



## Upper Shore Workforce Investment Board Incumbent Workforce Training Fund (IWT)

---

The Incumbent Workforce Training Fund offers training support to businesses in Kent and Queen Anne's counties with a plan or an interest in training their current working individuals. The applicants must not be contractual employees. ***All trainings must result in a credential that confirms completion.***

### **Expected outcomes include at least one of the following:**

- Improving alignment of existing workers' skills with evolving job requirements
- Providing participants with access to new career opportunities within a business or industry
- Encouraging worker retention through the promotion of up-to-date skills training
- Increasing wages of incumbent participants
- Creating new opportunities for entry-level workers by providing opportunities for promotion of existing workforce
- Supporting and enhancing local and regional economic environments

### **Training support is defined as expense reimbursements for:**

1. Occupational classroom training and up-skilled certifications in a defined, career pathway
2. Work and learn strategies such as:
  - a. Cross-training work assignments within the company
  - b. In-house proprietary training using current employee trainers
  - c. In-house proprietary training from outside vendors
  - d. Outside training vendors performing training at locations outside the business

These may be combined to provide a specific learning goal that relates directly to the qualifications for a promoted job title and/or a defined career pathway within the company. **Training expenses will be a maximum of \$5,000 per company, with a targeted training rate of \$1,500 per individual, though the targeted rate per individual is negotiable.**

---

**To learn more or to express interest in the IWT, please contact Ellen LaFrankie of the Upper Shore Workforce Investment Board at [elafrankie@chesapeake.edu](mailto:elafrankie@chesapeake.edu)**