

## Employer Training Investment Program

### Guidance for Companies – Internal or Third-Party Training

When determining whether the training you seek is eligible for the 50% reimbursement (made available through the Illinois Department of Commerce & Economic Opportunity), please refer to the following checklist.

#### Process Checklist (see detailed guidance below)

1. Confirm if your company and employees are eligible for training.
2. Confirm if the training you seek is eligible for reimbursement.
3. Confirm if the Chamber has enough funds remaining to reimburse your company for the proposed training.
4. Gather required documentation.
5. Conduct and complete the training.
6. Complete the required documentation and submit by the quarter deadline.
7. Post-training, send completed documentation in an email to [lscannell@chicagolandchamber.org](mailto:lscannell@chicagolandchamber.org).

#### Company Eligibility Determination

- Companies must have a physical location in the State of Illinois
- Trainees must be employed and based in Illinois
- Trainees must be full-time employees (no part-time, seasonal, or contractual workers)

#### Training Course Eligibility Determination

Trainee eligibility is determined by a number of factors once company and trainee eligibility are determined. These factors include:

- **Structure:** Trainings must be structured in order to be eligible. Non-structured on the job training is not eligible. There must be dates and times associated with all classes and courses. Virtual trainings may be eligible. Learn-at-your-own-pace trainings are not eligible because they lack the required structure.
- **Content:** A description of the training is required in order to approve a training as eligible. The description allows us to determine if the content of the training is within our scope of work.  
Types of eligible content:
  - Soft skills
  - Basic skills such as workplace ESL, reading
  - Basic/remedial training as a prerequisite/pathway for vocational/technical skills training
  - Quality skills such as problem-solving, root cause analysis, process improvement
  - Organizational skills such as customer service, team building, leadership development
  - Mandated trainings such as sexual harassment prevention, OSHA
  - Diversity, equity, and inclusion training
  - Process improvement training, including quality certifications
  - Trainings to establish, maintain, or expand into new export markets
  - Trainings for emerging technology, processes, product lines, machinery

- **Attendance:** Courses must have 2 or more trainees in attendance to be eligible for reimbursement. One-on-one trainings may be eligible, but require pre-approval by our funder (Illinois Department of Commerce and Economic Opportunity)
- **Billing:** Invoices must be billed to the company seeking reimbursement and are required to submit with additional forms to process the grant submission. In order to complete the required forms, a rate/trainee should be able to be calculated.
- The following types of training are not eligible for reimbursement: *Professional Continuing Education, Skills Assessments, non-structured On-the-Job Training, Employee Orientation Training, Human Resource Practices (e.g., new employee onboarding and other internal HR processes), and Strategic Planning.*
- Costs related to purchasing or producing training materials (including taxes associated with those costs) are eligible for reimbursement up to 50%. Once you invoice the Chamber after the training concludes, please itemize Training Costs, Training Materials Costs, and (if applicable) Taxes on Training Materials. Additional information about invoicing is provided later in this document.
- Other ineligible expenses include *trainee travel costs; training program development, preparation, or planning; conferences, workshops, and seminars; depreciable equipment; and consulting fees.*
- Neither DCEO nor the Chicagoland Chamber dictates training prices. If your company pays in full and satisfies the other eligibility requirements, the grant can reimburse you for the other half.

### Grant Funds Availability Determination

- Training dollars are available on a first-come, first-served basis. Before training proceeds, you must complete the [ETIP Intake Form](#) to confirm that the necessary funds are available and that the training is eligible and approved.

### Required Documentation

Before receiving reimbursement, you will need to gather and send the following information to the Chicagoland Chamber, including:

1. **COMPANY PROFILE** – This form should be completed by you, the company. You only need to complete this form once, but if there are changes (such as a new contact person at the company), the form should be updated and re-submitted before subsequent trainings commence.
2. **COMPANY MASTER TRAINING ROSTER (cumulative)**– To be completed by each company and include all trainees in a given quarter. The purpose of this form is to show the first time each trainee received training under this grant.
3. **COMPANY EXPENDITURE SUMMARY (cumulative)** – This form should be completed by you, the company, for all training courses for completed and submitted for reimbursement in a single

quarter. If you are doing multiple training courses in a single quarter, all of those courses should appear on this Company Expenditure Summary. Quarters end on March 31, June 30, September 30, and December 31 of each calendar year.

4. **PARTICIPATING EMPLOYEE REPORT (cumulative)** – This form should be completed by you, the company, once per quarter, including all trainees in a given quarter.  
*Please note: If you are submitting for trainings from multiple quarters in one quarter, only submit one of each cumulative document.*
5. **COMPANY COURSE EXPENDITURE REPORT** – This should be completed by you, the company, for each training course. Internal training is calculated at the actual hourly rate of the trainer, multiplied by the number of hours of the course.
6. **COMPANY SIGN-IN ATTENDANCE SHEET** – All employees who participated must be reflected on this attendance sheet. Because some trainings will be done virtually, this information can be typed directly into the Excel template. This should be completed for each training session within a given course.
7. **INVOICES TO THE COMPANY** – If you utilized an external vendor for training services, a copy of their invoice to you, the company, should be included. Companies are expected to pay their vendors in full for services rendered. If you conducted the training using internal staff, you will need to provide an invoice to the Chicagoland Chamber of Commerce. Once we receive the invoice(s), alongside the documents above, this will serve as proof that the training has occurred and that you are ready for reimbursement from the Chamber.

### Additional Guidance on Invoicing

Your company invoice must contain the following information:

- Invoice date
- Company name, company contact name, and company address
- # of training hours performed
- Date of the training(s) provided
- Name(s) of the instructor(s) who provided the training
- Itemized costs for the training, training materials, and associated taxes (before the subsidy)
- Cost to be reimbursed through the grant (normally 50%)
- Invoice marked “paid”

### Send Completed Documentation to Chamber

After each pre-approved training is completed, all required forms mentioned above and associated invoice(s) should be sent in one email to [lscannell@chicagolandchamber.org](mailto:lscannell@chicagolandchamber.org). The Chamber reimburses companies on a quarterly basis after timely submission of all required documentation.

- FY22 Grant Deadlines:
  - Friday, April 8, 2022
  - Friday, July 8, 2022 – final deadline