

2017 ETF Approved Training Provider List

Building Industry Association of Hawaii

Dale Carnegie Training of Hawaii & Guam

Landscape Industry Council of Hawaii-Foundation

Leadership Kauai

LearningBiz Group, LLC

Mana'olana International, LLC

McKinley Community School for Adults

Native Hawaiian Hospitality Association

U.S. CAD of Hawaii, Inc.

Innovate Hawaii

Hawai'i Community College

Honolulu Community College

Kapi'olani Community College

Kaua'i Community College

Leeward Community College

University of Hawai'i at Hilo

University of Hawai'i at Mānoa, Outreach College

University of Hawai'i, Maui College

Windward Community College



Department of Labor & Industrial Relations

Workforce

For more information about the
Employment and Training Fund (ETF)
Program contact your ETF Branch Office

O'ahu

Honolulu Office: 808-586-8703

dlir.wdd.etf.honolulu@hawaii.gov

Kaua'i

Lihue Office: 808-274-3056

dlir.wdd.kauai@hawaii.gov

Maui, Moloka'i, and Lana'i

Wailuku Office: 808-984-2091

dlir.wdd.maui@hawaii.gov

Hawai'i

Hilo Office: 808-981-2860

dlir.wdd.hilo@hawaii.gov

Kona Office: 808-327-4770

**830 Punchbowl Street, Room 329
Honolulu, Hawaii 96813**
Phone: 808-586-8877 Fax: 808-586-8822
dlir.workforce.develop@hawaii.gov
<http://labor.hawaii.gov/wdd/home/employers/etf>



State of Hawaii

ETF

**Employment and Training Fund
Department of Labor and Industrial
Relations
Workforce Development Division**



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

The program's purpose is to enhance business growth and improve the long-term employability of Hawaii's people through grant offerings.

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

Since its inception, thousands of individuals have been trained through the ETF Program.

Employer Referral

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 \$400.

Employers must pay the remaining excess balance thereof directly to training provider.

Eligibility Requirements

Participants must be currently employed by a non-government entity.

Requested training must be ETF-approved, upgrading the skills of the participant's current position, and provided by one of the providers on the list of approved ETF Training Providers .

ETF cannot be used to fund training that supplants or duplicates existing training activities or training that is required by federal, state or county statutes.

How to Apply

Check out our list of approved ETF training providers and consult with them on course availability, scheduling and any other questions you may have.

Complete the Employer Referral Agreement Form and submit to your Hawai'i State Workforce Development Division Local Office at least two weeks prior to the start date of the class.

Note: To ensure your successful enrollment into the ETF Program, please visit our website or contact nearest Workforce Development Division branch office.

ETF information and forms are available:

<http://labor.hawaii.gov/wdd/home/employers/etf>

Sample List of Training Courses



Adobe Photoshop

AutoCAD Essentials

Business Writing & E-mail Etiquette

Certified Landscape Technician Training

ESL for the Service Industry

Essentials of Web Design

Employee Development Training

Farm to Table

Hawaiian Values and Culture

Human Resources Management Certification

Managing Across Generations

Marketing and Sales

Pharmacy Technician

ServSafe Food Safety Certification

Social Media Marketing

Supervisory Essentials