



Kirkwood
COMMUNITY COLLEGE



KIRKWOOD COMMUNITY COLLEGE

**260E Iowa New Jobs Training Program
2025 Company Training**



INTRODUCTIONS

Kirkwood Community College Staff

- **Tyler McCarville** – Senior Manager, Job Training Programs
- **Lauren Wullner**– Senior Accountant
- **Brendyn Mussig** – Grants Accountant
- **Barb Rawson**– Program Manager
- **Chris Carr** – Sales Manager
- **Cassie Mitvalsky** – Program Manager





TODAY'S TRAINING

- To welcome new companies from the 2025 bond sale!
 - 12 companies participated in the 2025 bond sale, 4 of which are new to the program.
- To communicate Kirkwood's 260E processes and procedures
 - Training Reimbursements
 - Withholding Payments
 - Training Record Database
 - Training Plan



PROGRAM OVERVIEW

- State of Iowa Incentive the Community Colleges Administer in their Region
 - Training fund is created by forecasting the amount of employee withholding tax the NEW jobs will generate for 10 years.
 - The bond sale is the mechanism that provides companies with their training fund up front.
 - The companies are obligated to repay the bond through the diversion of withholding of the NEW jobs to Kirkwood.
 - Companies are reimbursed for both OJT and Customized Training for the net-new jobs.
 - The program lasts for 10 years (life of the bond/repayment).



TRAINING REIMBURSEMENTS



AVAILABILITY OF FUNDS

- Your training funds will **not** be available to you until Kirkwood has received your first withholding payment (we'll go over that process in just a couple of minutes).
- Funds will be made available in an amount proportionate to the number of new jobs that have been filled. For example, if your agreement is for 10 jobs, and you've filled 4 of them, 40% of your training fund is available for reimbursement.
 - Applies to OJT and Customized Training funds individually, not the contract as a whole.
- Withholding payment for timeframe training occurred is required.
- Training plan must be submitted.

ON-THE-JOB TRAINING (OJT)

C-2
Sample Company
Tentative Structured Job Training

Job Description	Annual Salary	Weekly Salary	50% of Weekly Salary	Number of New Employees	Weeks of Training	Total	Budget Per Employee
Chief Executive Officer	\$ 52,494.00	\$ 1,009.50	\$ 504.75	1	8	\$ 4,038.00	\$ 4,038.00
Controller	\$ 21,667.00	\$ 416.67	\$ 208.33	1	9	\$ 1,875.00	\$ 1,875.00
Accountant	\$ 13,324.00	\$ 258.22	\$ 128.11	1	9	\$ 1,153.00	\$ 1,153.00
Dir. Software Engineering	\$ 20,003.00	\$ 384.67	\$ 192.33	1	9	\$ 1,731.00	\$ 1,731.00
Dir. Advanced Technology	\$ 21,667.00	\$ 416.67	\$ 208.33	1	9	\$ 1,875.00	\$ 1,875.00
Dir. Of Marketing	\$ 20,003.00	\$ 384.67	\$ 192.33	1	9	\$ 1,731.00	\$ 1,731.00
Scientist Intelligent Systems	\$ 19,991.00	\$ 384.44	\$ 192.22	1	9	\$ 1,730.00	\$ 1,730.00
Senior Hardware Engineer	\$ 22,006.00	\$ 423.20	\$ 211.60	1	10	\$ 2,116.00	\$ 2,116.00
Senior Software Engineer	\$ 22,006.00	\$ 423.20	\$ 211.60	1	10	\$ 2,116.00	\$ 2,116.00
Software Engineer	\$ 15,995.00	\$ 307.60	\$ 153.80	1	10	\$ 1,538.00	\$ 1,538.00
TOTAL				10		\$ 19,903.00	

- Your OJT budget is outlined in Exhibit C-2 of your final agreement.
- Reimbursement is for 50% of the new positions' actual gross wages (up to the Exhibit C-2 budget amount).
- Use this form to enter in the request for OJT in the database.

ON-THE-JOB TRAINING (OJT)

- Positions may differ from C-2 but line-item budget amounts do not change.
- Required documentation:
 - A payroll roster for the time period from your companies accounting system is preferred.
 - A paystub for each employee on the submission is also acceptable.
 - Employee must also be listed on the withholding payment for the period.



CUSTOMIZED TRAINING

Includes various types of training expenses your company may incur in the course of training employees.



CUSTOMIZED TRAINING

- Contracted Training
 - Training delivered by an outside vendor can be reimbursed at 100% of the cost.
 - Cost to provide on-site training sessions
 - Conference Fees
 - College Tuition
 - Pre-Employment Skill Assessment Testing
 - Drug/Background screenings and physicals are not eligible

CUSTOMIZED TRAINING

- Contracted Training – The 50% Rule
 - For flat price training, if 50% or more of the employees trained are covered by your 260E Agreement, you can be reimbursed for 100% of the cost.
 - Flat price training will cost the same regardless of the number of attendees and the invoice must reflect that. If an invoice lists a rate per person, it is not flat price training.
 - If less than 50% of the employees trained are covered by your 260E agreement, the amount reimbursed will be prorated.
 - For any flat price training a roster of all attendees must be included, this must include any non-260E employees that attended the training. If 260E employees are on more than one bond please include bond year.



CUSTOMIZED TRAINING

- Internal Training

- If training is delivered internally (by one of your own employees) you can be reimbursed for that trainer's time. Internal training can be claimed after the OJT training time.
- The following information is required for reimbursement:
 - An outline of the type of training done
 - Name of the trainer and his/her hourly wage rate
 - Amount of time spent training and preparing
 - Roster of employees who attended the training
 - Must include any non-260E employees trained
 - Indicate bond year if multiple bonds
- The 50% rule does apply to internal training.
- A template is available by request
- Associated travel costs are eligible (see Training Related Travel)

CUSTOMIZED TRAINING

- Training Related Travel

- Companies can be reimbursed for travel costs that employees incur while attending a training.
- Airfare, mileage, car rental, lodging, meals, etc. can be reimbursed at 100% of the cost.
 - In the database include all costs for all participants in one submission.
 - The submission should include separate lines for registration, airfare, lodging, etc. but individual vendors do not need to be entered.
 - If training did not require a registration fee or other cost to attend include an agenda or description of training provided.
- An itemized receipt is required for meals.
 - Alcohol purchases are not allowable under the 260E program.
- The 50% rule does not apply to travel related costs
 - Example if 3 out of 4 attendees are 260E employees the hotel for the 4th employee is not eligible.

CUSTOMIZED TRAINING

- Training Materials and Supplies

- Legal Fees and costs associated with creating an employee handbook are eligible for reimbursement.
 - If an internal employee is responsible for creating the handbook their wages for time spent can be reimbursed. A spreadsheet indicating dates and hours of spent is required.
- Materials like workbooks and training kits are billed at cost per unit and do not qualify for the 50% rule
- Items purchased for a training room or training library, such as training books, software, videos, etc., can be reimbursed at 100% of their cost.
 - When adding session in database list “Training Room” or “Training Library” in Training Provided field

CUSTOMIZED TRAINING

- Training Materials and Supplies
 - Learning Management Systems
 - Software that is used to track employee training activities can be reimbursed at 100% without providing a roster.
 - When adding session in database list “Learning Management System” in Training Provided field.
 - Ideally drawn down from oldest contract with eligible employees first.



CUSTOMIZED TRAINING

- Training Equipment

- Training equipment includes tangible items that cost \$5,000 per item or greater and with a useful life of more than one year.
 - Example 10 monitors at \$500 each is not considered equipment
 - Software is not considered equipment and should be categorized as “Training Materials and Supplies”
- Equipment can be reimbursed at 100% of its cost, however, equipment reimbursement is limited to 10% of the overall customized training fund.
- The purchase of production equipment is not allowable.
 - Laptops/Desktop computers that an employee uses to perform daily job functions are considered production equipment



CUSTOMIZED TRAINING

- Submission Expectations

- Attach copies of all vendor invoices, receipts, rosters, etc. to back up amounts requested.
- To ensure eligibility, itemized invoices and detailed receipts are **REQUIRED** for reimbursement of all costs, including travel expenses.
- Invoices/receipts must be legible, sending photos of documents is discouraged, PDF is the preferred format
- Kirkwood asks that reimbursement requests be submitted within a three-year time frame from when the training occurred.



WITHHOLDING PAYMENTS



WITHHOLDING PAYMENTS

- The repayment of your obligation is funded by withholding that is diverted to Kirkwood, instead of the Iowa Department of Revenue.
- All 260E positions qualify for a 1.5% “New Jobs Credit” (or “NJC”).
- Some positions qualify for an additional 1.5% “Supplemental New Jobs Credit” (or “SJC”).



WITHHOLDING PAYMENTS

- At least quarterly, companies must calculate their NJC and SJC credits for the period, and send Kirkwood a check for that amount.
- You will be provided a worksheet to help with this calculation, and to send with payment as backup documentation.

WITHHOLDING PAYMENTS

Sample Withholding Worksheet.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

A1 fx 260E New Jobs Training Program Withholding Credit Worksheet

A	B	C	D	E	F	G	H	I	
1	260E New Jobs Training Program Withholding Credit Worksheet								
2	Please submit each contract's withholding on separate forms								
4	Company Name: Sample Company, LLC					Reporting Period Start Date		4/1/2013	
5	Kirkwood CC Project Number: N13SAM					Reporting Period End Date		6/30/2013	
6	Contract/Certificate Number: E-2013-10-####					# of Employees		10	
7	Number of 1.5% (NJC Only) Positions Allowed: 7								
8	Number of 3.0% (NJC and SJC) Positions Allowed: 3								
10	#	Employee Name / Employee Number	Position Title	Gross Wages	260E Credit (NJC) %	Supplemental Jobs Credit (SJC) %	260E Credit (NJC) \$	Supplemental Jobs Credit (SJC) \$	Total Withholding Tax Credits
11	001	C. Clavin - 9876	Associate	8,000.00	1.5%		120.00	-	120.00
12	002	E. Pantusso - 4567	Specialist	7,500.00	1.5%		112.50	-	112.50
13	003	D. Chambers - 3333	Coordinator	8,500.00	1.5%		127.50	-	127.50
14	004	F. Crane - 5432	Associate	8,000.00	1.5%		120.00	-	120.00
15	005	L. Sternin - 7777	Specialist	8,500.00	1.5%		127.50	-	127.50
16	006	N. Peterson - 1234	Assistant	7,500.00	1.5%		112.50	-	112.50
17	007	C. Tortelli - 8910	Developer	8,000.00	1.5%		120.00	-	120.00
18	008	S. Malone - 1111	Director	20,000.00	1.5%	1.5%	300.00	300.00	600.00
19	009	R. Howe - 4444	Manager	19,000.00	1.5%	1.5%	285.00	285.00	570.00
20	010	W. Boyd - 2222	Manager	15,000.00	1.5%	1.5%	225.00	225.00	450.00
261	Total:			110,000.00			1,650.00	810.00	2,460.00
262	Comments:								↑↑↑ Amount of Check to Kirkwood CC
263									
264									
265									
266									
267									

FORM INSTRUCTIONS

Ready 100%

WITHHOLDING PAYMENTS

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260E New Jobs Training Program Withholding Credit Worksheet

Please submit each contract's withholding on separate forms

Company Name: **Sample Company, LLC**
 Kirkwood CC Project Number: **N13SAM**
 Contract/Certificate Number: **E-2013-10-####**
 Number of 1.5% (NJC Only) Positions Allowed: **7**
 Number of 3.0% (NJC and SJC) Positions Allowed: **3**

This information will be Populated for you

Reporting Period Start Date: **4/1/2013**
 Reporting Period End Date: **6/30/2013**
 # of Employees: **10**

#	Employee Name / Employee Number	Position Title	Gross Wages	260E Credit (NJC) %	Supplemental Jobs Credit (SJC) %	260E Credit (NJC) \$	Supplemental Jobs Credit (SJC) \$	Total Withholding Tax Credits
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Please submit each contract's withholding on separate forms

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Kirkwood CC Project Number: N13SAM

Contract/Certificate Number: E-2013-10-####

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007	C. Tortelli - 8910	Developer	8,000.00	1.5%		120.00	-	120.00
008	S. Malone - 1111	Director	20,000.00	1.5%	1.5%	300.00	300.00	600.00
009	R. Howe - 4444	Manager	19,000.00	1.5%	1.5%	285.00	285.00	570.00
010	W. Boyd - 2222	Manager	15,000.00	1.5%	1.5%	225.00	225.00	450.00
Total:			110,000.00			1,650.00	810.00	2,460.00

Comments:

Amount of Check to Kirkwood CC

FORM INSTRUCTIONS

WITHHOLDING PAYMENTS

Sample Withholding Worksheet.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

A1 260E New Jobs Training Program Withholding Credit Worksheet

	A	B	C	D	E	F	G	H	I
1	260E New Jobs Training Program Withholding Credit Worksheet								
2	Please submit each contract's withholding on separate forms								
4	Company Name: Sample Company, LLC						Reporting Period Start Date		4/1/2013
5	Kirkwood CC Project Number: N13SAM						Reporting Period End Date		6/30/2013
6	Contract/Certificate Number: E-2013-10-####								
7	Number of 1.5% (NJC Only) Positions Allowed: 7								
8	Number of 3.0% (NJC and SJC) Positions Allowed: 3								
							# of Employees		10
10	#	Employee Name / Employee Number	Position Title	Gross Wages	260E Credit (NJC) %	Supplemental Jobs Credit (SJC) %	260E Credit (NJC) \$	Supplemental Jobs Credit (SJC) \$	Total Withholding Tax Credits
11	001	C. Clavin - 9876	Associate	8,000.00	1.5%		120.00	-	120.00
12	002	E. Pantusso - 4567	Specialist	7,500.00	1.5%		112.50	-	112.50
13	003	D. Chambers - 3333	Coordinator	8,500.00	1.5%		127.50	-	127.50
14	004	F. Crane - 5432	Associate	8,000.00	1.5%		120.00	-	120.00
15	005	L. Sternin - 7777	Specialist	8,500.00	1.5%		127.50	-	127.50
16	006	N. Peterson - 1234	Assistant	7,500.00	1.5%		112.50	-	112.50
17	007	C. Tortelli - 8910	Developer	8,000.00	1.5%		120.00	-	120.00
18	008	S. Malone - 1111	Director	20,000.00	1.5%	1.5%	300.00	300.00	600.00
19	009	R. Howe - 4444	Manager	19,000.00	1.5%	1.5%	285.00	285.00	570.00
20	010	W. Boyd - 2222	Manager	15,000.00	1.5%	1.5%	225.00	225.00	450.00
261	Total:			110,000.00			1,650.00	810.00	2,460.00
262									↑↑↑
263	Comments:								Amount of
264									Check to
265									Kirkwood CC
266									
267									

FORM INSTRUCTIONS

Ready 100%

WITHHOLDING PAYMENTS

Sample Withholding Worksheet.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

A1 260E New Jobs Training Program Withholding Credit Worksheet

	A	B	C	D	E	F	G	H	I
1	260E New Jobs Training Program Withholding Credit Worksheet								
2	Please submit each contract's withholding on separate forms								
4	Company Name: Sample Company, LLC						Reporting Period Start Date		4/1/2013
5	Kirkwood CC Project Number: N13SAM						Reporting Period End Date		6/30/2013
6	Contract/Certificate Number: E-2013-10-####						# of Employees		10
7	Number of 1.5% (NJC Only) Positions Allowed: 7								
8	Number of 3.0% (NJC and SJC) Positions Allowed: 3								
10	#	Employee Name / Employee Number	Position Title	Gross Wages	260E Credit (NJC) %	Supplemental Jobs Credit (SJC) %	260E Credit (NJC) \$	Supplemental Jobs Credit (SJC) \$	Total Withholding Tax Credits
11	001	C. Clavin - 9876	Associate	8,000.00	1.5%		120.00	-	120.00
12	002	E. Pantusso - 4567	Specialist	7,500.00	1.5%		112.50	-	112.50
13	003	D. Chambers - 3333	Coordinator	8,500.00	1.5%		127.50	-	127.50
14	004	F. Crane - 5432	Associate	8,000.00	1.5%		120.00	-	120.00
15	005	L. Sternin - 7777	Specialist	8,500.00	1.5%		127.50	-	127.50
16	006	N. Peterson - 1234	Assistant	7,500.00	1.5%		112.50	-	112.50
17	007	C. Tortelli - 8910	Developer	8,000.00	1.5%		120.00	-	120.00
18	008	S. Malone - 1111	Director	20,000.00	1.5%	1.5%	300.00	300.00	600.00
19	009	R. Howe - 4444	Manager	19,000.00	1.5%	1.5%	285.00	285.00	570.00
20	010	W. Boyd - 2222	Manager	15,000.00	1.5%	1.5%	225.00	225.00	450.00
261	Total:			110,000.00			1,650.00	810.00	2,460.00
262									
263	Comments:								
264	<p>Feel free to make comments in this area to explain anything you think Would be beneficial for us to know.</p>								
265									
266									
267									
268									

FORM INSTRUCTIONS

Ready

100%

Amount of Check to Kirkwood CC



WITHHOLDING PAYMENTS

- Submission of Documentation
 - We prefer that documentation accompany checks when mailed, that said, we will also accept documentation emailed to NJTP@kirkwood.edu.



WITHHOLDING PAYMENTS

- Once we receive your check, we will reconcile it to the backup you provide, and then receipt the check.
- After you have paid this withholding to Kirkwood, your company will need to report the withholding credit amount to the Iowa Department of Revenue via their E-File & Pay System.
- Failure to submit the backup documentation in a timely fashion will result in delays with the receipting process. In other words, the checks will remained uncashed.

WITHHOLDING PAYMENTS

Confirmation Information

Period: Jan 1 - Mar 31, 2013

Due Date: Apr 30, 2013

Confirmation Number: 2229000001

Confirmation Date and Time: 08/08/2013 3:51:36 PM

User ID: 0001

ePay Information

Tax Type: Withholding

Payment Date: 08/08/2013

Permit Number: 42-1296682-001

Account Type: Checking

Bank Account Number: *****6789

Routing Number: 123456789

Payment Amount: 1,116.00

Withholding - Quarterly Return Information

1 Total Tax Withheld this Quarter	1	\$	1000.00
2 Less Deposits	2	\$	0.00
3 Less Credits	3	\$	0.00
<div><div></div><div></div><div></div></div>			
NJC - New Jobs Training Credit (260E) Certificate: 123456789101		\$	0.00
SJC - Supplemental Jobs Training Credit (260E) Certificate: 123456789103		\$	0.00
ACE - Accelerated Career Education Credit Certificate: 123456789102		\$	0.00
TJC - Targeted Jobs Credit Certificate: 123456789104		\$	0.00
Total Credits		\$	0.00
4 Balance Due	4	\$	1000.00
5 Penalty	5	\$	100.00
6 Interest	6	\$	16.00
7 TOTAL AMOUNT DUE	7	\$	1116.00

MAIN MENU

PRINT

EXIT

Please remember to separate the NJC tax credit and the SJC tax credit.

WITHHOLDING PAYMENTS

Iowa Department of REVENUE

Name: [REDACTED]
Account ID: 3-03-003101
Filing Period: 31-Dec-2021
Date: 23-Feb-2022
Confirmation Number: 0-000-507-699

- This confirmation page MUST be printed and submitted to Kirkwood at least quarterly.
- Kirkwood is required to reconcile the information you submit via E-File & Pay to the check and documentation you sent to us. This information is then reported in the state's 260E database.
- For amended quarters, failure to submit this information in a timely matter will cause the state to reject your refund claim.

Withholding Tax Return Summary - Amended

Final Balances	Tax Withheld	\$51,894.00
	Deposits/Overpayments	\$65,530.95
	Total Credits	\$9,665.53
	Refund Amount	\$23,302.48
Tax Liability	01-Oct-2021 to 31-Oct-2021	\$24,677.00
	01-Nov-2021 to 30-Nov-2021	\$13,580.00
	01-Dec-2021 to 31-Dec-2021	\$13,637.00
Credit Information	Total New Jobs Credit	\$6,854.13
	Total Supplemental Job Credit	\$2,811.40
	Total Credits	\$9,665.53
Refund Information	Refund Option	[REDACTED]
	Bank Name	[REDACTED]
	Account Number	[REDACTED]
	Amount	\$23,302.48

Job Credits Details

Confirmation Number: 0-000-507-699
Date: 23-Feb-2022

Credit Type	Certificate Number	Credit Amount
NJC	722021102037	\$6,854.13
SJC	722021102037	\$2,811.40
		\$9,665.53

Kirkwood
COMMUNITY COLLEGE



TRAINING RECORD DATABASE

- As required by the State, Kirkwood has implemented a new training record database.
 - The purpose of this database is to give employees a transferrable document that highlights areas in which they've received training through the 260E program.
 - All companies who have executed an agreement since 2012 are required to use this database. Google Chrome and Firefox are the best browsers to use to access the database.
 - <http://kirkwood260e.abcv.com>

TRAINING RECORD DATABASE

3.1.1 First-Time Log in

To get access to the tool, the program administrator will create an account for you. Once this is complete, the system will send you an email with a link to the tool.

Welcome to KIRKWOOD 260E Training Fund Reimbursement Entry

Inbox



DBR-QianMachine@kirkwood.edu

to me

1:56 PM (2 hours ago) ☆

Dear bsmith,

Username

Change Password Link

Welcome to KIRKWOOD 260E Training Fund Reimbursement Entry!

Please change password for the first time login by this: <http://qa.kirkwood260e.abcv.com:80/ChangePassword.aspx?u=bsmith&linkcode=SzhLz0EICLgqX9g6SHjSqEhuc6rd5f02&act=a>

Thank you,
System Administrator

- Due to the sensitive nature of data contained in this website, we require that each user perform a two step verification when logging in.
- Not only will you have enter your password, you will also receive an email/text requiring a second verification step.
- Both the user name AND password are case sensitive.

TRAINING RECORD DATABASE

- The first thing you will want to do is select which project you are working on (this applies to companies with more than one 260E agreement).

KIRKWOOD Training Management System: Choose Funding Type

260E ▼ TEST COMPANY ▼ 010 ▼

☐ Set Default Employer ☐ Set Default Project



TRAINING RECORD DATABASE

- Upon entering the database, you will see it has your bond information prepopulated in the dashboard.
- This gives you a live, current update on your available funds.

Beginning Balance: \$1,000,000.00

Budget for:

→ Customized Trainings:

\$500,000.00

OJT: \$500,000.00

Available balance: \$500,000.00

Available for:

→ Customized Trainings: **\$500,000.00**

→ OJT: \$0.00

Excess Not Reimbursed for:

→ Customized Trainings: \$0.00

→ OJT: \$25,000.00

Submitted total: \$0.00

Approved total: \$500,000.00

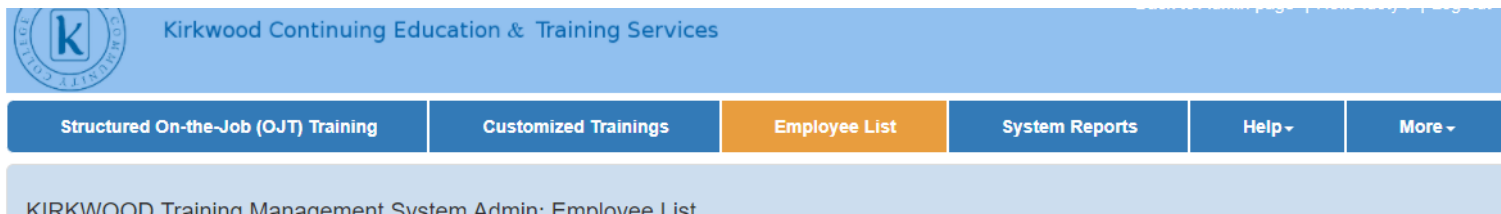


TRAINING RECORD DATABASE

- The second thing you will want to do is add the employees currently associated with the program.
- There are two ways to do this:
 - Bulk upload
 - Single entry

TRAINING RECORD DATABASE

- Bulk upload requires using a file which includes an encryption tool.
 - The reason why we use an encryption tool is due to the sensitive nature of the information (ex social security numbers)
 - If you already have a list of employees, this is an easy way to copy and paste their information.
 - This can be found under the “Employee List” link at the top of the database.



TRAINING RECORD DATABASE



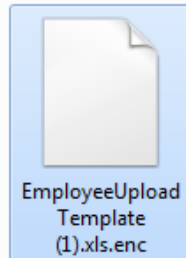
TRAINING RECORD DATABASE

- Once you open the Excel document, you must complete all of the columns with asterisks.
- You may also complete the other sections as well, if they apply to your company.

A	B	C	D	E	F	G	H	I	J	K
EmployeeID (exact value)	First Name* (exact value)	Last Name* (exact value)	SSN* (no dashes)	Position Start Date (mm/dd/yyyy)	Original Title (exact value)	Current Title* (exact value)	Project (260E)	Project (260F)	Project (WTED)	Pre-Empl (enter 1 or Y for Yes blank for No)

TRAINING RECORD DATABASE

- When you are done filling in the employee information, save the Excel spreadsheet on your computer.
- Go back to the website and select Step 2 – Encrypt a file.
- Locate the file on your computer and select open.
- This will save an encrypted version to your computer (typically in the “downloads” folder).

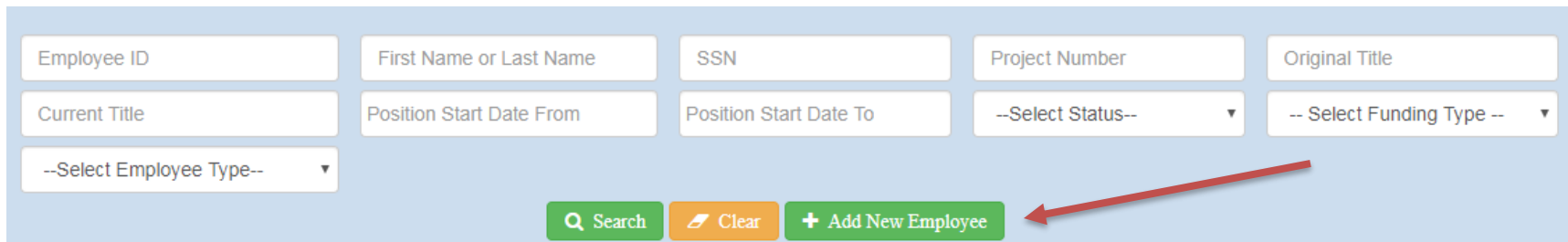


- Locate the encrypted file on your computer and upload it to the system. If done correctly, you should see this:

1 record updated successfully.



TRAINING RECORD DATABASE



Employee ID First Name or Last Name SSN Project Number Original Title

Current Title Position Start Date From Position Start Date To --Select Status-- --Select Funding Type--





--Select Employee Type--

Search Clear + Add New Employee

- You may also upload individual names one at a time by using one of two forms:
 - The first is under the Employees List link.
 - The second is under both the OJT and Classroom Training links when you are adding a training session.

TRAINING RECORD DATABASE

Training Sessions:

Session ID	Training Provided	Begin Date	End Date	Submitted Date	Approved Amount	Status	On-going Training	   
2	Onboarding	06/03/2019	06/04/2019		\$0.00	Active	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Itemized Costs:

Item #	Expense Category	Vendor	Expense Description	Amount	Documents Provided	
Total:				\$0.00		
	--Select One--		--Select One--	\$0.00		

Employees:

Select employee from Employee list using Employee ID, First Name or Last Name

Add

+ Add Employee

For all project eligible employees?

No



TRAINING RECORD DATABASE

- Now that we've added employees, we can start entering in training activities.
- You will need to enter both OJT and customized training.
- The only training that you should enter through this database is 260E, NOT 260F or WTED.

TRAINING RECORD DATABASE

- On the Job Training (OJT)
 - You'll need the Budget Per Employee information, located on C-2 form from the final agreement.

C-2
Sample Company
Tentative Structured Job Training

Job Description	Annual Salary	Weekly Salary	50% of Weekly Salary	Number of New Employees	Weeks of Training	Total	Budget Per Employee
Chief Executive Officer	\$ 52,494.00	\$ 1,009.50	\$ 504.75	1	8	\$ 4,038.00	\$ 4,038.00
Controller	\$ 21,667.00	\$ 416.67	\$ 208.33	1	9	\$ 1,875.00	\$ 1,875.00
Accountant	\$ 13,324.00	\$ 256.22	\$ 128.11	1	9	\$ 1,153.00	\$ 1,153.00
Dir. Software Engineering	\$ 20,003.00	\$ 384.67	\$ 192.33	1	9	\$ 1,731.00	\$ 1,731.00
Dir. Advanced Technology	\$ 21,667.00	\$ 416.67	\$ 208.33	1	9	\$ 1,875.00	\$ 1,875.00
Dir. Of Marketing	\$ 20,003.00	\$ 384.67	\$ 192.33	1	9	\$ 1,731.00	\$ 1,731.00
Scientist Intelligent Systems	\$ 19,991.00	\$ 384.44	\$ 192.22	1	9	\$ 1,730.00	\$ 1,730.00
Senior Hardware Engineer	\$ 22,006.00	\$ 423.20	\$ 211.60	1	10	\$ 2,116.00	\$ 2,116.00
Senior Software Engineer	\$ 22,006.00	\$ 423.20	\$ 211.60	1	10	\$ 2,116.00	\$ 2,116.00
Software Engineer	\$ 15,995.00	\$ 307.60	\$ 153.80	1	10	\$ 1,538.00	\$ 1,538.00
TOTAL				10		\$ 19,903.00	

TRAINING RECORD DATABASE

- On the Job Training (OJT)
 - For each employee you'd like to claim reimbursement for, you'll take that information to the Training Record Database.
 - You will fill in the information required in each field.
 - Skills Acquired (very general, i.e. "Onboarding")
 - Employees SSN
 - First and Last Name
 - Job Description/Title
 - Budget Per Employee (from C-2 form)
 - Gross Wages over certain time period (i.e. first quarter)
 - Back-up Documentation

TRAINING RECORD DATABASE

- On the Job Training (OJT)

Structured On-the-Job (OJT) Training | Customized Trainings | Employee List | System Reports | Help ▾ | More ▾

KIRKWOOD Training Management System: Structured OJT Training

260E ▾ | TEST COMPANY ▾ | 321 ▾

☐ Set Default Employer | ☐ Set Default Project

Employer Name: **TEST COMPANY** | Project Code: **321** | Base Headcount:
Start Date: 04/04/2016 | End Date: 08/17/2026 | Project Headcount*: 17 | Lock: ☐ | Anticipated Project Headcount: 19

Budget for:	Available balance:	Excess Not Reimbursed for:	Submitted total:
Beginning Balance: \$500,000.00	Available balance: \$500,000.00		Submitted total: \$3,070.00
Customized Trainings: \$250,000.00	Customized Trainings: \$250,000.00	Customized Trainings: \$0.00	Approved total: \$0.00
OJT: \$250,000.00	OJT: \$250,000.00	OJT: \$0.00	

☒ Show Search Training Session Information | |

Training Sessions: Status ▾ Any ▾ |

TRAINING RECORD DATABASE

- On the Job Training (OJT)
 - Add gross wage period

Employer Name: **TEST COMPANY** Project Code: **321** Base Headcount:
Start Date: 04/04/2016 End Date: 08/17/2026 Project Headcount*: **17** Lock: ☐ Anticipated Project Headcount: 19

Beginning Balance: \$500,000.00 Available balance: \$500,000.00 Submitted total: \$3,070.00
Budget for: Available for: Excess Not Reimbursed for: Approved total: \$0.00
Customized Trainings: Customized Trainings: \$250,000.00 Customized Trainings: \$0.00
\$250,000.00 OJT: **\$250,000.00** OJT: \$0.00
OJT: \$250,000.00

[← Back](#)

Session ID	Skills Acquired	Submitted Total	Submitted Date	Approved Amount	Status	On-Going Training				
11	onboarding	\$0.00		\$0.00	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employees:

Select employee from Employee list using Employee ID, First Name or Last Name [Add](#) [+Add New Employee](#)

First Name	Last Name	Job Description	SSN	Budget Per Employee	Gross Wages	50% Of Gross Wages	Amount To Be Claimed	Balance	
				Total:	\$0.00		\$0.00	\$0.00	

TRAINING RECORD DATABASE

- On the Job Training (OJT)
 - You may add multiple employees

Beginning Balance: \$500,000.00

Available balance: \$500,000.00

Submitted total: \$0.00

Budget for:

Available for:

Excess Not Reimbursed for:

Approved total: \$0.00

Customized Trainings: \$250,000.00

Customized Trainings: \$250,000.00

Customized Trainings: \$0.00

OJT: \$250,000.00

OJT: \$250,000.00

OJT: \$0.00

Back

Session ID	Skills Acquired	Submitted Total	Submitted Date	Approved Amount	Status				
2	Onboarding	\$0.00		\$0.00	Active				

Employees:

Select employee from Employee list using Employee ID, First Name or Last Name

Add

+Add New Employee

First Name	Last Name	Job Description	SSN	Budget Per Employee	Gross Wages 01/01/2019-04/01/2019	50% Of Gross Wages	Amount To Be Claimed	Balance	
Jay	TEst	dev	123456700	\$5,000.00	\$10,000.00	\$5,000.00	\$5000.00	\$0.00	
				Total: \$5,000.00			\$5,000.00	\$0.00	

TRAINING RECORD DATABASE

- On the Job Training (OJT)
 - enter “Budget Per Employee” from C-2 and gross wages

Beginning Balance: \$500,000.00

Available balance: \$500,000.00

Submitted total: \$3,070.00

Budget for:
 → Customized Trainings:
 \$250,000.00
 OJT: \$250,000.00

Available for:
 → Customized Trainings: \$250,000.00
 → OJT: **\$250,000.00**

Excess Not Reimbursed for:
 → Customized Trainings: \$0.00
 → OJT: \$0.00

Approved total: \$0.00

← Back

Session ID	Skills Acquired	Submitted Total	Submitted Date	Approved Amount	Status	On-Going Training				
7	Onboarding	\$1,000.00	04/22/2021	\$0.00	Submitted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employees:

First Name ⇅	Last Name ⇅	Job Description	SSN	Budget Per Employee ⇅	Gross Wages 03/01/2021-03/31/2021 ⇅	50% Of Gross Wages ⇅	Amount To Be Claimed ⇅	Balance ⇅	
Stephanie	Bredman	Assembly	111222333	\$1,600.00	\$2,000.00	\$1,000.00	\$1,000.00	\$600.00	<input type="checkbox"/>
Total:				\$1,600.00			\$1,000.00	\$600.00	

TRAINING RECORD DATABASE

- On the Job Training (OJT)
 - Next upload documentation

Session ID	Skills Acquired	Submitted Total	Submitted Date	Approved Amount	Status				
2	<u>Onboarding</u>	\$0.00		\$0.00	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employees:

Select employee from Employee list using Employee ID, First Name or Last Name

First Name ⬇	Last Name ⬇	Job Description	SSN	Budget Per Employee ⬇	Gross Wages 01/01/2019-04/01/2019 ⬇	50% Of Gross Wages ⬇	Amount To Be Claimed ⬇	Balance ⬇	
<u>Jay</u>	<u>TEst</u>	<u>dev</u>	<u>123456700</u>	<u>\$5,000.00</u>	<u>\$10,000.00</u>	\$5,000.00	\$5,000.00	\$0.00	<input type="checkbox"/>
Total:				\$5,000.00		\$5,000.00		\$0.00	

Training Sessions:

Note: Approved Entries cannot be Updated/Deleted.

To Report Reimbursement Entries: Select the entries to be on the report by checking the Select checkbox to the right of the entry(s). Then click on the "Create Report" button.

Attach copies of itemized receipts and invoices with proof of payment and label with item number. Proof of payment can be the check number used to pay the invoice, a receipt, or a credit card statement. To attach supporting documents, browse and attach here:

Uploaded Date	Uploaded by	Attachment Filename	Do not Convert

TRAINING RECORD DATABASE

- On the Job Training (OJT)
 - Finally, you will click the box under the green circle with the white arrow and then click Submit Session for Approval.

Session ID	Skills Acquired	Submitted Total	Submitted Date	Approved Amount	Status				
2	Onboarding	\$0.00		\$0.00	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employees:

Select employee from Employee list using Employee ID, First Name or Last Name

First Name	Last Name	Job Description	SSN	Budget Per Employee	Gross Wages 01/01/2019-04/01/2019	50% Of Gross Wages	Amount To Be Claimed	Balance	
Jay	TEst	dev	123456700	\$5,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00	<input type="checkbox"/>
Total:				\$5,000.00		\$5,000.00	\$5,000.00	\$0.00	

Training Sessions:

Note: Approved Entries cannot be Updated/Deleted.

To Report Reimbursement Entries: Select the entries to be on the report by checking the Select checkbox to the right of the entry(s). Then click on the "Create Report" button.

Attach copies of itemized receipts and invoices with proof of payment and label with item number. Proof of payment can be the check number used to pay the invoice, a receipt, or a credit card statement. To attach supporting documents, browse and attach here:

Uploaded Date	Uploaded by	Attachment Filename	Do not Convert

TRAINING RECORD DATABASE

- Customized Training
 - The process for requesting customized is very similar to OJT. The only difference being instead of including the employees hourly wage, you will list an itemized list of expenses.

KIRKWOOD Training Management System: Customized Trainings

260E TEST COMPANY 321

☐ Set Default Employer ☐ Set Default Project

Employer Name: TEST COMPANY Project Code: 321 Base Headcount:

Start Date: 04/04/2016 End Date: 08/17/2026 Project Headcount*: 17 Lock: Anticipated Project Headcount: 19

Beginning Balance: \$500,000.00 Available balance: \$500,000.00 Submitted total: \$3,070.00

Budget for: Available for: Excess Not Reimbursed for: Approved total: \$0.00

Customized Trainings: Customized Trainings: \$250,000.00 Customized Trainings: \$0.00

\$250,000.00 OJT: \$250,000.00 OJT: \$0.00

OJT: \$250,000.00

Show Search Training Session Information Project Status Report Project Monitoring Report

Training Sessions: Status Any + Add Session Row

TRAINING RECORD DATABASE

- Customized Training

Add Session

Training Provided*

Begin Date*

End Date*

On-going Training

☐

Save

Close

TRAINING RECORD DATABASE

- Customized Training
 - If all eligible 260E employees participated in the training, you can include them by indicating yes under the drop down menu “For all project eligible employees?”
 - Only use this option if employee list is up to date

Employees:

Select employee from Employee list using Employee ID, First Name or Last Name

For all project eligible employees? No

Employee ID <input type="button" value="v"/>	First Name <input type="button" value="v"/>	Last Name <input type="button" value="v"/>	Original Title	Current Title <input type="button" value="v"/>	SSN	Pre Empl	Position Start Date <input type="button" value="v"/>	Status <input type="button" value="v"/>	<input type="button" value="x"/>
--	---	--	----------------	--	-----	----------	--	---	----------------------------------

TRAINING RECORD DATABASE

Training Sessions:

Session ID	Training Provided	Begin Date	End Date	Submitted Date	Approved Amount	Status	On-going Training				
3	OSHA	06/03/2019	06/04/2019		\$0.00	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Itemized Costs:

Item #	Expense Category	Vendor	Expense Description	Amount	Documents Provided	
				Total:	\$0.00	
	--Select One--		--Select One--	\$0.00		

Employees:

Select employee from Employee list using Employee ID, First Name or Last Name For all project eligible employees?

Employee ID	First Name	Last Name	Original Title	Current Title	SSN	Pre Empl	Position Start Date	Status	
-------------	------------	-----------	----------------	---------------	-----	----------	---------------------	--------	--

- Customized Training
 - If not all eligible 260E employees participated, you can select individual employees like in the OJT process.

TRAINING RECORD DATABASE

Training Sessions:

Session ID	Training Provided	Begin Date	End Date	Submitted Date	Approved Amount	Status	On-going Training				
3	OSHA	06/03/2019	06/04/2019		\$0.00	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Itemized Costs:

Item #	Expense Category	Vendor	Expense Description	Amount	Documents Provided	
Total:				\$0.00		
	--Select One--		--Select One--	\$0.00		

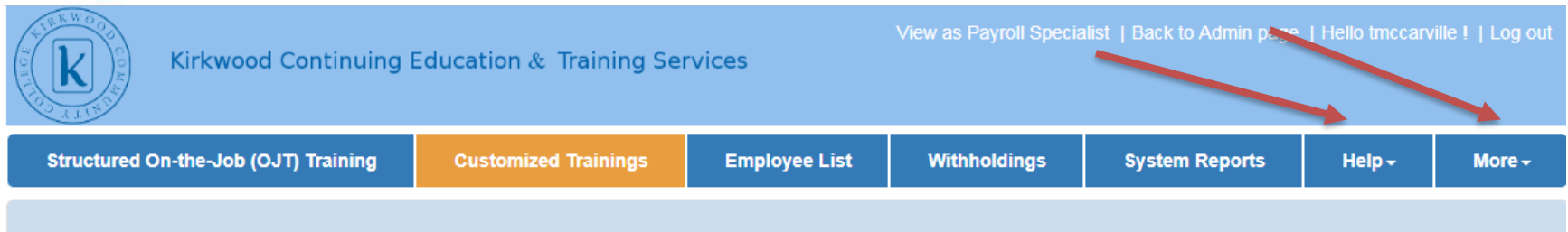
Employees:

Select employee from Employee list using Employee ID, First Name or Last Name For all project eligible employees? No

Employee ID	First Name	Last Name	Original Title	Current Title	SSN	Pre Empl	Position Start Date	Status	
-------------	------------	-----------	----------------	---------------	-----	----------	---------------------	--------	--

- Customized Training
 - Select category, enter vendor and amount
 - Select “Flat Fee” under Expense Description
 - Save each line item

TRAINING RECORD DATABASE



- Troubleshooting
 - There are several different ways you can receive help if you are having issues:
 - Refer to the manual
 - Contact Tyler or Lauren
 - [Watch our YouTube video](#)



BOND STATUS REPORTS

BOND STATUS REPORTS

- On a quarterly basis, you will be provided with an update on the status of your agreement. This status report will show you both how you are progressing with withholding payments, as well the status of what has been reimbursed to you, and what's remaining to be reimbursed.
- Let's look at each section of the report...

SAMPLE STATUS REPORT.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create 1 / 1 69.7% Tools Sign Comment

Kirkwood Community College 260E New Jobs Training Program
Bond Status Report
 Bond Year 2010

KCC Project ID: [REDACTED] # of 1.5% Positions: 0
 Company Name: [REDACTED] # of 3.0% Positions: 10
 State Contract #: E-2011- [REDACTED]
 Updated Through: 3/31/2014 As Of: 6/7/2014

Repayment Due Date	Repayment Schedule		Withholding Received	Balance
	Principal	Interest		
6/1/2011	-	2,337.50	26,986.63	26,649.13
12/1/2011	-	2,337.50	16,917.87	41,229.50
6/1/2012	20,000.00	2,337.50	8,950.50	27,042.50
12/1/2012	-	2,137.50	16,687.53	42,402.53
6/1/2013	15,000.00	2,137.50	11,111.60	35,376.83
12/1/2013	-	1,962.50	13,164.00	47,576.33
6/1/2014	15,000.00	1,962.50	7,628.00	38,243.83
12/1/2014	-	1,800.00	-	36,443.83
6/1/2015	20,000.00	1,800.00	-	14,643.83
12/1/2015	-	1,575.00	-	13,068.83
6/1/2016	15,000.00	1,575.00	-	(1,506.17)
12/1/2016	-	1,362.50	-	(4,068.67)
6/1/2017	20,000.00	1,362.50	-	(26,231.17)
12/1/2017	-	1,037.50	-	(27,268.67)
6/1/2018	15,000.00	1,037.50	-	(43,306.17)
12/1/2018	-	766.25	-	(44,072.42)
6/1/2019	20,000.00	766.25	-	(64,838.67)
12/1/2019	-	387.50	-	(65,226.17)
6/1/2020	20,000.00	387.50	-	(85,613.67)
Total	160,000.00	29,070.00	109,416.33	

Expenditures Reimbursement Summary			
Expense Category	Budget Amount	Expenditures to Date	Amount Remaining
On-the-Job Training	59,913.57	59,182.79	730.76
Company Instruction	-	-	-
College Contracted Training	-	-	-
Training Materials & Supplies	-	440.98	-
Contracted Training	61,686.43	13,242.56	8,264.72
Training Equipment	-	39,738.17	-
Training Related Travel	-	-	-
Insurance Costs	4,000.00	1,741.39	3,058.61
Kirkwood Administration	24,000.00	24,000.00	-
State Administration	1,600.00	1,600.00	-
Reserve	8,000.00	8,000.00	-
Total	160,000.00	147,945.89	12,054.11

Notes:

The screenshot shows the Adobe Acrobat Pro interface with a PDF document titled "SAMPLE STATUS REPORT.pdf". The document content is a "Bond Status Report" for the "Kirkwood Community College 260E New Jobs Training Program" for the "Bond Year 2010".

The report details include:

- KCC Project ID:** N1 [REDACTED]
- Company Name:** [REDACTED]
- State Contract #:** E-2011-[REDACTED]
- Updated Through:** 3/31/2014
- As Of:** 4/7/2014

Summary statistics are provided in a table:

of 1.5% Positions
0
of 3.0% Positions
10

BOND STATUS REPORTS

SAMPLE STATUS REPORT.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons] Customize [Icons]

1 / 1 [Icons] 83.1% [Icons] Tools Sign Comment

Updated through: 5/31/2014 AS OF: 4/7/2014

Bond Repayment Status				
Repayment Due Date	Repayment Schedule		Withholding Received	Balance
	Principal	Interest		
6/1/2011	-	2,337.50	28,986.63	26,649.13
12/1/2011	-	2,337.50	16,917.87	41,229.50
6/1/2012	20,000.00	2,337.50	8,950.50	27,842.50
12/1/2012	-	2,137.50	16,697.53	42,402.53
6/1/2013	15,000.00	2,137.50	11,111.80	36,376.83
12/1/2013	-	1,962.50	13,164.00	47,578.33
6/1/2014	15,000.00	1,962.50	7,628.00	38,243.83
12/1/2014	-	1,800.00	-	36,443.83
6/1/2015	20,000.00	1,800.00	-	14,643.83
12/1/2015	-	1,575.00	-	13,068.83
6/1/2016	15,000.00	1,575.00	-	(3,506.17)
12/1/2016	-	1,362.50	-	(4,868.67)
6/1/2017	20,000.00	1,362.50	-	(26,231.17)
12/1/2017	-	1,037.50	-	(27,268.67)
6/1/2018	15,000.00	1,037.50	-	(43,306.17)
12/1/2018	-	766.25	-	(44,072.42)
6/1/2019	20,000.00	766.25	-	(64,838.67)
12/1/2019	-	387.50	-	(65,226.17)
6/1/2020	20,000.00	387.50	-	(85,613.67)
Total	160,000.00	29,070.00	103,456.33	

BOND STATUS REPORTS

SAMPLE STATUS REPORT.pdf - Adobe Acrobat Pro

File Edit View Window Help

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83.1%

Tools Sign Comment

9/1/2020	25,000.00	507.50		(10,013.07)
Total	160,000.00	29,070.00	103,456.33	

Expenditure Reimbursement Summary			
Expense Category	Budget Amount	Expenditures to Date	Amount Remaining
On-the-Job Training	59,913.57	59,182.79	730.78
Company Instruction		-	
College Contracted Training		-	
Training Materials & Supplies	61,686.43	440.98	8,264.72
Contracted Training		13,242.56	
Training Equipment		39,738.17	
Training Related Travel		-	
Issuance Costs	4,800.00	1,741.39	3,058.61
Kirkwood Administration	24,000.00	24,000.00	-
State Administration	1,600.00	1,600.00	-
Reserve	8,000.00	8,000.00	-
Total	160,000.00	147,945.89	12,054.11

Notes:

TRAINING PLAN

260E Training Plan Form

Company Name		Combined OJT & Training Funds	
# Base Employees		Amount OJT (max of 50%)	
# New Positions		Amount Customized Training	

Company Contacts:		KCC Staff:	
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TRAINING ACTIVITY	TRAINING PROVIDER	COST	KCC \$	OTHER \$	Completion Month/Year	# to Train	NOTES
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
TOTALS		0.00	0.00	0.00			



MONITOR VISITS

- We will be meeting with each of you at least once a year to conduct an annual monitoring visit for the program. It's nothing too scary, just a chance to meet face-to-face and review how things are going.



NEW JOBS TAX CREDIT

- Employers who utilize the 260E program are eligible for an additional tax credit.
- This tax credit is administered directly through the Iowa Department of Revenue, not the college.
- Employers must increase their overall headcount by 10% to be eligible.
- For FY25, the tax credit amount was \$2,370/job.
- Employers must complete and submit form 2021 IA 133.
- If you have further questions, you can call 515-281-3114.

KIRKWOOD CORPORATE TRAINING

THE REGIONAL WORKFORCE COURSE FOR TECHNICAL AND PROFESSIONAL DEVELOPMENT.

Needs analysis and customized approach:

- Industrial
- Change Management
- Health & Safety
- People Skills
- Team Building
- Transportation
- Computers
- Quality
- Leadership



YOUR COMPLETE WORKFORCE PARTNER

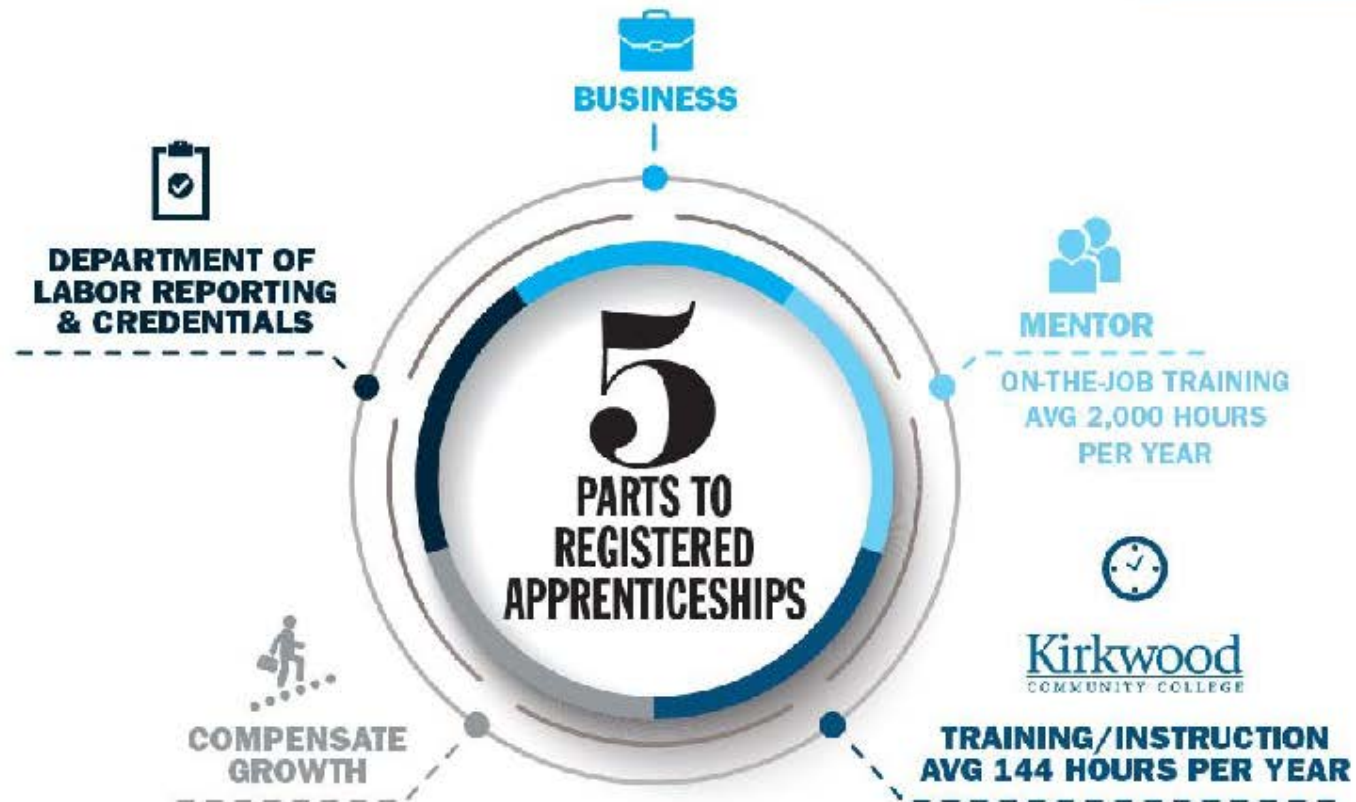
**KIRKWOOD CORPORATE TRAINING WILL WORK WITH YOUR BUSINESS TO
DISCOVER NEEDS AND OFFER LONG-TERM SOLUTIONS**

Your first call for:

- 260E intricacies
- Student connection through internships, job fairs
- Pre-employment training
- Customized consultation and training
- Analysis and guidance to maximize funding sources



Kirkwood
COMMUNITY COLLEGE



KIRKWOOD'S ROLE: SPONSOR AND/OR RTI

- Employer sponsors the registered apprenticeship
- Kirkwood *wants* to provide the related training instruction (RTI):
 - Credit courses
 - Non-Credit courses
 - Corporate training
 - Contract training
- Kirkwood sponsors the registered apprenticeship
- Any business can join the program
- No requirement for
 - Number of apprentices*
 - How often they use the program
- Available when they need it

Depending on the program and employer agreement *

REGISTERED APPRENTICESHIPS ARE GOOD FOR EVERYONE!

Apprentices	Employers	Kirkwood	Community
Earn while learning with support (mentor and KCC)	Funding options may be available	Funding options are growing; more funding = more apprentices	Positively contribute to having highly trained workforce
Gain additional credentials and training/opportunity to upskill	Way to provide additional credentials and training	Workplace learning models are proven and successful	Fill workforce gaps
Show loyalty to employer	Gain commitment from employees	Grow business partnerships and open doors to other Kirkwood services	Build positive relationships with area businesses
Compensation reflects growth/progress	Retention of employees	Apprentices are students who are enrolled in learning opportunities/classes	Good experiences for apprentices and employers are good for everyone
Debt-free experience	Reduces employee turnover	Administrative fees grow support and management of Registered Apprenticeship programs	



FREQUENTLY ASKED QUESTIONS

- What if one of our 260E covered employees leave?
 - The program is tied to the position, not the person.
- What if I have to lay-off multiple people that are in the new jobs?
 - Contact Kirkwood, and we can discuss if/how it will impact the repayment of your obligation.
- When is our withholding payment due to Kirkwood?
 - Payment is due 40 days after the end of each quarter



FREQUENTLY ASKED QUESTIONS

- Once we submit a reimbursement request, when should we expect to receive a check
 - You should receive payment within 2-3 weeks.
- What if my company continues to grow, can I do another final agreement?
 - Your next preliminary agreement is automatically created, and is good for 2 years.
- What if a new job is promoted within the company?
 - If the old position was backfilled, you created a new job. Continue to send withholding on the original position. The new job may be added to a new final in the future.



FREQUENTLY ASKED QUESTIONS

- Once we submit a reimbursement request, when should we expect to receive a check
 - You should receive payment within 2-3 weeks.
- What if my company continues to grow, can I do another final agreement?
 - Your next preliminary agreement is automatically created, and is good for 2 years.
- What if a new job is promoted within the company?
 - If the old position was backfilled, you created a new job. Continue to send withholding on the original position. The new job may be added to a new final in the future.



PROGRAM INFORMATION

In the meantime, please don't hesitate to contact us with any questions or concerns you may have with the terms and conditions of your agreement

Also, please contact us if any of the following situations come up:

- Merger or sale of the company
- Sizable layoffs
- Turnaround in staff administering the 260E program

It's always easier to work with you on the front-end when these situations arise.



NEXT STEPS

- We will send you electronic copies of all of the PowerPoint slides, notes regarding what we discussed, and any handouts from today. Please share them with anyone at your company who works with 260E.
- Tyler will be contacting you to set up a time to go over your company's 260E training plan.
 - Your training fund will not be available until after the training fund has been submitted
- Lauren will be sending you your company's withholding documentation worksheet.



CONTACT INFORMATION

Tyler McCarville – Senior Manager, Job Training Programs

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QUESTIONS?

THANK YOU
FOR
ATTENDING!



Kirkwood
COMMUNITY COLLEGE