



HIRING NEW EMPLOYEES?

Take Advantage of One of these Step Up Programs:



Small Manufacturer Training Grant Program

Offers UP TO \$12,500 in reimbursements during first 6 months to assist with new employee training costs:

- Month 1 – up to \$2,500
- Month 2 – up to \$2,500
- Month 3 – up to \$2,200
- Month 4 – up to \$2,000
- Month 5 – up to \$1,800
- Month 6 – up to \$1,500

• Your company must be a small business with not more than 100 full-time employees.

Small Business Step Up Program

Wages UP TO \$12,000 per employee during first 6 months of employment.

As of November 9, 2018 funding for the Step Up program has been fully allocated. THIS PROGRAM IS NO LONGER AVAILABLE.

• Your company must be a small business with not more than 100 full-time employees.

• Job training for a new apprentice. (The cost of the apprentice's salary) can be reimbursed under this schedule:

- Months 1 – 100%
- Months 2 & 3 – 75%
- Months 4 & 5 – 50%
- Month 6 – 25%

Number of hours worked varies by the type of apprenticeship.

Qualifications* for Hiring Apprentices:

- Your company must be an approved registered apprenticeship sponsor.
 - Your company must be a small business or small manufacturer with not more than 100 full-time employees.
- The Apprentice or Pre-Apprentice You Would Like to Hire:**
- Is a current student at a public or private high school, preparatory school or institution of higher education.

*For all Step Up programs, qualifying businesses must be in good standing with the payment of state and local taxes, registered to conduct business for at least 12 months, have operations in CT, and carry worker's compensation insurance. An employer cannot use multiple programs for one hire. Jobs must be permanent full-time positions of at least 32 hours per week (except Apprenticeship Step Up Program).

IMPORTANT: A STEP UP CONTRACT MUST BE IN PLACE BEFORE THE EMPLOYEE STARTS. Subject to funding availability.

For details, contact

- Danielson – Mark Fillmore – 860-848-5251 – mark.fillmore@ct.gov
- Norwich – Tracy Tremblay – 860-848-5932 – ttremblay@chamberect.com
- New London – Kathy Cosgrove – 860-848-5252 – kathleen.cosgrove@ct.gov
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Or visit: www.ewib.org



Step Up is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities.