

Justification Guide

Retraining of eligible employees must be necessary for the qualifying business to remain competitive or introduce new technologies.

Below is a sample list of acceptable course justifications:

- New equipment
- New technology (ex. computer platforms, software implementation and upgrades)
- New/Improved processes
- New products
- New Standard Operating Procedures (SOP)
- New regulations (company, and regulatory agencies) [OSHA, FDA, USDA, etc.]
- Lean Manufacturing
- Six Sigma
- ISO 9000 Quality Management Principles
- Total Quality Management
- High Performance/Self-directed work teams
- Safety refresher
- Apprenticeship (Note: Needs to be an active registered apprenticeship program that contains that specific training.)
- Export

NOT ELIGIBLE:

- Executive training
- Management development training
- Career development
- Personal enrichment training
- Cross training of employees on equipment or technology that is not new to the company

