

## Ohio Incumbent Workforce Training Voucher Program

### Definitions FY'15

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.

Agreement: A negotiated and legally binding arrangement between parties as to a course of action.

Amendment: A change or addition to a legal or statutory document (i.e., the Agreement).

Automotive Industry: Covers a wide range of companies and organizations involved in the design, development and manufacture of motor vehicles. The industry does not include those industries dedicated to the selling and maintenance of automobiles following delivery to the end-user, such as dealerships or repair shops.

Back Office: The part of most corporations where tasks dedicated to running the company itself take place. Examples of back-office tasks include IT departments that keep the phones and computers running, 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 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.

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.

Conference: An event or large gathering of individuals for discussing matters of common interest. 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.

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).

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

- Tuition;
- Instructor or trainer fees (for in-house trainings);
- Instructional materials. Please note that these costs must be prorated per employee and will be capped at 25 percent of the cost of training per employee per training. Must be requested and approved in the application to be eligible.

Employer Reimbursement: 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 \$250,000 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.

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

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 and must be registered with the Ohio Secretary of State.

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 August 1, 2014 and December 31, 2015.

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.

Fully Executed Amendment: An amendment to the original voucher agreement that has been signed by both the Company and the Ohio Development Services Agency.

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

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. Hard skills include terms such as machine operator, data management, welder, project management, accounts receivable and payable, product support, engineer, etc.

HR Certification: PHR, SPHR, GPHR or SHRM certifications are eligible but limited to HR staff. Please note that certification must be the end result of the training and a copy of the certification will be required as proof of training completion.

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. Eligible trainees include anyone within the company that is required to enter medical codes regardless if the applicant business is for-profit or not.

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.

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.).

Materials: Usual and normal 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.

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.

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.

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.).

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 August 1, 2014 and December 31, 2015.

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, a copy of the company's accounting record, or an invoice showing payment with a zero balance. For tuition reimbursement, you must show proof that the employee paid the school and proof that the company reimbursed the employee.

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.

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. Reimbursement Invoices shall be submitted no more than once during each quarter of the grant period unless it is the final invoice.

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.

Retail Establishment: A facility open to the consuming public, where 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.

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.

Sales and Marketing: Training related to the action or business of promoting and selling products or services. (e.g., profit-oriented courses, marketing research, etc.).

Seminars: Educational events that feature one or more subject matter experts delivering information primarily via lecture and discussion. **Must have a test or exam tied to it in order for it to be eligible for this program. Applicant must indicate in the application course description that there will be a test or exam otherwise the course will be denied.**

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.

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

Supervisory Training: Programs providing information related to rules/regulations, interpersonal skills, 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 approved trainings. The Training List will begin on page four on the Agreement and will begin on page two of 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). The OIWTVF will provide reimbursement funds for tuition courses when the course meets the needs of the applicant company. Therefore, the course must be required by the company and be job related, regardless of the requirement for a degree. **Tuition courses which are for the sole purpose of obtaining a bachelor's or master's degree are 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. **Must have a test or exam tied to it in order for it to be eligible for this program. Applicant must indicate in the application course description that there will be a test or exam otherwise the course will be denied.**

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. **Must have a test or exam tied to it in order for it to be eligible for this program. Applicant must indicate in the application course description that there will be a test or exam otherwise the course will be denied.**