2020-2021 FUNDING GUIDE

WEDnetPA

Workforce & Economic Development Network

# 2020: VISION FOR OUR FUTURE

I will never forget when the doctor told me the news.

"You need glasses."

Me? Gasp! Glasses? In one instant, in three words, my fears were confirmed — I was getting old.

That was many years ago. I won't tell you exactly how many. But many. And in the meantime, I've come to grips with the transition into what I'll broadly call "middle age."

Aging more gracefully, on the other hand, is WEDnetPA. Entering our 21st year of providing workforce training funds to Pennsylvania businesses — as well as a brand-new decade — we are as vibrant and active as ever. In fact, we're coming off the heels of one of our most effective years ever as well as one of the most thorough self-evaluations we've conducted in our history — re-examining what we envision for the future of our program.

The result of this thorough self-assessment was a declaration: WEDnetPA will enter a new decade — with simplicity, efficiency and customer service squarely in our sights. Which fueled a decision: to rewrite a significant portion of the training program's guidelines, consolidating wherever we could to further simplify the program and make it easier for companies to use and access. The results are presented on the following pages. Our brand-new funding guidelines.

To offer greater simplicity, we cut the amount of paperwork in half. Now, there is only one application, one training plan and one contract to focus on. We also consolidated the funding to streamline the application process. There is now only one single funding source, "Job Skills Training"— so companies will no longer face the confusion that stemmed from having to choose between "Essential Skills Training" and "Technical Skills Training."

Under our new guidelines, WEDnetPA will also be made available to many more Pennsylvania businesses. More than ever before. We're expanding well beyond the manufacturing and technology sectors that the program was initially created for. So much so, that now it's easier for us to list the company types that are not eligible for our program, than to name the ones that are.

Additionally, we've expanded eligibility in terms of the types of training we can fund and the number of employees who can receive it. Unlike previous years, training now does not have to be directly related to the employee's current job. As a result, employees will have so many more opportunities to advance and grow within in their organizations.

I anxiously await feedback on our new guidelines. And look forward to what I expect to be a banner year for Pennsylvania companies and their workers.

Much more than I look forward to seeing the doctor tomorrow about this nagging backache.

Guess I really am officially "old." Sigh.

Thomas Venditti
Statewide Director

**The New WEDnetPA process now requires only**

# ONE

APPLICATION
TRAINING PLAN and
CONTRACT

**Training funds available up to**

# $2,000

*PER* **ELIGIBLE EMPLOYEE!**

(not to exceed $100,000 per eligible fiscal year.)

**WEDnetPA is employer-driven**

# YOU

**CHOOSE** the training,
**CHOOSE** the trainer and
**CHOOSE** the training method.

**Choose from any one of our**

# 25

**CERTIFIED WEDnetPA PARTNERS**
to answer your questions and
guide you through the process.

**More than 9,000 providers have been used for training.**

# TRAINING
—CAN BE—
# PROVIDED

**BY** ANY private-sector trainer.
**BY** ANY WEDnetPA partner.
**BY** YOUR OWN qualified in-house staff.
**IN A CLASSROOM** or
**ONLINE.**

WORKFORCE AND ECONOMIC DEVELOPMENT NETWORK OF PENNSYLVANIA | WEDNETPA.COM

# ELIGIBILITY

**To obtain funds through WEDnetPA, your company, employees and training must meet the eligibility criteria below. Please visit wednetpa.com for more details.**

## IS MY COMPANY ELIGIBLE?

☐ Must be located in Pennsylvania.

☐ Must be in an eligible industry and commercial/industrial in nature.

☐ Cannot be limited or explicitly defined as ineligible.

☐ Cannot receive funding more than two years in a row or three years out of any five-year period.

☐ Companies with an employee turnover rate of 25% or more may not be eligible.

## ARE MY EMPLOYEES ELIGIBLE?

☐ Must be a resident of and employed in Pennsylvania.

☐ Must earn at least $10.88 per hour, excluding benefits.

☐ Must be permanently employed full-time and eligible for full-time benefits.

☐ Must be an employee of the specific company location for which a contract is awarded.

## IS MY TRAINING ELIGIBLE?

☐ Must be skill building for current job, advancement or promotion.

☐ Must start and be completed within the fiscal year (July 1 through June 30) for which the funds are awarded. Partial training cannot be reimbursed.

☐ Training costs must be "reasonable" as defined by market rates and other criteria.

☐ Each training session must be a minimum of 30 minutes in length.

☐ Company orientation and on-the-job training are not eligible.

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**WEDnetPA maximizes its investment by leveraging the existing training budgets of 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.**

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## THE FOLLOWING BUSINESSES ARE **NOT** ELIGIBLE:

• Brick-and-mortar retail businesses

• Educational institutions

• Employment agencies

• Gaming establishments

• Government agencies and facilities

• Non-profit entities (except certain healthcare)

• Training providers

• Direct marijuana businesses

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## 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. Training is 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.

# TRAINING TOPICS

**The goal of WEDnetPA is to help companies acquire the training their employees need most. Our partners can help you conduct an assessment and develop a training plan to meet those needs. Training can be done offsite, onsite at your company or online. Any private-sector trainer, a WEDnetPA partner or your qualified in-house staff can conduct the training. Eligible training topics include, but are not limited to:**

**Business Operations:**
- Customer Service
- Human Resources
- Leadership
- Math
- Problem Solving

**Computer Operations:**
- Database Software
- Electronic Medical Records
- Presentation Software
- Spreadsheets
- Word Processing

**Machine Operations and Maintenance:**
- Hydraulics
- Industrial Electricity
- Motor Controls
- Pneumatics

**Manufacturing Fundamentals:**
- Basic and Industrial Electricity
- Blueprint and Schematic Reading
- Geometric Dimensioning and Tolerancing
- Machine Setup
- Soldering
- Tooling and Grinding
- Welding

**Manufacturing Technology:**
- 3D Printing
- CAD, CAM, CNC, PLC
- Electronics
- Rapid Prototyping
- Robotics

**Product and Process Control:**
- Continuous Improvement
- Enterprise Resource Planning (ERP)
- Internal Auditor
- ISO 9000+
- Kaizen
- Lean Enterprise
- Lean Manufacturing
- Non-destructive Testing (NDT)
- Project Management
- Quality Assurance
- Root Cause Analysis
- Six Sigma
- Statistics
- Total Productive Maintenance (TPM)
- Total Quality Management (TQM)

**Software Implementation:**
- Coding/Programming
- E-Commerce
- Information Security
- Network Administration
- SCRUM
- Software Engineering
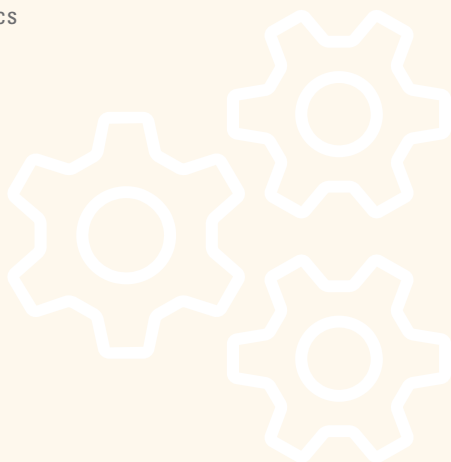- Website Design and Development

**Health and Science Applications:**
- Biology
- Chemistry
- Infection Control
- Nursing
- Phlebotomy
- Physics

**Workplace Behavior Skills:**
- Communications
- Diversity
- Drug and Alcohol Abuse
- Sexual Harassment
- Teamwork

**Workplace Health and Safety:**
- Active Shooter
- ARC Flash
- Blood-borne Pathogens
- Confined Space
- Driver Safety
- Electrical Safety
- Fall Protection
- Fire Safety
- First Aid, CPR, AED
- Food Safety
- Forklift Safety
- Hazardous Materials Handling
- Lockout/Tagout (LOTO)
- OSHA
- Personal Protective Equipment (PPE)
- Workplace Violence

# 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 (ISAAC). Take a look at how quick and easy it is to access WEDnetPA's state-funded workforce training grant.

### IT'S AS EASY AS 1 … 2 … 3.

**1.** APPLY

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

**2.** TRAIN

When your application is approved, accept your grant offer through the award notification you will receive by email, then start training. You can use any training provider you choose.
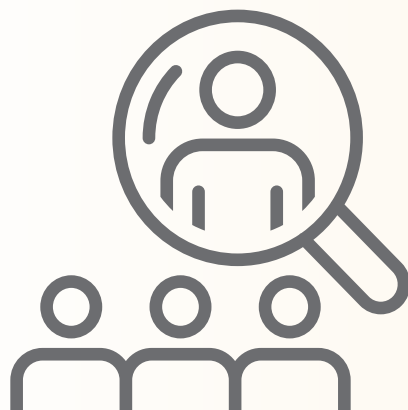
**3.** INVOICE

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

This 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 determine your training needs and find the right training providers to meet them.
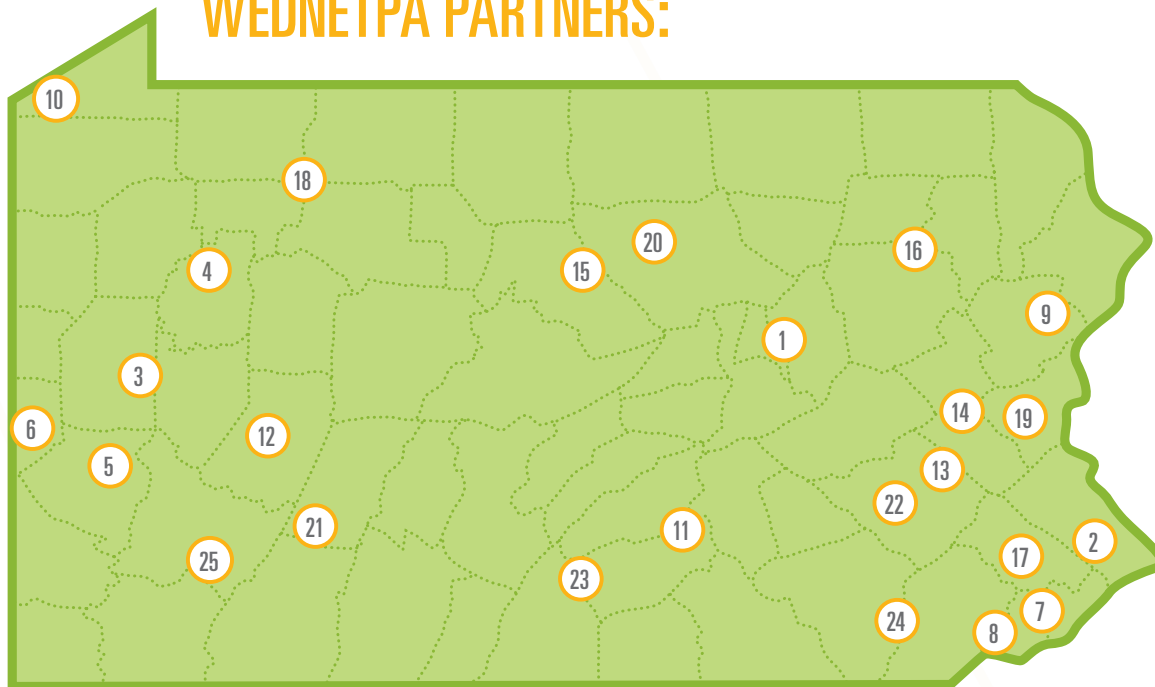
# APPLY TODAY!

## The WEDnetPA Partnership

WEDnetPA includes State System universities, community colleges, Pennsylvania College of Technology, and the North Central PA Regional Planning & Development Commission. Qualified companies receive funding through this alliance of 25 diverse partners throughout the Commonwealth that coordinate the resources of the entire network and serve as the points of contact for businesses accessing training funds.

# PENNSYLVANIA EMPLOYERS CAN APPLY FOR TRAINING FUNDS ONLINE AND THROUGH ANY OF THESE PARTICIPATING WEDNETPA PARTNERS:



1. Bloomsburg University of Pennsylvania
   bloomu@wednetpa.com
   570-389-5135

2. Bucks County Community College
   bucks@wednetpa.com
   215-968-8359

3. Butler County Community College
   butler@wednetpa.com
   724-287-8711, ext. 8267

4. Clarion University of Pennsylvania
   clarion@wednetpa.com
   814-393-1273

5. Community College of Allegheny County
   allegheny@wednetpa.com
   412-788-7536

6. Community College of Beaver County
   beaver@wednetpa.com
   724-480-3451

7. Community College of Philadelphia
   philadelphia@wednetpa.com
   215-496-6161

8. Delaware County Community College
   delaware@wednetpa.com
   610-355-7146

9. East Stroudsburg University of Pennsylvania
   esu@wednetpa.com
   570-422-3282

10. Edinboro University of Pennsylvania
    edinboro@wednetpa.com
    814-732-1420

11. Harrisburg Area Community College
    hacc@wednetpa.com
    717-780-2449

12. Indiana University of Pennsylvania
    indiana@wednetpa.com
    724-357-7837

13. Kutztown University of Pennsylvania
    kutztown@wednetpa.com
    484-646-5810

14. Lehigh Carbon Community College
    lehigh@wednetpa.com
    570-668-6880

15. Lock Haven University of Pennsylvania
    lockhaven@wednetpa.com
    570-484-3131

16. Luzerne County Community College
    luzerne@wednetpa.com
    800-377-5222, ext. 7663

17. Montgomery County Community College
    montgomery@wednetpa.com
    610-718-1981

18. North Central Pennsylvania Regional Planning & Development Commission
    ncentral@wednetpa.com
    814-773-3162, ext. 3009

19. Northampton Community College
    northampton@wednetpa.com
    610-861-4158

20. Pennsylvania College of Technology
    pct@wednetpa.com
    570-327-4775, ext. 3104

21. Pennsylvania Highlands Community College
    pennhighlands@wednetpa.com
    814-262-3813

22. Reading Area Community College
    reading@wednetpa.com
    610-607-6208

23. Shippensburg University of Pennsylvania
    shippensburg@wednetpa.com
    717-477-1123, ext. 3381

24. West Chester University of Pennsylvania
    wcup@wednetpa.com
    610-425-7435

25. Westmoreland County Community College
    westmoreland@wednetpa.com
    724-925-4090

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