Customized Training Program (CTP)

Description:
The Customized Training Program (CTP) was created by Senate Bill 6326 in March 2006 and makes funds available for contract training by way of a revolving loan fund. The CTP provides an incentive for businesses to locate or expand in Washington by providing an interest-free loan and a tax credit.

Businesses wishing to access the funds must apply for the program through a community or technical college or licensed private career college. Applications are reviewed by the State Board, and upon approval, the State Board issues a three-party contract to be signed by the business, the college, and the State Board. Funds are dispersed to the college during the project as the college invoices the State Board. The business repays the State Board after training has been completed and takes a state B & O (Business & Occupation) tax credit as specified in the Program Guidelines. Program Guidelines are available from the State Board.

Coding:
Only CTP Students are enrolled in CTP courses. Social security numbers are required.
All Customized Training Program courses are coded with:
- **Fee Pay Status code 43**
- **Fund Source 4** (Contract)

Coding Details:
- All classes taught for the Customized Training Program (CTP) must be created in the HP Student Management System (SMS).
- Use **Fee Status Pay Code 43** for all CTP classes. This fee status pay code is dedicated to the Customized Training Tax Credit program. Please do not use it for any other use.
- Please use **Fund Source 4** for CTP classes. (Contract training)
- All trainees covered under the CTP contract must be registered into the class(es) they attend.
- In addition to student names, please collect **social security numbers** either from the employer or from the trainee and include them in the student registration data inputted into the SMS.
- Having trainee SSNs allows the SBCTC to do research on the benefits that this program has on the population trained. You may assure the employer or trainees that we look at trainee data as a group, and not at individual data. The individual’s identity is held totally and strictly in confidence, and again, individual data is not scrutinized. The research outcomes help us document the impact of programs on the population at large, and are used to justify the state’s investment of taxpayer funds. We have been doing this kind of research in partnership with other state agencies for decades, and have strict protocols for handling this confidential data.
- If you have questions about the Customized Training Program please contact Program Administrator, Carol Melby at (360) 704-4340 or cmelby@sbctc.ctc.edu