves retention. However, training can be expensive and there is always worry the staff will leave for a competitor given the right circumstances. That said, skilled staff only serves to boost the credibility of an organization.

Let WorkSource Montgomery assist you with the cost of employee training!

Incumbent Worker Training (IWT) focuses on:

- Keeping skilled workers on the payroll and reducing the need for layoffs.
- Keeping employees relevant in the marketplace.
- Allowing small businesses to upskill staff in in-demand industry areas.

Employer Eligibility Criteria

- Businesses must have 100 or fewer employees.
- Employees must be W-2 workers rather than 1099 contractors, temporary workers, vendor staff, or interns.
- Employees must have been on the payroll with the employer for a minimum of 6 consecutive months.
- Businesses must cost share 50% of the entire training cost.
- WSM's investment is contingent upon the availability of funding and carries a maximum \$20k annual per employer allocation (available every three years, generally speaking; this is not guaranteed).

TRAINING CRITERIA

You determine the training content needed and design the course.

The training should be aligned with the skills required for the job and is intended to be a long-term investment in your organization, and thus, align with strategic objectives of the business. The skills gained must represent licensure, an industry-recognized certification or other portable qualification.

- Training is allowable for both FT and PT permanent employees. A full-time employee is one that equals no less than 37 hours per week. PT employees should be working a minimum of 20 hours per week.
- No fee may be charged to the employee for training.
- Training may be part of a Registered Apprenticeship program.
- Training duration should not extend beyond 4 months to ensure funds are expended in a timely manner.
- A detailed training plan is required to provide the rationale for training.

Contact WorkSource Montgomery Business Solutions to get started today!

Email: business.services@worksourcemontgomery.com

Scan HERE for more information

