What is WEDnetPA?

WEDnetPA (Workforce and Economic Development Network of Pennsylvania) is a statewide educational alliance that delivers Pennsylvania’s incumbent workforce training program, funded through the Department of Community and Economic Development.

The WEDnetPA partnership includes State System universities, community colleges, Pennsylvania College of Technology, University of Pittsburgh at Bradford, and North Central Pennsylvania Regional Planning & Development Commission.
WEDnetPA FAST FACTS

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One million Pennsylvania employees at more than 17,000 Pennsylvania businesses have been trained through the WEDnetPA program in the past 14 years.

WEDnetPA training is efficient, effective and far-reaching:
- 50% of all funds go to training
- Every $1 invested in training through the program results in an additional $4 company investment
- 5,500+ private sector educational and organizational partners have provided training through the program

Companies report great benefits from the program:
- More than 95% of respondents report a positive or major impact on business
- 70% see an increase in business following training and 20% see more than a 10% increase
- 70% have trouble finding skilled employees. Of those, 95% say training helps address the issue

According to research by the Commonwealth’s Center for Workforce Information and Analysis:
- Employees who receive WEDnetPA training realize an average wage increase of 10% within the first year after training
- The retention ratio for employees who receive WEDnetPA training is over 85%
- 80% of employees who receive training report positive outcomes including:
  - Improved communication and teamwork
  - Increased morale
  - Safer workplace with less accidents
  - Job promotions and pay raises

WEDnetPA training is employer driven. Employers can choose to receive training from:
- One of the WEDnetPA partners
- A third-party provider
- The company’s own in-house staff

WEDnetPA is focused on small business:
- 56% of the training funds go to companies with less than 100 employees
- 60% of the training funds go to companies who employ no more than 250 workers

90% of the training is delivered to businesses in Pennsylvania’s targeted industry clusters:
- Advanced Manufacturing
- Agriculture and Food Production
- Bio-medical, Building and Construction, Business and Financial Services, Energy, Health Care
- Information and Communications Services, Logistics and Transportation, and Consumer, Wood and Paper

WEDnetPA.COM
27 Partners

Pennsylvania employers can access training online and through any of these participating WEDnetPA partners:

1. Bloomsburg University of Pennsylvania
   Bloomsburg, PA  •  717-867-2584
   knauer@wednetpa.com

2. Berks County Community College
   Reading, PA  •  610-371-7587
   berkeos@wednetpa.com

3. Butler County Community College
   Butler, PA  •  724-587-8711  ext. 2570
   butcoos@wednetpa.com

4. Cheyney University of Pennsylvania
   Cheyney, PA  •  610-399-0166
   cheyney@wednetpa.com

5. Clarion University of Pennsylvania
   Clarion, PA  •  814-735-1073
   clarion@wednetpa.com

6. Community College of Allegheny County
   Oakdale, PA  •  412-848-5266
   allegheny@wednetpa.com

7. Community College of Beaver County
   Beaver Falls, PA  •  724-427-3180
   beaver@wednetpa.com

8. Community College of Philadelphia
   Philadelphia, PA  •  215-925-3616
   philadelphia@wednetpa.com

9. Delaware County Community College
   Media, PA  •  610-338-6710
   delco@wednetpa.com

10. East Stroudsburg University of Pennsylvania
    East Stroudsburg, PA  •  570-422-7922
    esews@wednetpa.com

11. Edinboro University of Pennsylvania
    Edinboro, PA  •  814-733-7584
    edinboro@wednetpa.com

12. Ehsani University of Pennsylvania
    Erie, PA  •  814-733-7584
    ehsani@wednetpa.com

13. Harrisburg Area Community College
    Harrisburg, PA  •  717-531-7209
    hacc@wednetpa.com

14. Indiana University of Pennsylvania
    Indiana, PA  •  724-330-5891
    iup@wednetpa.com

15. Kutztown University of Pennsylvania
    Kutztown, PA  •  610-372-7732
    kutztown@wednetpa.com

16. Lehigh Carbon Community College
    Allentown, PA  •  610-426-1961
    lehighcarbon@wednetpa.com

17. Lincoln University
    Jeffersonville, PA  •  610-896-3011
    lincoln@wednetpa.com

18. Luzerne County Community College
    Wilkes-Barre, PA  •  570-874-3222  ext. 7033
    lu@wednetpa.com

19. Montgomery County Community College
    Blue Bell, PA  •  215-641-8021
    montgomery@wednetpa.com

20. North Central Pennsylvania Regional Planning & Development Commission
    Ridgway, PA  •  814-773-3862
    ncpproc@wednetpa.com

21. Pennsylvania College of Technology
    Williamsport, PA  •  570-327-4775  ext. 3191
    pcheo@wednetpa.com

22. Pennsylvania College of Technology
    Mont Alto, PA  •  717-783-3381
    montalto@wednetpa.com

23. Pennsylvania College of Technology
    Centre, PA  •  717-533-2471
    centre@wednetpa.com

24. Pennsylvania College of Technology
    Danville, PA  •  717-533-2471
    danville@wednetpa.com

25. Pennsylvania College of Technology
    Behrend College, PA  •  814-393-2879
    behrend@wednetpa.com

26. Pennsylvania College of Technology
    Mont Alto, PA  •  717-533-2471
    montalto@wednetpa.com

27. Pennsylvania College of Technology
    Danville, PA  •  717-533-2471
    danville@wednetpa.com
PENNSYLVANIA EMPLOYERS CAN ACCESS TRAINING ONLINE AND THROUGH ANY OF THESE PARTICIPATING WEDnetPA PARTNERS:
New Opportunities in 2014-15

Basic Skills (BS) training now becomes **Essential Skills** (ES) training — directing our investment to training that is specifically and directly skill-building.

Information Technology (IT) training will become **Advanced Technology** (AT) training — to more effectively respond to manufacturers’ training needs in areas like advanced machine operations and maintenance, mechatronics, robotics, and advanced materials.
Essential Skills (ES)

- Company cap of $75,000 per FY
- Per person cap of $450 per FY
- ES funding is limited to manufacturers and technology businesses, including biotech and environmental-technology companies
- Primary care hospitals are eligible
  - Nursing homes, long-term care, home healthcare, mental health facilities, hospices, clinics, doctor's offices and pharmacies are NOT eligible
- Bank corporate headquarters are eligible
  - Branch locations are NOT eligible
A technology business is defined as one that produces or provides a technology product or service. Simply using technology in the process is not sufficient.
Types of Eligible ES Training (not all inclusive)

- Applied Math & Measurement
- Business Operations
- Communication & Teamwork
- Computers
- Manufacturing Fundamentals
  - Blueprint Reading
  - Machine Setup & Maintenance
  - Tooling & Grinding
  - Welding & Soldering
- Problem Solving
- Product & Process Control
- Quality Assurance
- Sales Training
- Workplace Behavior Skills
- Workplace Health & Safety
The eligibility of WHS training will be determined as to whether it is a direct impact to improving the employee's essential job skills. In most cases, WHS training is not eligible on a company-wide basis.

Examples of WHS training:
- Fire safety (first responders)
- Driver safety (drivers)
- Sexual Harassment (HR & supervisors)
- Diversity (HR & supervisors)
- Ergonomics (only as required by job duties)
Advanced Technology

- Company cap of $50,000 per FY
- Per person cap of $850 per FY
- Eligible training activities are those that directly improve the advanced technology job skills
- Software product training must be considered advanced technology
  - Consumer software products are not AT eligible
  - Company-wide software or end-user training is not AT eligible
Types of Eligible AT Training (not all inclusive)

- Information Security
- Management Information Systems
- Medical Applications
- Network Administration
- Scientific Applications
- Software Engineering
- Systems Analysis
- Technology Support
- Website Design & Development
- Advanced Software Implementation
- Computer Programming
- Database Development
- E-Commerce
- Advanced Manufacturing Technology
  - Operations
  - Maintenance
  - Manufacturing Technology (CAD, CAM, CNC, PLC)
Advanced Manufacturing Technology is defined as follows: Using technology/automation, the integration of networked computers & manufacturing operations (e.g. machine tools, control processes) to boost capacity, productivity & quality. Can also include:

- advanced control systems design, operation & maintenance
- automating business functions (order processing, inventory management, etc.)
- automated machinery design, operation & maintenance
- electrical & mechanical design, operation & maintenance
- manufacturing instrumentation design, operation & maintenance
- ERP/MRP systems (factory management software)
- rapid manufacturing
- robotic systems design, operation & maintenance
- solid modeling
Qualifications
Employer

- Must be located in Pennsylvania
- Participation is limited to 2 consecutive years or 3 out of the past 5 years
- Company is defined by its FEIN; all locations under the same FEIN are considered as one and subject to company funding caps
- Point-of-sale retail businesses, gaming establishments, training vendors, employment agencies, government agencies, government-owned facilities, Education & non-profit entities are NOT eligible
- Companies with an annual employee turnover rate of 25% or greater are not eligible
- Training must start by February 1, 2015 or within 30 days of the contract - whichever is later - or the funds may be forfeited
Employee

- Must be residents of and employed in PA
- Must earn at least 150% of the current federal minimum wage at the start of the training, excluding benefits. (as of May 2014, $10.88/hour)
- Must be permanent full-time employees and eligible for full-time benefits
- An employee can receive dual reimbursement as long the employee and training events are eligible under the program guidelines

Essential Skills
- Front-line employee or 1st level supervisor
- Employees with decision making responsibilities are not eligible
- Small companies (<100) are exempt

Advanced Technology
- Employees are eligible for AT training regardless of job title or company size, as long as there is a clear connection between the training and the employee's current job title
Training Eligibility

- Eligible training must be skill-building that is central to the employee's current job responsibilities.
- Training must start after 7/1/14 and end before 6/30/15.
- 3rd Party Training Vendor invoice must be dated after 7/1/14 and end before 6/30/15.
- Training costs must be "reasonable" as defined by market rates and/or other criteria.
- Each training session must be a minimum of 30 minutes in length.
Application Process

WEDnetPA has designed a "one-stop shopping" experience for the application and invoicing process called "ISAAC" - Information Sharing, Administration & Analysis Center.

First-time applicants: go to http://wednetpa.com/apply/inquiry.asp

Returning applicants: log onto https://isaac.wednetpa.com with username and password

Company description on ISAAC dashboard: Must provide an overview of the company and adequately describe the product/services offered

NAICS Code: The company’s 6 digit NAICS code helps to determine eligibility. If the NAICS is unknown, it can be found online at www.naics.com
Essential Skills
Essential Skills (ES) training must be skill-building...directly impacting the specific skills required for the employee's current job.

Advanced Technology
Advanced Technology (AT) training must directly improve the advanced technology job skills required for the employee's current position. Software product training must conclusively be considered advanced technology. Consumer software products (like word processing, spreadsheet, database, photo/video editing, presentation, publishing, project management, etc.) are not AT eligible. Company-wide software or end user training is not eligible for AT.

WEDnetPA Partner: Pennsylvania College of Technology
### Casey’s Cookies

- **Address**: 1224 Lowe Avenue
- **Phone**: 17791-3782
- **Fax**: (570) 327-6897

**Description**: Manufacturer of cookies and commercial baked goods

**POC Name**: Casey Baldwin
**Client Contact**: Casey Baldwin
**Client Exec.**: Conor McLean
**FEIN**: 78-4035409
**NAICS**: 311621
**Size of Company**: 1 - 100 Employees
**Employees**: 1%
**County**: Lycoming
**Team PA Region**: Central
**WBL Region**: Central PA
**Senate District**: 23
**House District**: 83

**Eligibility**: Eligible in 2014-2015 — Company may apply for funding this year based on participation history.

Other eligibility criteria to ensure that the company is eligible: [View Funding History]

### WED-ES 68362

**Partner**: Pennsylvania College of Technology
**Partner Contact**: Heather Baldwin
**Client Contact**: Casey Baldwin
**Client Exec.**: Conor McLean

- **STEP 1**: Submit Memorandum of Agreement
- **STEP 2**: Submit Training Plan
- **STEP 3**: Complete Steps 1 & 2

### WED-AT 68363

**Partner**: Pennsylvania College of Technology
**Partner Contact**: Heather Baldwin
**Client Contact**: Casey Baldwin
**Client Exec.**: Conor McLean

- **STEP 1**: Submit Memorandum of Agreement
- **STEP 2**: Submit Training Plan
- **STEP 3**: Complete Steps 1 & 2

**NEW INQUIRY**
Three Step Application Process

1. Electronically execute or upload a Memorandum of Agreement (MOA)
2. Training Plan
3. Submit Application
Applicant Memorandum of Agreement
Fiscal Year 2014-2015

Applicant Memorandum of Agreement
for the Essential Skills Training Grant

This workforce training program is funded by the Pennsylvania Department of Community and Economic Development and is administered through the Workforce and Economic Development Network of Pennsylvania (WEDnetPA).

By signing this agreement, the applicant agrees to and certifies the following terms and conditions:

1. The person executing this agreement or any other documents on behalf of the Company must be an employee of the Company and have signing authority.

2. The Company is defined by its FEIN. Company caps and funding limits will be determined by the company's FEIN and by individual locations or operating divisions. If the Company has more than one location or division using the same FEIN, the company may consolidate funding requests among the various entities. Applicants also must have their own independent capital and control account and cap at the national cap of $75,000 or $450 per eligible employee.

3. All training conducted through the program must be offered to eligible employees of Pennsylvania and employed in Pennsylvania at the company location receiving the grant.

4. Training must be full-time permanent employees eligible to receive full-time benefits, paid at least 100% of the current federal minimum wage at the start of training and meet all other eligibility requirements.

5. Training must be directly related to the specific skills the trainee needs to do his or her current job.

6. The Company is responsible for confirming employee and training eligibility and will be responsible for the cost of any training that is determined to be ineligible.

7. The Company understands that it may select the training provider of its choice.

8. Training must be started, completed, and invoiced by the training provider between July 1, 2014 and June 30, 2015.

9. At least one or more training events must start or be submitted by February 1, 2015, or within 30 days of the contract approval date (whichever comes first).

10. The Company must submit invoices documentation to the Partner within 45 calendar days of the completion of training. Invoices must be submitted automatically on the Partner’s designated year-end invoicing schedule, whichever comes first.

11. At the time of invoicing, the Company agrees to provide employee social security numbers and job titles.

12. The Company agrees to all other terms and conditions as defined in WEDnetPA’s Company Guidelines document (located at http://membercopedia.WEDnetPA.Guidelines.pdf). Terms and conditions are subject to change without notice.

13. Great awardees are dependent upon the availability of funding from the Commonwealth of Pennsylvania. The Commonwealth reserves the right to terminate the agreement without notice.

14. The company agrees to provide, upon request, any information related to its contracts under this program (including but not limited to employee's hiring information). Information must be provided to a period of ten years (current fiscal year plus five fiscal years) when requested by the WEDnetPA partner. The WEDnetPA is responsible for confidentiality of the employee's information.

15. Any providing false information to obtain funding may result in the revocation of the Company's eligibility for the program.

End of document

By clicking "Accept" below, you confirm that you are authorized to accept this agreement and that you have read and understood the terms and conditions outlined above. Clicking the "Accept" button is a legal signature acknowledging your acceptance of this agreement.

• Company agrees to provide valid social security numbers and job titles for all participating employees.

If you are NOT authorized to accept this agreement, please click below to print out a hard copy of this document, have an authorized person sign it, and upload it below.

By clicking "Accept" below, you confirm that you are authorized to accept this agreement and that you have read and understood the terms and conditions outlined above. Clicking the "Accept" button is a legal signature acknowledging your acceptance of this agreement.

• Company agrees to provide valid social security numbers and job titles for all participating employees.

Please scan the SIGNATURE PAGE ONLY of your signed WSA and upload it here.

Select File

You may close this window and return to it later...
Training Plan

- List each training event separately on training plan
- Multiple invoices can be submitted under one training event as long as the training event name, description and provider are the same
- Course description must be at least 2-3 sentences long and adequately describe the topics/subjects covered in the training
- Course description does NOT need to describe why the training is needed, who will be trained or repeat the course title
Course description does NOT need to describe why the training is needed, who will be trained or repeat the course title.
<table>
<thead>
<tr>
<th>Training Event</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Cost per Person</th>
<th>Total Emps.</th>
<th>Total Cost</th>
<th>GFT Eligible Emps.</th>
<th>Max Reim. Amt.</th>
<th>Training Provider</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improving Workplace Relationships</td>
<td>Effective workplace relationships are essential for high performance. Explore key factors for building successful workplace relationships and develop a greater understanding of personal behavioral style to foster stronger workplace relationships with others. Utilizing theory and experiential learning, participants will develop the skills necessary for improving workplace relationships. This fast-paced, highly interactive workshop is appropriate for all organizational levels.</td>
<td>11/11/2013</td>
<td>11/14/2013</td>
<td>$175.00</td>
<td>10</td>
<td>$1,750.00</td>
<td>9</td>
<td>$1,575.00</td>
<td>Partner</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTALS: $175.00 10 $1,750.00 9 $1,575.00
Realigning Our Commitment to Job Training