

MULTIPLE EMPLOYER CONTRACT

Employment Training Panel (ETP)

Program Reference Guide



Contact Information

For all communication with the Economic Development Association (EDA) team, please email:
etp.eda@sjcworknet.org

- Submit employee roster sheets to this email
- Receive monthly updates, reports, and program status communications

Program Requirements

- A minimum of 8 training hours per employee must be completed and documented for reimbursement eligibility
- The maximum training hours per employee is 200 hours.
- After signing the agreement with EDA, training progress will be reviewed quarterly
- Employers will receive status reports outlining progress toward agreed-upon training hours
- Please provide two (2) points of contact for communication regarding documentation, updates, and inquiries

Reimbursement & Payment Process

- Employees become eligible for reimbursement after completing their first 8 hours of training, provided the approved training curriculum is followed
- Training may continue beyond the initial 8 hours until completion
- Once training is complete, the employee enters a 90-day retention period

Retention & Wage Requirements

- At the end of the 90-day retention period:
 - The employee must earn a minimum wage of \$22.75/hour
 - This amount may include up to \$1.50/hour in health care or fringe benefits

Final Reimbursement

- After the 90-day retention period is successfully completed:
 - EDA will finalize the training record and submit reimbursement to the state
 - Processing time is approximately 30–60 days for review, approval, and payment