



Career Pathways for Healthcare Workers Program

Pre-Proposal Conference

Wednesday, February 5, 2025 | 11:00AM-12:00PM

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Division of Workforce Development and Adult Learning

Maryland Department of Labor

Agenda



- Welcome
- Housekeeping Items
- Overview of the Career Pathways for Healthcare Workers Program
- Definitions
- Program Parameters
- Application Format and Submission
- Reporting Requirements
- Awards and Timeline
- Questions

Housekeeping Items

- Please keep yourself muted until we are ready to take questions.
- Please include your name and organization in the chat.
- You may type any questions into the chat. They will be answered at the end of the presentation.
- All questions and answers received during this conference will be posted on the Career Pathways for Healthcare Workers Program's website by next Wednesday, February 12, 2025:
<https://labor.maryland.gov/employment/careerpathways/cphealthcareworkers.shtml>
- If your organization decides to move forward with developing a proposal, please submit an Intent to Apply notification to Casey Tiefenwerth (casey.tiefenwerth1@maryland.gov) - an informal email is fine.
- If you choose **not** to submit an application and want to provide feedback as to your decision for the purposes of improvement toward future grant opportunities developed by Labor, please email Casey Tiefenwerth.
- This presentation will be shared with attendees via email after the conference.



Career Pathways for Healthcare Workers Program

- In 2022, the Maryland General Assembly enacted Senate Bill 518, which established the Career Pathways for Healthcare Workers Program within the Maryland Department of Labor.
- Purpose: to provide matching grants to eligible employers that pay for training programs attended by healthcare workers to help upskill the skillsets of the healthcare workforce.
 - Applicants must partner with a Maryland-based Historically Black College (HBCU) or Community College to deliver training and commit to providing a wage increase for employees who successfully complete training.
- Annual allotment of **\$750,000** to disperse as matching grants, contingent on state appropriation.
- Grants are capped at **\$50,000** and will last one year.
- If there are more eligible applicants than funding allows, MD Labor will make awards on a pro-rata basis.

Definitions

Employer: The statute defines an eligible *employer* as a hospital or related institution.

Related institutions are considered organizations, environments, or homes that:

- Maintain conditions or facilities that are equipped to provide care for two or more unrelated individuals who are dependent on the administrator for nursing care; and
- Admit or retain the individuals for overnight care.

Training Program: The statute defines a *training program* as a training provided for healthcare workers that supports their career in the healthcare industry which is provided by a **HBCU or Community College**.

Definitions

Healthcare Worker: The statute defines a *healthcare worker* as a worker licensed under Title 8 of the Health Occupations Article **OR** any individual employed by an eligible employer who provides personal care, assistance, behavioral health, or treatment services directly to patients or residents in the course of the worker's regular duties.

- Advanced Practice Registered Nurses
- Certified Dialysis Technicians
- Certified Nurse Midwife
- Certified Nurse Practitioner
- Certified Nursing Assistants
- Certified Medication Technicians
- Certified Registered Nurse Anesthetist
- Clinical Nurse Specialist
- Geriatric Nursing Assistants
- Licensed Certified Midwives
- Licensed Direct Entry Midwives
- Licensed Electrologists
- Licensed Practical Nurses
- Registered Nurses
- Workers' Compensation Case Managers
- Forensic Nurse Examiner

Program Parameters

Employers awarded funding must:

- Provide a wage increase that is equivalent with the current labor market trends within 90 days of training completion;
- Provide information relating to the wage increase to all healthcare workers that may benefit from participation in the training program;
- Pay for training programs that are no more than 12 months in length;
- Provide a 100% cash match to the State grant funds; and
- Use grant funds to supplement, not supplant, current operational expenses.

Program Parameters

- Labor encourages employers to pay for training programs that provide **supportive services** to ensure all participants can successfully complete the program.
- Employers that utilize a **training and upgrading fund**, as collectively bargained with a union or employee organization, must pass all grant money through the fund.

Application Format and Submission

To be considered for grant funds, applications must:

- Respond thoroughly to each application question;
- Provide one, signed letter of support from partner, (HBCU or Community College);
- Provide a signed W9 form;
- Provide a Certificate of Good Standing; and
- If your organization is exempt from taxation under IRC 501©, include the determination letter from the IRS.

Optional Documents:

- Additional letter(s) of support from partners; Sample program curriculum; Program promotional materials

Application Format and Submission

Career Pathways for Healthcare Workers Program Budget:

- Requests for funding should not exceed \$50,000.
- Applying organizations should only complete sections of the budget template that apply to their organization. For areas that do not apply, please leave blank.
- The required match of funds should be shown in the budget along with **submitting required documentation**.
- Program budgets should be submitted as an Excel Sheet.

Completed applications should be submitted to Casey Tiefenwerth at casey.tiefenwerth1@maryland.gov by 11:59 PM on April 4, 2025, and include all required documents in a single email.

Reporting Requirements

- Grantees will be required to track the ongoing progress of the training program on a monthly basis.
- Monthly reports will consist of the following:
 - Narrative Report (programmatic)
 - Invoice and Expenditure Report (fiscal)
- Narrative reports should provide descriptions of but not limited to:
 - Number of healthcare workers enrolled in training, number to complete/graduate, and number who will obtain and industry-recognized certification or credential.
 - Key activities, outreach activities, updates on the timeline/progress, challenges, successes, lessons learned, participant accomplishments, etc.
- Grantees will be required to submit a final report that will detail information gathered through the 12-month timeline.

Awards and Timeline

Event	Date(s)
Application Released	January 21, 2025
Pre-Proposal Conference	February 5, 2025
Applications due to MD Labor	April 4, 2025
Review Process	April - May 2025
Awards Announced	May 2025
Grants Start	June 1, 2025
Period of Performance	June 1, 2025 - May 31, 2026



Thank you!

*Questions about the Career Pathways for Healthcare Workers Program will be accepted via email through **Wednesday, March 19, 2025.***

Casey Tiefenwerth
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