

## How to Get Reimbursed: Wages During PA WAP Training

### Overview

Pennsylvania College of Technology will reimburse Weatherization Assistance Program employers for wages paid to employees while **attending required hands-on training and certification exams conducted at Pennsylvania College of Technology lab sites, elective and continuing education, and approved PA WAP-sponsored in-person meetings.**

### What is reimbursable?

**PA WAP Agencies** can receive reimbursement for direct hire employee wages paid during the completion of and travel to/from PA WAP required training, optional continuing education training and conferences, and/or approved PA WAP-sponsored in-person meetings. Travel time reimbursement is limited to a maximum of 10 hours for travel to and from the completion of training at a Penn College lab or event location.

**PA WAP Subcontractors** can receive reimbursement for employee wages paid during the completion of and travel to/from PA WAP required training. Travel time reimbursement is limited to a maximum of 10 hours for travel to and from the completion of hands-on training at a Penn College lab.

These funds can only be used for wages paid during the completion of eligible training-related events that occur **between July 1 and June 30**, when no other funds are available to cover the expense. Agency procurement policies must clearly state that subcontractor employee training expenses and wage reimbursement are paid for with PA WAP funding and should not be included in job bids.

### Wage Reimbursement Process

1. Employers can request wage reimbursement once training is completed by submitting a **Wage Reimbursement Form** at <https://www.pct.edu/business-industry/workforce-development/building-performance/residential-buildings-training/pa-weatherization>
2. [Among other things, employers should be prepared to enter the employee's hourly pay rate including fringe, the course\(s\) that were completed, training dates, and travel time \(if applicable\).](#)
3. Employers must submit a W-9 form by email to [wdbuildingperformance@pct.edu](mailto:wdbuildingperformance@pct.edu).
4. **Employer wage reimbursement** will be approved upon verification of training completion. Payments are processed every 30 days.

## Year-end Deadline

All end-of-year wage reimbursement requests must be submitted by **June 30**. **Reimbursement requests received after this date cannot be processed.**

For additional support, please visit the [Workforce Development support page](#).