

# TechCred Program Guidelines

Ohio's TechCred Program gives employers the chance to upskill current and future employees in today's tech-infused economy. Employers who submit successful applications will be reimbursed up to \$2,000 per credential when current or prospective employees complete eligible technology-focused credentials.

## Application and Reimbursement Process

1. Employer applies for funding during application period
2. The Ohio Department of Development scores application and awards funding
3. Employer sponsors current or prospective employees to complete an eligible credential program
4. Current or prospective employee successfully completes the program and receives approved credential
5. Employer submits a copy of the credential earned, an invoice which clearly identifies the cost of the credential, proof of payment, and a copy of the TechCred Employment Verification to receive reimbursement

## Employer Eligibility

Any Ohio registered employer that employs Ohio resident W-2 employees is eligible to apply. Employers of all sizes and in all industries are encouraged to apply. Only one application will be accepted per employer per application period. Agencies of the State of Ohio are not eligible to receive reimbursement. Additionally, training providers are not eligible to receive reimbursement for employees trained in-house. If a training provider wishes to utilize TechCred to upskill their employees, they must use an outside training provider.

## Employer Size Classification

For the purpose of application and fund distribution, the following employer size classifications will be used:

- 1-50 Employees: Small
- 51-200 Employees: Medium
- 201+ Employees: Large

## Individual Eligibility

Ohio employers may apply for reimbursement for credentialing of both current and/or prospective employees. Employers will not be required to identify specific individuals on the application for funding but will be required to identify employees who earned the approved credentials when completing the reimbursement request.

To receive reimbursement, the employer must be able to verify that credential earners are Ohio residents with a verifiable Ohio address. Individuals must be W-2 employees at the time of the reimbursement request; independent contractors or 1099 employees are not eligible for this program. A TechCred Employment Verification for each individual will be required when requesting reimbursement.

### Application Scoring Criteria

Employer applications will be reviewed competitively, based on the following criteria:

- Level of economic distress in employer's region and regional balance of awards
- Amount of employer contribution toward the cost of credential

Applications will be reviewed competitively; awards will **not** be made on a first-come, first-served basis.

### Application Period

When the application period opens companies can apply for eligibility at [TechCred.Ohio.Gov](http://TechCred.Ohio.Gov).

### Information Required for Application

Applicants will be required to submit the following information:

Employer Information:

- Federal Tax ID
- Employer Name
- Supplier ID Number
- Ohio Charter Number
- Address
- Employer's Industry
- Number of Full-Time Employees in Ohio
- Employer Website Link
- Employer Point of Contact and Contact Information

Credential Information:

- Credential Selected (from approved list)
- Training Cost (if applicable)
- Certification Test Cost (if applicable)
- Total Actual Cost of Credential (Training and/or Certification Costs Combined)
- Name of Training Provider
- Type of Training Provider
- Requested Reimbursement Amount from Credential

Trainee Information:

- Number of Prospective Employees Who Will Earn Each Credential
- Number of Incumbent Employees Who Will Earn Each Credential

### Award Amounts

Reimbursements will be up to \$2,000 per credential. Employers are eligible to receive up to \$30,000 per funding round.

## Credential Eligibility

Credentials must meet the following requirements:

### Industry-recognized

The term “industry-recognized,” used with respect to a credential, means a credential that is sought or accepted by employers within the industry or sector involved as a recognized, preferred, or required credential for recruitment, screening, hiring, retention, or advancement purposes; and, where appropriate, is endorsed by a nationally recognized trade association or organization representing a significant part of the industry or sector.

### Technology-focused

A technology-focused credential prioritizes the development of digital skills or STEM-related technical skills for economic productivity.

Examples of technology-focused credentials include those related to software development or utilization, advanced manufacturing and construction technology, data analytics, cyber security, broadband and 5G technology, and other emerging fields.

Credentials on the approved list have been recommended by the Technology Review of Educational Credentials (TECHREC) panel of experts and approved by the Chancellor of the Ohio Department of Higher Education.

### Short-term

Must be completed in less than 12 months and is less than 30 credit hours or 900 clock hours.

### Responsible

Where possible, online and distance-learning programs are encouraged. When in-person elements are necessary, employers and training providers must ensure they are in compliance with Ohio Department of Health and Centers for Disease Control and Prevention recommendations.

## Adding Credentials to the Approved List

TechCred is designed to be responsive to the dynamic workforce needs of employers. Employers can request that additional credentials meeting the eligibility requirements identified above be added to the list of eligible credentials. When filling out the TechCred application, employers will choose “Credential Not Listed” and be prompted to provide:

- Name of Credential
- Identification of the Credential as a Certificate or Certification
- For Certificates: Number of Credit Hours or Clock Hours
- For Certifications: Certification Issuing Body
- Evidence the Competencies/Skills Taught or Measured in the Credential are Technology-Focused
- Evidence the Credential has Value Beyond the Submitting Employer and is not Exclusive to One Organization
- Link to Credential Website or Uploaded Syllabus/Brochure

## Credentialing Timeline

To be eligible for reimbursement, training for approved credentials must start on or after the Effective Date of the Grant Agreement and must be completed by the End Date of the Grant Agreement. The Effective Date of the Grant Agreement will be the first day of the month immediately following the last

application period. Costs incurred by the Applicant prior to an award of eligibility and an executed Grant Agreement is done at the Applicant's risk.

### Eligible Providers

The TechCred program encourages employers to partner with the training provider that will most effectively meet their needs. Eligible training providers include universities, community colleges, technical centers, and private training providers. TechCred will not reimburse employers for internal training or credentialing programs unless the training is provided by a third-party training provider. The training provider must not be affiliated in any way with the applicant.

When conducting credentialing programs with in-person elements, training providers must ensure they are in compliance with Ohio Department of Health and Centers for Disease Control and Prevention recommendations.

### Reimbursable Costs

Employers may be reimbursed for outlays covering tuition, lab fees, manuals, textbooks, and certification costs, up to \$2,000 per credential. Costs must be incurred by the employer, not the employee.

### Reimbursement Timeline

Employers must submit documentation within six (6) weeks of an employee completing the credential to receive reimbursement. Credentials must be completed within 12 months from the award date.

### Reimbursement Process

To request reimbursement, employers that have been awarded eligibility must submit the following information at [TechCred.Ohio.Gov](http://TechCred.Ohio.Gov):

#### Credential Documentation:

- Proof that the individual has completed the specified credential, such as a copy of the certificate or certification uploaded as a .pdf file.

#### Cost Documentation:

- Proof of payment which may include either a cleared check, a credit card statement, or a bank statement. The document must identify the training provider, the amount paid, and the date paid and must clearly show that the payor is the TechCred Grantee.

#### Credential Earner Information:

- Name (first and last)
- Email
- Last 4 Digits of Social Security Number
- Date of Birth
- County of Residence
- Wage Prior to Credential
- Wage After Credential is Earned
- Race (optional)
- Gender (optional)
- A copy of the [TechCred Employment Verification](#) form for each employee included in the request.