Instructions for Filling Out and Submitting ETF Forms

This job aid is designed to provide step-by-step instructions for using ETF forms to register for an ETF-approved course with TH!NK and these instructions can also be applied to any ETF-approved course in general.

Step 1: Verify Eligibility to Use ETF (Employment & Training) Fund) Before you continue to any further portion of this worksheet, confirm that your participant(s) is ETF-eligible. There are three criteria for eligibility:

1. Participants must be employed by a non-government entity
2. Requested training must be ETF-approved, upgrading the skills of the participant's current position, and be provided by an ETF-approved training provider (which TH!NK is!)
3. ETF cannot be used to fund training that supplants or duplicates existing training activities (e.g., in-house training) or training that is required by federal, state, or county statutes.

Now, download your ETF forms **here** once you've confirmed that your participant(s) meet all the above criteria. The downloadable file contains two separate forms, and you will receive instructions for both in this job aid.

Step 2: Prepare Required Information

Once you have downloaded your ETF forms, please gather the required information for the ETF forms. This information includes:

- Your company's federal ID number
- The number of employees in your organization
- Your company's Department of Labor number (provided by the Unemployment Insurance Division for payroll purposes)
- Employee details: name, job title, highest grade completed, contact information and citizenship status

Step 3: Complete the Employer Referral Agreement (p.1)

A. Employer information: Fill in requested information about the employer/company

B. Employer certification: Read the certification statement carefully to ensure you are eligible for ETF funds (Requested training is necessary/not already provided by the company)

EMPLOYMENT & TRAINING FUND (ETF)--EMPLOYER REFERRAL AGREEMENT
Department of Labor and Industrial Relations (DLIR), Workforce Development Division (WDD)

A

Employer or Authorized Representative: ____________ Title ____________
Address ____________ City ____________ Zip ____________
Federal ID# ____________ Phone: ____________ Fax: ____________ E-Mail ____________
Company (dba) ____________ Parent Company ____________
Type of Business ____________ # Employees ____________ ☐ For Profit ☐ Non-Profit
Employer or Payroll Service Provider's DOL# ____________ Name of Payroll Service (if applicable) ____________

B

EMPLOYER: I certify that 1) the requested training is necessary to improve or upgrade the workforce skills of the employee listed below; 2) our company does not already provide for the requested training; 3) the employee listed below is not a government subsidized employee of this company; and 4) the information provided herein is true and if proven to be false, may result in the DLIR revoking our company's privileges to access ETF funds.

C. Employee (Participant) Information: Fill in information about the participant/employee (name, title, email, highest grade completed, etc.)

EMPLOYEE INFORMATION will be used by DLIR to track training data. The training vendor listed below will receive name, and work/alternate phone number(s) for registration, cancellation, and/or reminder purposes.

Last name ____________ First name ____________ Initial ____ Sex: Male☐ Female☐
Job Title ____________ Owner☐ Supervisor/Manager☐ Employee☐
Highest Grade Completed ______ Work Phone ____________ Alt. Phone ____________ E-mail ____________
U.S. Citizen: Yes☐ No☐ If no, attach copy of official documents showing legal right to work in the United States.

D. Print and sign: After completing steps B and C, print and sign the form**. ETF will not accept e-signatures; the form must be printed and signed physically (with a wet signature) before the ETF office will accept it.**

Step 4: Complete the Course Registration Agreement (p.2)

A. Fill in Employee information (name, contact information, company name, company contact information, training vendor, location)

B. Fill in tuition fields (Note: These fields are filled in on a course-by-course basis. Follow these instructions for each course.)
   a. Fill in the Course Title and Class Dates field
   b. Fill in the Breakdown of Tuition Cost Fields
   c. Total tuition: Complete cost of the program, equivalent to the combined value of all other fields
   d. DLIR/ETF costs: **Either 50% of Total Tuition or $1000, whichever comes first.** (e.g. If Total Tuition < $2000, ETF costs = 50% of total tuition. If Total Tuition ≥ $2000, ETF costs = $1000)
   e. Employer's costs: **Either 50% of Total Tuition or $1000, whichever comes first.** (e.g. If Total Tuition < $2000, Employer costs = 50% of total tuition. If Total Tuition ≥ $2000, Employer costs = $1000)
   f. Excess balance exceeding tuition cap: Whatever cost, if any, that exceeds $2000 in Total Tuition. This is the responsibility of the Employer. (ex: If Total Tuition = $2500, ETF costs = $1000, Employer's costs = $1000, Excess Balance = $500)

	a		c	d	e	f
Course No. & Section	**Course Title**	**Class Dates**	**Total Tuition *** (See Section IV below)	**ENTER** DLIR/ETF costs (50% of ETF assistance)	**ENTER** Employer's costs (50% of ETF assistance)	**ENTER** Excess balance exceeding tuition cap
	Handshake Training	1/1	$ 600.00	$ 300.00	$ 300.00	$
	Handshake Master Certification	1/2-1/7	$ 2,500.00	$ 1,000.00	$ 1,000.00	$ 500.00
		TOTAL	$ 3,100.00	$ 1,300.00	$ 1,300.00	$ 500.00

C. Section IV
   a. Fill in the cost field in Section IV. This is **only the cost paid by the employer.** This is equivalent to the *Employer's costs* + *Excess balance* fields in the Tuition fields.
   b. Fill out employer information (Name, title, date, company name)
   c. Print out the form and **physically sign the form.**

Step 5: Submit Completed Forms

Once your forms are prepared, reviewed, and printed, they are ready to be turned in. Before you continue, ensure all signatures have been made appropriately.

ETF Office locations and contact information can be found on page 4.

A. Mail, fax or scan and email your completed forms to your local ETF office **at least 10 working days before the start of the class**. Please turn in your forms before the 10th day out.

B. If you submit your forms via email or fax, please contact your ETF office to confirm receipt. **If you are working with TH!NK, please email info@think-training.com on any submissions sent to ETF.**

C. The ETF Office will determine eligibility and will fax the Course Registration Agreement to the Employer and Training Provider indicating its approval.

Don't hesitate to reach out to us if you need assistance.

You can reach us at:

- Phone: (808)224-6694
- Email: hello@think-training.com
- Contact: Sarah Kalicki-Nakamura