



2024 Skills to Build On-the-Job Training

Tech Skilling Grant Checklist

Presented by



Position Requirements

- Position consists of full-time employment of at least 32 hrs/week
- Position description aligns with a grant eligible tech occupation
- Training for a new hire may last up to 480 hours (3 months) or less

Employer Requirements

- Must be in continuous operation for at least 12 months
- Share W9 form and proof of liability insurance
- Complete grant onboarding prior to new hire start date¹
- Submit monthly new hire progress report/timesheet via a short template
- Sign on-the-job training agreement (along with union, if applicable) prior to hire date
- Be willing to have 50% of new hire wages reimbursed monthly during training period

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: On-the-Job training cannot be funded after hiring takes place.

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.

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