

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

Please read if applying for Fall 2022.

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 pays the other half. ETF pays for the PACE Workshops by **units**. ETF only covers tuition, not textbooks.

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.

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 email to submit the forms. **Please submit the application forms to DLIR**, dlir.wdd.etf.honolulu@hawaii.gov. If you email the application, please copy PACE, pacehon@hawaii.edu. You may also fax the application to (808)832-1938 or mail them to Honolulu Office, 680 Iwilei Road, Suite 700, Honolulu, HI 96817. If you fax or mail the forms, please email PACE with the name(s) of the applicants so we can follow-up with enrollment.

ETF forms are due two weeks before the unit start date.

For Unit One:

ECED 105 is August 16, 2022

ECED 170 is August 11, 2022

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**. 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. Online payment is not available for ETF registration. 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.

SPRING 2022



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 ONLINE. 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: Online

Third quarter (July-September)

Course no.	Course Title	Class Dates	Total Tuition	DLIR Costs	Employer Costs
EDU 8222-013	105 Learning About Yourself Unit	8/30/2022-9/20/2022	\$120.00	\$60.00	\$60.00
EDU 8221-012	105 Learning About Families Unit	9/27/2022-10/18/2022	\$120.00	\$60.00	\$60.00
		TOTAL	\$240.00	\$120.00	\$120.00

Fourth quarter (October-December)

Course no.	Course Title	Class Dates	Total Tuition	DLIR Costs	Employer Costs
EDU 8220-012	105 Learning About Children Unit	10/25/2022-11/22/2022	\$120.00	\$60.00	\$60.00
EDU 8223-013	105 Learning About the Field Unit	11/29/2022-12/20/2022	\$120.00	\$60.00	\$60.00
		TOTAL	\$240.00	\$120.00	\$120.00

PACE ECED 170 INTRODUCTION TO WORKING WITH INFANTS AND TODDLERS

Location: Online

Third quarter (July-September)

Course no. & Section	Course Title	Class Dates	Total Tuition	DLIR Costs	Employer Costs
EDU 8240-003	170 Quality Care Unit	8/25/2022-9/15/2022	\$120.00	\$60.00	\$60.00
EDU 8241-003	170 Infants & Toddlers Families Unit	9/22/2022-10/13/2022	\$120.00	\$60.00	\$60.00
		TOTAL	\$240.00	\$120.00	\$120.00

Fourth quarter (October-December)

Course no. & Section	Course Title	Class Dates	Total Tuition	DLIR Costs	Employer Costs
EDU 8242-003	170 Caring & Teaching Unit	10/20/2022-11/10/2022	\$120.00	\$60.00	\$60.00
EDU 8243-003	170 Growing & Learning Unit	11/17/2022-12/15/2022	\$120.00	\$60.00	\$60.00
		TOTAL	\$240.00	\$120.00	\$120.00



808-845-9696

pacehon@hawaii.edu



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), pacehon@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 required to receive the Zoom link.

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

Course	Orientation Date & Time
ECED 105	August 23, 2022, 6:00 PM on ZOOM
ECED 170	August 18, 2022, 6:00 PM on ZOOM

TEXTBOOK INFORMATION

Textbooks and assignments packets are required when converting PACE workshops to community college credit. The following are the required textbooks.

ECED 105:

Feeney S., Moravcik, E., & Nolte, S (2019). *Who am I in the lives of children*. (11th ed.). Upper Saddle River, New Jersey: Pearson Education, Inc.

ECED 170:

Gonzalez-Mena, J. and Eyer, D. W. (2021) *Infants, toddlers, and caregivers: A curriculum of respectful, responsive care and education*. (12th ed.). New York: McGraw-Hill.

Honolulu Community College Bookstore link:

<https://www.bookstore.hawaii.edu/hcc/>

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

1. Participants must be currently employed by a non-government entity (*DOE and UH staff are not eligible*)
2. 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 (*PACE workshops are ETF approved*) and
3. 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.

1. Check out our list of approved ETF training providers (Hyperlinked) and consult with them on course availability, scheduling and any other questions you may have.
2. 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 your application to your nearest WDD local office at *least two weeks before the start date* of the class in which you intend to participate.