Employer Training Investment Program (ETIP)

The Illinois Manufacturers' Association received training grant funds for fiscal year 2025 through the Illinois Department of Commerce & Economic Opportunity (DCEO). The grant term is July 1, 2024 through June 30, 2025. All training that occurs during this time period may qualify for up to 50 percent reimbursement.

Participating companies must have a physical location in the state of Illinois and agree to submit training reimbursement requests for only their full-time Illinois based employees.

FY25 Deadlines:

Applications due: October 31

Q1 submissions due: November 15

Q2 submissions due: January 15

Q3 submissions due: April 15

Q4 submissions due: June 30

Submit documents and/or questions to etip@ima-net.org
Visit www.ima-net.org/etip for webinar recordings and FAQ's

ETIP To-Do List

- [ ] **Company Profile**

- [ ] **Multi-Schedule**

- [ ] **Master Training Roster**

- [ ] **Completed Company Expenditure Summary Report (all courses completed within one quarter)**

- [ ] **Completed ETIP Participating Company Training Course Expense Report, including:**
    - **Attendee Sheets or Certificate of Completion**
    - **Trainer Rate of Pay**
    - **Invoice and Proof of Payment**

1
COMPANY PROFILE

One page description of employer.

This document is an *estimate* of training you have or anticipate having during the grant period. (7/1/2024-6/30/2025) This can be altered at any time.

2
MULTI-SCHEDULE

3
MASTER TRAINING ROSTER

Names of all employees receiving training. Please see attached reminders to assist with this document.

List all courses, attendees, and trainer expenses held within a quarter.

4
EXPENDITURE SUMMARY REPORT

5
TRAINING COURSE EXPENSE REPORT

For each course, provide internal or external trainer information and training costs.

1 — COMPANY PROFILE

- Submit this each year, one time (unless something changes
- Profile must be signed by an officer within the company

2 — MULTI-SCHEDULE

- *Estimate* of training your company will hold during the grant period: 7/1/2024 through 6/30/2025
- You can add or subtract trainings at anytime during the cycle
- Not sure if a training qualifies? Email us with a course description.

3 — MASTER TRAINING ROSTER

- An employee can only be counted once for the full duration of the grant period. If an employee attends more than one training, you **can** be reimbursed for the training(s) they completed, however the employee cannot be counted more than once. **(i.e. only put an "x" next to their name one time. It is possible to have some classes show a zero under employees)**. In the end, it is imperative that each company's Master Training Roster & your Expenditure Summary Report should show the same number of employees.
- **Use the same training roster for the entire grant period, just update as necessary for additional employees**

4 — EXPENDITURE SUMMARY REPORT

- Grant # will be completed by IMA
- For each quarter, list the trainings, number of trainees, and the cost for each
- For the purposes of the grant, a new employee is anyone hired on after July 1, 2024
- To record internal instructor costs, use their hourly wage, including benefits

5 — TRAINING COURSE EXPENSE REPORT

- Using form 1C, list trainer information and trainee list

AND

- Submit a attendee sign-in sheet **or** certificates of completion for all trainees who passed the training
- For internal trainers, include proof of rate of pay
- For external trainers, include copy of invoice and proof of payment
  - Check- copy of front and back of cancelled check
  - Credit Card- copy of credit card statement and proof of payment
  - ACH- copy of ACH remittance

PLEASE SAVE ALL DOCUMENTS AS [ETIP_COMPANYNAME_DOCUMENTNAME]