FORWARD CAREERS
DEVELOPING A THRIVING WORKFORCE

WORKFORCE DEVELOPMENT BOARD

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Train, Up Skill & Retain Your Workforce

Incumbent Worker Training provides both workers and employers with the opportunity to build and maintain a quality workforce. Incumbent Worker Training can be used to help avert potential layoffs of employees, or to increase the skill level of employees so they can be promoted within the company **and** create backfill opportunities for the employers.

To qualify as an incumbent worker, the employee must:*

- be employed by your business,
- be at least 18 years of age,
- work at least 32 hours per week,
- earn an hourly wage above the state minimum wage,
- meet the Fair Labor Standards Act requirement for an employer-employee relationship,
- have an established employment history with the employer for **6 months** or more, and
- agree to cooperate with the data collection requirements.

**other eligibility criteria may apply*

FAQ

- Get reimbursed for up to $10,000 in training costs per program year!
- Training may range from 1 Day to 16 Weeks.
- Past or in progress training are not eligible. Must be **future** training.
- Develop customized training specifically to meet your business needs.
- Training should provide new or upgrade existing skill sets & increase the workers potential for increased wages.
- Changes to submitted IWT proposal must be reviewed & approved before start of training.
- Be in operation in Wisconsin for at least 12 months prior to application.
- Employer & employee must cooperate with data collection requirements.

Forward Careers, Inc. is an Equal Opportunity Employer & Service Provider. If you have a disability and need information in an alternative format, including language assistance or translation, and/or need assistance with this information, please contact us at (262) 695-7800 or call through Wisconsin Relay Service 711. Funding provided by the Department of Labor Employment & Training Workforce Innovation & Opportunity Act.

CONTACTS

TERRITORY 1
Karen, Business Services Representative
262.335.5311
wdc_kcameron@morainepark.edu

Areas: Addison/Allenton, Colgate, Hartford, Hubertus, Jackson, Kewaskum, Richfield, Slinger, West Bend, Hartland, Lannon, Merton, North Lake, Sussex

TERRITORY 2
Amanda, Business Services Representative
262.238.2882
akelsey@wctc.edu

Areas: Belgium, Cedarburg, Fredonia, Grafton, Mequon, Newburg, Port Washington, Saukville, Germantown, Menomonee Falls

TERRITORY 3
Giovanni, Business Services Representative
262.695.7899
gcataldo@wctc.edu

Areas: Big Bend, Delafield, Dousman, Eagle, Genesee Depot, Mukwonago, Muskego, Nashotah, New Berlin, North Prairie, Oconomowoc, Okauchee, Pewaukee, Wales

TERRITORY 4
Debbie, Business Services Representative
262.695.7886
dbartmann@wctc.edu

Areas: Butler, Brookfield, Elm Grove, Waukesha

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