

EFFICIENCY FIRST TRAINING PROGRAM PARTICIPATION GUIDELINES

- 1) Application for participation in this training program is open to all active members of the California Chapter of Efficiency First, and is subject to screening for compliance with California State Employment Training Panel (ETP) guidelines for eligibility.
- 2) In order to be considered for the program, applicants must send a completed [Participation Agreement](#), [Program Enrollment Data](#) for all trainees, as well as the following documentation (depending on the type of applicant) to catraining@efficiencyfirst.org:
 - a. **Sole Proprietors:** Business License
 - b. **Independent Contractors:** Most Recent 1099 Statement
 - c. **All Other Business Types:** [Employer Certification Statement](#)
- 3) Training costs are to be paid directly to the designated training providers for this program. Eligible training providers and classes can be found at: <http://www.efficiencyfirst.org/catraining/>
- 4) Reimbursements will be paid to employers/trainees on an individual trainee basis. Reimbursement will be calculated for training on each individual employee and invoiced to the state after the 90-day retention period, which starts from the date that the employee finishes his/her LAST training class.
 - a. Therefore, the faster employees complete their training classes, the sooner the 90-day retention period can begin to run and reimbursements can be processed.
 - b. Employers/trainees will be reimbursed at a rate of \$26 per class instruction hour (testing time is not counted toward reimbursement).
- 5) Employers are ONLY eligible for reimbursement from the state if they pay for training on behalf of their employees enrolled. Neither Efficiency First nor any participating employer(s) may charge their employees for tuition, fees or other costs associated with training for any training to be submitted for reimbursement under this Program.
- 6) Participating employers must ensure that the standards for compensating full-time employees during training shall be done in accordance with state and federal labor laws regarding training wages.
- 7) For the retention period, all trainees must be employed on full-time basis, with wages reported in California for the 90-day retention period, unless trainees are independent contractors, sole proprietors, or government or non-profit employees.
 - a. Retention is at least 90 consecutive days with one employer.
 - b. "Full time" requires at least 35 hours per week.
 - c. Upon completion of the 90-day retention period, all full-time employee-trainees must earn at least the Post-Retention Wage, defined as follows:
 - i. \$14.87 for Alameda, Contra Costa, Los Angeles, Marin, Orange, San Francisco, San Mateo, Santa Mateo, Santa Clara, and Santa Cruz counties
 - ii. \$14.64 for Sacramento County
 - iii. \$14.30 for San Diego County
 - iv. \$13.63 for Ventura County
 - v. \$13.63 for all other counties
- 8) In order to receive reimbursement for training in a timely manner, the **CLOSE-OUT REQUEST FORM** must be submitted for each trainee who has completed training and the 90-day retention period. This form must be signed and dated by a company principal.
- 9) Reimbursements are invoiced (to the ETP) in the first week of each month, for all trainees who are closed out and have completed the 90-day retention/wait-period in the month prior. Reimbursements are subject to approval by the ETP and may take up to 60 calendar days to process.
- 10) By signing and returning the [EFFICIENCY FIRST TRAINING PROGRAM PARTICIPATION AGREEMENT](#), you acknowledge that you understand and agree to abide by the guidelines outlined herein.