

**Going PRO Talent Fund  
 Fiscal Year 2020  
 Eligible/Ineligible Training Guidance**

All training must expand and improve an employee’s skills and develop his or her opportunities for growth or promotion. Training must lead to a credential for a skill that is transferable and recognized by industry. Additionally, the training must fill a demonstrated talent need experienced by an eligible participating employer.

Each year the list of eligible and ineligible training is reviewed and amended, based on demand and available resources. **The list is meant to serve as a guideline and is not intended to be all-inclusive.**

**Eligible training** examples include but are not limited to:

<ul style="list-style-type: none"> <li>• ABS Welding</li> <li>• Adult Education (High School Completion / Equivalency)</li> <li>• Advanced Networking</li> <li>• Air Pollution Control Systems</li> <li>• Alphacam</li> <li>• American Sign Language (ASL)*</li> <li>• Assembly Technician</li> <li>• AutoCAD</li> <li>• Blueprint Reading</li> <li>• Certified Nursing Assistant (CNA)</li> <li>• Certified Surgical Cleaning Technician</li> <li>• Computer Numeric Control (CNC) Operator</li> <li>• Computer Numeric Control (CNC) Programmer</li> <li>• Drill Press</li> <li>• Electrical Equipment</li> <li>• Emergency Medical Technician</li> <li>• Engine Diagnostics</li> <li>• English as a Second Language (ESL)*</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Accounting</li> <li>• Foam Fabrication</li> <li>• Food Safety Modernization</li> <li>• Geometric Dimensioning and Tolerancing (GD&amp;T)</li> <li>• Hydraulics</li> <li>• HVACR</li> <li>• Industrial Sewing</li> <li>• Information Technology Training/Certifications</li> <li>• Injection Molding</li> <li>• ISO 9000</li> <li>• Kinetix 6500 Troubleshooting</li> <li>• Lathe</li> <li>• Machine Guarding</li> <li>• Leadership or Management Training*</li> <li>• Machining (Mill, Lathe, Surface Grinder, etc.)</li> <li>• Mechanical Drive Systems</li> <li>• Medical Assistant</li> <li>• Metalcasting</li> </ul>	<ul style="list-style-type: none"> <li>• Molding Technology</li> <li>• Online, as defined*</li> <li>• Painting Tech</li> <li>• Process Improvement, Risk and Quality Management Systems*</li> <li>• Project Management*</li> <li>• Quality Engineering</li> <li>• Quality Software</li> <li>• RS Logix 5000</li> <li>• Radan Nesting and Bending</li> <li>• Robotic Operation PRO</li> <li>• Root-Cause Analysis</li> <li>• Safety Training*</li> <li>• Sales Acceleration</li> <li>• Server Visualization</li> <li>• Statistical Process Control</li> <li>• Sterile Processing Technician</li> <li>• Thermal Imaging</li> <li>• Troubleshooting</li> <li>• Utility Technician</li> <li>• Welding</li> <li>• Wound Care Certification</li> </ul>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

\* = Refer to the Eligible Training definitions for additional detail

**Ineligible training** examples include but are not limited to:

<ul style="list-style-type: none"> <li>• Adult Education (Remedial Education and Soft Skills Training)</li> <li>• Consulting to improve company processes</li> <li>• Continuing Education</li> <li>• Curriculum Development</li> <li>• Certification Maintenance, Re-certification or License Renewal*</li> <li>• Human resources</li> </ul>	<ul style="list-style-type: none"> <li>• In-house*</li> <li>• Introductory Process Improvement*</li> <li>• Language*</li> <li>• Laws, Regulations and Taxes*</li> <li>• Literacy</li> <li>• Microsoft Office*</li> <li>• Online Resource Libraries*</li> </ul>	<ul style="list-style-type: none"> <li>• On-the-Job Training (OJT)*</li> <li>• Safety Training*</li> <li>• Seminars, Conferences, Webinars (stand-alone), Workshops, etc.*</li> <li>• Subscriptions for eLearning</li> <li>• Vendor/Equipment*</li> <li>• Soft Skills*</li> </ul>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

\* = Refer to the Ineligible Training definitions for additional detail

### **Eligible Training Definitions**

1. American Sign Language (ASL) and English as a Second Language (ESL) should be contextual, with an emphasis on practical application to work setting
2. Leadership or Management Training may be acceptable provided the following:
  - a. Employer has developed an operations strategy or plan that includes specifics on the proposed training
    - i Strategy/plan must be described in the Going Pro Talent Fund Application training rationale
  - b. Is not a general overview
  - c. Is not a stand-alone or self-contained seminar/workshop/webinar
    - i A seminar/workshop/webinar may be acceptable if it is a specific component within a comprehensive course/curriculum/training plan
  - d. Course syllabus or curriculum with objectives and competencies must be submitted with the Going Pro Talent Fund application
3. Online training is allowable per the following:
  - a. Training cannot be obtained locally, or
  - b. Training is not within a reasonable travel time, or
  - c. Training is not offered in the classroom, and
  - d. Course is instructor-led, virtual training versus online learning at trainee’s own pace, and
  - e. Training results in a credential; specific to a customized, short term technical skill
4. Process Improvement, Risk and Quality Management Systems Training may be acceptable training provided the following:
  - a. Black or green belt preferred
    - i Must be explained in the Going Pro Talent Fund Application “Rationale for Request” section
  - b. Employer has an overall process improvement strategy or plan
    - i Must be explained in the Going Pro Talent Fund Application “Rationale for Request” section

- c. Competency-based
  - d. Hands-on component to the training
  - e. Is not a general overview
  - f. Examples of acceptable training include, but are not limited to Lean, Six Sigma, Supply Chain and Total Quality Management
  - g. Going PRO Talent Fund cannot cover consulting services
5. Project Management
    - a. In the Going Pro Talent Fund Application “Rationale for Request” section, employer must explain how it will improve an employee’s skills and develop his or her opportunities for growth or promotion
  6. Safety Training may be eligible if it is over and above the cost of doing business
    - a. Example: OSHA Overview, Control of Hazardous Energy Sources (aka Lockout/Tagout or LOTO) or HAZWOPER 8 (or Refresher) is not eligible training. However, OSHA 10 (10 hours of training) or OSHA 30 (30 hours), HAZWOPER 24, etc. may be eligible depending on the rationale.
    - b. Employer must explain how/why the training is over and above the cost of doing business in the Going Pro Talent Fund Application “Rationale for Request” section

### **Ineligible Training Definitions**

1. Certain training activities and/or costs related to certification maintenance, re-certification or license renewal including but not limited to:
  - a. Fees/costs for re-certification/license renewal or testing only
  - b. Required courses to maintain certification/license
  - c. Other requirements to maintain certification/license
2. In-house training for current employees that is not exclusive in nature
3. Introductory Process Improvement such as Basic Lean/Intro to Lean or Lean Overview
4. Language, other than English as a Second Language (ESL) or American Sign Language (ASL)
5. Laws, Regulations and Taxes – for example, training related to compliance regulations, federal/state taxation laws, international laws, US labor laws, etc.
6. Microsoft Office courses (Outlook, Word, Excel, PowerPoint, One Note, Access, Publisher)
7. Online Resource Libraries or any other resource in which an individual can choose from a number of courses over a period of time
8. On-the-Job training (OJT) for current employees unless included as part of training for a new USDOL Registered Apprentice
9. Safety Training that is part of the normal cost of doing business such as bloodborne pathogens, control of hazardous materials, OSHA Overview, Control of Hazardous Energy Sources (aka Lockout/Tagout or LOTO), HAZWOPER 8 or Refresher, emergency action plan, emergency response, hazard communications, hearing conservation, safe electrical workplace, first aid, CPR, etc.
10. Stand-alone seminars, conferences, webinars, workshops, etc. will be considered on a case by case basis in consideration of the course syllabus, material, and outcomes
11. Vendor/equipment training for which the employer has already paid such as if the employer purchases a piece of equipment and included in the cost of the equipment is training for a specified amount of time. Employer may however request reimbursement for training that is over and above the included training.
12. Soft Skills including but not limited to the following:

<ul style="list-style-type: none"> <li>• Active Shooter</li> <li>• Adapting to Change</li> <li>• Anger Management</li> <li>• Assessments</li> <li>• Bankruptcy Laws</li> <li>• Branding</li> <li>• Business Policies and Procedures</li> <li>• Business Writing</li> <li>• Coaching/Mentoring</li> <li>• Conducting Effective Meetings</li> <li>• Constructive Feedback and Criticism</li> <li>• Conflict Resolution</li> <li>• Customer Service</li> <li>• Decision Making</li> <li>• Drug and Alcohol Education</li> <li>• Drug Testing</li> </ul>	<ul style="list-style-type: none"> <li>• Effective Listening</li> <li>• Email skills</li> <li>• Employee Relations</li> <li>• Emotional Intelligence Facilitation</li> <li>• Foreign Culture and Customs</li> <li>• Foreign Languages</li> <li>• Forums</li> <li>• GED Prep Courses</li> <li>• Generational Divide</li> <li>• Habits of Successful People</li> <li>• HR Training (i.e. diversity, ethics, sexual harassment, etc.)</li> <li>• Interpersonal Communication</li> <li>• Interviewing Techniques</li> <li>• Legal Contracts</li> <li>• Listening Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Literature</li> <li>• Motivation</li> <li>• Myers Briggs</li> <li>• Navigating Difficult Conversations</li> <li>• Negotiation Skills</li> <li>• Orientation/On Boarding</li> <li>• Personal Management/Health</li> <li>• Presentation Skills</li> <li>• Public Speaking</li> <li>• Reading</li> <li>• Sales</li> <li>• Teamwork/Team Building</li> <li>• Telephone Skills</li> <li>• Time Management</li> <li>• Workplace Politics</li> <li>• Workplace Violence</li> </ul>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Note 1: Some topics listed in the table above may be approved as acceptable components of a comprehensive leadership/management/supervisory training plan.

Note 2: Soft skills resources are available at no cost at the [eLearning Soft Skills website](https://www.mitalent.org/elearning-soft-skills-program) - <https://www.mitalent.org/elearning-soft-skills-program> .