$\$$\text{ Collaboration Pays }$\$$

San Jacinto College

Continuing & Professional Development

CORPORATE TRAINING SOLUTIONS
OUR METHODOLOGY

Campus
- Contact is made with client
- Onsite appointment is set

Onsite
- Consult with decision makers
- Determine the state of the business

Onsite
- Gather short term and long term goals
- Gather departments’ objectives to meet goals
OUR METHODOLOGY

Onsite
• Gather client’s needs, requirements, desires and constraints

Campus
• Strategize with entire team to formulate a total solution
OUR METHODOLOGY

Campus
- A Review of client’s Job Descriptions

O/C
- Process Reviews

O/C
- Identification of Performance and Knowledge Requirements
OUR METHODOLOGY

- Skills Assessments
- Skills Gap Analysis
- Course Development
OUR METHODOLOGY

Campus

- Curriculum Development

O/C

- Customized Contract Training

O/C

- OTS Contract Training
OUR METHODOLOGY

- Hybrid Contract Training

- Open Enrollment Training

- Grant Training
If grant training is part of the solution:

- Timeline
- Courses
- Grant Director
Continuing and Professional Development

TWC SDF Proposal Development
PROPOSAL DEVELOPMENT

✓ Training Needs Assessment
✓ Create development and submission timeline
✓ Complete and Submit Private Partner Information Form
✓ RID Check – TWC eligibility
✓ Finalize training numbers, Courses and PPIF Form
✓ Review and sign Memorandum Of Understanding
✓ College completes and submits Proposal
TWC REGULATORY INTEGRITY DIVISION ELIGIBILITY CHECK

TWC Tax Account: Checks outstanding balances, reports, and for correctly reporting employees; number of employees reported each quarter on tax report.

Secretary of State: Ensures proper registration to conduct business in Texas, and if appropriate, verifies correct entity name, etc. Reviews Franchise Tax if appropriate for the type of business.

Labor Law Unit: Reviews for any wage claims that have been filed, determinations and any outstanding balances.

Comptroller: Ensures that the employer does not have any holds placed on it by other state agencies and ensures there are no other outstanding delinquencies with other agencies.

Courts: Checks if the employer has a history of civil suits filed by employees for various civil rights, FLSA, ADA, etc.

Internet Review: Ensures that the employer has no negative issues that could potentially disqualify them such as negative EPA reports, federal lawsuits filed by Justice Department, etc.
WITH SJCD ASSISTANCE, COMPLETE THE PRIVATE PARTNER INFORMATION FORM (PPIF)

<table>
<thead>
<tr>
<th>Company Information</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>PRIVATE PARTNER INFORMATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legal Name of Private Partner:</strong></td>
</tr>
<tr>
<td><strong>Contact Name and Title:</strong></td>
</tr>
<tr>
<td><strong>Contact’s Email Address:</strong></td>
</tr>
<tr>
<td><strong>Physical Address:</strong></td>
</tr>
<tr>
<td><strong>City/County/State/9-Digit Zip Code:</strong></td>
</tr>
<tr>
<td><strong>Number of Employees Companywide:</strong></td>
</tr>
<tr>
<td><strong>Experian Business Identification Number (BIN):</strong></td>
</tr>
</tbody>
</table>
| *(If you do not know your Experian Business Identification Number, go to [http://www.SmartBusinessReports.com/ExperianBIN](http://www.SmartBusinessReports.com/ExperianBIN)*  
After typing in your company name, city and state, hit search. The next page will show your BIN in the upper left corner beneath the company address. |
| **TWC Account Number:** | [ ] |
| *(This is the account under which the private partner reports employee wages to the TWC Tax Department)* |
| **4-Digit NAICS Code that identifies your industry:** | [ ] |
| *(To determine correct code, access the U.S. Census Bureau at [http://www.census.gov/egos/www/naics](http://www.census.gov/egos/www/naics)* |

Unemployment Insurance must be paid to the State of Texas
Minimum wage equal to or greater than the prevailing wage for the occupation in the local labor market. (25th percentile for region)
REPORTING REQUIREMENTS:

TRAINEE INFORMATION FORM COMPLETED MONTHLY BY COLLEGE

- Trainee full name
- Social Security Number
- Mailing Address
- Birthdate
- Veteran Status
- Employment status
- Job Title
- SOC
- Hire Date
- Hourly Wage (at time of training)
- Hourly Wage (at contract end)
- % Wage increase
- Termination date (at contract end)

Plus the college provides other course related information such as training start/end date, course title, hours per trainee, etc.
COMPANY PROPOSAL INPUT

☑ Company background information
☑ Why is training needed
☑ Expected outcomes
☑ Unique circumstances
MEMORANDUM OF UNDERSTANDING

✓ Defines and confirms the roles and responsibilities of San Jacinto College and business partner/s as defined by the TWC SDF contract

✓ Training deliverables must be met.

✓ Deliverables are measured by number of duplicated trainees and unduplicated trainees and total hours in training

✓ If the deliverables are not met, the company will be charged per student for cancelled training and trainees determined ineligible by TWC
SDF Budget

COURSE COST CAP = $1,420 PER COURSE PER TRAINEE
PROJECT CAP OF $500,000 FOR SINGLE COMPANY
CONSORTIA PROJECTS TWO OR MORE COMPANIES
PROPRIETARY TRAINING LIMIT 50%

TABLE 2 - TRAINING, TRAINEE HOURS, & PROGRAM SERVICES COSTS

<table>
<thead>
<tr>
<th>Training Provider</th>
<th>Title of Training Course</th>
<th>CIP Code</th>
<th>Training Hours to be Received by Trainees</th>
<th>Number of Trainees</th>
<th>Total Course Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS TECHNICAL SKILLS TRAINING</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ABC College</td>
<td>Introduction to Welding Metallurgy</td>
<td>11.1111</td>
<td>100</td>
<td>94</td>
<td>$23,500</td>
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<tr>
<td>Machinery Technical Ctr</td>
<td>Pneumatics</td>
<td>11.1111</td>
<td>48</td>
<td>13</td>
<td>$3,120</td>
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<tr>
<td>GENERAL TECHNICAL SKILLS TRAINING</td>
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<td></td>
<td></td>
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<tr>
<td>ABC College</td>
<td>Fire Safety</td>
<td>11.1111</td>
<td>7</td>
<td>32</td>
<td>$840</td>
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<tr>
<td>Machinery Technical Ctr</td>
<td>Introduction to Microsoft Word</td>
<td>11.1111</td>
<td>12</td>
<td>70</td>
<td>$4,200</td>
</tr>
<tr>
<td>NON-TECHNICAL SKILLS TRAINING</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>ABC College</td>
<td>Strategic Negotiating Skills</td>
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<td>31</td>
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<tr>
<td>Machinery Technical Ctr</td>
<td>Leadership Skills for Supervisors</td>
<td>11.1111</td>
<td>24</td>
<td>40</td>
<td>$4,800</td>
</tr>
</tbody>
</table>

Business Technical: 55%
General Technical: 45%
Non-Technical: 10%
THANK YOU FOR ATTENDING!

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