



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:

- Business 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.

Employee Qualifications:

- Reside in Bowman County.
- Employed by Bowman County business for a minimum of six months prior to utilizing the program and minimum of three years after using the program, unless otherwise approved.
- Employee must remain a full-time employee (32+ hours) while pursuing course work and for a minimum of three years post 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 by the completion date approved by BCDC.
- If certificate, license, or degree is not completed in the 24 month period, employee is no longer eligible for reimbursement and is not allowed to reapply for 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.
- After application is approved you are eligible for program funding. Program funds will be disbursed on a first-come, first-serve basis to all approved applicants until the entirety of the program budget is expended. Approval of your application guarantees funding upon completion of certificate, license, or degree.

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.