



**CUSTOMIZED TRAINING AGREEMENT
BETWEEN
Probes Unlimited, LLC (Employer)
AND
CareerSource Chipola (CSC)**

IT IS THE RESPONSIBILITY OF BOTH THE CSC STAFF MEMBER AND THE EMPLOYER TO REVIEW EACH ITEM LISTED IN THIS AGREEMENT.

■ PART 1. EMPLOYER INFORMATION:

EMPLOYER NAME: PROBES UNLIMITED, LLC		
STREET ADDRESS: 165 TELFAIR STREET		
CITY: BONIFAY	ZIP: 32425	COUNTY: HOLMES
PHONE: (215) 527-0341	FAX:	
EMPLOYER CONTACT PERSON TITLE: KYLE HUDSON	EMPLOYER EMAIL ADDRESS: KYLE@PROBESUNLIMITED.COM	
COMPANY RATE OF REIMBURSEMENT: 50% OF THE ALLOWABLE COSTS.	NUMBER OF TRAINEES/PARTICIPANTS TO BE TRAINED IN THIS AGREEMENT: 22	
	EMPLOYER REIMBURSEMENT NOT TO EXCEED: \$12,750	

■ PART 2. TRAINING SUMMARY:

TYPE OF TRAINING: #1	YELLOW BELT
TRAINING PROVIDER: #1	ANCHORED IN HIM, LLC (BRENT SHELTON)
ADDRESS	214 RYMA OAKS COURT, DOTHAN, AL 36301
FEDERAL IDENTIFICATION NUMBER	81-4783195
PHONE NUMBER	(850) 272-0014
RATE/S OF PAY FOR TRAINEES	\$13 – STARTING WAGE
TRAINING DESCRIPTION	SEE ATTACHMENT
NUMBER OF INDIVIDUAL TO BE TRAINED	22
TRAINING START DATE	DECEMBER 20, 2024
PROJECTED TRAINING END DATE	JANUARY 31, 2025
LENGTH OF TRAINING	MINIMUM - TWO (2) WEEKS (ONLINE TIME CAN VARY)
LOCATION OF TRAINING	BONIFAY, FLORIDA

COST OF COURSE (TO CSC)	\$3,500
COST TO EMPLOYER FOR TRAINING (MUST BE AT LEAST 50%)	\$3,500
TRAINING EQUIPMENT PURCHASE (ITEMIZE IF APPLICABLE)	NOT APPLICABLE FOR THIS AGREEMENT
COST OF TRAVEL (TRAINER/INSTRUCTOR)	NOT APPLICABLE FOR THIS AGREEMENT
EMPLOYER IN-KIND TRAINEE WAGES	\$6,000
FACILITY USAGE (ITEMIZE IF APPLICABLE)	\$1,000 (IN-KIND) – NO REIMBURSEMENT REQUESTED

ALL Employer In-Kind Contributions Must Be Substantiated by Calculations or Determination of Reasonableness

TYPE OF TRAINING: #2	KAIZEN
TRAINING PROVIDER: #1	PROBES UNLIMITED, INC./EARNEST DELANY
ADDRESS	836 W. 8TH STREET, LANSDALE, PA 19446
FEDERAL IDENTIFICATION NUMBER	23-2725090
PHONE NUMBER	(267) 263-0400
RATE/S OF PAY FOR TRAINEES	\$13 – STARTING WAGE
TRAINING DESCRIPTION	SEE ATTACHMENT
NUMBER OF INDIVIDUAL TO BE TRAINED	22
TRAINING START DATE	DECEMBER 1, 2024
PROJECTED TRAINING END DATE	MARCH 1, 2025
LENGTH OF TRAINING	THREE (3) MONTHS
LOCATION OF TRAINING	BONIFAY, FLORIDA
COST OF COURSE (TO CSC)	\$9,250
COST TO EMPLOYER FOR TRAINING (MUST BE AT LEAST 50%)	\$9,250
TRAINING EQUIPMENT PURCHASE (ITEMIZE IF APPLICABLE)	NOT APPLICABLE FOR THIS AGREEMENT
COST OF TRAVEL (TRAINER/INSTRUCTOR)	NOT APPLICABLE FOR THIS AGREEMENT
EMPLOYER IN-KIND TRAINEE WAGES	\$12,000
FACILITY USAGE (ITEMIZE IF APPLICABLE)	\$1,800 (IN-KIND) – NO REIMBURSEMENT REQUESTED

ASSURANCES:

- Employer will allow the CareerSource Chipola System to refer qualified job candidates to fill any vacancies realized through the advancement of those trained and not filled internally.
- The training request will increase the competitiveness of the Employee and the Employer.
- The training will result in job retention.

- The training request relates to the introduction of new technologies; changing industry requirements; introduction to new product lines, production, or service procedures; or upgrading to new jobs that require additional skills.
- Employer understands CareerSource Chipola funding assistance cannot be used to directly or indirectly assist, promote, or deter union organizing.
- Employer understands CareerSource Chipola funding assistance cannot be used to directly or indirectly aid in the filling of a job opening which is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving work stoppage.
- Employer must meet the Fair Labor Standards Act requirements for an Employee-Employer Relationship (Must meet Florida Minimum Wage Standard).
- Employer will provide a copy of the I-9 form or E-Verify for all trainees. Providing documentation proof is a WIOA Eligibility Requirement.
- Employer agrees to submit a copy of the skills attainment certificate.
- Employer agrees to provide CareerSource Chipola with training provider invoice and proof of payment to the training provider for services rendered (i.e., copy of cancelled check, bank/credit card statement, etc.). (the portion not paid by CSC can be used as “in-kind” for the employer).

REIMBURSEMENT GUIDELINES

For reimbursement questions, please contact Sara Johnson at sara.johnson@careersourcechipola.com or call (850) 633-3205.

1. Employer must maintain payroll records that document the days and hours of training for each participant for use as “in-kind” documentation.
2. Employer must submit CSC Invoice and all supporting documentation for which they are requesting reimbursement **MONTHLY**. If employer fails to submit timely invoices for payment (with supporting documentation), this Agreement may be voided.
3. Payments are generally made within 30 days of receiving a correct invoice and all required back-up documentation.
4. **Acceptable documents required by finance:**
 - a. Customized Training Invoice Form
 - b. W-9 (Request for Taxpayer Identification Number and Certification)
 - c. Customized Training Agreement (if modification, include that as well)
 - d. Customized Training Description (if modification, include that as well)
 - e. Contractor Disclosure and Certification Form, if applicable due to conflict
 - f. Monthly Timesheets (must match employer payroll documentation)
 - g. Payroll Documentation from Employer
 - h. Employment Verification Form for each trainee (at the conclusion of training)
 - i. Employment Florida Case Note (a copy of) – Success Coach will provide

Note: Reimbursement will not be made if the required documentation is not submitted.

5. In no event shall total payments exceed the Training Agreement amount nor shall the total reimbursement 50 percent of the allowable costs.
6. Invoices and supporting documentation must be submitted to:

CareerSource Chipola
ATTN: Sara Johnson, Finance Director

4636 Hwy. 90, Suite E
 Marianna, FL 32446

■ PART 3. TOTAL BUDGET

NOTE: PROBES UNLIMITED, LLC IS ONLY SEEKING REIMBURSEMENT FOR THE COST OF THE TUITION FOR THE TWO CLASS TRAININGS.

Budget Category	CSC Contribution	Employer Contribution	Employer In-Kind	Total Program Cost
Tuition – Yellow Belt Trng.	\$3,500	\$3,500		\$7,000
Tuition – Kaizen Trng.	\$9,250	\$9,250		\$18,500
Trainee Wages		\$18,000	\$	\$18,000 – in-kind
On-Site Facility Usage		\$2,800	\$	\$2,800 – in-kind
Total Costs	\$12,750	\$33,550		\$46,300

Total Reimbursement to Employer		\$12,750	
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Number to be Served			22
Cost Per Served			\$2,104.54
Employer Seeking Reimbursement for Cost of the Training Only			\$12,750

In Witness thereof, the parties hereto have made and executed this document.

As to Employer:

By: Kyle Hudson
 Title/Name of Company

Date: 11/14/24

As to CareerSource Chipola:

By: _____
 Executive Director

Date: 11/14/24

TRAINING INFORMATION/JOB DESCRIPTION

Note: A separate Training Outline/Job Description Must be Completed if Multiple Types of Positions Needed for Customized Training.

EMPLOYER NAME/TITLE: PROBES UNLIMITED, LLC		
MAILING/TRAINING ADDRESS: 165 TELFAIR STREET		
CITY/STATE: BONIFAY, FL	ZIP: 32425	COUNTY: HOLMES
PHONE: (215) 527-0341	FAX:	EMAIL: KYLE@PROBESUNLIMITED.COM
EMPLOYER SUPERVISOR'S NAME (IF DIFFERENT FROM CONTACT):		
TOTAL NUMBER OF POSITIONS FOR THIS JOB TITLE: 22	HOURS PER WEEK: 40	HOURLY RATE: \$13
OCCUPATIONAL TITLE: SMALL PARTS ASSEMBLER	O*NET CODE: 51-2092.00	
TRAINEE/PARTICIPANT JOB TITLE: SMALL PARTS ASSEMBLER	SHIFT WORK HOURS: 40	DAYS OF WORK (CHECK ALL THAT APPLY): <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> Th <input checked="" type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> SU
JOB DESCRIPTION (EMPLOYER MAY ATTACH COPY OF THIS DOCUMENT): PLEASE SEE ATTACHED JOB DESCRIPTION SEE INFORMATION INCLUDED		
BENEFITS: 401K MATCH 4%, EMPLOYEE PROFIT SHARE		
SKILLS TRAINEE/PARTICIPANT WILL LEARN: SEE TRAINING DESCRIPTION		
<p>TRAINING WILL PROVIDE EMPLOYEES WITH NEW SKILLS RELATED TO THE MANUFACTURING INDUSTRY. THE GOAL OF THE TRAINING PROGRAM IS TO GROW CURRENT EMPLOYEES IN A MANNER WHICH WILL ALLOW THEM TO TRAINING FUTURE EMPLOYEES. SKILLS TRAINING INCLUDE LEAN SIX SIGMA/YELLOW BELT CERTIFICATION AND KAIZEN CERTIFICATION</p>		