



TRAINING TODAY'S EMPLOYEES FOR TOMORROW'S JOBS

FUNDING GUIDE 2016-2017





FORWARD THINKING



Springtime holds a lot of memories for me. It's funny how the sights, sounds and smells of a season can take you back in time. Springtime, of course, means the return of yardwork. And as I begin the yearly routine of getting all of the outdoor equipment ready for another summer of hard labor at home, I can't help but happily remember the fun times I shared as a young boy with my father during this time of year.

As the grass would again be turning green, my father would pull the lawnmower out from its winter hibernation and he would teach me about some new aspect of lawnmower maintenance. At the time, much to my dismay, I was too young to actually use it. But as he would remind me — not too young to start learning about it. One year I remember he showed me how to check the oil. Another year he taught me how to remove, sharpen and replace the blade. Of course, there's no way I'll ever forget when we made our first trip together to the gas station ... returned home ... and I got to fill the lawnmower with gas AND start it by myself for the first time. With each passing spring my anticipation would grow — I could hardly wait to put all the things I learned into action.

I cherish that time I had with my dad. And I know he did, too. But as you probably imagine he certainly had an ulterior motive for taking the time to show me all those things — a fact he would later admit to and one that we would joke about after I reached my adult years. He was “secretly” training me for the day when I was old enough to mow the grass — so that he wouldn't have to anymore! Sneaky and clever. And effective.

Once I was old enough, I knew everything I needed so that I could mostly complete the task of mowing the grass on my own ... while my dad listened to a ball game on the radio as he relaxed in the hammock or attended to some of the many other chores that my mom had lined up for him. So much so, that once I was fully comfortable enough with my new duty, I even branched out and mowed several of the neighbor's yards for a few summers to make some extra money.

I was unaware of it at the time, but my father was prepping me with the skills and knowledge that would allow me to excel at a job that awaited me sometime in my future. What he did very much parallels how WEDnetPA functions. Simply put: WEDnetPA provides job training that yields trained and educated workers who perform better at their jobs right now ... and who'll be prepared to perform at jobs in the future — whether it's evolved responsibilities in their current role ... a brand new position within their company ... or a new position with a completely different employer.

Helping to train today's employees for tomorrow's jobs is what we do here at WEDnetPA through the job training assistance we offer companies across the Commonwealth. That “tomorrow” can literally be tomorrow ... six months from now ... or a year from now. It doesn't matter. The training support we offer is relevant ... flexible ... and always evolving, just like Pennsylvania's ever-changing work environment. We work very hard to achieve this by continually requesting and monitoring input from businesses across Pennsylvania — asking about the kinds of training they need to keep their employees productive and in step with their ever-changing needs. When it's all said and done, well-prepared and educated workers thrive ... and make their employers more competitive and successful in the process.

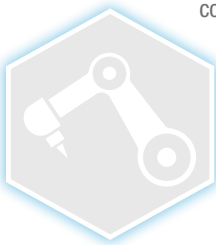
I'm proud of our record of helping to provide the training that enables Pennsylvania's manufacturers and technology companies to compete and excel today ... while also getting a leg up on everyone else down the road — no matter how far down the road that may be. We look forward to spreading the word and helping an even greater number of companies this year access our valuable training resources so they are ready for that day in their future.

Now, I'm off to the shed to check on those blades.

Thomas Venditti
Statewide Director

WEDNETPA TRAINING PROGRAM MAKES PENNSYLVANIA COMPANIES MORE COMPETITIVE AND PRODUCTIVE

The Commonwealth of Pennsylvania has created the opportunity for employers to train new and existing employees through the WEDnetPA program.



Advanced Technology training and Essential Skills training are available to qualified in-state businesses and out-of-state companies relocating to the economic-friendly business climate of Pennsylvania — with funding accessed through WEDnetPA and made available by the Pennsylvania Department of Community and Economic Development (DCED).

Companies can apply online and select any WEDnetPA partner — including State System universities, community colleges, and other educational providers (see page 7 for complete listing).

Through the program, your company can benefit from a wide range of training that will put your employees on the path to higher performance.

EMPLOYER-DRIVEN CHOICE

The WEDnetPA program was created to empower Pennsylvania companies by developing employee skills. Employers always have the freedom to seek out the training best-suited for their needs. Training can be provided by:

- Any third-party training provider
- The company's own in-house staff
- Any one of the WEDnetPA partners



ONLINE TRAINING



Training can also be taken online. Online training saves employers time and money and offers you more training options. Employees can train at their convenience — at work, at home or on the road.

MORE THAN 8,500 PROVIDERS HAVE BEEN USED TO CONDUCT TRAINING

More than 8,500 unique third-party training providers have been chosen and utilized by Pennsylvania businesses taking advantage of the WEDnetPA program — further emphasizing that companies have many options when it comes to choosing training providers. By exercising this freedom of choice, companies are certain to get the most appropriate and most effective training available.





A HIGHLY EFFICIENT PROGRAM

WEDnetPA maximizes funds and leverages a significant cash match from participating companies. WEDnetPA takes great pride in the efficiency with which it operates the program. Approximately 90 percent of funding goes directly to company training.

ELIGIBILITY REQUIREMENTS

This brochure represents an overview of the program guidelines. Please consult a WEDnetPA partner for additional information and clarification of requirements. Each employer must sign a Memorandum of Agreement confirming that all of the following requirements will be met, subject to verification.



EMPLOYEE QUALIFICATIONS

- Employees must be residents of Pennsylvania and employed in Pennsylvania.
- Employees must earn at least 150% of current federal minimum wage, excluding benefits.
- Trainees must be permanent full-time employees and eligible for full-time benefits.

EMPLOYER QUALIFICATIONS

- Employers must be located in Pennsylvania.
- Point-of-sale retail businesses, gaming establishments, training vendors, employment agencies, government agencies, government-owned facilities, education and nonprofit entities are not eligible.
- Employers with a high turnover rate may be declared ineligible.
- Participation is limited to two years in a row and three out of the past five years.
- Training must start by February 1, 2017 or within 30 days of the contract — whichever is later — or the funds will be forfeited.
- Companies and/or locations sharing the same FEIN will be considered as one company for eligibility purposes. However, different locations must apply separately.

FLEXIBILITY, ACCOUNTABILITY & CONVENIENCE

- The program supports both instructor-led and online courses which can be taken on-site at the company, from a training provider or at any convenient location.
- Companies may select the training providers of their choice.
- Company in-house training is permitted.
- Only WEDnetPA partners are qualified to process applications, contracts and invoices.
- It's easy to apply through any of the WEDnetPA partners listed on page 7 of this brochure.
- Companies have up to 45 days to invoice for completed training.



A WIDE RANGE OF WORKSKILLS

ESSENTIAL SKILLS TRAINING

Designed to benefit employees and employers, Essential Skills training must be skill-building ... directly impacting the skills required for the employee's job.

A simple set of additional qualifications determines which companies and employees are eligible to receive Essential Skills training.

- Employees must be frontline employees or first-level supervisors.
- Employees with decision-making responsibilities (budgeting, policy, etc.) or employees who supervise other supervisors are not eligible.
- Employers must be manufacturing or technology companies including biotech and environmental technology.
- A technology company is defined as one that produces or provides a technology product or service.
 - Employers may apply for funding for any number of eligible employees up to \$450 per employee and \$75,000 per fiscal year (7/1 to 6/30).

The skills are defined according to the type and scope of your business. Some of the training topics eligible through the program include:

- Applied Mathematics and Measurement
- Business Operations
- Communications and Teamwork
- Computer Operations
- Manufacturing Fundamentals
 - Blueprint Reading
 - Basic Machine Setup and Maintenance
 - Tooling, Grinding
 - Welding, Soldering
- Problem Solving
- Product and Process Control
- Project Management
- Quality Assurance
- Workplace Behavior Skills
- Workplace Health and Safety



ADVANCED TECHNOLOGY TRAINING

Designed to benefit employees and employers, Advanced Technology training includes the teaching of a variety of high-tech skills needed to be successful in the workplace.

- All employees are eligible for Advanced Technology training, however, the training must be directly related to the employee's scope of work.
- Employers may apply for funding for any number of eligible employees up to \$850 per employee and \$50,000 per fiscal year (7/1 to 6/30).
- Introductory courses are not eligible. MS Office software training does not qualify as Advanced Technology training, but is eligible under Essential Skills training.

Specific skills are defined according to the type and scope of your business. Some of the training topics eligible through the program include:

- Advanced Machine Operations and Maintenance
- Advanced Manufacturing Technology — includes CAD, CAM, CNC, PLC, ERP
- Advanced Software Implementation
- Computer Programming
- Database Development
- E-Commerce
- Information Security
- Management Information Systems
- Medical Applications
- Network Administration
- Scientific Applications
- Software Engineering
- Systems Analysis
- Technology Support
- Website Design and Development





OUR ONLINE PROCESS

THE PURPOSE OF OUR JOB TRAINING IS TO MAKE COMPANIES MORE EFFICIENT, STREAMLINED AND PRODUCTIVE

So we designed our process to be the same. ISAAC is our Information Sharing, Administration & Analysis Center. Take a look at how quick and easy it is to access WEDnetPA's state-funded workforce training grants.

IT'S AS EASY AS 1 ... 2 ... 3.

APPLY

1. Apply —

If your company is new to WEDnetPA, submit an online inquiry at www.wednetpa.com to create a user ID and password. If your company received a WEDnetPA grant in the past, log into ISAAC to submit your inquiry. When eligibility is confirmed, complete the online application and training plan to request grant funds.

TRAIN

2. Train —

When your application is approved and you receive your award notification, start training. You can use any training provider you choose.

INVOICE

3. Invoice —

When training is completed, submit your documentation within 45 days, and you'll be reimbursed for eligible costs.

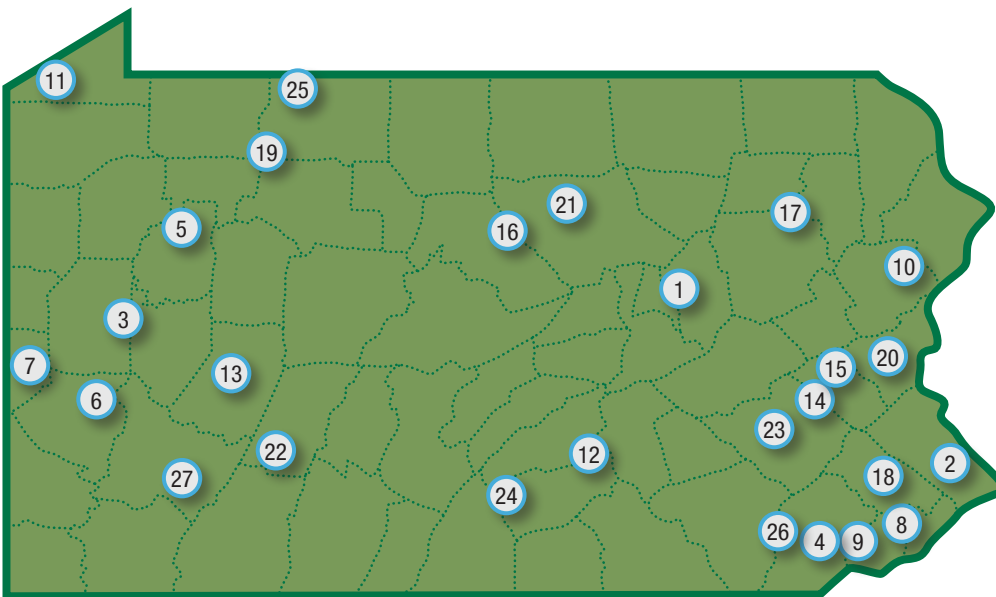
This totally online system saves paper, time and hassle. You choose from any of our certified WEDnetPA partners, who are trained to help you through the application, contracting and invoicing steps. They can even help you identify your training needs and find the right training providers to meet them.

APPLY TODAY!



PENNSYLVANIA EMPLOYERS CAN ACCESS TRAINING ONLINE AND THROUGH ANY OF THESE PARTICIPATING WEDNETPA PARTNERS:

1. Bloomsburg University of Pennsylvania
bloomu@wednetpa.com
570-389-4004
2. Bucks County Community College
bucks@wednetpa.com
267-685-4883
3. Butler County Community College
butler@wednetpa.com
724-287-8711, ext. 8290
4. Cheyney University of Pennsylvania
cheyney@wednetpa.com
610-399-2186
5. Clarion University of Pennsylvania
clarion@wednetpa.com
814-393-1273
6. Community College of Allegheny County
allegheny@wednetpa.com
412-788-7536
7. Community College of Beaver County
beaver@wednetpa.com
724-480-3450
8. Community College of Philadelphia
philadelphia@wednetpa.com
215-496-6161
9. Delaware County Community College
delaware@wednetpa.com
610-355-7146
10. East Stroudsburg University of Pennsylvania
esu@wednetpa.com
570-422-7952
11. Edinboro University of Pennsylvania
edinboro@wednetpa.com
814-732-1420
12. Harrisburg Area Community College
hacc@wednetpa.com
717-736-4212
13. Indiana University of Pennsylvania
indiana@wednetpa.com
724-357-4841
14. Kutztown University of Pennsylvania
kutztown@wednetpa.com
717-825-1132
15. Lehigh Carbon Community College
lehigh@wednetpa.com
570-668-6880
16. Lock Haven University of Pennsylvania
lockhaven@wednetpa.com
570-484-3131
17. Luzerne County Community College
luzerne@wednetpa.com
800-377-5222, ext. 7663
18. Montgomery County Community College
montgomery@wednetpa.com
215-619-7397
19. North Central Pennsylvania Regional Planning & Development Commission
ncentral@wednetpa.com
814-773-3162, ext. 3059
20. Northampton Community College
northampton@wednetpa.com
610-861-4588
21. Pennsylvania College of Technology
pct@wednetpa.com
570-327-4775, ext. 3104
22. Pennsylvania Highlands Community College
pennhighlands@wednetpa.com
814-262-3813
23. Reading Area Community College
reading@wednetpa.com
610-372-4721, ext. 5176
24. Shippensburg University of Pennsylvania
shippensburg@wednetpa.com
717-477-1123, ext. 3381
25. University of Pittsburgh at Bradford
pitt@wednetpa.com
814-362-0255
26. West Chester University of Pennsylvania
wcup@wednetpa.com
610-425-7435
27. Westmoreland County Community College
westmoreland@wednetpa.com
724-925-5864





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