

# INCUMBENT WORKER TRAINING PROGRAM

The Incumbent Worker Training Program is designed to grant funding assistance to qualifying Alabama for-profit businesses to provide skills training to full-time, permanent company employees who have been employed at the company for a minimum of six months.

Private non-profit and governmental organizations may also be considered on a case-by-case basis. The training should provide new or upgraded work skills, marketable expertise, and increase the workers' potential for increased wages.

The training must also support job retention, encourage career development to strengthen the economic self-sufficiency of the employed workers, especially those most vulnerable to job losses.



## REGION 7 ALABAMA CAREER CENTERS

swapte.org  
alabamaworks.alabama.gov

### BAY MINETTE CAREER CENTER

*Serving N. Baldwin County*  
201 Faulkner Drive • Bay Minette AL 36507  
PHONE: (251) 937-4161

### BREWTON CAREER CENTER

*Serving Escambia & Conecuh Counties*  
1023 Douglas Avenue - Suite 314 • Brewton AL 36426  
PHONE: (251) 867-4376

### CAMDEN CAREER CENTER

*Satellite Office Serving Wilcox County*  
223-A Claiborne Street • Camden AL 36726  
PHONE: (251) 575-3894

### CHATOM CAREER CENTER

*Satellite Office Serving Washington County*  
14102 St Stephens Avenue • Chatom AL 36518  
PHONE: (251) 246-2453

### GILBERTOWN CAREER CENTER

*Satellite Office located on the campus of Coastal Alabama Community College*  
*Serving Choctaw County*  
251 College Street • Gilbertown AL 36908  
PHONE: (251) 246-2453

### FOLEY CAREER CENTER

*Serving S. Baldwin County*  
200 W Michigan Avenue • Foley AL 36535  
PHONE: (251) 943-1575

### JACKSON CAREER CENTER

*Serving Clarke, Washington & Choctaw Counties*  
205 Walker Springs Road • Jackson AL 36545  
PHONE: (251) 246-2453

### MOBILE CAREER CENTER

515 Springhill Plaza Court • Mobile AL 36608  
PHONE: (251) 461-4146

### MONROEVILLE CAREER CENTER

*Serving Monroe & Wilcox Counties*  
2119 Hwy 21 Bypass - Ste 100 • Monroeville AL 36460  
PHONE: (251) 575-3894

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EQUAL OPPORTUNITY EMPLOYER/PROGRAM  
Auxiliary aids and services available upon  
request to individuals with disabilities.

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# INCUMBENT WORKER TRAINING PROGRAM



# SWAPTE WIOA

 SOUTHWEST ALABAMA  
PARTNERSHIP  
for  
TRAINING AND EMPLOYMENT



# SKILLS DEVELOPMENT



**Funded by the  
U.S. Department of Labor,  
Alabama's Workforce Innovation  
and Opportunity Act (WIOA),  
Incumbent Worker Training  
Program is Managed by  
Southwest Alabama Partnership for  
Training and Employment (SWAPTE)**

The WIOA program provides funding for customized employee training to existing businesses to help remain competitive and retain jobs.

Through this employer-driven program, Alabama is able to help businesses remain competitive through skills advancement training for current employees.

## **Funding Priority is Given to...**

- Businesses in an industry sector experiencing significant occupational skills deficiencies where training or retraining workers is necessary to respond to a shortage of skilled labor to meet the labor demands
- Consortia of businesses uniting training activities to reduce training costs and company downtime
- Businesses with grant proposals that represent a significant layoff avoidance strategy and/or upgrade in employees' skills

NOTE: Funding may not be used to pay trainees' wages.



## **Existing Businesses in Alabama Applying for Incumbent Worker Training Program Assistance Must...**

- Be current on all State tax obligations
- Have been in operation in Alabama for at least two years prior to application date
- Demonstrate the anticipated outcomes on business operations and identify the transferable skills acquired by employees
- Present a training program which provides new and/or upgraded job skills that are vital for the company to maintain or increase competitiveness in a global economy while also providing job security for the workers.

**The Incumbent Worker Training Program provides flexibility sufficient to meet the business's skills training objectives.**

**Businesses may use public or private trainer depending on the nature of the training.**

**SWAPTE reserves the right to request follow-up information pertaining to realized results of the funded training projects.**