The State of Indiana Next Level Jobs grant reimburses Indiana employers up to $50,000 per FEIN for training and retention of employees in high-demand fields. Due to expected high demand for these funds we are expediting the training plan approval for the grant. Please follow these steps to submit your request to Mary Romeo & Associates for completion and submission.

1. Review the training courses available through Purdue MEP/Mary Romeo & Associates
	1. [Review Mary Romeo flyer for trainings of interest](https://www.rvia.org/media/4105)
	2. [Review Purdue MEP Available Courses](https://mep.purdue.edu/workshops-and-events/workshop-catalog/)
	3. If the course you need is not listed call Mary and Heather for customization (812-887-5427)
2. Select total number of employees for training
3. Send training request and number of employees to Mary Romeo & Associates, LLC
	1. Mary Romeo: maryromeo@maryromeo.com

Complete the following required information for learning plan submission to WorkOne:

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Company Address:** |  |
| **Company FEIN:** |  |
| **Your Name:** |  |
| **Your Email:** |  |
| **Your Phone:** |  |

1. Mary Romeo & Associates will design your learning plan and return to your company’s grant point of contact
2. Learning plan will be submitted by your company’s grant point of contact to
	1. Cathy Simon at WorkOne: CSimon@gotoworkone.com
3. [Complete Application on the Next Level Jobs website](https://nextleveljobs.org/):
	1. This will trigger an email from WorkOne confirming your application and next steps
	2. Sign and accept the emailed contract from WorkOne
4. Complete Agreement with Purdue for Training
	1. Dietra Rosenkoetter from Purdue will be your contact for this
5. Receive Training
6. Pay Invoice to Purdue
7. Retain Trained Employees for Six Months
8. Submit for Reimbursement from the State