

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

STATEMENT OF POLICY

POLICY NUMBER: 6-1-102

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POLICY TITLE: JOB RETRAINING CREDIT PROGRAM

LEGAL AUTHORITY:

**DIVISION OF
RESPONSIBILITY:** ECONOMIC DEVELOPMENT

DATE APPROVED BY BOARD: August 20, 2014

DATE OF LAST REVISION:

CHAIRMAN

EXECUTIVE DIRECTOR

It is the policy of the State Board for Technical and Comprehensive Education to administer and approve training plans for the Job Retraining Credit (JRT) Program. The JRT Program is a statutory incentive housed in the Enterprise Zone Act of 1995. The Retraining Program provides a retraining credit to assist qualified companies in retraining its employees to ensure the company can remain competitive, or introduce new technologies, and maintain a skilled workforce. To “remain competitive” means specific training that will have a documented end such as increasing the efficiency factor, gaining new skills, enhancing the skills of employees to take existing equipment to a higher productivity level, acquiring new equipment, or implementing new products or processes. To “maintain a skilled workforce” means providing upskill training, leadership development training, and recertifications related to production competencies.

Companies must apply to the State Board for approval and administration of the JRT Program. Prior to the application being submitted to the State Board for approval, applicants must develop a specific training plan. The State Board will assist the company in developing a comprehensive, multi-year training plan. The State Board delegates to the State Board staff the review and approval for all Job Retraining applications as long as the retraining is consistent with the State Board’s policies. Approvals should be reported to the State Board for ratification at the next State Board meeting.

The retraining must be approved by the State Board for Technical and Comprehensive Education prior to delivery. The SBTCE will supervise each JRT program company’s training plan to ensure compliance with program guidelines.

The State Board shall establish policies and procedures to provide the oversight and administration for the JRT Program. Specific program details for the JRT Program can be found in the JRT Operating Guidelines document.

The State Board shall submit an annual report on oversight to the Governor, the Chairman of the House

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Ways and Means Committee, the Chairman of the Senate Finance Committee, the Coordinating Council for Economic Development, and the Department of Revenue by November fifteenth of each year.