

Ohio Incumbent Workforce Training Voucher Program

Definitions FY'18

Advanced Manufacturing: The integration of technology based systems and processes in the production of products (fit, form and function) to the highest level of quality and in compliance with industry specific certification standards. Products and processes are often innovative, made from advanced materials and components and produced on technology driven equipment and processes.

Aerospace and Aviation Industry: Includes aerospace product and parts manufacturing; search, detection, navigation, guidance, air transportation, satellite telecommunications and space research and technology.

Affiliated Entities: Any Person that (directly or indirectly) owns or controls, is owned or controlled by, or is under common ownership or control with, the Applicant.

Applicant: The business entity identified in the application seeking the award. (Note, an Applicant and any Affiliated Entities may only submit one application).

Automotive Industry: Covers a wide range of companies and organizations involved in the design, development and manufacturing of motor vehicles.

Back Office: The part of most corporations where tasks dedicated to running the company itself take place. Examples of back-office tasks include, but are not limited to, IT departments, accounting and human resources.

BioHealth Industry: 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 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.

Classroom Training: Classroom training is provided outside the process of the production of goods or the delivery of a service. This activity can take place in a school or any other traditional classroom setting such as a conference room, a training room or laboratory, a meeting room or a lunch or break room. **For eligibility, training must be a minimum of 30 minutes.**

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.

Coaching: Training or development process via which an individual is supported while achieving a specific personal or professional competence result or goal. Not eligible under this program.

Commercial Driver's License Training (CDL training): A specialized instructional program or course designed to prepare a student to obtain a commercial driver's license (CDL). Not eligible under this program.

Corporate Headquarter: 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. **Eligible training for Corporate Headquarter will be for the corporate headquarters staff only** (employees that support the operation by providing information technology, human resource, or accounting services).

Curriculum Development: The process of creating planned curriculum, instruction and/or presentation modes. Not eligible under this program.

Distinct Individual: Each employee being trained may only be counted once, regardless of the number of courses they are attending. (i.e., Employee A is one Distinct Individual even though he/she will attend five courses throughout this project).

Energy Industry: Industries involved in the production and sale of energy, including fuel extraction, manufacturing, refining and distribution.

Financial Services Industry: The economic services provided by the finance industry, which encompasses a broad range of organizations that manage money, including credit unions, banks, credit card companies, insurance companies, consumer finance companies, stock brokerages and investment funds.

Fiscal Year: The state of Ohio fiscal year runs July 1 through June 30. Please note, however, that the training period for this program year will be between January 1, 2018 and December 31, 2018.

Food Processing Industry: Methods and techniques used to transform raw ingredients into food for human consumption.

Forums/Monthly Meetings/Summit/Information Meetings: Activities where ideas and views on a particular issue can be exchanged. Not eligible under this program.

Hands-On-Training: Hands-on training allows the person being trained to not only hear what tasks need to be completed, but gives them the opportunity to perform the task right then and there. Characterized by or involved in active personal participation in an activity.

Hard Skills: Hard skills describe processes and procedures as well as industry specific jargon and are easy to measure and quantify.

HR Certification: PHR, SPHR, GPHR or SHRM certifications. Not eligible under this program.

HR Training: Training that relates to diversity, ethics, sexual harassment, employee compensation and benefits, FMLA, drug testing, workplace violence, etc. Not eligible under this program.

ICD-10 Training (International Classification of Diseases): Training that teaches coding professionals how to become proficient in the ICD-10-CM and ICD-10-PCS coding system. Not eligible under this program.

Incumbent Employee: An individual directly employed by a qualifying employer for six months or longer. Employees that have been employed less than six months are not eligible.

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.

Laws, Regulations and Taxes Training: Training related to compliance regulations, federal/state taxation laws, international laws, US labor laws, etc. Not eligible under this program.

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.

Marketing and Sales: Training related to the action or business of promoting and selling products or services. (e.g., profit-oriented courses, marketing research, Dale Carnegie trainings, etc.). Not eligible under this program.

Materials: Materials required for the completion of the training course may be included as part of the individual's maximum allowance. Software, computers, iPads, simulators, etc. are defined as equipment, not materials and are not eligible.

Mentoring: To support and encourage people to manage their own learning in order that they may maximize their potential, develop their skills, and improve their performance. A partnership between two people (mentor and mentee) normally working in a similar field or sharing similar experiences. Not eligible under this program.

Microsoft Office: Suite of products developed by Microsoft Corporation that includes Outlook, Word, Excel, PowerPoint, One Note, Access, and Publisher. Not eligible under this program.

NAICS: The North American Industry Classification System (NAICS, pronounced Nakes) was developed as the standard for use by federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S.

On-the-Job Training (OJT): OJT is training provided in the process of the production of goods or the delivery of a service. **For eligibility, training must be a minimum of 30 minutes.** The OIWTVP will reimburse on instructor hours, not trainee wages. One instructor may train several trainees or one trainee during the same period of time.

Online Resource Libraries: A resource in which an individual can choose from a number of courses over a period of time. Not eligible under this program.

Online Training: Online training is the delivery of a learning, training, or education program using the Internet or an Intranet. Eligible costs include tuition or license fee per individual being trained. Must have a test or exam tied to it in order for it to be eligible for this program.

Payroll Benefits: In addition to salaries and wages, payroll-related expenses that the employer will incur (i.e., employer portion of Social Security tax, employer portion of Medicare tax, State unemployment tax, Federal unemployment tax, worker compensation insurance, employer portion of health insurance, employer paid holidays, vacations and sick days, etc.). Must be documented in the company's personnel policies and procedures manual.

Person: Includes, but is not limited to, individuals, combinations of individuals of any form, receivers, assignees, trustees in bankruptcy, firms, companies, joint-stock companies, business trusts, estates, partnerships, limited liability partnerships, limited liability companies, associations, joint ventures, clubs, societies, for-profit corporations, S corporations, qualified subchapter S subsidiaries, qualified S trusts, trusts, entities that are disregarded for federal tax purposes, and any other entities.

Polymers and Chemicals Industry: The business of using plastics or chemicals to turn raw materials into a variety of products.

Prep Time: The time used to prepare for the instruction of the training course (may include meetings, curriculum, and material development). Not eligible under this program.

Production: The manufacturing of goods.

Program Year: Varies from year to year. The period for this program year will be between January 1, 2018 and December 31, 2018.

Proof of Payment: A cancelled check, credit card statement detailing the date and the charge of the training, a copy of the company's accounting record, or an invoice showing payment with a zero balance.

Proof of Successful Training Completion: Documentation that the employee successfully completed the training course. Documentation includes, but is not limited to 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.

Quality (Improved Process Efficiencies): The concept of measuring the output of a particular process or procedure, then modifying the process or procedure to increase the output, increase efficiency or increase the effectiveness of the process or procedure (e.g., ISO-9000, Six Sigma or Lean Manufacturing).

Reimbursement Invoice: After review of the required documentation, a Reimbursement Invoice will be processed and emailed to the grantee for review and signature. The Reimbursement Invoice is a summary of the documentation and is the document that will be provided to state accounting requesting reimbursement to the Grantee.

Required/Regulatory Training: Training that is required by a state or federal public agency or department. These trainings may include but are not limited to EPA, Hazardous Waste, FDA, Workers Comp, OSHA, etc. Not eligible under this program.

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.

Safety Training: Training that teaches the state of being safe or the freedom from the occurrence or risk of injury, danger or loss. Mandated or regulatory safety training includes but is not limited to blood borne pathogens, control of hazardous materials, lockout/tagout, emergency action plan, emergency response, hazard communications, hearing conservation, safe electrical workplace, all OSHA, and stand-alone safety (including first aid, cardiopulmonary resuscitation (CPR), emergency medical technician (EMT), etc). Not eligible under this program.

Seminars: Educational events that feature one or more subject matter experts delivering information primarily via lecture and discussion. Not eligible under this program.

Service Industry: A business that does work for a customer, and occasionally provides goods, but is not involved in manufacturing.

Soft Skills: Soft skills relate to a person's ability to interact effectively with coworkers and customers and are broadly applicable both in and outside the workplace and are transferable. Not eligible under this program.

Supervisory Training: Programs providing information related to rules/regulations, as well as the acquisition of skills enhancing supervisory effectiveness.

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 (i.e., ISO, QS, AS).

Technical Training: Technical training is the process of teaching employees how to more accurately and thoroughly perform the technical components of their jobs in order to improve production and meet or exceed customer expectations.

Training List: Listing of grantee's approved trainings. The Training List will be located within both the Agreement and the Amendment. Depending upon the number of courses that are approved, the Training List may be one page or may be multiple pages.

Tuition Reimbursement: Costs associated with the professional development of the grantee's employee(s) in which the employee pays for the course(s) and upon successful completion is reimbursed by the company. Tuition reimbursement is not eligible under this program.

Webinars: Presentations that involve an audio and video component. The audio portion of the event is delivered via phone or over the Internet, so that participants can listen via their computer speakers. The video portion of the event is delivered via the Internet, giving participants a presentation to watch while listening to the instructor. Not eligible under this program.

Workshops: Educational events that tend to be smaller and more intense than seminars. This format often involves students practicing their new skills during the event under the watchful eye of the instructor. Not eligible under this program.