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

Rev. 11/2017
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.

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.

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

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.

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