

UPSKILL

YOUR CURRENT EMPLOYEES

The Upskill: NJ Incumbent Worker Training Grant Program provides resources to support training of current employees to retain employment or advance in the company, thereby increasing the competitiveness of the employee and employer.



This Upskilling/Reskilling training program helps defray the cost of training existing employees. Upskill grant funds are competitively awarded to NJ employers to provide up to 50% cost reimbursement assistance to train current employees to meet current and future occupational skill requirements. All grants awarded must be:

- **Employer driven** – employer decides who receives training and what type of instruction.
- **Shared costs** – costs shared 50-50 between NJDOL and employer.
- **Outcome based** – training must focus on a specific business solution and participants should receive a portable recognized credential at the end of the training.
- **Focused on front line workers** – training must be focused on those employees involved with the direct production of goods or services created by the employer.



Why should you apply for this grant?

- The program is a cost-effective way to upskill/reskill your current employees.
- Wage reimbursement helps with the expense of training current employees to ensure that they meet current and future business expectations.
- The training will increase the skill levels of employees so that they can be promoted within the company and create backfill opportunities for the employer.

Entities eligible to apply

- Single employers seeking to train their current employees in skills needed to keep the company competitive within a high demand business sector.
- An employer organization, labor organization, community-based or faith-based organization, secondary or postsecondary school or training provider seeking to meet collective training needs of an industry-specific consortium of employers for jobs within a high demand business sector.
- Seasonal, temporary, part-time, commission-based, or 1099 positions are not eligible.



Starting the process is easy!

- On your computer browser, search on NJDOL.
- Click on Department of Labor & Workforce Development – **NJ.gov**.
- Once at the homepage, click on the drop-down arrow for Research & Information located to the far right of the toolbar at the top of the homepage.
- Then click on Grant Opportunities.
- In the middle of the page, you will see tabs for each Fiscal Year (FY). Choose the current FY to view a list of all NJDOL grant opportunities.
- Choose the option for UPSKILL: NJ Incumbent Worker Training Grant Program.
- At the bottom of the announcement, connect to the link to the specific Incumbent Worker Training grant program Notice of Grant Opportunity that fully explains the requirements for the UPSKILL grant program.



BUSINESS ENGAGEMENT & SECTOR STRATEGIES

Email us at upskill@dol.nj.gov to request additional information or to speak with one of our Customized Training Business Representatives.

NJ.GOV/LABOR/BUSINESS