

**Eligibility Requirements
Employment Training Panel
April 4, 2011 through depletion of contract funds, or April 3, 2013,
whichever comes first**

EMPLOYER QUALIFIERS:

1. Employer pays into California State Unemployment Insurance.
2. Employer is a manufacturer, faces out-of-state competition, is a corporate headquarters, is a destination resort, or is the owner of a business with 9 or fewer employees.
3. The turn over rate is 20% or less over the past calendar year.
4. A Certification Statement, including completed Compensatory Nature of Training form is completed, signed and on file at both COC and at your facility.
5. Employer pays \$250 fee per participant for class materials by the first day of class.

EMPLOYEE QUALIFIERS:

1. Employee must be full-time, permanent, and working at least 35 hours per week.
2. The employee is not enrolled in another ETP program.
3. The employee must earn at least \$15.37 per hour at the *90th day following completion of training* (Los Angeles County). Health benefits (employer share-of-cost for medical, dental and vision care) may be included in wages to meet the \$15.37 minimum. Advanced Technology classes require employees must earn at least \$16.00 (excluding employer share-of-cost for medical, dental and vision care) at the beginning of training. If these requirements are not met, the company will be responsible for the cost of training for each employee who does not meet the ETP eligibility requirement. College of the Canyons will bill the employer for those ineligible trainees.
4. The employee must complete 90% of the training. If this requirement is not met the employer will be responsible for the cost of training for each employee who does not meet the ETP class hour requirement. College of the Canyons will bill the employer for those trainees who do not complete the required class hours.
5. The employee must stay with the firm for a retention period of 90 days after completion of training.

NON-ELIGIBLE PARTICIPANTS:

1. No senior level managers or executive staff, who set company policy, are eligible for ETP-funded training.
2. Firms whose trainees do not meet the eligibility requirements due to wage or other issues can participate in the training, but the employer will be billed by College of the Canyons for the cost of their training, at the same amount as the reimbursement from ETP that the College would have received had the employee been eligible.