



CMTC Multi-Employer Contract ETP Program Information - AT A GLANCE -

California Manufacturing Technology Consulting (CMTC) has secured funding from the Employment Training Panel (ETP) to offset the cost of providing high-quality, customized training solutions to its clients. CMTC helps manufacturers achieve increased performance and profitability through implementation projects and workforce training. Training may include classroom training as well as practical, hands-on training provided at your worksite using actual work tasks that apply the training to your work environment.

PART 1: Understanding How to Access State Training Funds

How Does Your Company Qualify for ETP?

- The company must pay into the unemployment insurance fund;
- The company must have a 20 percent turnover rate, or less; and
- Have a manufacturing NAICS code, OR prove you face out-of-state competition

How Do Your Employees Qualify?

ETP-eligible employees must:

- Be a resident of California.
- Be full time employees (working 35 hours per week or more). Part time, temporary and contract employees do not qualify for funding. However, they may still participate.
- Meet the minimum wage requirement, which **varies by county** (note: medical, dental and vision benefits paid by the employer on behalf of the employee can be counted toward wages):

Los Angeles, Alameda, Contra	Orange.....\$15.68
Costa, Marin, San Francisco,	Sacramento..... \$15.26
San Mateo, Santa Clara &	San Diego.....\$15.06
Santa Cruz.....\$15.70	All Other Counties.....\$14.39

- Have been employed by you (or another California employer) at least 90 days prior to the first day of training.

- NOT be currently enrolled in an ETP training program, and not have participated in one for the 90 days preceding training.

How Many Employees Have To Be Trained and How Many Hours Are Required?

- No minimum number of employees is required, however, training ten or more employees will maximize the funding. Ask the CMTC representative for specifics.
- We target training courses of 24 to 100 hours.

Where Does The Training Take Place, and Who Does The Training?

- Training is held at your place of business, during usual business hours.
- Training is conducted by CMTC subject experts. You will have the opportunity to review the trainer credentials and approve the curriculum before the program begins.

PART 2: Getting Qualified and Getting Started

Step 1 – Employer Eligibility: Complete the employer Certification Statement (CS form) in order to secure ETP approval for your company.

Step 2 – Defining the Solution: Once your company has been approved by ETP to receive funding, CMTC will help your team develop a training program that meets your needs. CMTC will propose training topic(s) and recommend consulting services as needed. CMTC will calculate the funding available for your program, and help you maximize the dollars.

You will receive, in writing:

- A formal proposal, outlining the benefits and expected outcomes of the training and consulting program
- Exact cost of the total program
- ETP Employer Agreement, which details the expected ETP offset and the requirements you must fulfill to earn the ETP offset, including the number of training hours and participants to complete.

Step 3 – Formalizing an Agreement and Confirming Trainee Eligibility: Once you agree on a training program and sign a contract with CMTC, the paperwork required by ETP must be completed before training can begin.

If you cannot complete the paperwork, then you are not eligible to receive the funding.

Three Weeks Before Training Can Begin:

- Client signs CMTC contract and ETP Employer Agreement, and returns both to CMTC with a down payment and refundable deposit as defined in the contract.

Two Weeks (10 Business Days) Before Training Can Begin:

- Finalize the training schedule with your CMTC representative.
- Submit complete list of trainees using the CMTC-supplied ETP Trainee Wage List document.
- Submit a signed ETP Authorization Form, supplied by CMTC.
- Submit a Payroll Register listing all trainees targeted for funding.

CMTC understands the confidentiality of this information and we manage the ETP program with a high level of security.

PART 3: After The Training Is Completed:

90 Days After Training: In order to earn the funding, trainees must complete the training hours and remain in your full time employment for 90 days after the last day of training. Upon completion of this “retention period,” CMTC will submit the required paperwork to ETP, in order to release the funding. ETP will re-verify each employee’s status and review the paperwork collected for authenticity.

180 Days After Training: Once this process is completed, ETP will release the funds and consider the program completed. Approximately 90 days later, CMTC receives the funding from ETP, and processes your refund based on the company performance.