

SECTION I. BUSINESS INFORMATION

Company Name: _____

Mailing Address: _____

City: _____ **County:** _____ **State:** _____ **Zip:** _____

Main Contact Name: _____ **Title:** _____

Phone: _____ **Fax:** _____ **Email:** _____

NAICS Code (6 digits): _____ **What year was the business established?** _____

Has the business experienced a layoff in the last 120 days? ☐ Yes ☐ No

Does the business have a union bargaining agreement? ☐ Yes ☐ No

Is the business currently receiving funding from Wisconsin Fast Forward, WAT, or another Workforce Program? ☐ Yes ☐ No

Has the business participated in incumbent worker training utilizing WIOA funds in the past?
☐ Yes ☐ No

Company Size in Wisconsin: _____ **Company Size in Waukesha, Ozaukee, and/or Washington Counties:** _____

SECTION II. TRAINING INFORMATION

Application Cycle Applying for: ☐ Fall Cycle ☐ Spring Cycle

Training Program Title: _____

Training Date(s): From : _____ To: _____

Training Location: ☐ On Site ☐ Remote Site ☐ At a training institute: _____
(institution name)

Training Cost: _____ **No. of employees to be trained:** _____

Is this training needed to avert layoff and/or to keep the employee(s) retained in employment?
☐ Yes ☐ No

All employees who will be sent to this training have been employed for 6 months or longer?
☐ Yes ☐ No

SECTION III. EMPLOYEE INFORMATION:

#	Job Title	Will receive industry recognized certificate or credential as a result of the training?	Will receive a wage increase as a result of the training?	Will receive a promotion that results in an open position as a result of the training?
1.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
2.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
3.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
4.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
5.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
6.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
7.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
8.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
9.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
10.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
11.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
12.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
13.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
14.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
15.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No

SECTION III. EMPLOYEE INFORMATION:

#	Job Title	Will receive industry recognized certificate or credential as a result of the training?	Will receive a wage increase as a result of the training?	Will receive a promotion that results in an open position as a result of the training?
16.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
17.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
18.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
19.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
20.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
21.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
22.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
23.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
24.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
25.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
26.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
27.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
28.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
29.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
30.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No

SECTION III. EMPLOYEE INFORMATION:

#	Job Title	Will receive industry recognized certificate or credential as a result of the training?	Will receive a wage increase as a result of the training?	Will receive a promotion that results in an open position as a result of the training?
31.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
32.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
33.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
34.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
35.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
36.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
37.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
38.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
39.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
40.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
41.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
42.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
43.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
44.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No
45.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, amount: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes, date of promotion: _____ <input type="checkbox"/> No

Please provide a description of the training: (detail of the curriculum and what the employee(s) will learn)

Why is this training needed for your business?

How will this training component directly contribute to improving company processes, improve efficiency, or quality in a way that makes the company more competitive?

How will this training increase the employees' skill level or prevent the employee from being laid off and/ or avert layoff?

Please list any special tools, equipment, uniforms or protective gear required for the position.

SECTION III: BUSINESS AGREEMENT & SIGNATURE

If awarded, in order to receive reimbursement for training, within 30 days upon the completion of training the business must submit:

- 1. Paid invoice(s) for training expenditures,*
- 2. Proof of wage increase, and/or proof of promotion resulting in an open position on company letter head – if applicable,*
- 3. Copy of employee(s) credential(s) showing successful completion – if applicable,*
- 4. If training is not credential, employee(s) name(s) who successfully completed training on training provider's letterhead,*
- 5. Complete post training follow-up questionnaire upon request from WOW WDI staff; and*
- 6. Provide follow-up for one calendar year on training activities.*

*The Business is responsible to notify Forward Careers of any changes to training proposal outline **before** the training start date. Failure to notify Forward Careers will result in a terminated contract. After two (2) terminated contracts your business will not be eligible for training for one (1) calendar year.*

By submitting this application, the business representative agrees that information is true and agrees to provide post-training documents.

Name of Representative: _____ **Date:** _____

REQUIRED ATTACHMENTS:

- ☐ Quote that includes:
 - ☐ Training and learning objectives
 - ☐ Dates of training
 - ☐ Attainment of industry recognized certificate and/or credential
 - ☐ Itemized cost
- ☐ Job descriptions of positions to be trained

REQUIRED IF:

- ☐ If training is occurring in-house, a letter on company letterhead that details training and learning objectives, dates of training, attainment of industry recognized certificate and/or credential, and itemized costs may be submitted.

Refer to "in-house training template" document.

- ☐ If the training will result in a wage increase, please indicate in the application the amount of the increase.
- ☐ If the training will result in a promotion, please indicate in the application the date of the promotion.