



September 1, 2026

Board of Supervisors
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

**PROPOSED RESOLUTION FOR RETROACTIVE APPROVAL AUTHORIZING THE
CHIEF WORKFORCE DEVELOPMENT OFFICER TO EXECUTE WORKFORCE
INNOVATION AND OPPORTUNITY ACT (WIOA) INCUMBENT WORKER TRAINING
AGREEMENTS FOR PROGRAM YEAR 2026-2027
(Fiscal Impact: None)**

Employers' Training Resource (ETR) requests your Board approve the Workforce Innovation and Opportunity Act (WIOA) Program Year 2026–27 Incumbent Worker Training (IWT) Agreement template and adopt the attached Resolution authorizing the Chief Workforce Development Officer to execute IWT Agreements with eligible employers, retroactive to July 1, 2026, including any necessary amendments or modifications.

The Workforce Innovation and Opportunity Act authorizes Local Workforce Development Boards (LWDBs) to provide Incumbent Worker Training to assist employers in maintaining a skilled workforce, increasing employee competitiveness, supporting career advancement, and preventing layoffs. The Kern, Inyo, and Mono Workforce Development Area administers the IWT Program in accordance with applicable federal, state, and local requirements.

The standardized IWT Agreement template establishes employer and participant eligibility requirements, training and cost-share obligations, reporting responsibilities, and other program requirements. The Agreement also includes attachments documenting the employer's training plan and budget, required employer cost share, and participating employee roster.

Approval of the standardized IWT Agreement template and authorization for the Chief Workforce Development Officer to execute individual agreements will streamline administration of the IWT Program by allowing ETR to enter into agreements with eligible employers without returning to your Board for approval of each individual agreement. The requested authority is retroactive to July 1, 2026, to align with the beginning of WIOA Program Year 2026–27. All training activities will be funded through existing WIOA grant funds and will have no impact on the County General Fund.

County Counsel has approved the Incumbent Worker Training Agreement template and the attached Resolution as to form.

Therefore, IT IS RECOMMENDED that your Board approve the Workforce Innovation and Opportunity Act (WIOA) Program Year 2026–27 Incumbent Worker Training (IWT) Agreement template and adopt the attached Resolution authorizing the Chief Workforce Development Officer to execute IWT Agreements with eligible employers, retroactive to July 1, 2026, including any necessary amendments or modifications, subject to approval as to form by County Counsel.

Sincerely,



Brandon J. Evans
Chief Workforce Development Officer

BJE:jg
Attachment
cc: County Administrative Officer
County Counsel

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF KERN, STATE OF CALIFORNIA**

In the matter of:

Resolution No. _____

**AUTHORIZATION TO APPROVE INCUMBENT
WORKER TRAINING AGREEMENT TEMPLATE FOR
PROGRAM YEAR 2026-27 AND AUTHORIZE THE
CHIEF WORKFORCE DEVELOPMENT OFFICER TO
EXECUTE ALL RELATED AGREEMENTS,
INCLUDING AMENDMENTS OR MODIFICATIONS**

I, NANCY ANDERSON, Clerk of the Board of Supervisors of the County of Kern,
State of California, certify that the following resolution, on motion of Supervisor _____
_____, seconded by Supervisor _____, was duly passed and adopted by the
Board of Supervisors of the County of Kern at a regular meeting on the _____ day of
_____, 20__, by the following vote:

AYES:

NOES:

ABSENT:

NANCY ANDERSON
County Administrative Officer
Clerk of the Board

Deputy Clerk

RESOLUTION

Section 1. WHEREAS:

(a) The County of Kern serves as the Chief Local Elected Official for the Kern,
Inyo, and Mono Workforce Development Area under the Workforce Innovation and
Opportunity Act (WIOA); and

(b) The Workforce Innovation and Opportunity Act (WIOA) authorizes Local

Workforce Development Boards to provide Incumbent Worker Training (IWT) to assist employers in maintaining a skilled workforce, increasing employee competitiveness, supporting career advancement, and preventing layoffs; and

(c) The Kern, Inyo, and Mono Workforce Development Area has established policies governing the administration of Incumbent Worker Training in accordance with applicable federal and state laws and regulations; and

(d) ETR has prepared an IWT Agreement template to ensure clarity, consistency, and compliance with current State and Federal requirements, for Program Year July 1, 2026, through June 30, 2027; and

(e) All costs associated with IWT services are paid from approved workforce development grant funds and do not impact the County General Fund; and

(f) The updated IWT Agreement template have been reviewed and approved as to form by County Counsel.

Section 2. IT IS RESOLVED by the Board of Supervisors of the County of Kern, State of California, as follows:

1. The Board hereby approves the Incumbent Worker Training Agreement template for the Program Year July 1, 2026, through June 30, 2027.

2. The Board hereby authorizes the Chief Workforce Development Officer to execute IWT Agreements and any related documents necessary to administer the program, subject to approval as to form by County Counsel.

3. The Clerk of the Board of Supervisors shall transmit copies of this Resolution to the following:

Employers' Training Resource
County Administrative Office
County Counsel

#2914643-ACH

**THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
INCUMBENT WORKER TRAINING (IWT) AGREEMENT
(COUNTY OF KERN- [BUSINESS NAME])**

THIS AGREEMENT, entered into as of the _____ day of _____, 20____, is by and between the COUNTY OF KERN, a political subdivision of the State of California (“COUNTY”) and (BUSINESS NAME) , a California _____, with its principal place of business located at Bakersfield, California (“EMPLOYER”):

RECITALS:

WHEREAS:

- a) WHEREAS, the Workforce Innovation and Opportunity Act (WIOA) authorizes Local Workforce Development Boards to provide Incumbent Worker Training (IWT) to assist employers in maintaining a skilled workforce, increasing employee competitiveness, supporting career advancement, and preventing layoffs; and
- b) WHEREAS, the Kern, Inyo, and Mono Workforce Development Area has adopted policies governing the provision of Incumbent Worker Training services consistent with federal and state regulations; and
- c) WHEREAS, EMPLOYER desires to provide occupational skill training to eligible incumbent workers employed by the company; and
- d) WHEREAS, COUNTY has determined that EMPLOYER meets the eligibility requirements for participation in the Incumbent Worker Training Program; and
- e) WHEREAS, the parties desire to establish the terms and conditions governing the provision of Incumbent Worker Training services, including the training plan, employer cost share, and participating employee roster attached hereto as **Attachments “A” through “D”** and incorporated herein by reference.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. EMPLOYER ELIGIBILITY

EMPLOYER certifies that it:

- a) Possesses a valid California Employer Account Number.
- b) Is compliant with all applicable federal, state, and local labor, employment, and equal opportunity laws.
- c) Is registered as a Preferred Employer (recruiting employer) in CalJOBS.
- d) Is not debarred, suspended, or otherwise prohibited from participating in federally funded programs.

- e) Will provide documentation necessary to establish eligibility and maintain compliance with WIOA requirements.

2. INCUMBENT WORKER ELIGIBILITY

EMPLOYER certifies that participating employees:

- a) Are currently employed by EMPLOYER.
- b) Meet Fair Labor Standards Act requirements for an employer-employee relationship.
- c) Meet Selective Service requirements, when applicable.
- d) Have been employed by EMPLOYER for at least six (6) months prior to enrollment in training.
- e) Are participating as part of a training cohort, with a majority of participating employees meeting the six-month employment requirement.

3. TRAINING REQUIREMENTS

EMPLOYER agrees that training provided under this Agreement shall:

- a) Increase the competitiveness of the employee and/or employer.
- b) Support employee retention, advancement, wage progression, credential attainment, or career pathway advancement.
- c) Be directly related to the skill needs of the business.
- d) Be conducted in accordance with the approved “**Attachment A**”, Incumbent Worker Training Plan and Budget, which establishes the approved training activities, training provider, participants, training period, and maximum reimbursable costs under this Agreement.
- e) Be completed within the period established by this Agreement and “**Attachment A**”.
- f) Be limited to the training activities and costs approved in “**Attachment A**”. County reimbursement shall not exceed the maximum amount identified in “**Attachment A**” and shall be subject to the availability of funds and compliance with all applicable federal, state, and local laws, regulations, policies, and this Agreement.
- g) Result in documentation of completion, including certificates, credentials, licenses, or other evidence of measurable skill gain, and be documented through “**Attachment D**”, Incumbent Worker Training Completion and Outcomes Report, when applicable.

4. EMPLOYER COMMITMENTS

EMPLOYER agrees to make reasonable efforts to:

- a) Retain participating employees for at least six (6) months following completion of training.
- b) Promote participating employees when opportunities exist.

- c) Provide tangible benefits to participating employees through increased skills, responsibilities, wages, credentials, or advancement opportunities.
- d) Cooperate with all monitoring, reporting, and evaluation activities required by COUNTY, the State of California, and the U.S. Department of Labor.
- e) Complete and submit “**Attachment D**”, Incumbent Worker Training Completion and Outcomes Report within thirty (30) days following completion of the approved training, unless otherwise authorized by COUNTY.

5. EMPLOYER COST SHARE

EMPLOYER shall contribute the required non-federal share of training costs as follows:

- Ten percent (10%) for employers with 50 or fewer employees.
- Twenty-five percent (25%) for employers with 51 to 100 employees.
- Fifty percent (50%) for employers with more than 100 employees.

Employer contributions may include:

- Employee wages paid during training;
- Tuition, registration, and instructional costs;
- Books, materials, supplies, and equipment;
- Instructor costs;
- Certification and licensing fees; and
- Other allowable training-related costs.

Employer cost share shall be documented using “**Attachment B**”, Employer Cost Share Worksheet, incorporated herein by reference. Employer shall maintain supporting documentation, including payroll records, invoices, receipts, training provider documentation, or other records sufficient to verify allowable contributions in accordance with WIOA and applicable federal regulations.

6. COUNTY SHARE COSTS

COUNTY may reimburse allowable training costs approved in “**Attachment A**”, Incumbent Worker Training Plan and Budget, consistent with the Workforce Innovation and Opportunity Act (WIOA), applicable federal and state laws, regulations, guidance, and local policy. COUNTY funds shall not be used to reimburse employee wages paid during participation in training.

Funding under this Agreement is subject to the availability of WIOA funds and compliance with all applicable federal, state, and local requirements governing the Incumbent Worker Training Program. COUNTY reimbursement shall not exceed the approved amount identified in “**Attachment A**” or **Seven Thousand Five Hundred Dollars (\$7,500.00)** per incumbent

worker, whichever is less. COUNTY shall have no obligation to reimburse costs incurred in excess of these limits.

7. RECORDS AND REPORTING

EMPLOYER shall:

- a) Maintain records necessary to document training participation, completion, employer contributions, and outcomes.
- b) Retain all records for a minimum of three (3) years following final payment or longer if required by audit, litigation, or federal regulation.
- c) Submit completed “**Attachment C**”, Incumbent Worker Training Employee Roster, identifying all participating employees, job titles, hire dates, and training credentials earned or expected upon completion.
- d) Cooperate with data collection and performance reporting requirements, including credential attainment and measurable skill gains.

8. MONITORING

EMPLOYER shall permit COUNTY, State, and Federal representatives to monitor and review records and activities related to this Agreement to ensure compliance with applicable laws, regulations, and policies.

9. CONFIDENTIALITY

EMPLOYER shall protect all personally identifiable information obtained through participation in this program and shall comply with all applicable federal and state confidentiality requirements.

10. INSURANCE

EMPLOYER, in order to protect COUNTY and its board members, officials, agents, officers, and employees against all claims and liability for death, injury, loss and damage as a result of EMPLOYER’s actions in connection with the performance of EMPLOYER’s obligations, as required in this Agreement, shall secure and maintain insurance as described below. EMPLOYER shall not perform any work under this Agreement until EMPLOYER has obtained all insurance required under this section and the required certificates of insurance and all required endorsements have been filed with the COUNTY’s authorized insurance representative. Receipt of evidence of insurance that does not comply with all applicable insurance requirements shall not constitute a waiver of the insurance requirements set forth herein. The required documents must be signed by the authorized representative of the insurance company shown on the certificate. Upon request, EMPLOYER shall supply proof that such person is an authorized representative thereof and is authorized to bind the named underwriter(s) and their company to the coverage, limits and termination provisions shown thereon. The EMPLOYER shall promptly deliver a certificate of insurance, and all required

endorsements, with respect to each renewal policy, as necessary to demonstrate the maintenance of the required insurance coverage for the term specified herein. Such certificates and endorsements shall be delivered prior to the expiration date of any policy and bear a notation evidencing payment of the premium thereof if so requested. EMPLOYER shall immediately pay any deductibles and self-insured retentions under all required insurance policies upon the submission of any claim by EMPLOYER or COUNTY as an additional insured.

- (1) Workers' Compensation and Employers Liability Insurance Requirement -- In the event EMPLOYER has employees who may perform any services pursuant to this Agreement, EMPLOYER shall submit written proof that EMPLOYER is insured against liability for workers' compensation in accordance with the provisions of section 3700 of the California Labor Code.

EMPLOYER shall require any sub-contractors to provide workers' compensation for all of the subcontractors' employees, unless the sub-contractors' employees are covered by the insurance afforded by EMPLOYER. If any class of employees engaged in work or services performed under this Agreement is not covered by California Labor Code section 3700, EMPLOYER shall provide and/or require each sub-contractor to provide adequate insurance for the coverage of employees not otherwise covered.

EMPLOYER shall also maintain employer's liability insurance with limits of one million dollars (\$1,000,000) for bodily injury or disease.

(2) Liability Insurance Requirements:

- a. EMPLOYER shall maintain in full force and effect, at all times during the term of this Agreement, the following insurance:

- i. Commercial General Liability Insurance including, but not limited to, Contractual Liability Insurance (specifically concerning the indemnity provisions of this Agreement with the COUNTY), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of EMPLOYER's performance of work under this Agreement. The Commercial General Liability insurance shall contain no exclusions or limitation for independent contractors working on the behalf of the named insured. EMPLOYER shall maintain the Products-Completed Operations Hazard coverage for the longest period allowed by law following termination of this Agreement. The amount of said insurance coverage required by this Agreement shall be the policy limits, which shall be at least one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) aggregate.
- ii. Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering any

vehicle and/or all owned, leased, hired and non-owned vehicles used in the performance of services pursuant to this Agreement with coverage equal to the policy limits, which shall be at least one million dollars (\$1,000,000) each occurrence.

- b. The Commercial General Liability and Automobile liability Insurance required in this sub-paragraph b. shall include an endorsement naming the COUNTY and COUNTY's board members, officials, officers, agents and employees as additional insureds for liability arising out of this Agreement and any operations related thereto. Said endorsement shall be provided using one of the following three options: (i) on ISO form CG 20 10 11 85; or (ii) on ISO form CG 20 37 10 01 plus either ISO form CG 20 10 10 01 or CG 20 33 10 01; or (iii) on such other forms which provide coverage at least equal to or better than form CG 20 10 11 85.
 - c. Any self-insured retentions in excess of \$100,000 must be declared on the Certificate of Insurance or other documentation provided to COUNTY and must be approved by the COUNTY Risk Manager.
 - d. If any of the insurance coverages required under this Agreement is written on a claims-made basis, EMPLOYER, at EMPLOYER's option, shall either (i) maintain said coverage for at least five (5) years following the termination of this Agreement with coverage extending back to the effective date of this Agreement; (ii) purchase an extended reporting period of not less than five (5) years following the termination of this Agreement; or (iii) acquire a full prior acts provision on any renewal or replacement policy.
- (3) Cancellation of Insurance -- The above stated insurance coverages required to be maintained by EMPLOYER shall be maintained until the completion of all of EMPLOYER's obligations under this Agreement except as otherwise indicated herein. Each insurance policy supplied by the EMPLOYER shall not be suspended, voided, cancelled or reduced in coverage or in limits except after ten (10) days written notice by EMPLOYER in the case of non-payment of premiums, or thirty (30) days written notice in all other cases. This notice requirement does not waive the insurance requirements stated herein. EMPLOYER shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.
- (4) All insurance shall be issued by a company or companies admitted to do business in California and listed in the current "Best's Key Rating Guide" publication with a minimum rating of A-; VII. Any exception to these requirements must be approved by the COUNTY Risk Manager.

- (5) If EMPLOYER is, or becomes during the term of this Agreement, self-insured or a member of a self-insurance pool, EMPLOYER shall provide coverage equivalent to the insurance coverages and endorsements required above. The COUNTY will not accept such coverage unless the COUNTY determines, in its sole discretion and by written acceptance, that the coverage proposed to be provided by EMPLOYER is equivalent to the above-required coverages.
- (6) All insurance afforded by EMPLOYER pursuant to this Agreement shall be primary to and not contributing to all insurance or self-insurance maintained by the COUNTY. An endorsement shall be provided on all policies, except professional liability/errors and omissions, which shall waive any right of recovery (waiver of subrogation) against the COUNTY. A waiver of right of recovery (waiver of subrogation) is only required on Workers' Compensation policies when a EMPLOYER's personnel deliver or perform services for the COUNTY while on COUNTY property.
- (7) Insurance coverages in the minimum amounts set forth herein shall not be construed to relieve EMPLOYER for any liability, whether within, outside, or in excess of such coverage, and regardless of solvency or insolvency of the insurer that issues the coverage; nor shall it preclude the COUNTY from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.
- (8) Failure by EMPLOYER to maintain all such insurance in effect at all times required by this Agreement shall be a material breach of this Agreement by EMPLOYER. COUNTY, at its sole option, may terminate this Agreement and obtain damages from EMPLOYER resulting from said breach. Alternatively, COUNTY may purchase such required insurance coverage, and without further notice to EMPLOYER, COUNTY shall deduct from sums due to EMPLOYER any premiums and associated costs advanced or paid by COUNTY for such insurance. If the balance of monies obligated to EMPLOYER pursuant to this Agreement are insufficient to reimburse COUNTY for the premiums and any associated costs, EMPLOYER agrees to reimburse COUNTY for the premiums and pay for all costs associated with the purchase of said insurance. Any failure by COUNTY to take this alternative action shall not relieve EMPLOYER of its obligation to obtain and maintain the insurance coverages required by this Agreement.

11. INDEMNIFICATION

EMPLOYER agrees to indemnify, defend and hold harmless COUNTY and COUNTY's agents, board members, elected and appointed officials and officers, employees, volunteers and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgements, costs, and expenses (including, but not limited to, reasonable attorney's fees of County Counsel and counsel retained by COUNTY, expert fees,

costs of staff time, and investigation costs) of whatever kind or nature, which arise out of or are in any way connected with any act or omission of EMPLOYER or EMPLOYER's officers, agents, employees, independent contractors, sub-contractors of any tier, or authorized representatives. Without limiting the generality of the foregoing, the same shall include injury or death to any person or persons; damage to any property, regardless of where located, including the property of COUNTY; and any Workers' Compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of EMPLOYER by any person or entity.

12. TERM

The term of this Agreement shall commence on the Effective Date and shall expire on [INSERT END DATE], unless terminated earlier in accordance with the provisions of this Agreement.

13. INCORPORATED ATTACHMENTS

The following documents are incorporated into this Agreement and made a part hereof:

- **Attachment A** – Incumbent Worker Training Plan and Budget
- **Attachment B** – Employer Cost Share Worksheet
- **Attachment C** – Incumbent Worker Training Employee Roster
- **Attachment D** – Incumbent Worker Training Completion and Outcomes Report

In the event of a conflict between an attachment and the terms of this Agreement, the provisions of this Agreement shall control unless otherwise approved in writing by the COUNTY.

14. CERTIFICATION

EMPLOYER certifies that all information provided under this Agreement and its incorporated attachments, including Attachments A, B, C, and D, is true, accurate, and complete and agrees to comply with all applicable WIOA, State of California, Employment Development Department (EDD), U.S. Department of Labor, and County of Kern requirements governing the Incumbent Worker Training Program.

Remainder of page intentionally left blank

IN WITNESS WHEREOF, each party has signed this Agreement upon the date indicated, and agrees, for itself, its employees, officers, partners and successors, to be fully bound by all terms and conditions of this Agreement.

COUNTY OF KERN

Date: _____

By: _____

Brandon J. Evans
Chief Workforce Development Officer
Employers' Training Resource

“COUNTY”

APPROVED AS TO FORM

Date: _____

By: _____

Name
Deputy County Counsel

BUSINESS NAME

Date: _____

By: _____

Signer
Title and Business Name

“EMPLOYER”

ATTACHMENT A

INCUMBENT WORKER TRAINING PLAN AND BUDGET

Employer Name: _____ Training Provider: _____

Training Title: _____

Training Start Date: _____ Training End Date: _____

Total Number of Employees to be Trained: _____

Business Need for Training:

Expected Outcomes (check all that apply):

☐ Employee retention ☐ Layoff aversion ☐ Wage progression

☐ Promotion opportunities ☐ Career pathway advancement

☐ Industry-recognized credential/certificate

☐ Other: _____

Training Description:

Training Schedule:

Budget Summary

The total ETR/WIOA reimbursement requested shall not exceed \$7,500 per approved incumbent worker and is subject to the availability of WIOA funds and the terms of the Incumbent Worker Training Agreement.

Cost Item	Total Cost
Tuition/Registration	\$ _____
Books/Materials	\$ _____
Instructor Costs	\$ _____
Certification Fees	\$ _____
Other	\$ _____

TOTAL TRAINING COST **\$ _____**

Employer Contribution (Required Cost Share): \$ _____ ETR/WIOA Contribution (Not to Exceed \$7,500 per Approved Incumbent Worker): \$ _____

Employer Representative Signature: _____

Date: _____

ATTACHMENT B

EMPLOYER COST SHARE WORKSHEET

Employer Name: _____

Total Number of Employees in California: _____

Required Employer Contribution:

☐ 10% (50 employees or fewer) ☐ 25% (51–100 employees) ☐ 50% (More than 100 employees)

Employer Contribution Sources:

Contribution Type	Amount
Employee Wages During Training	\$ _____
Tuition Paid by Employer	\$ _____
Books/Materials	\$ _____
Instructor Costs	\$ _____
Certification/Licensing Fees	\$ _____
Other Allowable Costs	\$ _____

TOTAL EMPLOYER CONTRIBUTION: \$ _____

Required Minimum Contribution: \$ _____

Documentation Attached:

☐ Payroll Records ☐ Invoices ☐ Training Provider Documentation ☐ Other Supporting Documentation

Employer Certification

I certify that the information provided above is accurate and supported by records available for monitoring and audit purposes.

Authorized Representative: _____ Title: _____

Signature: _____ Date: _____

ATTACHMENT C

INCUMBENT WORKER TRAINING EMPLOYEE ROSTER

Employer Name: _____

Training Title: _____

Employee Name	Job Title	Hire Date	Credential/Certificate

Employer Certification

I certify that the employees listed above are current employees and meet the eligibility requirements established under the Incumbent Worker Training Program.

Authorized Representative: _____ Title: _____

Signature: _____ Date: _____

ATTACHMENT D

INCUMBENT WORKER TRAINING COMPLETION AND OUTCOMES REPORT

Employer Name: _____ Training Provider _____

Training Title: _____ Training Start Date: _____

Training End Date: _____ Date Report Submitted: _____

Employer Representative: _____

SECTION I – TRAINING SUMMARY

Number of Employees Approved for Training: _____

Number of Employees Who Began Training: _____

Number of Employees Who Successfully Completed Training: _____

Completion Rate: _____ %

Number of Employees Receiving Credentials/Certificates: _____

SECTION II – TRAINING OUTCOMES

Please indicate all outcomes achieved as a result of the training.

- ☐ Employees retained after training ☐ Layoffs avoided ☐ Promotions received
- ☐ Wage increases provided ☐ Increased job responsibilities ☐ State license obtained
- ☐ Industry-recognized credential earned ☐ Measurable Skill Gain achieved
- ☐ Career pathway advancement ☐ Increased productivity ☐ Improved safety
- ☐ Improved quality of work
- ☐ Other:

SECTION III – BUSINESS IMPACT

Briefly describe how the training benefited your business.

Examples may include:

- Increased productivity
- Reduced turnover
- Improved quality
- New equipment or technology implementation
- Expanded services
- Regulatory compliance
- Improved customer satisfaction
- Increased competitiveness

SECTION IV – PARTICIPANT OUTCOMES

Employee Name	Completed Training (Y/N)	Credential/Certificate Earned	Promotion Received	Wage Increase (Y/N)	Retained After Training (Y/N)

(Attach additional pages if necessary.)

SECTION V – CERTIFICATIONS

The Employer certifies that:

- ☐ Training was completed as described in Attachment A.
- ☐ All information contained in this report is accurate.
- ☐ Supporting documentation is maintained and available for monitoring.
- ☐ Copies of certificates, licenses, or other proof of completion are attached.
- ☐ Employer cost share documentation has been retained.

Documentation Attached

- ☐ Certificates of Completion ☐ Industry Credential ☐ Training Provider Completion Report
 - ☐ Attendance Records ☐ Payroll Documentation ☐ Employer Cost Share Documentation
 - ☐ Other
-
-

Employer Certification

I certify that the information contained in this report is true and correct to the best of my knowledge and that all training activities were completed in accordance with the Workforce Innovation and Opportunity Act (WIOA), applicable federal regulations, State of California guidance, and the County of Kern Incumbent Worker Training Agreement.

Employer Authorized Representative: _____

Title: _____

Signature: _____ Date _____