



# JOB TRAINING INCENTIVE PROGRAM

By reimbursing qualified companies for a significant portion of training costs associated with newly created jobs, the New Mexico Job Training Incentive Program (JTIP) is one of the nation's most aggressive training incentive packages. Since the program's inception in 1972, more than 800 companies and 40,000 New Mexico workers have benefited from the program.

Eligibility for JTIP funds depends on the company's business, the role of the newly created jobs in that business, and the trainees themselves. A JTIP funding contract must be approved and fully executed BEFORE any employee selection or training begins.

## **Company Eligibility**

The company must be financially sound and must be creating new jobs as a result of expansion or relocation to the state of New Mexico.

- Companies that manufacture or produce a product in New Mexico
- Non-retail service companies that export a substantial percentage of services out of state (at least 60 percent of revenues and/or customer base)
- Certain Green Industries

Businesses in certain industries are not eligible. Some examples are agriculture, construction, extractive industries, gambling, health care and retail.

## **Job Eligibility**

Jobs eligible for funding through JTIP must be:

- Full-time (minimum of 32 hours per week)
- Year-round
- Directly related to the creation of the product or service (one in 10 positions applied for may be outside product/service creation)
- Full-time employment guaranteed to training graduates

### **Employee Eligibility**

- New hires
- Residents of the state of New Mexico for at least one year at any time prior to employment
- Employee must not have left high school within three months of employment, unless they have graduated or completed a GED.

### **Reimbursable Training Expenses**

- Custom classroom training at a public educational institution
- Structured on-the-job training (OJT)
- A combination of classroom training and OJT
- A significant portion of trainee wages (50-70 percent) for up to six months
- Cost of custom classroom training at public educational institution (100 percent)
- Portion of approved travel expenses (50-65 percent)

Expenses are reimbursed after training is completed

### **STEP UP**

The STEP UP program provides partial reimbursement for training expenses for existing workers who need additional training in order to move to a higher level in the business or because of a change in equipment or processes used in the facility.

Companies applying for STEP UP must now meet one of two scenarios:

- Wage Increase—Trainees will receive a reasonable net increase in wages within six months of training completion or,
- Investment in New Equipment/Processes

To learn more about the JTIP Program, or for assistance applying for funding, contact your New Mexico Economic Development Department regional representative:

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