

Ohio Incumbent Workforce Training Voucher Program

Definitions

Back Office: Administrative functions that support but are not directly involved in the production operations of a business (e.g. accounting, information technology, and support).

Biohealth: Firms that research, develop, consult, test, and produce solutions that sustain, restore and improve healthcare around the world.

Certificate of Completion: A certificate that states that an individual has completed a class or course. Typically includes the trainee's name, date of course completion, number of hours, and is signed by the training organization.

Class Roster: A document that includes the class/course name, date(s) of training, total number of hours of the class/course, list of trainees, and the instructor's name and signature.

College Credit: A unit that gives weight to the value, level, or time requirements of an academic course taken at an educational institution.

Company Match: The company match is 50/50. We will reimburse the employer for up to 50 percent of the cost of the training (up to \$4,000 per employee and/or up to \$500,000 per company) once the employer pays the full cost of the training. The employer's contribution must come from private sources and must not include any previously acquired public funds. The match does not include wages.

Corporate Headquarter: A corporate headquarter is the entity at the top of a corporation that takes full responsibility for the overall success of the corporation and ensures Corporate Governance. A corporate headquarters is considered a business' most prestigious location. To be considered a corporate headquarter, the corporation will have at least one other office or business location. Training will be for the corporate headquarters staff only.

Eligible Training Costs: As defined under the program guidelines, to include:

- Tuition;
- Instructor or trainer fees (for in-house trainings);
- Instructional materials including manuals, text books, and handouts/duplicated materials (calculated at .05 per copy). Please note that these costs must be prorated per employee and will be capped at 10 percent of the cost of training per employee per training.

Established employer: An employer with a facility located in Ohio that has been in continuous operation for the 12 months immediately prior to the application submittal.

Fiscal year: The term extending from July 1 to June 30.

Fully Executed Voucher Agreement: A voucher agreement that has been signed by both the Company and the Ohio Development Services Agency.

Fully Executed Supplement: A supplement to the original voucher agreement that has been signed by both the Company and the Ohio Development Services Agency.

Incumbent Worker: An individual directly employed by a qualifying employer.

Information Technology: The development, implementation, and maintenance of computer hardware and software systems to organize and communicate information electronically.

Industry-Recognized Certification: A certification that is recognized by like industries that will allow an individual to gain employment or advance within an occupation (e.g., Manufacturing Skill Standards Council Certification (MSSC), computer-aided design and computer-aided manufacturing (CAD-CAM, CISCO, HVAC, etc.).

In-House Training: Training that typically takes place at the company and is taught by a company employee.

Logistics: The responsibility of organizing, controlling, directing, staffing, and coordinating product flow from the point of initial procurement to the point of ultimate consumption. These activities include warehousing, materials handling, protective packaging, and inventory control.

Medical Coding Professional: A health care professional whose main duties are to analyze clinical statements and assign standard codes using the ICD-10-CM/PCS diagnostics classification system.

Production: The manufacturing of goods.

Project site: The location at which the applicant employee is employed by the company.

Proof of Payment: A cancelled check, credit card statement detailing the date and the charge of the training, or a copy of the company's accounting record.

Proof of Successful Training Completion: Documentation that the employee successfully completed the training course. Documentation includes, but is not limited to either a class roster, transcript, or a copy of certificate for each trainee. Please note that only trainings that can verify successful completion will be reimbursed.

Research and Development: Discovering new knowledge about products, processes, and services, and then applying that knowledge to create new and improved products, processes, and services that fill market needs.

Retail Establishment: A facility open to the consuming public, where in one party is obligated to pay the price and the other party is obligated to provide a service or to transfer title to or possession of the item sold.

Service Function: Offering repair, maintenance, or incidental services.

Successfully Completed: The employee has met all of the necessary requirements and/or measurements set forth by the training provider or employer.

Systems Certification: A certificate that states that an individual has completed a continuous improvement course with validated audit results that address your business needs that allow you to gain full visibility into your organization's processes, resources, and goals in order to make measurable improvements based on factual and informed decision-making (e.g., ISO, QS, AS).

Tuition Reimbursement: Costs associated with the professional development of the grantee's employee(s). Courses taken will relate to the employee's current position or for future advancement within the company.