



How to apply for training reimbursement through the Workforce Training Fund Express Grant

- 1** Submit a current Department of Revenue [Certificate of Good Standing](#) via email to express@commcorp.org or via fax to 617-242-7660. Your application will not be considered complete until the receipt of a Certificate of Good Standing has been processed. Download Certificate of Good Standing PDF from our web page. Once this has been approved, you may sign up for as many training courses for which you are eligible.
- 2** Select your Salesforce Bootcamp training date.
 - a.** Salesforce Bootcamp 101 for Nonprofits is offered the first Friday of every month; View our six-month calendar [online](#).
 - b.** Salesforce Bootcamp 201 for Nonprofits is offered the third Friday of every month; View our six-month calendar [online](#).
- 3** To find any training offered through the Workforce Training Fund, [search the database](#). Course numbers and associated costs for one of our Salesforce Bootcamp trainings are already provided for you in Step 5.
- 4** Submit an online application at <http://web.detma.org/WTF/Express/ep1.asp>.
 - a.** There are several screens to complete the application:
 - b.** The 12-question online eligibility questionnaire is the first screen.
 - c.** The second screen asks you enter your Federal ID number.
 - d.** The third screen is the online application for training.
- 5** Within the online application, identify the Training Provider as **501 Partners LLC**, and fill in the selected course identification number.
 - a.** Course identification number for Salesforce Bootcamp 101 is **1107797**. (Cost per trainee is \$249.)
 - b.** Course identification number for Salesforce Bootcamp 201 is **1107886**. (Cost per trainee is \$249.)
- 6** Within 3-4 weeks of submitting your online application, you will receive an email requesting confirmation of your planned start date for the training.
- 7** Upon confirmation of your start date, Commonwealth Corporation will issue an Express Program Agreement to you, listing the approved course(s) and maximum payment amount.
- 8** Sign up and fully pay for one of our Salesforce Bootcamp for Nonprofits trainings. (Once the training has concluded, you will submit a request for reimbursement for up to 50% of the cost of the training.)
- 9** You must sign and return the Agreement prior to the start of training. You will not be reimbursed for any training that begins prior to returning a signed Agreement or begins prior to the date of the Agreement. Training may not start until the applicant has returned an executed (signed by both Commonwealth Corporation and the employer) Express Program Agreement.
- 10** At the conclusion of the training course, and once you have fully paid for the course, you will submit a reimbursement request, along with a copy of an invoice from the training provider and proof (cancelled checks or bank statement) that you have paid the provider for the approved course(s).
- 11** Reimbursement requests will be paid within 30 days of receipt of all required documentation.