



A Chester County Economic Development Council initiative

## APPLICATION FOR INCUMBENT WORKER TRAINING FUNDS

(when more than one trainee)

Applicant Data	
Company Name:	
See "Participant Tracking Form" for EACH trainee's information	
	Company Website:
Company/Organization Data	
Size of Company:	
#Employees at Location: <input style="width: 50px;" type="text"/>	#Employees Worldwide: <input style="width: 50px;" type="text"/>
Federal Employer Identification Number (FEIN): <input style="width: 100px;" type="text"/>	
NAICS Industry Code (North American Industry Classification Code) <span style="background-color: yellow;">6 digit code:</span> <input style="width: 50px;" type="text"/>	
Project Information	
Title of the Proposed Training Course: <input style="width: 90%; height: 20px;" type="text"/>	
Training Start Date: <input style="width: 50px;" type="text"/>	Training Complete Date: <input style="width: 50px;" type="text"/>
Total # of employees to be trained: <input style="width: 50px;" type="text"/>	
Cost of Training: \$ <input style="width: 50px;" type="text"/>	
<i>(Grant may reimburse up to 50% of Total Contracted Instructional Cost)</i>	
<p><b>REQUIRED:</b> Use the table on page four or provide a separate spreadsheet itemizing the Job-related training and numbers to be trained that you are requesting funds for <i>(must include Standard Occupational Classification (SOC*) codes or job titles of attendees)</i>. Remember to include training provider. <i>*see SEI Industry Partnership Training Plan.</i></p>	



This assistance is being made available by the Smart Energy Initiative of SE PA (SEI), an initiative of the Chester County Workforce Development Board and the Chester County Economic Development Council with grant funds received from the Pennsylvania Department of Labor and Industry.



Briefly describe your training needs and explain how upskilling current employees will help them meet job requirements, retain current employees, and meet organizational strategic goals **(response required for consideration)**.

**Projected Company Outcomes  
(required)**

***As a result of this training, will any or all the following apply (at least one must apply for consideration)?***

1. Quality Improvement  Yes  No
2. Increased Productivity  Yes  No
3. Improved Profits (Cost Savings, etc.)  Yes  No
4. Increased industry competitiveness  
 Yes  No Specify

**Projected Trainee Outcomes  
(required)**

***As a result of this training, will any or all the following apply in the next 12 months? (at least two must apply for consideration. # 4 may apply if this training helps keep the employee's skills current thus avoiding being laid off)***

1. Wage increase  Yes  No  
If yes, what do you anticipate the percent (%) of wage increase will be?

2. Promotion  Yes  No
3. Industry Recognized Credential  Yes  No
4. Requisite for retained employment (layoff aversion).  Yes  No

Explain

## Incumbent Worker Training Funds Terms & Conditions (CHECK all boxes)

- 1. The company agrees to provide at least a 50% cash match to any training funds received from SEI Industry Partnership. **Call if you have questions.**
  
- 2. The company agrees to provide their Federal Tax Identification Number (FEIN). The Pennsylvania Department of Labor & Industry requires that employee training information must be entered in the secure Commonwealth Workforce Development System database.
  
- 3. The company agrees to provide all required training enrollment information within one (1) week after the end of training event.
  
- 4. The company agrees to provide all training invoices within twenty days after the end of each training event.
  
- 5. The company agrees to provide training evaluations information required by the SEI Industry Partnership as well as overall impacts of the training on the company.
  
- 6. The company agrees to share **any** training success stories with the SEI Industry Partnership staff upon request.
  
- 7. If the training funded by the SEI Industry Partnership is in support of a certification program, the company agrees to provide proof of certification to the SEI Industry Partnership.
  
- 8. The company agrees to cooperate with SEI Industry Partnership staff in collection of any additional information requirements that may arise from the Pennsylvania Department of Labor & Industry.



**PLEASE NOTE:**

*Please send the completed application and training release to:*

The Smart Energy Initiative of Southeastern PA  
Chester County Economic Development Council

Attn: **Sherry Cockerham**

737 Constitution Drive

Exton, PA 19341

*Scanned or e-copy to [scockerham@ccedcpa.com](mailto:scockerham@ccedcpa.com) or fax to 610-458-7770. Please call 610-321-8213 for questions or assistance. Participant tracking form should be mailed or faxed **ONLY** – do not email for security purposes.*

**Priority will be given to applications which include the strongest employee and company outcomes and explanation of how upskilling current employees will help them meet job requirements and companies retain current employees and meet organizational strategic goals.**