

Employee Training Investment Program (ETIP)



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IMA ETIP Grant

- ✓ Grant Process
- ✓ Eligible Trainings
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- ✓ Live Q&A

IMA ETIP Grant

The Illinois Manufacturers' Association is pleased to announce receipt of an Employer Training Investment Program (ETIP) job training grant for Fiscal Year 2023 through the Illinois Department of Commerce & Economic Opportunity (DCEO) with support from Governor JB Pritzker and the state legislature.

The grant can cover up to 50 percent of costs for eligible job training conducted between July 1, 2022 and June 30, 2023.

IMA ETIP Grant

- ✓ Trainee must be Full-Time Illinois based employee
- ✓ Companies with more than one Illinois location, all locations must submit separately
- ✓ Training must be conducted and paid for between July 1, 2022 and June 30, 2023
- ✓ Both external and internal training qualifies

Examples of Eligible Training Courses (Include but are not limited to)



- Fire Extinguisher – training only / equipment cost not reimbursable
- Emergency Response
- Hoist & Crane Inspection & Safety
- Forklift Certification
- Lockout Tagout
- Back Injury Prevention
- Electrical Safety
- Heat Related Illness
- Office Injury Prevention
- Accident Reporting
- Bloodborne Pathogens
- Hazard Communication Training
- Red Metals Training
- DOT Safety – Driving in Inclement Weather, Night Driving, etc
- PPE
- Welding Safety
- Respirator Training
- Train the Trainer
- IT Security & Phishing Training
- ERP System Training
- OSHA Trainings
 - Environmental
 - Hazmat
 - 10 hour
 - confined space
- Robotics Training
- FDA Food Products labeling
- Excel Training
- PCQI Certification
- HACCP Training
- Severe Weather Shelter
- Mechanical Maintenance Training
- Blueprint Reading

Items NOT Eligible for Reimbursement (Include but are not limited to)



- Cost of trainee hourly wage
- Part Time, Season, Contractual, or Temporary employees
- Travel Expenses for trainers & employees
- One On One Training
- On the Job Training
- Tuition Reimbursement for GED, College Credit/Degree
- Professional Continuing Education
- Training Program Development/Planning/Preparation
- Conferences/Workshops/Seminars (unless Certificate of completion is issued)
- Consulting Fees
- Depreciable Equipment
- Skills Assessment
- Team Building
- Employee Orientation Training
- Soft Skills Basic Remedial
- Human Resource Practices
- Strategic Planning Development
- Sexual Harassment Training (The IMA offers a free course to members)

- Completed and signed Company Profile
- Completed Multi-Schedules (Schedule A & B)
 - The Multi-Schedule document is an **estimate** of training you have or anticipate conducting during the grant period (training conducted 7/1/2022-6/30/2023). You can alter this at anytime throughout the grant period (add or subtract training that you actually conduct).
 - The Multi-Schedule is used for the IMA to show DCEO that we have the companies, employees, & training dollars to fully utilize the grant.

Reimbursement Process & Required Documentation



A few items to keep in mind as you are gathering your documents and putting things together (based on previous ETIP Grants).

- An employee can only be counted once for the full duration of the grant period (7/1/2022-6/30/2023). If an employee attends more than one training, you can be reimbursed for the training they completed, you just cannot count them more than once. IE only put an “x” next to their name once. It is possible to have some classes show a zero under employees. When all said and done your Master Training Roster & Your Expenditure Summary Report should show the same number of employees.
- For each training course we will need the following information
 - **Completed ETIP Participating Company Training Course Expense Report**
 - **External Trainer - copy of invoice, canceled check, or credit card receipt w/proof of credit card payment. Internal Trainer - document showing the employee(s) salary.**
 - **Copy of check or credit card statement**
 - For check – copy of the cancelled check (both front and back)
 - For credit card - credit card statement showing the initial charge and proof of credit card payment after the date of the charge. Example for credit cards – charge was made in October, the November credit card statement will show the October charge, and cancelled check or electronic payment/transfer of funds to the credit card company showing credit card payment.
 - **Attendance sheet/sign in sheet or certificate(s)**
- Completed Master Training Roster Report
- Completed Expenditure Summary Report

**Additional questions can be sent to
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