



APPLICATION PROPOSAL INCUMBENT WORKER TRAINING

SECTION I. BUSINESS INFORMATION

Company Name _____

Mailing Address _____

City _____ County _____ State _____ Zip _____

Contact _____ Title _____

Phone _____ Fax _____ Email _____

NAICS Code _____

Number of local employees _____ Number of Wisconsin employees _____

Has the business experienced a layoff in the last 120 days? ☐ Yes ☐ No

FEIN #: _____ UI Root #: _____

SECTION II. TRAINING INFORMATION

Training Title _____ Training Dates: From _____ to _____

Total Training Hours _____

Training Cost \$ _____

Training Location: ☐ On Site ☐ Remote Site ☐ At a training institute: _____
(institution name)

SECTION II. TRAINING INFORMATION

Training Description:	
Competencies the trainee(s) will attain at training:	
How will this training component directly contribute to improving company processes, improve efficiency, or quality in a way that makes the company more competitive?	

SECTION III: TRAINEE INFORMATION (Please complete for each participating employee)

Department of Labor (DOL) grant(s) require employee Social Security number(s). It will be used to identify records in Management Information System (MIS) for grant reporting purposes only.

First Name _____ Last Name _____

Address _____ Apt/Unit # _____

City _____ County _____ State _____ Zip _____

Primary Phone _____ ☐ Cell ☐ Mobile Email _____

Phone _____ Fax _____ Email _____

Social Security # _____ DOB _____

Gender ☐ Female ☐ Male ☐ Unknown/Undisclosed Registered for Selective Service ☐ Yes ☐ No ☐ N/A

Disability ☐ Yes ☐ No ☐ Unknown/Undisclosed

Race/Ethnicity ☐ American/Indian/Alaskan Native ☐ Asian ☐ Black ☐ Hispanic ☐ Native Hawaiian/Pacific Islander

☐ White ☐ Unknown/Undisclosed

Veteran Status ☐ N/A ☐ Active Duty from _____ to _____

☐ Other Eligible Veteran ☐ Spouse of Veteran

U.S. Citizen ☐ Yes ☐ No Eligible to work in the U.S.: ☐ Yes ☐ No

SECTION IV: TRAINEE EDUCATION & OCCUPATION INFORMATION (Please complete for each participating employee)

Currently in School ☐ Yes ☐ No Highest Degree Earned _____

Current Occupation Title _____

Trainee Current Wage \$ _____ Trainee Wage Upon Training Completion \$ _____

Trainee Start Date at business (if applicable) _____

*Will the employee receive a wage increase within three quarters after training? ☐ Yes ☐ No

*Will the employee receive a promotion that results in a new job title new within three quarters after training? ☐ Yes ☐ No

*Will the employee receive a credential or certification after training? ☐ Yes ☐ No

SECTION V: EMI OFFICE USE – COST AND FUNDING SOURCE

Total Training Cost \$ _____ Estimated Reimbursement Amount \$ _____

Funding Source ☐ WIOA ☐ Other _____

(Attach IWT Request and Approval Form with Signatures)

S SECTION VI: EMI OFFICE USE -- EMPLOYMENT FOLLOW-UP

Quarter 1	Quarter 2	Quarter 3
<input type="checkbox"/> Retained	<input type="checkbox"/> Retained	<input type="checkbox"/> Retained
<input type="checkbox"/> Advanced	<input type="checkbox"/> Advanced	<input type="checkbox"/> Advanced

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SECTION VII: SIGNATURE

In order to receive reimbursement for training, invoices should be submitted upon the completion of training, the business must submit:

- 1. invoice(s) for training expenditures.*
- 2. any proof of wage increase, or proof of promotion resulting in a new job title (on company letterhead), or copy of trainee credential or certification received; if available at time of invoice, and If training last longer than 30 days, training will be subject to a mid-point check-in to verify that the training is progressing as planned.*
- 3. if training is not credentialed, trainee(s) name(s) who successfully completed training on training provider's letterhead (company letterhead if training is provided in-house).*
- 4. copy of trainee(s) credential(s) showing successful completion*

By signing proposal, business representative agrees that information is true and agrees to provide post-training documents.

Company Signature _____

Date _____

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