

## FREQUENTLY ASKED QUESTIONS

### **What is NextLevel Jobs?**

Next Level Jobs—part of Governor Holcomb’s Next Level Indiana agenda—aims to equip working-age Hoosiers and Indiana employers with the training and skills they need to succeed in the 21st Century economy. Developed in partnership by the Governor, the Indiana Commission for Higher Education, and the Indiana Department of Workforce Development with support from the Indiana General Assembly, Next Level Jobs features two targeted grant programs: Workforce Ready Grant program for working-age Hoosiers and the Employer Training Grant Reimbursement program for Indiana employers.

## WORKFORCE READY GRANT NON-CREDIT BEARING (WRG NCB)

### **What is the Workforce Ready Grant non-credit bearing program (WRG NCB)?**

Through the Workforce Ready Grant, working-age Hoosiers can enroll in no- to low-cost training programs in any one of Indiana’s 5 high-demand sectors—Advanced Manufacturing, Building & Construction, Health & Life Sciences, IT & Business Services, and Transportation & Logistics. Hoosiers can earn high-value certificates in these areas through approved training providers located throughout the state.

### **Who is eligible? What are the requirements?**

To qualify for the grant, students must:

- Enroll in any approved training program by an authorized training provider; and
- Be an Indiana resident and a U.S. Citizen (or eligible resident); and
- Have a high school diploma (or equivalent) but less than a college degree (from any accredited institution); and
- Not have previously utilized WRG funding (a student may only start one WRG program in his or her lifetime).

It is the responsibility of the training provider to ensure all enrolled students meet the eligibility requirements.

### **What programs are covered under the grant?**

The WRG NCB grant covers high-value industry-recognized certificate programs offered in five priority job sectors aligned with Indiana’s economy:

- Advanced Manufacturing
- Building & Construction
- Health & Life Sciences
- IT & Business Technology
- Transportation & Logistics



**All WRG NCB eligible programs must train to an industry certification that leads to a 5 flame occupation.** The program does not cover associate or bachelor's degrees. All approved certificate programs are less than two years. Training may be in-person, online, or a combination of both.

### **How were these five job sectors and program certificates selected?**

These fields are among the fastest growing industries in the state. The programs were selected based on employer demand, wages, job placements, and program completion rates.

For more information on occupation flame ranking methodology, and to view occupational flame rankings, please visit [INDemandjobs.com](http://INDemandjobs.com). The INDemand methodology is not appealable.

### **How does an institution become a WRG NCB authorized training provider?**

To become a WRG NCB authorized training provider, the training provider and program must first be approved on the INTraining Eligible Training Provider (ETP) List. Once approved and fundable on ETPL, the training provider may submit a WRG NCB application for each program it wishes to be considered for WRG.

For more information on INTraining, please go to [INTrainingDWD.org](http://INTrainingDWD.org).

You may find the WRG NCB training provider application at [NextLevelJobs.org](http://NextLevelJobs.org).

### **What happens after an institution becomes a WRG NCB authorized training provider?**

Once approved to be a WRG NCB training provider, further guidance and instructions will be sent on managing the administrative dashboard on the NextLevel Jobs website, including how to receive and follow-up on student leads, and how to set-up an account with the State to receive payment for services.

### **How long does an institution remain a WRG NCB authorized training provider?**

WRG NCB authorized training providers are subject to an annual review each fiscal year; however, new applications for already approved programs are not required on an annual basis. During the annual review, WRG NCB approved programs must continue to meet the 5 flame occupation status, and must have fulfilled any obligations set forth by the Department of Workforce Development or Governor's Workforce Cabinet. WRG NCB programs must continuously remain in good standings with, and be listed on, the INTraining ETPL.

### **How much is the grant worth?**

WRG NCB authorized training providers may receive up to \$5,000 per student enrolled in an eligible training program.

### **What costs does the grant cover?**

WRG NCB grant covers the tuition cost of the training program, credential examination fee, and ancillary costs\* such as books, supplies, labs, and tools, including any consumables necessary to the coursework (\*NCB programs only). Program costs will be closely reviewed by the WRG team to ensure costs remain within a reasonable range, commensurate to like program costs.

### **How do WRG NCB training providers receive tuition payment?**

WRG NCB authorized training providers must complete the necessary paperwork to become a vendor of the State. Once the eligible training provider is a vendor of the State, the training provider may submit invoices according to the following payment schedule: 70% of the student's tuition may be invoiced upon the first week of attendance of the training program. The remaining 30% of the student's tuition may be invoiced upon the student's completion of the requisite coursework. The remaining 30% of tuition will not be paid if the student fails to complete the requisite coursework.

### **What is the difference between completion and certification?**

The completion and certification are two separate metrics identified and tracked at the end of a student's enrollment. A student has successfully completed when he or she finishes the requisite coursework assigned to the program within the allotted timeframe. A student has earned his or her certification after successfully passing the certification examination. The certification date typically comes after the completion date.

### **Are apprenticeships covered under the WRG NCB program?**

Pre-apprenticeships and DOL Registered Apprenticeships (RA) may be eligible for WRG NCB funding. These programs are reviewed on an individual basis. Typically, for a full length DOL RA, WRG NCB funding can help off-set tuition expenses by being applied toward initial industry recognized certifications.

### **Who do I contact for questions about...**

INTraining ETPL: [INTraining@dwd.in.gov](mailto:INTraining@dwd.in.gov)

Workforce Ready Grant **credit bearing** program: [questions@nextleveljobs.org](mailto:questions@nextleveljobs.org)

Workforce Ready Grant **non-credit bearing** program: [WorkforceReadyGrant@dwd.in.gov](mailto:WorkforceReadyGrant@dwd.in.gov)

Employer Training Grant Reimbursement: [NextLevelJobs@dwd.IN.gov](mailto:NextLevelJobs@dwd.IN.gov)

