

# Training Application Process

## Delaware Economic Development Office (DEDO)

<b>Step 1</b>	Meet with a Workforce Development Representative to provide background information on training needs, any training proposals, and general information about the company in Delaware.
<b>Step 2</b>	Employer submits <u>Training Grant Application</u> , including: <ul style="list-style-type: none"><li>• Notarized Training Grant Application Form</li><li>• Copy of current Delaware business license</li><li>• Completed W-9 Form</li><li>• Training curriculum (proposal) with explanation of courses, number of people to be trained, number of hours of instruction, timetable</li><li>• Training Budget</li></ul> <p><b>NOTE: Allow approximately 45 days from acceptance of completed training grant application to signed contract.</b></p>
<b>Step 3</b>	Workforce Director and Contract Manager review training project.
<b>Step 4</b>	Workforce Representative presents company proposal to the DEDO Workforce Internal Review Committee (WIRC) to determine whether the company and/or the project may be supported at that time.
<b>Step 5</b>	Employer and DEDO sign Letter of Agreement. <ul style="list-style-type: none"><li>• Review and approval funding request by Budget Office (Purchase Order must be cleared before training program can begin.)</li><li>• Release of initial payment to employer</li></ul>
<b>Step 6</b>	Training of employees begins.
<b>Step 7</b>	DEDO staff conducts training observation(s).
<b>Step 8</b>	Employer submits all required closing documentation. DEDO releases final payment of training grant to employer. (Allow at least two weeks to receive final payment.)
<b>Step 9</b>	At six months after completion of training, the Employer submits a report to DEDO with: <ul style="list-style-type: none"><li>• the number of employees who completed the training program and are still employed;</li><li>• the number of these employees demonstrating skills learned from the training; and</li><li>• whether the expected results from the training program were attained.</li></ul>