

# Vermont Training Program

The Vermont Training Program (VTP) has been able to offer performance-based workforce training grants for over 30 years. The VTP provides up to 50% of the training cost for: pre-employment, new hire, and/or incumbent employee training. Grants are paid out on a reimbursement basis upon completion of employee training.

## Eligibility

- The employee training is for full time permanent positions in Vermont:
  - Pre-employment (with guaranteed hire post training)
  - New Employees
  - Incumbent Employees
- The VTP is open to all sectors of the Vermont economy, priority is placed on the Vermont 2020 CEDS target sectors
- Employers and training providers must show that the use of VTP funds supplement training efforts, not replace or supplant training efforts
- Training shall be directly related to the employment responsibilities of the employee
- VTP funds shall not duplicate other state and/or federal funds for employee training
- Employee compensation (hourly wage), at the completion of training, must equal or exceed the livable wage as defined by the Vermont Legislative Joint Fiscal Office (JFO). This is currently set at \$13.00 per hour
- Employees must be offered a minimum of three of the following employee benefits: health insurance (w/ 50% or more of the premium paid by the employer), dental assistance, paid vacation, paid holidays, child care, retirement benefits, other paid time off including paid sick days, other extraordinary employee benefits.

Applications are accepted by the Department of Economic Development and reviewed on a "rolling" basis. The VTP Review Team, made up of members of the Vermont workforce development community, will review application and make recommendations to the DED Commissioner. Grant agreements must be signed before training begins.

The VTP may fund up to 50% of wages for each employee in training (on-site training) or up to 50% of the trainer expenses (classroom/ vendor fee). Costs associated with travel, materials, equipment, consulting/coaching, and/or course development will not be considered.

VTP is placing first priority on the Vermont 2020 CEDS target sectors of: Advanced Manufacturing, Software Development & IT, Biotechnology, Clean Energy, Efficiency & Electricity Innovation, Financial Services, Health Care, Food Systems, Green Business & Building and Forest Products.

Additional priority will be placed on applications that show:

New Hires

Retained Employees

Wage Increases for Employees Upon Completion of Training

Significant Investment in the Long Term Success of the Company in Vermont

Feel free to be in touch with the VTP Staff to schedule a visit and have a more in-depth discussion regarding employee training needs and a potential application.

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