

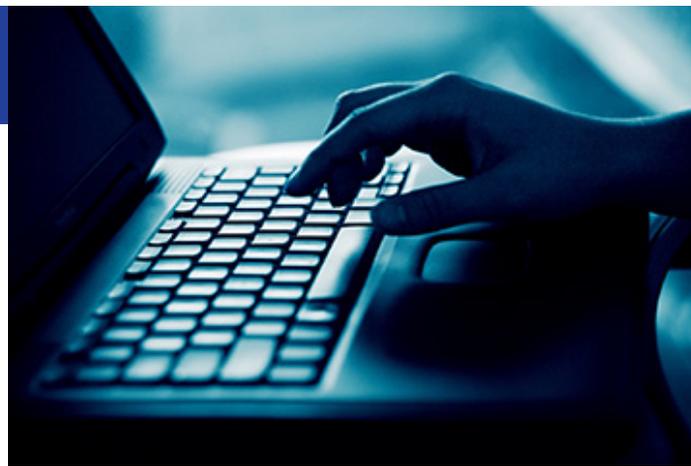
# INCUMBENT WORKER TRAINING PROGRAM

The Incumbent Worker Training Program helps qualifying for-profit businesses provide training to full-time, permanent employees who have been employed for at least six months at the company.

Private non-profit and governmental organizations may also be considered on a case-by-case basis. The training should provide new or upgraded work skills, provide marketable expertise, and boost the workers' potential for increased wages.



The training must also support job retention and encourage career development to strengthen and grow the economic self-sufficiency of the workers, especially those most vulnerable to job losses.



## contact

YOUR LOCAL ALABAMA  
CAREER CENTER



For program updates or to download an application visit:  
<https://wioa-alabama.org/incumbent-training/>

For additional program information contact:

ALABAMA  
CAREER CENTER SYSTEM

ALABAMA  
DEPARTMENT OF WORKFORCE

# WIOA WORKFORCE INNOVATION OPPORTUNITY ACT INCUMBENT WORKER TRAINING PROGRAM

Revised Dec 2024



This project is funded 100% with Federal Funds made available to the State of Alabama **Department of Workforce** by the U.S. Department of Labor/Employment and Training Administration as the Grantor.

Equal Opportunity Employer/Program.  
Auxiliary aids and services available upon request to individuals with disabilities.

# SKILLS DEVELOPMENT

The Incumbent Worker Training Program provides funding to existing businesses to help them remain competitive and retain jobs. Private, non-profit and governmental organizations may also be considered for funding on a case-by-case basis.



This customer-driven program provides training for current employees.



## Funding priority is given to:

- » Businesses in an industry sector experiencing significant occupational skills deficiencies where training or retraining workers is necessary to respond to a shortage of skilled labor
- » Consortia of businesses uniting training activities to reduce training costs and company downtime
- » Businesses with grant proposals that represent a significant layoff avoidance strategy and/or upgrade in skills

**Note: Funding may not be used to pay trainees' wages**



## Existing Alabama businesses applying for program assistance must:

- » Be current on all State tax obligations
- » Have been in operation in Alabama for at least two years prior to application date
- » Demonstrate the anticipated outcomes on business operations and identify the transferrable skills to be acquired by employees
- » Present a training program which provides new and/or upgraded job skills that are vital for the company to maintain or increase competitiveness in a global economy while also providing job security for the workers.

» The program provides flexibility sufficient to meet the business training objectives

» Businesses may use a public or private trainer depending on the nature of the training

» Workforce reserves the right to request follow-up information pertaining to realized results of the funded training projects