Employment and Training Funds (ETF) for PACE Workshops: Information Sheet for Employers

Please read if applying for Fall 2019.

ETF is administered by the Department of Labor and Industrial Relations (DLIR), Workforce Development Division (WDD), see page 4 for more information.

Eligibility: Participants must be currently employed by a non-government entity.

ETF pays for half of the tuition (50%) for non-credit training when the Employer or participant pays the other half. ETF pays for the PACE Workshops by units.

ETF may be available for the Fall 2019 PACE courses: ECED 105 at the ‘Aiea Hongwanji Mission Preschool, ECED 110 at the Kama‘āina Kids Tech Park in Mililani and ECED 131 at the Seagull School in Kapolei.

ETF provides funding in quarter sessions. The third quarter is July to September. The fourth quarter is October to December. PACE Fall workshops run August to December and span the third and fourth quarters.

Separate applications are required for the third and fourth quarters.

You must apply for the funding by PACE units. There are four units for each course. There are specific course codes for ETF which are different from the course codes on the PACE Workshop Registration Form. ETF only covers tuition, not textbooks.

Email the PACE office (pacehon@hawaii.edu) for the ETF applications in PDF. The first two pages are the ETF agreement form and the ETF registration form to be completed by the employer and employee and submitted to DLIR WDD. Page 2 of the Referral Agreement Form needs specific course codes that are different from the regular PACE registration codes. The ETF course codes are on page 2 of this information sheet. The third page of the ETF application contains instructions and the fourth page of the ETF application is the address, fax number, or e-mail to submit the forms.

ETF forms are due two weeks before the unit start date. For Unit One:

Due date for ECED 105 is August 22, 2019
Due date for ECED 110 is August 20, 2019
Due date for ECED 131 is August 14, 2019

Once your employees have been approved for ETF, please mail the PACE ETF Registration Form (this is different from the regular PACE registration form, contact the PACE office, pacehon@hawaii.edu) and submit payment to Non-credit Registration at Honolulu Community College. Online registration is not available for ETF. The address is on the form. Make checks out to University of Hawai‘i. You may also call in the registration using a credit card or fax a purchase order. Please apply as soon as possible so the forms can be approved by the deadline. Course codes for the ETF forms are on the next page.

Please inform your employees of the orientation date, see page 3.

Mahalo.
pace/DLIR ETF/2019:ETF Information for Fall 2019
### Fall 2019
Completing Employment and Training Funds (ETF) forms for PACE Workshops

Pages one (application) & two (registration) must be completed and submitted to DLIR.

**Section I** is to be completed by the participant (employee).

The Name of the Training Vendor (School) is Honolulu Community College.

The Location is Mililani, ‘Aiea, or Kapolei.

Below are the course codes, course titles, class dates, and tuition for each course.

There is no Excess balance, enter 0.

### PACE ECED 105 Introduction to Early Childhood Education
Location: ‘Aiea

**Third quarter (July, August, September)**

<table>
<thead>
<tr>
<th>Course no. &amp; Section</th>
<th>Course Title</th>
<th>Class Dates</th>
<th>Total Tuition</th>
<th>DLIR Costs</th>
<th>Employer Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 8220-007</td>
<td>105 Learning About Children Unit</td>
<td>9/5/19-9/26/19</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

**Fourth quarter (October, November, December)**

<table>
<thead>
<tr>
<th>Course no. &amp; Section</th>
<th>Course Title</th>
<th>Class Dates</th>
<th>Total Tuition</th>
<th>DLIR Costs</th>
<th>Employer Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 8221-007</td>
<td>105 Learning About Families Unit</td>
<td>10/03/19-10/24/19</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$50.00</td>
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<tr>
<td>EDU 8222-007</td>
<td>105 Learning About Yourself Unit</td>
<td>10/30/19-11/21/19</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$50.00</td>
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<tr>
<td>EDU 8223-007</td>
<td>105 Learning About the Field Unit</td>
<td>11/27/19-12/19/19</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$50.00</td>
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</tbody>
</table>

### PACE ECED 110 Developmentally Appropriate Practices
Location: Mililani

**Third quarter (July, August, September)**

<table>
<thead>
<tr>
<th>Course no. &amp; Section</th>
<th>Course Title</th>
<th>Class Dates</th>
<th>Total Tuition</th>
<th>DLIR Costs</th>
<th>Employer Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 8224-007</td>
<td>110 The Learning Environment Unit</td>
<td>9/3/19-9/24/19</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$50.00</td>
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</table>

**Fourth quarter (October, November, December)**

<table>
<thead>
<tr>
<th>Course no. &amp; Section</th>
<th>Course Title</th>
<th>Class Dates</th>
<th>Total Tuition</th>
<th>DLIR Costs</th>
<th>Employer Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 8225-007</td>
<td>110 Health, Safety, &amp; Nutrition Unit</td>
<td>10/01/19-10/22/19</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$50.00</td>
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<tr>
<td>EDU 8226-007</td>
<td>110 Play &amp; Curriculum Unit</td>
<td>10/29/19-11/19/19</td>
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<tr>
<td>EDU 8227-007</td>
<td>110 Relationships &amp; Guidance Unit</td>
<td>11/26/19-12/17/19</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$50.00</td>
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</tbody>
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808-845-9696
pacehon@hawaii.edu

continue on next page
PACE ECED 131 Early Childhood Development
Location: Kapolei

First quarter (January, February, March)

<table>
<thead>
<tr>
<th>Course no. &amp; Section</th>
<th>Course Title</th>
<th>Class Dates</th>
<th>Total Tuition</th>
<th>DLIR Costs</th>
<th>Employer Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 8228-007</td>
<td>131 Prenatal &amp; Infant Dev. Unit</td>
<td>8/28/19-9/18/19</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$50.00</td>
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<tr>
<td>EDU 8229-007</td>
<td>131 Toddler Development Unit</td>
<td>9/25/19-10/16/19</td>
<td>$100.00</td>
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Second quarter (April, May,)

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<tr>
<th>Course no. &amp; Section</th>
<th>Course Title</th>
<th>Class Dates</th>
<th>Total Tuition</th>
<th>DLIR Costs</th>
<th>Employer Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 8230-007</td>
<td>131 Preschool Development Unit</td>
<td>10/23/19-1/13/19</td>
<td>$100.00</td>
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<tr>
<td>EDU 8231-007</td>
<td>131 School-Age Development Unit</td>
<td>11/20/19-12/11/19</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Section IV is to be completed by the Employer. See the tables above for the Employer’s total cost. Once ETF is approved, submit the PACE registration form and payment to the mailing address or fax number on the registration form. E-mail the PACE Office if you need the registration form for ETF (it is different than the one in the PACE Schedule), pacchon@hawaii.edu.

Online registration is not available for ETF.

State of Hawai‘i,
Department of Labor and Industrial Relations (DLIR),
Workforce Development Division (WDD),
http://labor.hawaii.gov/wdd/home/employers/etf/micro/

Information from the web page URL listed above is on page 4.

Orientations

Orientation sessions are free, optional, and highly recommended, especially for those new to the PACE Program. The first assignment is reviewed. Please have your employees bring the assignments packet with them to the orientation.

Registration is encouraged so enough materials are available.

Participants may register online for the orientation at: https://pcatt.org/pace

ECED 105 Early Childhood Development at ‘Aiea Hongwanji Mission Preschool on August 29, 2019, 6:00 PM to 8:00 PM, Adult Care Lotus Room, 99-186 Puakala Street, 96701.

ECED 110 Developmentally Appropriate Practices at Kama‘āina Kids Tech Park in Mililani on August 20, 2019, 6:15 PM to 8:15 PM, Multi-Purpose Room, 345 Kahelu Avenue, 96789.

ECED 131 Early Childhood Development at Seagull School Kapolei, Adult Care Room, 91-531 Farrington Highway, 96707 on August 21, 2019, 6:00 PM to 8:00 PM. Please park after 5:45 PM in the school parking lot.
ETF MICRO PROGRAM

Employers that participate in the ETF Micro Program can obtain training subsidies. ETF will subsidize 50% of tuition cost up to an ETF cap of $400 per course; any excess balance shall be paid by the employer to the vendor. ETF’s assistance shall not include the cost of books, tools, equipment, and auxiliary and support services; payment for these materials and services shall be made by the employer or the ETF participant.

As a participant of the ETF Program, the employer must notify WDD staff of any cancellations or substitutions at least one week prior to the start of the class.

Eligibility

There are three simple rules for eligibility:

Participants must be currently employed by a non-government entity.
Requested training must be ETF-approved, upgrading the skills of the participant’s current position, and provided by one of the providers on the list of approved ETF Training Providers and ETF cannot be used to fund training that supplants or duplicates existing training activities (e.g., in-house-training) or training that is required by federal, state or county statutes.

*Note: The definition of supplanting varies, but primarily can be defined as a substitute or subsidizes ETF resources for activities normally provided by the employer.

How to Apply

Applying to the ETF Program is simple.
Complete the “Forms for Instructions and Employer Referral and Course Registration Agreement” and submit to your local WDD Office.

*In order to ensure your successful enrollment into the ETF Program, please send your application to your nearest WDD local office at least two weeks before the start date [bold added] of the class in which you intend to participate.

From: https://labor.hawaii.gov/wdd/home/employers/etf/micro/ [August 6, 2019]