



Individual Microcredential Assistance Program (IMAP) Program Guidelines

Overview

In consultation with the Governor's Office of Workforce Transformation, the Ohio Development Services Agency (Development) will administer the Individual Microcredential Assistance Program (IMAP), including receiving applications from training providers through an RFA process, selecting institutional partners to administer the program, monitoring/compliance, and reimbursement.

IMAP was created to provide opportunities for Ohioans who are low income, partially unemployed, or totally unemployed to participate in a training program and receive a microcredential. Training providers that submit successful applications will be reimbursed up to \$3,000 upon completion of each microcredential.

Total Funding Available

Development may award up to \$2,500,000 in fiscal year 2020. Training providers may be awarded up to \$250,000 per application.

Eligible Applicants

Eligible applicants include state institutions of higher education, Ohio technical centers, and private businesses or institutions that offer training to allow an individual to earn one or more microcredentials.

Eligible applicants must describe their plan to provide eligible microcredentials to low income, partially unemployed, or totally unemployed individuals.

Development will not approve an application if the applicant has violated [Chapter 4111 of the Ohio Revised Code](#) within the four fiscal years immediately preceding the date of application.

Eligible Individuals

IMAP will only reimburse training providers for microcredentials earned by Ohio residents.

Participant Cost Restriction

Any applicant seeking reimbursement under IMAP shall not charge an individual participating in a training program to earn a microcredential for:

- Any costs associated with the individual's participation in the training program, or
- Any costs to the applicant resulting from an individual not completing the training program.

Additional ineligible costs include items such as food, drink, travel, and indirect costs.

Eligible Microcredentials

Microcredentials must be included in the list established by the Chancellor of the Ohio Department of Higher Education, which can be accessed [here](#). Where possible, online and distance-learning programs are encouraged. When in-person elements are necessary, employers and training providers must ensure they are in compliance with Ohio Department of Health and Center for Disease Control recommendations.

IMAP applicants cannot request reimbursement for an individual earning a microcredential if the individual's employer is also being reimbursed through the [Ohio TechCred Program](#) for the same credential.

Eligible Reimbursement Costs

Applicants may be reimbursed for tuition, lab fees, manuals, textbooks and certification assessment costs, up to \$3,000 per microcredential.

Information Required for Application

Applicant Information

- Applicant Name
- Applicant Address
- Federal Tax ID
- Ohio Charter Number (if applicable)
- Applicant Website Link
- Applicant Contact Information

Training Information

- Names of Proposed Microcredentials
- Duration of Microcredentials
- Projected Number of Microcredentials Provided
- Cost of Microcredential for Each IMAP Participant
- Verification that the Microcredential Can Be Completed Online

- Applicant's Plan to Provide Opportunities for Individuals Classified as Low Income, Partially Unemployed or Totally Unemployed

Application Evaluation Criteria

Development will consider the following factors in determining whether to approve an application submitted for IMAP:

- The duration of the microcredential program;
- The cost of the training;
- Whether approving an application will promote regional diversity (as determined by the regions established under division (G) of section 122.178 of the Revised Code);
- The applicant's commitment to providing opportunities for individuals who are low income, partially unemployed, or totally unemployed to participate in a training program and receive a microcredential; and
- The applicant's plan for responding to immediate training needs by launching a quality microcredential program in an expedited fashion.

Award/Reimbursement Process

Awarded applicants must enter into a Grant Agreement prescribed by Development. To request reimbursement, applicants that have been awarded eligibility must submit the following information:

- Invoices for costs incurred related to the microcredential;
- Proof of microcredential completion;
- Demographic information of each individual earning a microcredential that was provided to the applicant; and
- Email address for each individual earning a microcredential.

Documentation must be submitted within six (6) weeks of an individual completing the microcredential to receive reimbursement. Microcredentials must be completed within twelve (12) months from the date of award eligibility.

An applicant may not receive reimbursement for any additional individual that earns a microcredential beyond the number of microcredentials identified in the application.