Contact your nearest Workforce Development Division (WDD)

Local Office for more information about ETF services:

**Oahu**
Honolulu Office: 586-8703
dlr.wdd.etf.honolulu@hawaii.gov

**Kauai**
Lihue Office: 274-3056
dlr.wdd.kauai@hawaii.gov

**Maui, Molokai, and Lanai**
Wailuku Office: 984-2091
dlr.wdd.mau@hawaii.gov

**Hawaii**
Hilo Office: 981-2860
dlr.wdd.hilo@hawaii.gov

Kona Office: 327-4770
dlr.wdd.kona@hawaii.gov

2015 ETF-Approved Training Provider List

Building Industry Association of Hawaii
Dale Carnegie Training
Leadership Kauai
LearningBiz Group
Newman Learning Center
Project Professionals
SCORE Hawaii
Tobe Co.
U.S. CAD of Hawaii
UH Outreach College
University of Hawaii, Hilo
Honolulu Community College
Kapiolani Community College
Leeward Community College
Windward Community College
Hawaii Community College
Kauai Community College
UH Maui College

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

TTY/TTD Dial 711 then ask for (808) 586-8866
**What is ETF?**

The Employment and Training Fund (ETF) Program was established by the Hawaii State Legislature in 1991.

Its purpose is to enhance business growth and improve the long-term employability of Hawaii’s people.

ETF provides businesses with the opportunity to upgrade the skills of their workforce from entry-level to top management.

Since its inception, over 88,750 individuals have been trained through the ETF Program.

**Employer Referral Program**

- Employers can refer their employees to existing non-credit, short-term training courses offered by a variety of ETF training providers.

- ETF will provide 50% tuition assistance, up to $250, at a $500 tuition cap.

- Employers must pay the remaining 50% and any excess balance thereof directly to training provider.

**Eligibility Requirements**

1. Employees must be referred by their employer;
2. Requested training must be ETF-approved and related to the employee’s present position;
3. Requested training does not supplant or subsidize training that is directly related to the goods and services that the employer provides to the public.

*Note: ETF does not fund any type of training activity required by Federal, State, or Local laws.*

**How to Apply**

   - List of eligible providers
   - WDD Local Office Contacts; and
   - ETF’s Employer Referral Agreement and Course Registration Forms and Instructions
2. Contact your Training Provider of choice for course schedule, availability, and information.
3. Complete and submit forms to your WDD Local Office at least 2 weeks prior to the start date of the class.

**Sample List of Training Courses**

- Microsoft Office Courses (Access, Excel, Powerpoint, and Word)
- Adobe Photoshop
- Quickbooks
- Computer Networking such as CISCO Certified Information Systems Security Professional (CISSP)
- Website Development such as HTML
- AutoCAD (Computer Aided Design)
- ServSafe Food Safety Certification
- PACE for Early-Childhood Education
- Project Management Professional (PMP) Certification
- Certified Landscape Technician Training
- Human Resources (HR) Management Certification
- Supervisory Essentials
- 7 Habits for Managers
- Dale Carnegie Course
- Managing across Generations