**APPENDIX I: Incumbent Worker Training Requirements**

Defined in WIOA as an individual who has an established employment history with the employer for 6 months or more. Incumbent Worker training can be used to meet the needs of an employer or group of employers to develop apprenticeships that provide workers with the skills necessary to retain employment, such as increasing the skill levels of employees, so they can be promoted within the company and create backfill opportunities for new or less-skilled employees. Unlike other trainings, employers, instead of individuals, must meet the local eligibility criteria to receive funds for training their workforce. Employers who receive these funds must meet the requirements for providing the non-federal share of the cost of the training. For more information regarding the incumbent worker regulations please visit: <https://apps.illinoisworknet.com/WIOAPolicy/Policy/Index/475>