



## **Employment Training Program (ETP) Information for Businesses**

The Employment Training Program (ETP) provides opportunities for businesses to train and prepare a workforce to meet specific industry and business needs. Potential interns are prescreened and assessed to match your particular needs.

Interns are paid by New York State as an hourly, temporary employee and are covered by Workers' Compensation and General Liability Insurance through New York State

Job Coaches work with the business to provide a quality training program and assure a positive experience. All interns attend classes to enhance their skills and improve job retention.

### **How does a business participate?**

- ✓ Contact your local ETP Program Supervisor. An ETP Supervisor or Job Coach will meet with you in order to analyze your business and future hiring needs.
- ✓ The ETP Supervisor or Job Coach will partner with you to match an intern to your business needs. Your business staff will then interview the potential intern(s) in order to make the final selection.
- ✓ The Job Coach will provide instruction and orientation as you desire until the intern gains the skills necessary to become employed within the workforce.

Upon completion of the internship, the employer agrees to consider hiring the intern, as employment opportunities are available and if the intern meets the qualifications. Interns who are hired by your business will receive ongoing supports from OPWDD to promote your employee's continued success.

Interns typically work between 4 and 12 hours per week while they learn the job. ETP internships vary in length depending upon intern and business needs.

### **What are the benefits for businesses?**

Businesses gain a new option to develop potential employees to grow business success. They also save money on recruitment, orientation, job training and retention with job coaching services at no cost to the employer. Businesses have a creative opportunity to fill their employment needs, workflow gaps, and reduce outsourcing ultimately saving time and money, all while enhancing the diversity of their workforce.

Throughout their employment, interns continue to attend classes that benefit businesses by improving people skills and job retention.

Upon successful completion and employment of an intern, businesses may be eligible for tax credits.

All internships are temporary opportunities to allow for success within a reasonable time period. However, businesses agree to consider the intern for long-term employment as positions become available.

***Employers gain by building productive, future employees through real work experiences.***

***For more information, please contact the ETP Supervisor in your area.***