Workforce Development Reimbursement User Guide

For Workforce Development reimbursement assistance:
Call: 866.NJ.SMART (866.657.6278)
Email: workforce@NJCleanEnergy.com
Visit: www.NJCleanEnergy.com

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Overview

The [New Construction Program](#) provides workforce development training courses and certifications support through a Workforce Development reimbursement. The goal of the reimbursement is to provide financial support for technical training leading to a certification that will support the design and/or installation of measures or certifications required for projects within the [New Construction Program](#).

Eligibility and Reimbursement

The Workforce Development reimbursement has two primary eligibility requirement categories:

1. Applicant requirements
2. Training/certification requirement

Applicant Requirements

An eligible applicant is a person:

1. Who lives in the State of New Jersey **OR**
2. Whose principal place of work is in New Jersey **OR**
3. Who has another connection to New Jersey, such as being a student of a New Jersey college or university, as approved by the Program Manager and Board Staff, are eligible for reimbursement. Proof of eligibility is required at the time of application.

Training Course/Certificate Requirements

The reimbursement is intended to provide support for training that is related to specific certification requirements associated with the New Construction Program.

Eligible certifications and topics are listed below:

- AEE Certified Building Commissioning Professional (CBCP)
- ASHRAE Building Energy Modeling Professional (BEMP)
- ENERGY STAR New Homes or MFNC Rater Certification
- IGSHPA Accredited Installer
- IGSHPA Certified GeoExchange Designer
- LEED AP (BD+C and ID+C only)
- LEED Green Associate
- PHI Certified Passive House Designer
- PHI Certified Passive House Tradesperson
- Phius Certified Builder (CPHB)
- Phius Certified Consultant (CPHC)
- Phius Certified Rater, Phius Certified Verifier
- RESNET HERS Modeler
- RESNET HERS Rater
- RESNET HERS Rating Field Inspector (RFI)

Specific training courses and certifications within these topics will be eligible for reimbursement *only* if pre-approved by the Program. The applicant must gain approval from the Program before taking the training course or certificate exam to be eligible for reimbursement.

Other training courses/certifications may be considered on a case-by-case basis if the applicant can demonstrate that the training course/certification will support participation in the New Construction Program.

To submit a course/certification for consideration, please email *workforce@njcleanenergy.com* with the following information:

- Training course/certification name
- Training organization/certifying entity
- Brief course description
- Cost
- Training course/certification delivery type (in-person, virtual)
- Description of how this training course/certification aligns with specific measure(s) or requirements associated with the New Construction Program

Reimbursement

Applicants are eligible for a $2,000 per person, per course reimbursement, up to 100% of the total costs for the successful completion of a pre-approved training leading to a certification.

There is a limit of two courses per person per fiscal year (July 1 through June 30).

Reimbursements will be made directly to the applicant or their employer depending on the payee chosen at the time of application.

Application Process

Submit Application	Receive Pre-Approval	Take Training	Submit Proof	Receive Final Approval and Reimbursement
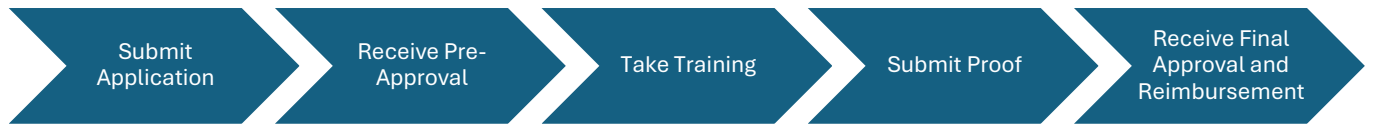
Step 1: Submit application

Timeframe: **Applicant** applies at least *one week* prior to taking the training.

Applications must be submitted through an online portal: **https://njwfd.customerapplication.com/apply.**

Applicants will initially create a user profile to log into the system.
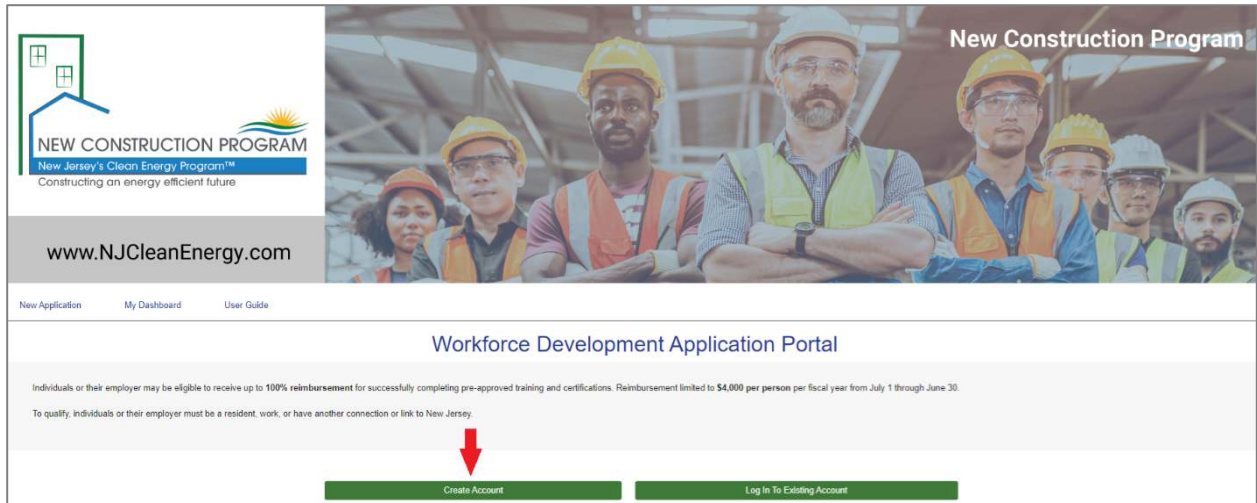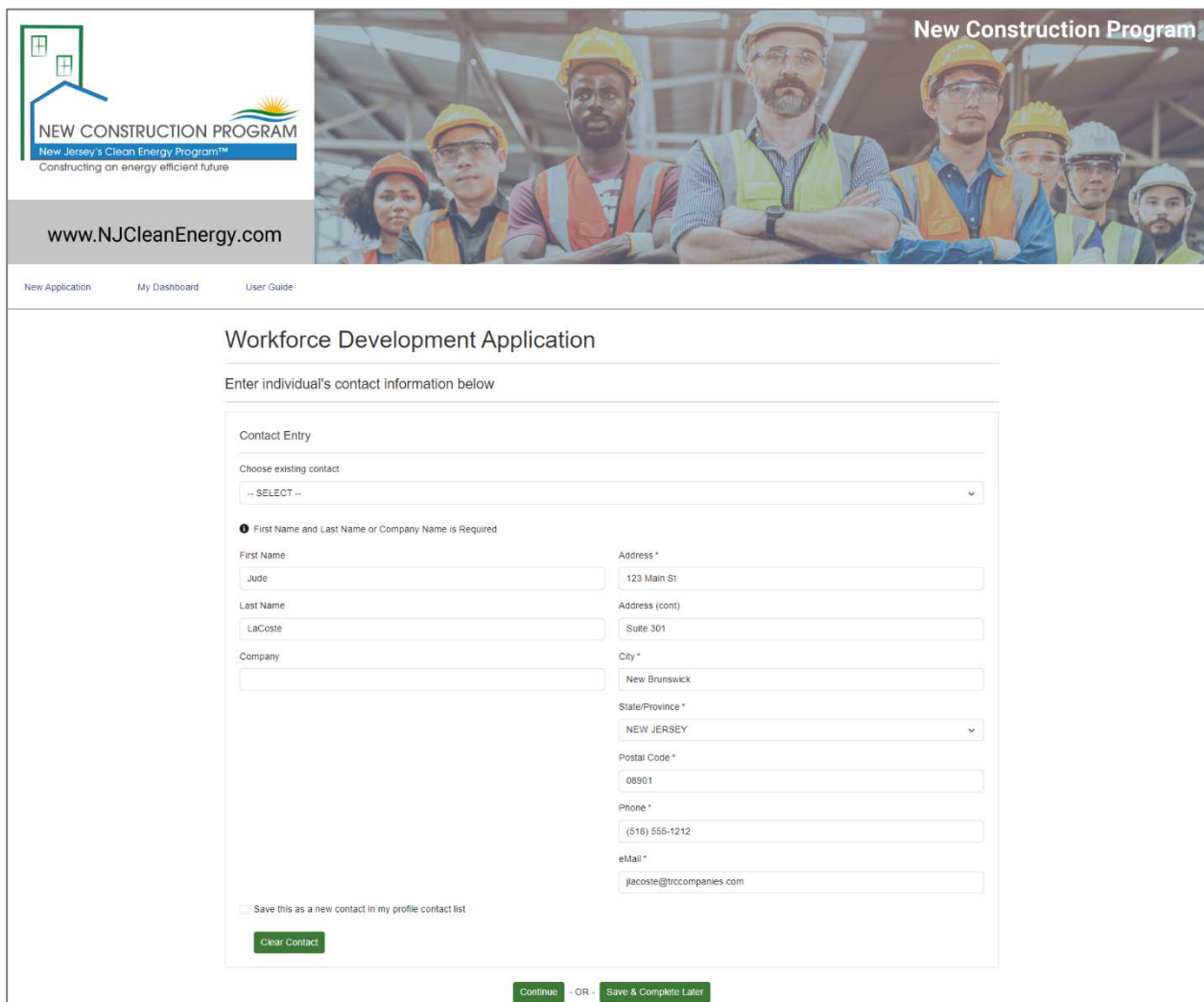
Applicants can track their application status through the portal.
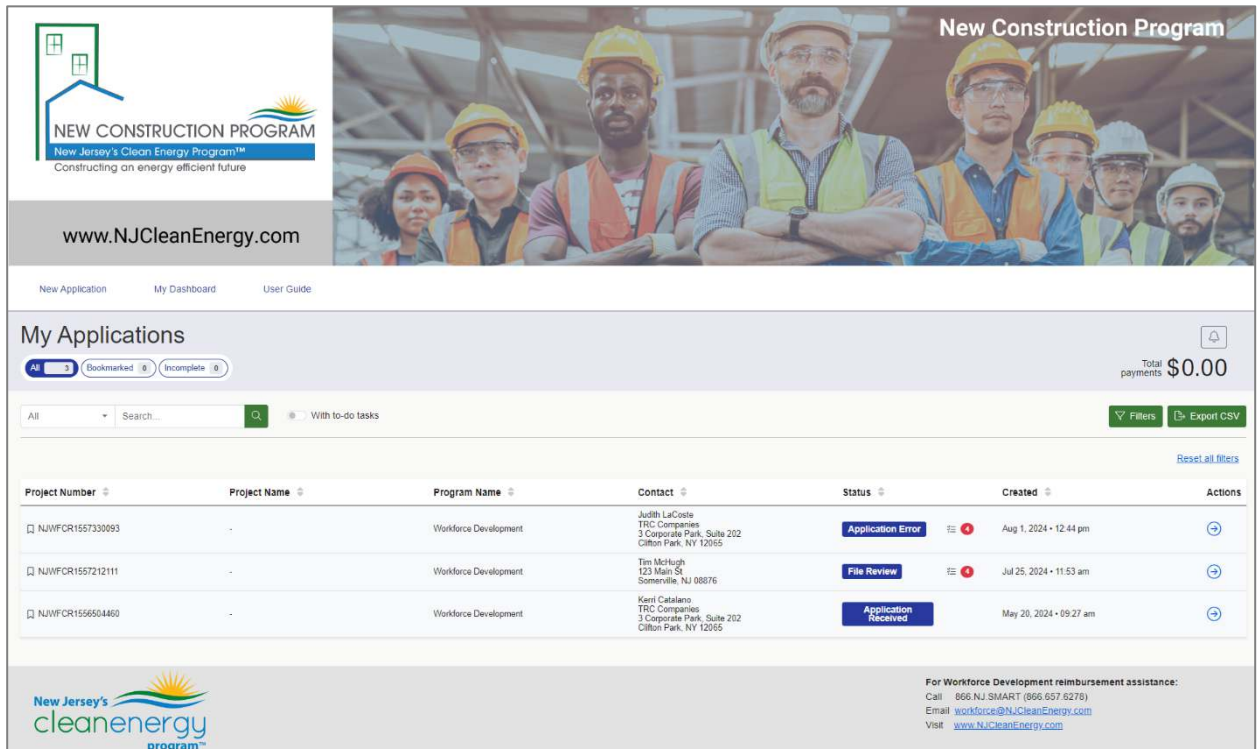
Each initial application requires the following information:

- First name, Last name
- Contact information
- Payee information (if other than the applicant)
- Course information (costs, title)
- Proof of eligibility (applicant residency OR principal place of work)
  - For NJ residents: Items such as driver's license with number blacked out, utility bill with account number blacked out, or copy of a lease with the applicant's name on it, or other reasonable proof of residency.
  - For Principal place of work in NJ: Proof of employment with one of the approved NJ Trade Allies, proof of employer office in NJ, letter from employer certifying they work in NJ, or other reasonable methods.

Workforce Development Application

Enter individual's contact information below

Contact Entry

Choose existing contact

-- SELECT --

ⓘ First Name and Last Name or Company Name is Required

First Name

Jude

Last Name

LaCoste

Company

Address *

123 Main St

Address (cont)

Suite 301

City *

New Brunswick

State/Province *

NEW JERSEY

Postal Code *

08901

Phone *

(518) 555-1212

eMail *

jlacoste@trccompanies.com

☐ Save this as a new contact in my profile contact list

Clear Contact

Continue - OR - Save & Complete Later

Application

Answer reimbursement questions below

Who will this incentive be paid to? *
- ● Individual
- ○ Company

Additional Information

How did you hear about this program? *

Outreach Event ⌄

Where are you in your career path? *

Employed ⌄

What is the name of your school and/or employer? (if unemployed, enter unemployed) *

TRC Companies

Back   Continue   - OR -   Save & Complete Later

Incentive Information

Enter the applicant's training information below

Anticipated completion date of certification: *

11/29/2024   📅

Anticipated total certification cost *

1200

Training *

RESNET HERS Rater ⌄

Back   Continue   - OR -   Save & Complete Later

Applicants will be required in future steps to upload further documentation.

Summary and Document Upload

Review application summary below:

Training type applied for:
RESNET HERS Rater

Amount of allowed reimbursement:
$1,200

Upload all documents below

Proof of Eligibility may include items such as your New Jersey Driver's License, a utility bill, a lease, a paystub, a letter on company letterhead confirming your employment in New Jersey, or other reasonable proof. Remember to black out all account numbers or account information other than the address.

The following items need action by you. Click each item to complete.

Document Upload
Proof of eligibility

Back   Complete Application   - OR -   Save & Complete Later

Step 2: Receive pre-approval

Timeframe: **Program staff** reviews and responds within ***five business days*** of submission. **Applicant** has ***30 days*** to correct any issues identified by program staff or the application will be cancelled.

Program staff will review the application for eligibility and reach out with any questions. If there are no questions, the applicant will be issued a pre-approval letter. All applicants must receive a pre-approval letter ***prior*** to taking the course to be eligible for reimbursement. The pre-approval letter will have a deadline of one year from pre-approval notice for completing the training. Applicants will need to resubmit if the deadline passes without course completion.

Step 3: Take training course/certification

Timeframe: **Applicant** has one year from pre-approval to complete the training course/certification and submit proof.

Once pre-approved, applicants can proceed with paying for and taking the training/certification course. Most training courses will require the applicant to pay upfront. Should the applicant sign up and not complete the training within the year or does not pass the course, the reimbursement will not be paid.

Step 4: Submit proof

Timeframe: **Applicant** has one year from pre-approval to complete the training course/certification and submit proof.

The applicant will submit proof of payment and successful completion of the course through the same application portal as step 1.

The proof of payment document must include the following:

- Date of purchase
- Course name (must match pre-approval application and completion document)
- Payment amount

The successful course completion documentation must include the following:

- Date of completion
- Course name (must match proof of payment)
- Applicant's first name, last name

Step 5: Receive final approval and reimbursement

Timeframe: **Program staff** will review documentation within ***five business days,*** and reimbursement will be released within *45 business days*. **Applicant** has ***30 days*** to correct any issues identified by program staff or the application will be cancelled.

Program staff will review the proof of payment and successful course completion. If there are no questions or concerns, a final approval notice and reimbursement check will be released.