



TALENT DEVELOPMENT PROGRAM (TDP) Pre-Enrollment Checklist

This form must be completed, signed, and returned with the Talent Development Program Application/Funding Proposal

TDP ELIGIBILITY VERIFICATION

Are all employees to be trained full time (32 hours a week or more)? Yes No
TDP can only fund training for full-time employees.

Are all employees to be trained at least 18 years old? Yes No

Have at least 51% of employees to be trained been employed with your company for 6 months or more? Yes No

Do all employees to be trained earn more than minimum wage? Yes No

Will/can training be started and completed within a JET (NE MN Office of Job Training) program year (July 1st to June 30th)? Yes No

Will the requirement for employer matching funds based on the size of the business (including wages paid while in training) be met? Yes No

****If you answered NO to any of the above questions, your training proposal may not be eligible for the Talent Development Program.***

TDP EMPLOYER QUESTIONNAIRE

Will the proposed training provide the employer the opportunity to build and maintain a quality workforce and increase the participants and companies' competitiveness? Yes No

Will the proposed training avert lay-offs by adding skills to your workforce? Yes No

Will the training increase the skill levels of employee's so they can be promoted within the company and create backfill or hiring opportunities for the employer? Yes No

Will the proposed training provide an industry recognized/portable credential or skill? Yes No

Will the proposed training serve a group of employees?
(state estimated number _____) Yes No

Is the proposed training part of a larger sector and/or career pathway? Yes No

Will the proposed training lead to a wage increase for the trainee(s)? Yes No

Will the proposed training be provided to individual(s) with barriers to employment as defined by WIOA section 3 (24): Low income, displaced homemaker, Indian, Alaskan, Native & Native Hawaiian, individual with a disability, older 55+, ex-offender, homeless, ESL, Migrant seasonal farmworker, single parent, or long-term unemployed?

Yes No

Score:

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Office Use

I understand types of training not allowed are self-paced learning, personal development classes, non-skill related assessments, mandated safety training (such as OSHA and MHSA), ESL, basic skills or remedial education and non-job-related training.

Yes No

My business needs assistance with finding a training provider.
A JET staff person can provide this assistance and resources to help meet the needs of your business.

Yes No

This TDP application is being submitted with a group of employers also submitting TDP funding proposals.
Other employers, if known:

Yes No

Training providers need to submit cost estimates in a cost per participant format. Should non-JET enrolled participants be attending a TDP training offering, it is the responsibility of the employer to support the cost of those not enrolled and supported by the JET TDP funding.

EMPLOYER RESPONSIBILITIES

- 1) Coordinate on-site enrollment sessions for employees to be trained *AT LEAST 2 WEEKS PRIOR TO TRAINING.*
- 2) Ensure there is a human resources or other company representative at all enrollment meetings.
- 3) Make sure ALL trainees are present at enrollments meetings.
- 4) Ensure trainees possess all required documentation to complete the enrollment process, including: A) Valid driver's license, passport, OR photo ID; B) social security card OR birth certificate AND C) W-2
- 5) Make sure that participating employees are informed that all application information and documentation collected is required for the grant and will be kept confidential.

I hereby acknowledge and agree to the employer responsibilities outlined herein and verify that all employees to be trained under the program meet the above eligibility criteria.

Employer Name: _____

Signature: _____

Printed Name: _____

Title: _____ Date: _____