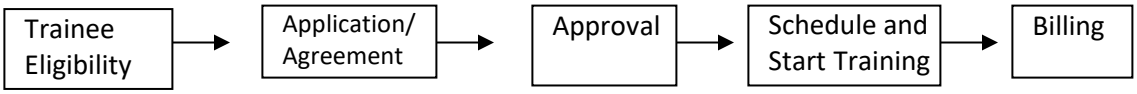
Incumbent Worker Training Program

With renewed emphasis in business services and local economic development, CareerSource Brevard has launched several initiatives to aid local businesses with the changes of growth and employee development. The coordination of customized training efforts is one of the many ways CareerSource Brevard is helping local businesses tackle a skill inequity in the labor force.

Through the Business Services Unit, CSB is assisting local companies in finding ways to provide needed training for their employees. CareerSource Brevard is placing a priority on small businesses, as well as focusing on key industries like healthcare, manufacturing, construction, and aerospace.

Process



Trainee Eligibility – Program funds are based on the eligibility of your employees and availability of funding in our program year. To determine this, a one page profile and a grievance* procedure form need to be completed and signed per trainee. This can be facilitated with a brief interview (10 – 15 minutes) or you could distribute to the trainees, gather the forms and send electronically. Additionally, we will need to obtain a copy of each trainee's Driver's License, Social Security card and DD214 if a Veteran.

Application/Agreement – This is a straightforward document that describes the type and purpose of the training, who will conduct the training, and how the training will benefit the employees and the business.

Note – Additional documentation may be required.

Approval – Both the Application/Agreement and the Trainee Eligibility need to be approved by CareerSource Brevard to ensure that these funds are being used in the intended manor.

Schedule and Start Training – Once approved, the business chooses when the training starts based on the training vendors curriculum schedule.

Billing – Upon completion of the training, the business sends an invoice to CareerSource Brevard's Business Liaison. Additionally, please attach verification that payment has been made to the school or training provider, include copies of the certificates or credentials that have been issued to the trainees and confirmation that the employee retained employment, received a promotion or increase of salary.