

 <p><b>System Office Advisory</b></p>	<b>Classification:</b> Enterprise Zone Retraining Program (EZone)
	<b>Date:</b> 2/27/2019

**TECHNICAL ADVISORY**

**To:** South Carolina Technical Colleges EZone Representatives and CE Deans  
**Subject:** Eligible and ineligible employees, and retraining  
**Attachment:** Justification Guide r. 6/7/2018

**Purpose of Advisory:**

Specify, per legislation and the State Board for Technical and Comprehensive Education (SBTCE); what employees and retraining are eligible for EZone Retraining credit; and those *not* eligible.

**Employees and Retraining eligible for credit:**

Retraining of a production or technology first line employee or immediate supervisor who has been continuously employed by the business for a minimum of two years and is a full-time employee, so long as retraining is necessary for the qualifying business to *remain competitive* or to *introduce new technologies*.

***Remain competitive***-retraining of eligible employees on newly installed equipment.

***New technologies***-retraining of eligible employees on newly implemented technology, such as computer platforms, software implementation and upgrades, Total Quality Management, ISO 9000 and self-directed work teams.

***OSHA Safety Refresher Training***

Retraining for all relevant employees that enable to company to *export its products* (logistics, regulatory, and administrative areas connected to its export process)

**Employees and Retraining *NOT* eligible for credit:**

Temporary, or contract employees, and employees subject to a revitalization agreement, including a preliminary revitalization agreement; are ***NOT*** eligible for the credit.

Executive Training, management development training, career development, personal enrichment training, normal career progression or cross-training of employees on equipment or technology that is not new to the company are ***NOT*** eligible for the credit.

**Question and Answer:**

Q: Is Leadership training eligible?

2-part answer:

A.1: Leadership *retraining* taught as a module within Total Quality Management, ISO 9000, or self-directed work teams: eligible

A.2: Leadership training taught for management development, career development, or normal career progression: ***NOT*** eligible.

(Please see Operating Guidelines and Justification Guide for details)