



EMPLOYEE APPLICATION FOR ETP-FUNDED TRAINING

CLASSES ARE LIMITED AND OFFERED FIRST COME, FIRST SERVED.

Training classes fill quickly. Please mark a **#1** next to your preferred class.

You can also mark **#2** to your second choice.

CONTINUOUS IMPROVEMENT SKILLS

APICS Basics of Supply Chain Management 10 Tuesdays starting July 13 4:30pm-8:30pm

FALL CLASSES TO BE ANNOUNCED SOON

To receive the PROFESSIONAL DEVELOPMENT CENTER'S free state-funded training in the above classes, please provide the following information:

First Name _____ Last Name _____
Home Phone _____ Cell Phone _____
E-Mail Address _____ SSN# _____
Name of Company _____
Company Street Address _____
City/Zip Code _____
Name of Human Resources Manager _____ HR Manager's Telephone _____
Your Title/Position _____
Your Hourly Wage _____ Hire Date _____
Your Work Phone Number _____ Ext _____



THE PDC WILL CONTACT YOU WITHIN TEN DAYS TO VERIFY YOUR QUALIFICATION

2340 HONOLULU AVE., MONTROSE CA 91020 + (818) 957-0024

FAX (818) 541-0832 + WWW.PDCGCC.COM

IT'S EASY TO QUALIFY FOR THE PROFESSIONAL DEVELOPMENT CENTER'S FREE STATE-FUNDED TRAINING

Training can be conducted at your workplace or at a PDC training center.

EMPLOYER REQUIREMENTS

You qualify to receive free ETP-funded training for your employees if you are a California company with less than a 21% turnover rate and you can fulfill at least one (1) of the following four requirements:

- The company's primary business is manufacturing, pre-packaged software, or motion picture/video production.
- Or, 25% or more of the company's business is sold outside of the State of California using California employees.
- Or, you are a California company losing business to competitors located outside California.
- Or, none of the above apply, but the employees you designate for training earn at least \$23.64 per hour. (The value of company-paid medical benefits can be combined with the actual salary to meet the \$23.64 minimum.)

EMPLOYEE REQUIREMENTS

As an employee, you can receive free individual ETP-funded training at a PDC training center providing you meet all five (5) of the following requirements:

1. You are a full-time (minimum of 35 hours per week), permanent employee earning a minimum of \$14.18 per hour. (The value of your company-paid medical benefits can be added to your salary to meet the \$14.18 minimum.)
2. You are committed to completing training and remain employed for 90 days after training.
3. You were not enrolled in another ETP training program through another contractor during the past 90 days.
4. You are not a top-level executive who sets company policy.
5. You are not currently enrolled in a work share program.



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Training Assessment/Commitment Form

Participant's Name _____ Job Title _____
Company Name _____ Work Phone _____
Training Program _____ Start Date _____

What benefits do you anticipate from this training? (i.e. "increased skills will enable me to perform my job more effectively," "learning these skills will increase my productivity and job security," "I hope to be able to learn and train my co-workers with these new skills")

- We verify that the participant is a permanent full-time employee, does NOT hold an "Independent Contractor," "Leased", "Temporary," "Work Share," "Corporate Officer", "Owner" or senior policy maker employment status and must remain employed with his/her present employer throughout the training and for 90 days immediately following training in order to be eligible for ETP funding.
- We verify that the employee has not taken a class under any other ETP contractor in the past three months.
- We verify that the employee earns a minimum of \$14.18/hr. (or \$23.64/hr. for the SET program) and works at least 35 hours per week. We understand that medical, dental, and vision benefits may be considered in order to meet the minimum wage requirement.
- We understand that the employee cannot exceed more than 200 hours of training without waiting 90 days before enrolling in another ETP-funded program.
- We understand the employer must pay the \$150.00 materials fee.
- We understand that the employee is not eligible for training until the company paperwork (Certification Statement and Employer Agreement) is submitted and approved by the state.

We verify the accuracy of all provided information. We also verify that we have read and agree to all training specifications listed above.

PRINT Employee's Immediate Supervisor

Title

Supervisor's Phone

Signature of Employee's Immediate Supervisor

Signature of Applying/Participating Employee

To verify the required wage
**PLEASE ATTACH
PAY STUB**

For marketing purposes, please tell us how you heard about the PDC and our State funded training:

- Flyer**
 Online
 By an announcement at a meeting
 Word of mouth
 Other: _____