

# TALENT DEVELOPMENT PROGRAM (TDP) TIMELINE & PROCEDURES

**STEP 1: Employer completes TDP application and submits to NEMOJT at LEAST 30 DAYS PRIOR TO TRAINING START DATE**

☞ Applications must be **COMPLETE** to be considered for funding, including trainee data and training start and end dates.

☞ Applications must be received at least 30 days prior to start of training.

**STEP 2: NEMOJT reviews application and if accepted, awards grant for training**

☞ NEMOJT reserves the right to request clarifying information in order to determine if training plan is an appropriate fit for TDP

☞ If approved, an acceptance letter will be sent outlining terms and expectations.

**STEP 3: NEMOJT staff meets with trainees to complete individual applications & gather required documentation AT LEAST 2 WEEKS PRIOR TO TRAINING START**

☞ Company must designate a primary contact to coordinate with NEMOJT to complete trainee enrollment requirements no later than 2 weeks before training starts

☞ All trainee applications must be complete prior to training. Incomplete applications will result in no funding for that trainee.

**STEP 4: Training takes place**

☞ Only trainees who are included in the TDP application, who complete the required enrollment paperwork prior to training, and who complete the training will be eligible for program funding.

**STEP 5: Once training is complete, employer requests reimbursement from TDP for actual training costs incurred WITHIN 60 DAYS OF END OF TRAINING**

☞ Company must provide proof of training completion for each individual prior to receiving payment.

☞ NEMOJT processes payment either directly to training provider or as reimbursement to company, based on the payment preference indicated on the TDP invoice.

☞ Appropriate backup documentation is required for payment (i.e. paid receipts or invoice from training provider).

☞ **Company MUST invoice NEMOJT for payment no later than 60 days after training.**

**STEP 6: Employer submits wage data for trainees at 12 months after training at the request of NEMOJT**