



# 2024 Skills to Build Incumbent Worker Training

Tech Skilling Grant Checklist

Presented by



## Position Requirements

- Position consists of full-time employment of at least 32 hrs/week
- Upskilling can last up to 6 months and must result in wage increase or promotion
- Employee hire date must be 6 months or more prior to training start date
- Position description aligns with a grant eligible tech occupation

## Employer Requirements

- Must be in continuous operation for at least 12 months
- Share mid-training progress via short, template-guided reporting
- Share W9 form and proof of liability insurance
- Be willing to have training expenses paid directly to training provider, who can be either in-house staff or external training provider
- Complete grant onboarding prior to incumbent worker training start date <sup>1</sup>

## Talent Requirements

- Live in Southeastern Wisconsin (Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Waukesha and Washington counties)
- Be willing and eligible to enroll in the Skills to Build Grant Program

1: Past or in-progress incumbent worker training is not eligible for grant support.

MKE Tech Hub Coalition is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in a different language, please contact us at [contact@mketech.org](mailto:contact@mketech.org).

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