



# WORKFORCE DEVELOPMENT PROGRAMS & SERVICES



# PROGRAMS/SERVICES:

- **Apprenticeship in Motion (AIM)**
- **Workforce Development Board**
- **On the Job Training (OTJT)**
- **Worker Training**
- **Workforce Innovation & Opportunity Act (WIOA)**
- **Apprenticeships**
- **Governors Guaranteed Workforce**
- **Trade Adjustment Assistance for Workers**
- **Community and Technical Colleges**



# APPRENTICESHIP IN MOTION

## WHAT IS A MODERN APPRENTICESHIP?

APPRENTICESHIPS ARE A COMBINATION OF CLASSROOM AND ON-THE-JOB TRAINING.

COMPANIES DEVELOP APPRENTICESHIPS (COURSES & ON-THE-JOB-TRAINING) SPECIFIC TO THEIR UNIQUE NEEDS. AIM CONNECTS THESE COMPANIES TO RESOURCES FOR DEVELOPING A QUALITY WORKFORCE AND ASSISTS WITH OBTAINING TRAINING DOLLAR AND METHODS TO RECRUIT, UPSKILL AND RETAIN EMPLOYEES.

NATIONWIDE, APPRENTICESHIP NUMBERS HAVE GROWN 68% SINCE 2013 WITH MORE THAN 633,000 PARTICIPATING EMPLOYEES IN 2019. OVER 1,000 DIFFERENT OCCUPATIONS CAN BE REGISTERED APPRENTICESHIPS IN THE UNITED STATES.

### BENEFITS OF APPRENTICESHIPS TO BUSINESSES:

- \*REDUCES RECRUITMENT, TURNOVER, AND WORKERS' COMPENSATION COSTS
- \*PROVIDES CUSTOM TRAINING AND RESULTS IN HIGHLY SKILLED EMPLOYEES
- \*RESULTS IN HIGHER PRODUCTIVITY
- \*BOOSTS A MORE DIVERSE WORKFORCE
- \*FOSTERS EMPLOYEE LOYALTY
- \*BUILDS A STEADY PIPELINE TO TALENT

### BENEFITS OF APPRENTICESHIPS TO EMPLOYEES:

- \*ON-THE-JOB TRAINING FROM EXPERIENCED PROFESSIONALS
- \*TECHNICAL EDUCATION ALONGSIDE APPRENTICESHIP EXPERIENCE
- \*NATIONALLY RECOGNIZED CREDENTIAL OF QUALIFICATIONS
- \*INCREASED WAGES WITH NEW SKILL MASTERY
- \*IMPROVED SKILLS AND COMPETENCIES THAT LEAD TO CAREER ADVANCEMENT



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West Virginia's Advanced Career Education (ACE) also supports skill building and certification opportunities for job seekers.

# WORKFORCE DEVELOPMENT BOARD

## CUSTOMIZED TRAINING

### CUSTOMIZED TRAINING IS TRAINING DESIGNED TO MEET THE NEEDS OF AN EMPLOYER OR GROUP OF EMPLOYERS

- Employers are reimbursed up to 51% percent of the cost of training for eligible employees
- Training must relate to the introduction of new technologies, new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the Local Workforce Development Board
- Training is limited to time required for a participant to become proficient in the occupation for which the training is being provided.
- Employer commits to continue to employ the individual on successful completion of the training

### PRIOR TO START OF EMPLOYMENT

- Individuals who will be trained must be determined WIOA eligible by a Career Specialist in one of the Workforce West Virginia Centers in the region
- A contract must be signed by the employer outlining the training to be given and the wages to be paid, along with the agreed upon reimbursement amount

## INCUMBENT WORKER TRAINING

Incumbent Worker Training is designed to meet the special requirements of an employer (or group of employers) to retain a skilled workforce or avert the need to lay-off employees by assisting workers in obtaining the skills necessary to retain employment. This training is to be conducted with a commitment by the employer to retain or avert laying off incumbent worker(s) that are trained, to increase the competitiveness of the employee and/or employer.

### WHO IS THE INCUMBENT WORKER?

An individual who is employed, meets Fair Labor Standards Act requirements for an employer-employee relationship, and has an established employment history with the employer for six months or more.

### EMPLOYERS ARE DETERMINED ELIGIBLE FOR TRAINING ASSISTANCE BASED ON THE FOLLOWING

- The characteristics of the incumbent workers to be trained, specifically the extent to which they historically represent individuals with barriers to employment as defined in WIOA Section 3(24), and how they would benefit from retention or advancement;
- The quality of the training (e.g., industry-recognized credentials, advancement opportunities);
- The number of participants the employer plans to train or retrain;
- The wage and benefit levels of participants (before and after training);
- The employer must not have laid off workers within 12 months and must have a commitment to retain or avert the layoffs of the incumbent worker(s) being trained;
- The employer must not be delinquent in unemployment insurance or workers' compensation taxes, penalties, and/or interest.
- The WDB will document these factors in approving an incumbent worker training project with an employer.

### EMPLOYER SHARE OF TRAINING COSTS

Employers participating in incumbent worker training are required to pay the non-WIOA (non-federal) share of the cost of providing training to their incumbent workers. Employers will be reimbursed the WIOA (federal) share:

- 10% of wages for employers with 50< employees.
- 25% of wages for employers with more than 50, but no more than 100 employees.
- 50% of wages for employers with 100 employees or more.



# WORKFORCE DEVELOPMENT BOARD



## CAREER CONNECTIONS PAID WORK EXPERIENCE

**CAREER CONNECTIONS** is an employment and training program that focuses on developing academic, occupational and social skills for persons 16- 24 years of age. We believe in creating and exposing young people to opportunities that not only enrich participants, but also of those around them. They offer work experience, leadership skills, career exploration, work readiness workshops, occupational training, financial literacy, and more.

If you are between the ages of 16-24 and are ready to find work, go back to school, or gain work experience, call **304-420-4531** to see if you are eligible for the Career Connections program.

**PAID WORK EXPERIENCE:** Can't find a job when everyone wants experience? We can help! We offer more than a job - we offer work experience that will help get you prepared for a career you love.

Career Connections Paid Work Experience (PWE) is a career preparation program in which participants are placed at a work site to do real work for real pay and are held to the same standards as all regular employees. The program is designed to expose participants to careers and jobs, develop pre-employment and work maturity skills, build occupational and technical skills, and is structured to promote learning through paid work.

**EDUCATION:** Interested in furthering your education but not sure what to do first? They can assist with career exploration, job shadowing, college campus visits, and work experience to help you find the career that is right for you. As part of their program, you will work one on one with an experienced career specialist.

## REGISTERED APPRENTICESHIP

Through a combination of classroom training, on the job training (OJT), and additionally incumbent worker training may be utilized to help current apprenticeship members upgrade skills.

All apprenticeships must be Registered Apprenticeship Programs (RA)

- Up to \$10,000 available 2 years of Related Training Instruction (RTI) that can take place at your training facility or in the classroom.
- WIOA qualified customers' out of pocket work related expenses are eligible for up to \$500 in reimbursement.
- 1,000 hours of OJT reimbursement for wages available to contractors or employers.

### **RA Intermediary**

- In conjunction with United States Department of Labor/Office of Apprenticeship Region 4 will assist with setting up a RA.
- Assistance with progressive wage schedule.
- WDB will serve as a sponsor for your apprenticeship program taking responsibilities for the admin of the program, reducing employer burden!
- Can assist with finding classroom training providers

For more information contact Miranda Lough, [mlough@wdbmov.com](mailto:mlough@wdbmov.com) **681-588-0418**



## WORK OPPORTUNITY TAX CREDIT & FEDERAL BONDING

### WORK OPPORTUNITY TAX CREDIT (WOTC)

THE WOTC IS A FEDERAL TAX CREDIT PROGRAM THAT OFFERS SIGNIFICANT INCENTIVES FOR EMPLOYERS WHO HIRE AND RETAIN INDIVIDUALS FROM SPECIFIC TARGET GROUPS THAT HAVE PREVIOUSLY HAD TROUBLE IN SECURING EMPLOYMENT.

### PROGRAM BENEFITS

THROUGH THIS TAX CREDIT PROGRAM, EMPLOYERS CAN:

RECEIVE TAX CREDITS FOR HIRING INDIVIDUALS FROM TARGETED GROUPS

REDUCE FEDERAL TAX LIABILITY BY AS MUCH AS \$2,400 PER NEW HIRE DURING THE FIRST YEAR OF EMPLOYMENT

HELP THOSE MOST IN NEED TO BECOME ECONOMICALLY SELF-SUFFICIENT

HIRE AS MANY QUALIFIED EMPLOYEES AS THE PAYROLL WILL ALLOW

REDUCE RECRUITMENT AND TRAINING COSTS

CLAIM THE TAX CREDIT WITH MINIMAL PAPERWORK

PROVIDE VALUABLE ON-THE-JOB EXPERIENCES TO QUALIFIED JOB SEEKERS

FOR MORE INFORMATION CALL THE STATE **(304) 558-5050** OR VISIT

[HTTPS://WORKFORCEWV.ORG/EMPLOYERS/EMPLOYMENT-RESOURCES/](https://workforcewv.org/employers/employment-resources/)

[WOTC](https://workforcewv.org/employers/employment-resources/)



# GUARANTEED WORK FORCE PROGRAM

## About the Program

This vital program provides new or expanding companies training funds and technical assistance to support effective employee training strategies. Not limited to new employees, this program targets the business's entire workforce, training, re-training and upgrading skills across all levels. Since the program's launch, more than \$54 million has been awarded to employers and nearly 200,000 employees have received training.



### Amount & Eligibility

Overall funding levels are based on average starting wages and benefits, location of your facility, number of employees, and number of employees being trained. Awards cannot exceed \$2,000 per trainee.

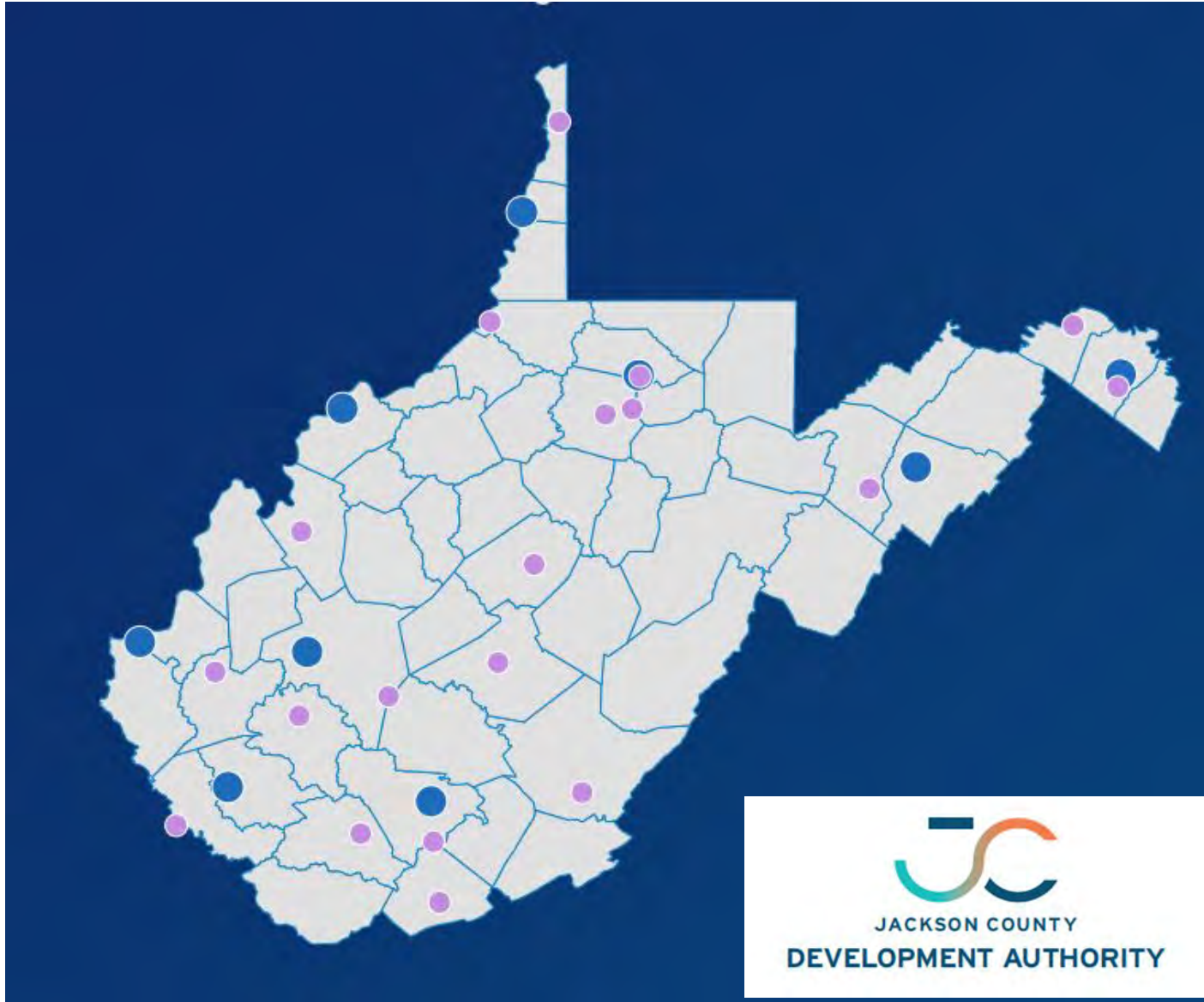
### How to Apply

If you are a current West Virginia employer or would like to relocate your business to West Virginia, we look forward to helping you enhance your work force. Let us show you how you can be a part of our success.

Contact us today to learn more about incorporating this valuable program within your company.

**Leanne Stowers**  
Manager, Business Retention and Expansion  
[Leanne.D.Stowers@wv.gov](mailto:Leanne.D.Stowers@wv.gov)





# COMMUNITY AND TECHNICAL COLLEGES

▪ West Virginia offers businesses and industries the opportunity to partner with our Community and Technical College System to develop specialized education and training programs. Over the last decade, West Virginia's Community and Technical Colleges have created nearly 150 new customer training programs, many in partnership with local companies and business investors.

▪ Ask us about community and technical college programs near you!







167 SENECA DRIVE  
RIPLEY, WV 25271

The Development Authority provides technical assistance, business expertise and works to provide financing to entrepreneurs and business start-ups. Whatever your needs are, we can support you and demonstrate the many facets that make Jackson County a great place to live and grow your business. If you would like additional information on the Jackson County area, contact our economic development department and we will be delighted to provide you with specific location information. Contact us at 304.372.1151 or by email at [meghan.parsons@jcda.org](mailto:meghan.parsons@jcda.org)



# JACKSON COUNTY DEVELOPMENT AUTHORITY

## WHAT WE DO:

- Neighborhood Development Strategies
- Business Start-Up & Entrepreneur Support
- Workforce Development
- Strategic Planning
- Marketing & Attraction
- Finance Assistance & Incentivizing
- Real Estate Development & Reuse
- Credit Analysis
- Business Retention & Expansion
- Professional business incubation rentals at a low cost
- Commercial, Industrial, & Residential land database
- Data & Statistics

The Jackson County Development Authority offers technical assistance at no charge to businesses both small and large. The Jackson County Development Authority partners with organizations to provide funding towards flexible, customized training programs that offer assistance to businesses and directly supports the transfer of knowledge and skills. The Jackson County Development Authority wants your business to succeed. In partnership with local, state and national organizations the JCDA can assist you in acquiring the knowledge and tools to plan, launch, manage and grow your Jackson County business.

Mark W. Whitley, Executive Director

Meghan D. Parsons, Associate Director

