



# Employee Training Investment Program (ETIP)



## Overview

**Whether you train internally or work with an outside provider, you may be eligible to receive up to 50 percent of your hard-skill training costs reimbursed through this grant.**

**The IMA administers this program to help Illinois manufacturers provide their workers with the skills necessary to be safe and productive, as well as grow business. Last year, more than 150 companies participated, and over 30,000 employees received training to grow their capabilities.**

### Who can apply?

Companies must have a physical location in the State of Illinois.  
Reimbursement is eligible for Illinois-based, full-time employees only.  
Reimbursement covers the cost of training, not the trainee wages,

Training that occurs between July 1, 2024 – June 30, 2025 may be eligible for reimbursement.

### Who can provide training?

ETIP can reimburse third-party or internal training expenses.  
Internal training is reimbursed at the hourly rate of the employee providing instruction.

### What is the timeline?

To apply, submit the Company Profile and Multi-Schedules form to [etip@ima-net.org](mailto:etip@ima-net.org)  
These forms can be found at the IMA ETIP website, <https://ima-net.org/etip/faq>

The quarterly submission windows for this year's grant are:

November 15, 2024 (for trainings from July 1, 2024 – September 30, 2024)  
January 15, 2025 (for trainings from October 1, 2024 to December 31, 2024)  
April 15, 2025 (for trainings from January 1, 2025 to March 31, 2025)  
June 30, 2025 (for trainings from April 1, 2025 to June 30, 2025)  
Late submissions will not be accepted after the July 15 deadline.

The IMA reimburses up to for 50% of the cost of eligible training to companies after receipt of all required paperwork by the deadline. Typically IMA receives FY24 funding in February or March; and will then process payment for approved applications, in quarterly order.

### Eligible Expense Examples:

- Internal company-based instructor wage during training
- Employee external training fee expenses

### Ineligible Expense Examples:

- Travel expenses
- Training Program Development/Preparation/Planning
- Conferences/Workshops/Seminars (unless certificate of completion is issued)
- Depreciable equipment
- Consulting fees

### Eligible Training Examples:

- Training necessary to respond to changing processes, machinery, or equipment
- Training necessary to improve systems in the workplace, including quality certifications
- Training on skills necessary to establish, maintain, or expand into new export markets
- Training related to regulatory compliance as mandated for the workplace
- Basic Skills (workplace ELS, workplace reading)
- Leadership training

### Ineligible Training Examples:

- Tuition reimbursement for GED, College Credit/Degree
- Skills Assessments
- Non-structured On-the-Job Training
- Clinical Training
- Consultant Fees
- Strategic Planning

For questions about qualifying formats and topics of trainings, please email [etip@ima-net.org](mailto:etip@ima-net.org)

## Application and Submission Steps

All documents can be found at the IMA website, under the ETIP tab

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### COMPANY PROFILE

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

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### MULTI-SCHEDULE

- **Estimate** of training your company will hold during the grant period: 7/1/2023 through 6/30/2024
- You can add or subtract trainings at anytime during the cycle
- Not sure if a training qualifies? Email us with a course description.

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### 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**

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### 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

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### 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

All documentation should be submitted electronically either via email ([etip@ima-net.org](mailto:etip@ima-net.org)) or via secure Dropbox link (once requested)