



### EMPLOYED WORKER TRAINING (EWT) POLICY

CareerSource Escarosa's Chief Executive Officer or Chief Operations Office will approve all EWT contracts.

1. Dependent upon funding, grants may be issued during a fiscal year to businesses in operation for one year prior to applying either Santa Rosa County or Escambia County.
2. EWT grants may be up to \$5,000 per trainee and will not exceed \$50,000 per employer, unless explicitly authorized by the CSE's CEO.
3. The wages for these positions must be at least \$13.00 per hour.
4. Trainees must have been employed by the company for at least 6 months.
5. All trainees must be tracked in CSE's participant tracking system.
6. An employer can only receive one grant in two fiscal years.
7. Priority is given to private-sector businesses.
8. Training must result in:
  - Attainment of an Industry-recognized Skills Training Certificate and result in job retention or learning new necessary skills for the business; or
  - Wage growth and advancement in career for employees completing training.
9. A request for employed worker training should be made through a CSE Business Services Representative.
10. The occupation must be listed on the [Local Targeted Occupations Listing](#). See link below:

### ON-the-JOB TRAINING (OJT) POLICY

CareerSource Escarosa's Chief Executive Officer or Chief Operating Officer will approve all OJT contacts. The following are eligibility requirements:

1. Private sector businesses who have been in operation for at least one year may apply.
2. The employer must advertise all job openings with Escarosa through the Employ Florida (EF) management information system.
3. All job applicants must register with EF prior to their hire date with the employer and must meet WIOA eligibility criteria. Individuals hired before the start date of the grant are not eligible.
4. All trainees must be tracked in CSE's participant tracking system.
5. OJT cannot exceed \$5,000 per trainee, nor \$50,000 per employer, unless explicitly authorized by the CSE's CEO.
6. The average wages for OJT positions must be at least \$13.00 per hour.
7. All other policies regarding assessment for suitability for training the participant and length of OJT remain in effect.
8. Priority is given to private-sector businesses.
9. The occupation must be listed on the [Local Targeted Occupations Listing](#). See link below:

\* All of the above services are dependent upon funding and available budget for these programs.