ILLINOIS MANUFACTURERS' ASSOCIATION

Employer Training Investment Program (ETIP)

The Illinois Manufacturers' Association receives training grant funds to reimburse Illinois manufacturers' job trainings through the Illinois Department of Commerce & Economic Opportunity (DCEO). The grant term is July 1 through June 30. 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.

Typical Deadlines (may be subject to change):

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.

2
MULTI-SCHEDULE

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

3
MASTER TRAINING ROSTER

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

4
EXPENDITURE SUMMARY REPORT

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

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:
- 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 of the grant year
- 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]