Employment Training Panel

California's Premier Program Supporting Healthcare and Healthcare Job Creation

Robert Meyer
Director of Economic Development

What is ETP and what does it do?

ETP is a State agency that uses a pay-for-performance contract to reimburse the costs for employer-customized job skills training.

ETP does not
- provide training
- mandate training topics
- select training providers

Healthcare Funding FY 2012/13

$6.3 million in core program funds for the training of 3,320 nurses and 1,409 workers for positions in allied healthcare-related fields

2 Alternative Funding contracts under the Critical Proposal – Healthcare Retrainee Job Creation program, approved for $560,000 to train 655 workers.
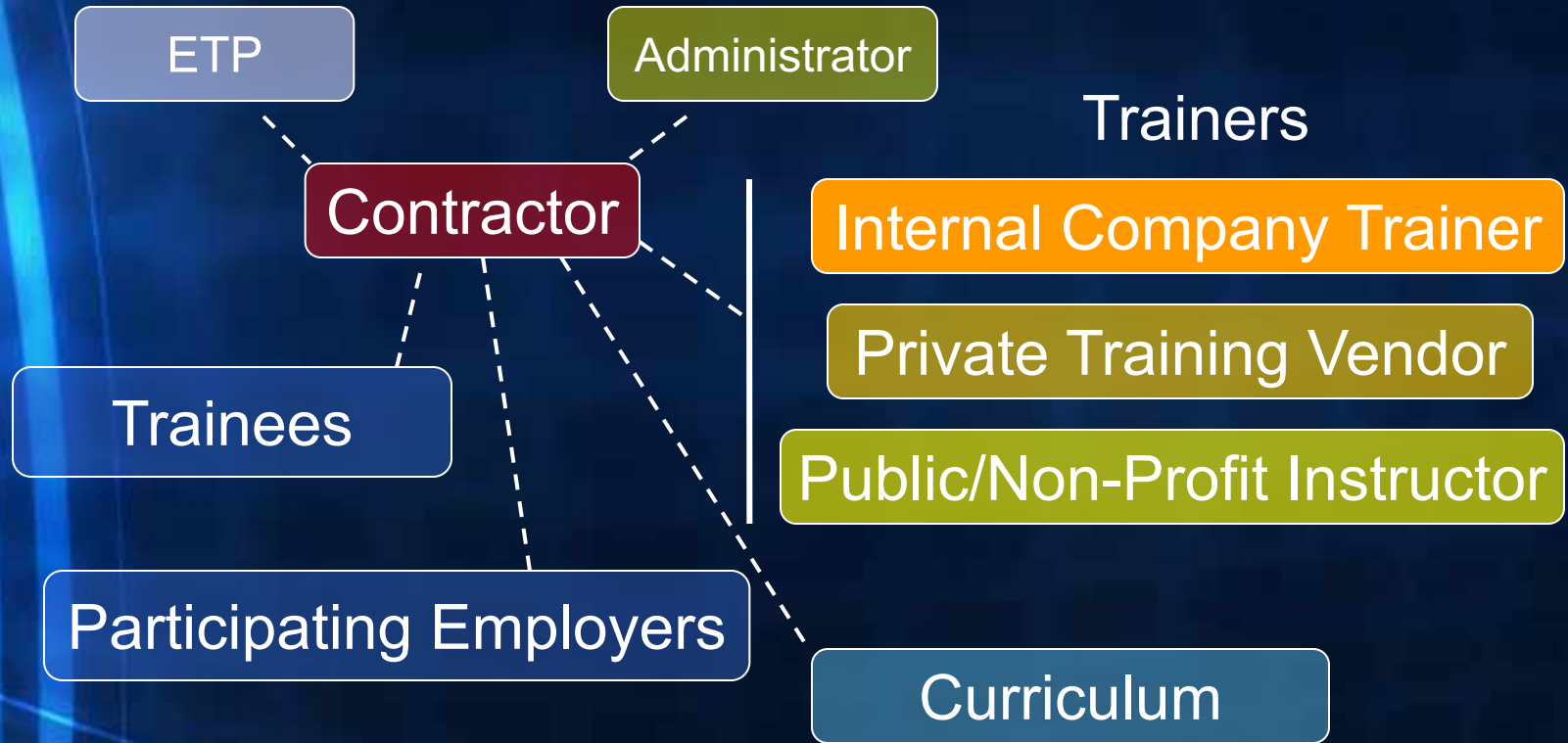
Common Healthcare Profiles

Private for-profit healthcare facilities

Training of existing, newly hired or planned allied healthcare workers (including licensed nursing)

Curriculum Topics including:

- Medical Skills Topic Areas
- Ancillary Skills e.g. Computer Skills and Continuous Improvement

What types of training does ETP fund?

ETP funds employer customized, job-specific skills training.

- ETP does <u>not</u> fund legally mandated training (e.g. sexual harassment), company orientation, CEU, *general* safety training.

These training topics, along with the range of hours, and training delivery methods are consolidated into the <u>Curriculum</u>.
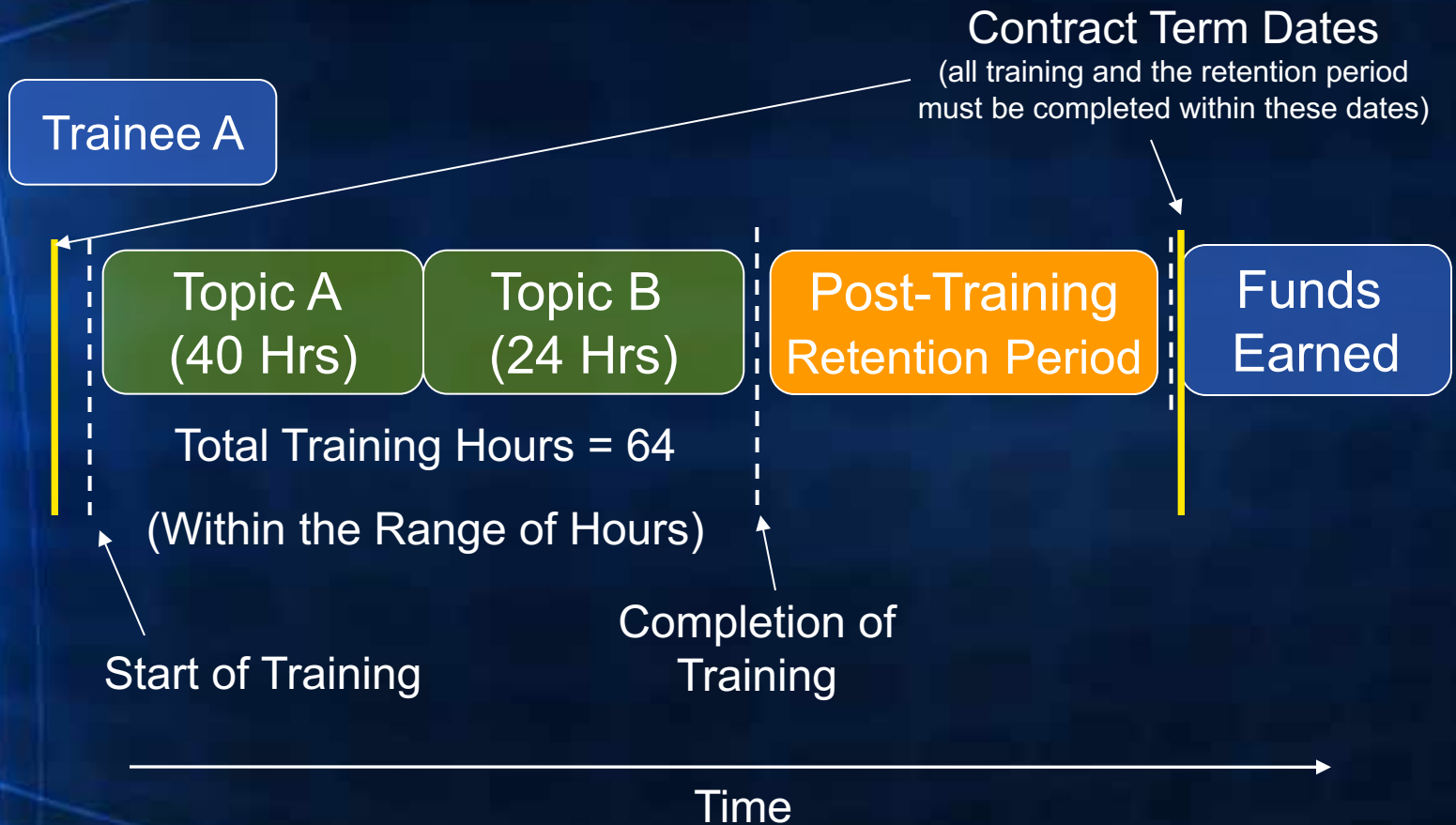
Common Training Topics

- Business Skills (Sales, Customer Service)
- Computer Skills (CAD/CAM, MRP/ERP, Software, Networking, Programming)
- Commercial Skills (Non-Manufacturing Work Processes)
- Manufacturing Skills (Equipment and Processes)
- Medical Skills (For Nursing and Allied Healthcare)
- Continuous Improvement (SPC, Project Management)
- Hazardous Materials and OSHA10/30
- Management Skills (only for managers)
- Literacy Skills (job-related)

Medical Skills Projects Training Delivery Methods

ETP funds training using the following delivery methods:

- **Clinical** [1:20 Retraining Trainer to Trainee Ratios]
- **Didactic (Preceptor)** [up to 1:10]

- **Classroom/Laboratory** [1:20 Retraining and 1:15 New Hire]
- **Productive Laboratory** [1:10 Both]
- **Advanced Technology** [1:10 Both]
- **Non-Interactive Computer-Based Training**

Individual Trainee Model

Contract Term Dates
(all training and the retention period must be completed within these dates)

Trainee A

| Topic A (40 Hrs) | Topic B (24 Hrs) | Post-Training Retention Period | Funds Earned |

Total Training Hours = 64

(Within the Range of Hours)

Start of Training

Completion of Training

Time

Basic Contact Requirements

Trainees must complete a **minimum of 8 hours of training** within the contract term.

Training Funds are **EARNED**
- after the post-training employment retention period (usually 90-days) and
- earning in excess of a contract-specified minimum wage.

2014 ETP Minimum Wages

Effective for contracts approved on or after January 1, 2014 and before December 31, 2014.

Category	New Hire	Retrainee
Standard ETP Minimum Wage	**$12.19 - $13.55**	**$14.90 - $16.25**
High Unemployment Area, Working Poor (with Wage Waiver)	**$9.14 - $10.16**	**$11.17 - $12.19**
SET Frontline Workers	**$27.09**	
SET Frontline Workers (Critical Proposal, Job Creation or Priority Industry ONLY)	**$20.32**	

ETP Reimbursement *(the good part)*

The cost of training is the cost of training.

ETP reimbursement rates are contract specific but range from $15 - $26 per trainee, per training hour.

ETP funding   =   reimbursement rate x
                          total training hours provided

Medical Skills Reimbursement

Medical Skills

Clinical/Didactic $22 per training hour

Non-Clinical

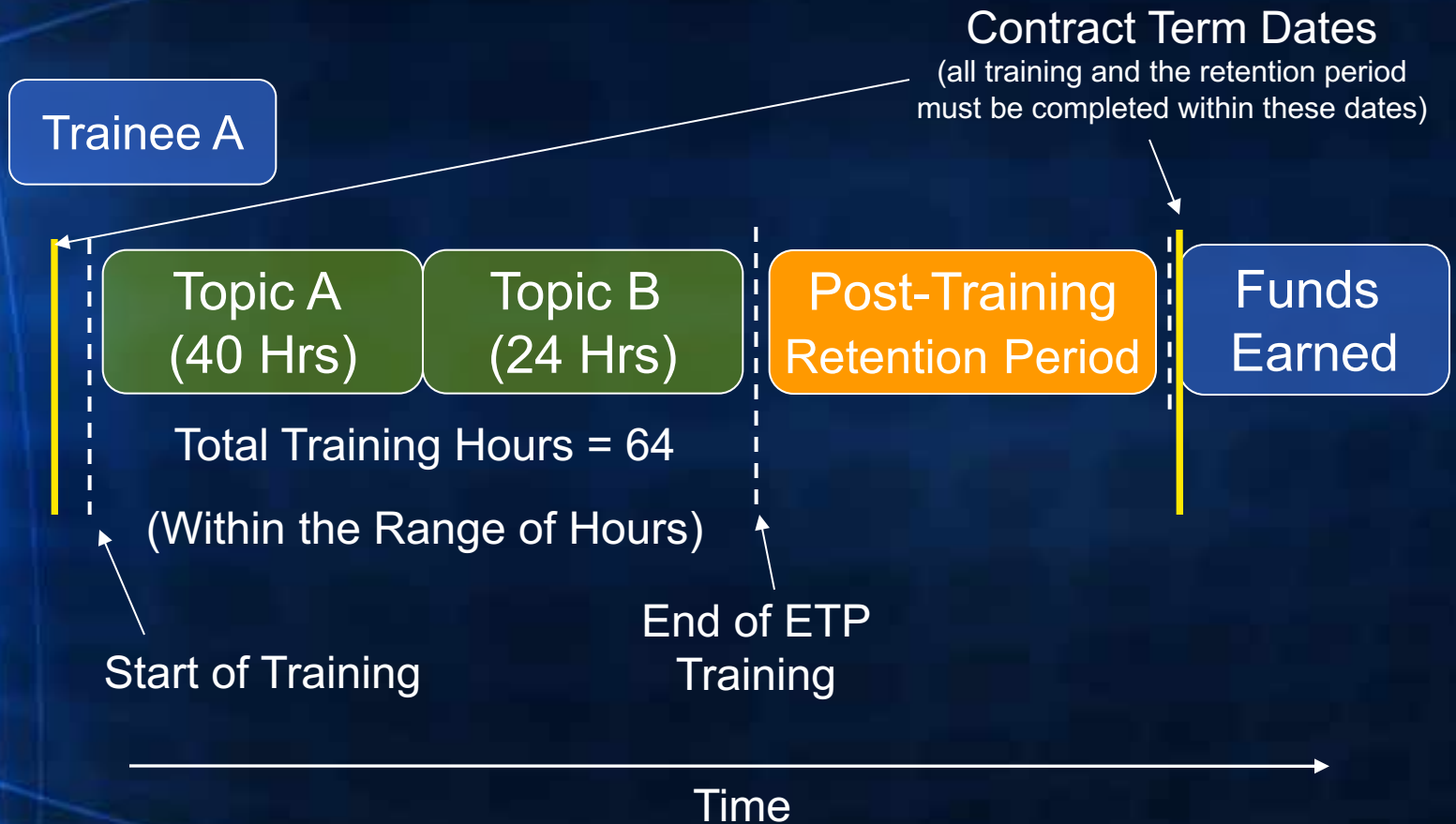Class/Laboratory $18/hour

Advanced Technology $26/hour

Computer Based Training $8/hour

ETP Reimbursement *(the good part)*

- Contractors may request **progress payments** during training. Progress payments are **UNEARNED** funds.

- Here is a standard progress payment schedule:

  - **25% of Estimated Cost per Trainee** [Enrollment]
  - **50% of Cost of Training** [Completion of Training]
  - **25% of Cost of Training** [Completion of Employment Retention Period – ETP Funds Earned]

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Individual ETP Trainee Model

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Trainee A

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Total Training Hours = 64

(Within the Range of Hours)

Start of Training

End of ETP Training

Time

Retraining Requirements

Employers retraining their workers must:

- – Face Out-of-State Competition or meet SET criteria
- – Managers/Supervisors limited to 20% of training population
- – Demonstrate the need for training
- – Describe their on-going commitment to training (in-kind contribution)
- – Not displace their own training resources
- – Have a turnover rate of less than 20%

ETP Administration *(the catch)*

Contractor is responsible for all contract administration including record keeping and payroll documentation

- *even* if a third-party has been contracted to provide these services.

ETP provides technical assistance throughout the contract development process and during the training delivery.

Participating Employer Eligibility

Core Group Employers are identified prior to Panel approval of the MEC agreement

Employer Demand Verification

– 80% of projected trainees must be identified during development process (60% for repeat contractors with strong ETP performance history)

– Random verification completed by ETP Analyst

Certification Statements

– ETP form signed by employer and provided to contractor

– Entered by contractor prior to training

Into Fiscal Year 2014/15

Increased funding available for training

Approx $80M to $90M in contract value

- Rethinking ETP
- Enhanced support for CCD, Go-BIZ, CALED, CWIB/CWA, DAS
- California Workforce Services Network
- Consolidation

CWSN - Dates

1. In process - Application for Funding due on or before May 28, 2014.
2. Starting the process – new Preliminary Applications must be submitted before June 30, 2014.
3. Current Contractors – all invoices and records uploaded by August 2, 2014.
4. ETP resumes full operation under the new system on August 31, 2014.

Next Steps

- – Assess training needs, delivery methods and trainers.
- – Review ancillary funding for project
- – Review ETP Funding Priorities for FY 2013/2014 (FY14/15)
- – Orientation and Preliminary Application

Contact Information

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Appendix Materials

Background and History

ETP was created in 1983 as the only US program designed to train the existing workforce.

Today:
- Over 800,000 trainees have been trained
- Over 78,000 businesses served
- Over $1.25 billion in funds expended

Who Can Contract with ETP?

- **Employer** – Private for profit and certain private, non-profit Employers
- **Group of Employers** – Chambers of Commerce, Trade Association, Economic Development Corporation
- Public or Private **Training Agency**
- **Workforce Investment Board**
- Workforce Investment Act Grant Recipient

Key term – Multiple Employer Contractor

What is a Subcontractor?

- Any third party hired by the Contractor to provide training or administrative services must be identified to ETP.

- Any third-party services provided under an ETP Agreement are outlined by a *subagreement*.

- These services are considered a public record.

Who can provide training?

- Contractors may chose any combination of training provider.
  - internal staff, private California-based vendors, community college or university staff.

- Any provider not located in California should be identified as early as possible; out-of-state vendors are approved on a case-by-case basis.

Keys for Successful Project Planning

Understanding of Training Needs

    Industry Profiles

    Assessment

    Local/Regional Workforce Partners

    Available Funding and Resources

Establishing and Honoring Roles

    Planning / Assessment

    Administration / Training

Best Practices – ETP Administration

Understanding the Certification Process

Employer Demand Verification

Certification Statement

Handling Common Issues

Legal Name, Tax Information

Employee Count, Turnover Rate

Substantial Contribution

Successful Contracting Practices

Administrative

    Use ETP Rosters when possible

    Focused Number of Instructors

    Adherence to Trainer-to-Trainee Ratios

Onsite Training for Employers

Successful Administration

Keep up with Tracking

    Small Businesses Require More Support

    Track and Reporting at Regular Intervals

Start Small to Understand the ETP Model

Wage and Placement Documentation

Have an issue? Contact ETP

ETP Application Process

- Orientation
- Preliminary Application
- Site Visit
- Application for Funding
- Panel Approval
- Training Begins*

* training can <u>not</u> be reimbursed retroactively by ETP

ETP Priority Industries 2013/2014

- Manufacturing and Food Processing
- Agriculture
- Biotechnology and Life Science Research
- Construction and Engineering
- Goods Movement / Logistics
- Software / IT / Multimedia / Motion Picture and Video Production
- Healthcare

Current Programs

- Critical Proposal Designations
- Job Creation Retrainee and Veteran-Focused Job Creation Retrainee
- Apprenticeship Pilot Program
- Alternative Funding Programs
    - Alternative and Renewable Fuels and Vehicle Technology Program (ARFVTP)

Please see the ETP website (http://www.etp.ca.gov) for the latest information regarding the availability of funds as this information does change.