



Bowman County

Career Advancement Program

The Career Advancement Program exists for current Bowman County businesses interested in promoting growth and development in their current workforce to fill a special need or function. Businesses can apply for up to \$5,000 to assist an employee in continuing education.

Overview:

- Businesses must be hiring for a position that is outlined in the attached high-need and emerging occupations list. If position is not listed, employer may request a review by BCDC's Board of Directors for approval of position to qualify for the program.
- Business must have a location in Bowman County.
- Employer will follow outlined qualifications for employee and certify use of funds.
- Can be paired with the workforce programs. Full request not to exceed \$5,000 per employee. Maximum of \$15,000 per business.

Employee Qualifications:

- Reside in Bowman County.
- Employed by Bowman County business for a minimum of 6 months prior to utilizing the program and minimum of 3 years after using the program.
- Employee must remain a full-time employee (32+ hours) while pursuing course work.

Guidelines:

- Employer will submit proof of appropriate degree, certificate, or license employee will be pursuing as well as intended coursework to obtain said education. If the coursework approved by BCDC changes, it is the employer's responsibility to notify BCDC and request approval. Altered coursework not approved by BCDC is ineligible for reimbursement.
- Employee is eligible for up to \$5,000 total of combined workforce programs.
- Applicants will be required to sign a Business Incentive Agreement guaranteeing the program will be completed according to the details included on the application and approved by BCDC's Board of Directors.
- Employer will submit annual verification of employee's employment for three years after utilizing the program.
- Courses approved must be a part of a required course of study to receive degree, certificate, or license that is relevant and/or necessary to employees current role or intended promotion.
- Employee must pass course with a C or higher to qualify for reimbursement. If it is a Pass/Fail course they must pass course to qualify for reimbursement.
- This is a reimbursement based program. No funds will be disbursed until employer provides final proof of payment of course, proof of passing grade, and proof of completed certificate, license, or degree.
- Program award will be paid to employer. Employer will reimburse employee for eligible expenses.
- If employee's status changes or their employment with the approved employer is terminated for any reason

(other than death or disability) before the end of the commitment period, the employee must pay back 100% of the reimbursement received.

- Application must be approved prior to course start dates.
- There is no employer match requirement.
- Coursework must result in the completion of a certificate, license, or degree within 24 months of utilizing the program.
- BCDC will have final authority to approve, disapprove, or make changes as necessary.
- BCDC reserves the right to request additional information as needed.
- Please consult your accountant on proper tax handling.

Application Process:

- Employer submits completed Career Advancement Application on behalf of employee.
- Application is reviewed and notification is given to employer.
- Employee registers in approved coursework to complete their certificate, license, or degree.
- Upon completion of certificate, license, or degree, employer will submit employee's receipts, grades, and proof of overall completion to BCDC.
- Funds will be released to employer after receipt, grade, and completed certificate, license, or degree has been verified.
- Employer will certify continued employment of employee that utilized incentive for three years after completion of continuing education.

Total Workforce Program Budget \$100,000

Businesses are capped at \$15,000 in workforce program benefits during the first cycle.

CAREER ADVANCEMENT PROGRAM

Application Form



GENERAL CONTACT INFORMATION

Business Name:			FOR INTERNAL USE ONLY	
Primary Contact:			Date App Received:	
Physical Address:			Date Approved:	
Mailing Address:			Funding Amount Approved: \$	
City:	State:	Zip:	Notification of Funding:	
Work Phone:	Cell Phone:		Business Incentive Agreement Completed:	
Email:				
Funding Request: \$				

EMPLOYEE INFORMATION

Employee Name:			
Current Position:			
Email:			
Hire Date:			
Education that will be completed: <input type="checkbox"/> Degree <input type="checkbox"/> License <input type="checkbox"/> Certificate			
Name of Certificate, License, or Degree:			
Why is this continuing education necessary for employee's current role or what role will the employee move into upon completion:			
If continuing education is necessary for a new role, is employee guaranteed this role at the completion of their certificate, license, or degree? Please explain:			

SCHOOL AND COURSE INFORMATION

University/School/Program Name:			
School Address:			
City:	State:	Zip:	
Website:			
Estimated Completion Date:			

COURSES/FEES

						FOR INTERNAL USE ONLY	
Course #	Course Title	Credits	Start	End	Estimated Tuition	Actual Tuition	Final Grade

CAREER ADVANCEMENT PROGRAM CHECKLIST OF REQUIREMENTS

Career Advancement Program Application

IRS W-9 Form

I hereby declare that all the above provided information is correct and accurate to the best of my knowledge. I agree to the above terms and conditions.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Application is to be filled out in its entirety. All request information will be used to process the application. The checklist should also be completed prior to submission. Please do not leave any blank areas. If it does not apply to you, please draw a line through that section. All proof of payment, course completion verification, and proof of certificate, license, or degree must be submitted prior to reimbursement.

Teran Doerr, Executive Director: _____

Date Approved: _____