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200 New River Town Center
Beckley, WV 25801

Region 1 Workforce Development Board Policy Letter #10

Subject: Customized Training

Effective Date: January 1, 2017

1. **REFERENCE(S):** Workforce Innovation and Opportunity Act of 2014 (WIOA), Section 134(c)(3)(g)(i)
2. **PURPOSE:** To establish policy for implementation of Customized Training (WIOA Section 134(c))
3. **BACKGROUND:** Customized training is training:
 - (a) That is designed to meet the special requirements of an employer (including a group of employers);
 - (b) That is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and
 - (c) For which the employer pays for a significant cost of the training, as determined by the Local Board in accordance with the factors identified in WIOA sec. 3(14).

Customized training of an eligible employed individual may be provided for an employer or a group of employers when:

- (a) The employee is not earning a self-sufficient wage as determined by Local Board policy;
 - (b) The requirements in §680.760 are met; and
 - (c) The customized training relates to the purposes described in §680.710(c) or other appropriate purposes identified by the Local Board.
3. **ACTION:** The term “**Customized Training**” (CT) means training by an employer or employers or by a training provider in conjunction with an employer that is provided to paid participants concurrently while engaged in productive work in a job that:
- (a) Provides knowledge or skills essential to the full and adequate performance of the occupations.
 - (b) Provides reimbursement to the employer(s) for the percentage of the costs of providing the training and additional supervision related to the training.
 - (c) Is limited in duration as appropriate to the occupation for which the participants are being trained.

Potentially eligible employers able to participate in CT contracting include: private-for-profit businesses, private non-profit organizations, and public sector employers.

Approved: February 2, 2017
February 16, 2017
February 22, 2017

Executive Committee
Region 1 Workforce Development Board of Directors
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