Application Checklist

Ohio's TechCred Program gives employers the opportunity to upskill current and future employees in today's tech-infused economy. Employers who submit successful* applications will be reimbursed **up to $2,000 per credential** when current or prospective employees complete eligible technology-focused credentials. Each employer is eligible to receive **up to $30,000 per application period**.

You can learn more about the nuances of Ohio TechCred by visiting https://techcred.ohio.gov. In addition, the resources page found at https://techcred.ohio.gov/resources provide answers to questions you may have.

This checklist is designed to help you make decisions that you will guide you through the online application found at https://techcred.ohio.gov/apply

Identify Skills Needed & Employees to Participate

1. **Name of approved credential**:**

2. Reimbursement amount^^ per employee (course cost per student)

3. # of incumbent employees taking the course

4. # of prospective employees taking the course (not yet hired)

5. Total # of students (incumbent + prospective) who will earn credential

6. Total reimbursement amount (reimburse amount (#2) x total students (#5))

7. **Name of Training Provider: Zane State College**

8. **Type of Training Provider: Public**

** Don't see the Hollingsworth Consulting course listed as an approved OH TechCred credential? Email brad@hollingsworthconsulting.net to help us prioritize our course offering approvals.

NOTES: Upcoming 2025 Application Periods:
- March 3, 2025 – March 31, 2025
- May 1, 2025 – May 30, 2025
- July 1, 2025 – July 31, 2025
- September 2, 2025 – September 30, 2025
- November 3, 2025 – December 1, 2025

^^ To receive reimbursement, employers must submit documentation within six (6) weeks of an employee completing a credential. Credentials must be less than 12 months in length and training must start on or after the first day of the month immediately following the last application period and must be completed within 12 months (the Effective Date and the End Date of the Agreement).

* TechCred is a competitive, merit-based program. Employers are encouraged to submit applications in each funding round. Applications are not approved on a first come, first served basis. Demand will determine the number and frequency of future enrollment rounds.

Gather Employer Information Needed to Apply

1. **Federal Tax ID (or EIN):** This identifies your business entity. If you do not know this number, you can find it on your previous tax returns.

2. **Supplier ID:** If you have not already you will need to register as a new supplier or update an existing account with the State.
To do this visit https://ohiopays.ohio.gov/getting-started/02-how-to-register/02-how-to-register. You will receive a ten-digit State of Ohio Supplier ID number once you are approved. Questions? Contact Ohio Shared Services at (877) 644-6771.

3. **Ohio Charter #:** You can find your business Ohio Charter Number (entity #) at this link: businesssearch.ohiosos.gov/.

4. **Employer Name:**

5. **Employer Address:**

6. **Employer Website:**

7. **Business Industry:**

8. **# of Full Time Employees in Ohio:**

9. Employer Point of Contact Name:

10. Point of Contact Email:

11. Point of Contact Phone: (include extension if applicable)

NOTES: