



Grants Officer: Mike Brennan

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360 709-4616

Student Name: _____

Employer County: _____

Washington's Workforce Board is responsible for overseeing the online training portion of the Make it in Washington (MiiW) project, funded by a \$2.7 million grant from the U.S. Department of Labor. This grant is helping manufacturing businesses across Washington state pay for employee training at nearly no cost.

**Current funding allows specific MiiW- approved Course certificates only. MiiW Program certificates are no longer guaranteed given limits in available funding and remaining quarters/semesters of the grant.
Doubling up on courses in a single semester or quarter must be pre-approved by the grant officer.**

Agreement period and number of eligible employees:

The agreement below is valid until the end of the grant period (**Fall 2017**). Tuition will be paid by the Workforce Board upon employer county verification, enrollment in a MiiW-approved school, and grant officer approval. Tuition expenses may continue for MiiW-courses depending on student performance minimums and availability of scholarship funds.

Return on investment:

The U.S. Department of Labor will evaluate the long-term economic impact of tuition-funded, online manufacturing training for Washington's employers, employees, and prospective-employees. This evaluation requires the Workforce Board to ask for Social Security and date of birth information using the IRS I-9 Employment Eligibility Verification form and to collect demographic information via the MiiW survey. Tuition support comes with the following commitments:

The Employer/Sponsor agrees to:

1. Select employees to enroll and complete courses in a timely manner. All MiiW-course certificates must be completed by the end of the grant period;
2. Pay the associated application fees (if applicable) for classes taken by employees;
3. Submit a final report confirming course completion, how each employee has improved performance as a result of this training, and note any changes in the employee's status as a result of participating in the project;
4. The Workforce Board also requests employers offer support for participating employees by providing time, supplies, equipment, and other work tools and facilities, when possible, for employees to complete their online coursework.

The Employee/Student agrees to:

1. Develop an education plan in collaboration with the employer and Project Facilitator at a MiiW-approved school;
2. Complete a college/university enrollment application and qualify for a MiiW-tuition grant from the Workforce Board;
3. Complete the IRS I-9 Employment Eligibility Verification form and MiiW-Participant Survey;
4. Enroll in classes consistent with the MiiW-education plan (summer sessions qualify if available);
5. a) At Highline and Shoreline: Maintain a 2.0 grade point average (GPA) or better for undergraduate MiiW-courses. Not meeting this requirement for two quarters will cancel MiiW-scholarship eligibility;
b) At WSU: Earn a 2.0 GPA or better for all undergraduate MiiW-courses, or earn a 3.0 GPA or better for all graduate MiiW-courses. Not meeting this requirement for two semesters will cancel MiiW-scholarship eligibility;
6. Immediately consult with the education Project Facilitator at the MiiW-approved school when issues or concerns arise with enrollment. All MiiW-course certificates must be completed by the end of the grant period;
7. Purchase and pay for any course-related supplies: books, supplements, other materials;
8. Alert the grant officer of need to drop course(s), and provide education and employment updates as change occurs.

Education partners agree to:

1. Offer industry-focused courses/credentials that support the goals of Washington's manufacturers and employees;
2. Assist the employer and employee in developing a MiiW-approved education plan;
3. Help employees and employers with enrollment processes, MiiW-course selection; and determine academic eligibility.
5. Provide course completion, certificates, and degree awards upon the successful completion of a course, or courses.

The Workforce Board agrees to:

1. Pay the agreed tuition for MiiW-students enrolled in MiiW-approved courses at MiiW-approved schools;
2. Provide support and follow-up to encourage positive program experiences.



MAKE IT IN WASHINGTON
EMPLOYER/EMPLOYEE EDUCATION AGREEMENT



Date: _____

Student Information

Student Name: _____
Residential Address: _____
City: _____
Zip Code: _____
County: _____
Preferred Phone number: _____
Preferred Email address: _____
Current position title: _____
Current key responsibilities: _____
Preferred MiiW School and MiiW-Courses: _____

Employer Information

Business name: _____
Supervisor name: _____
Supervisor phone: _____
Supervisor email: _____
EIN: _____
Manufacturing Site Address: _____
City: _____
Zip Code: _____
County: _____
Industry type: _____

Employment/position goals (Discuss how this training will advance your career goals as well as your company needs):

Student Signature:

_____ Date: _____

Employer Signature:

_____ Date: _____

Workforce Training and Education Coordinating Board:

_____ Date: _____

Workforce Board Authorized Representative