



**Division of Workforce
Development and Adult Learning
(DWDAL)**
Policy Issuance



PI 2026-02 Career Pathways for Healthcare Workers Program | January 28, 2026

TO Division of Workforce Development and Adult Learning (DWDAL) staff and Program Applicants and/or Grantees

FROM DWDAL
Maryland Department of Labor (MD Labor)

SUBJECT Career Pathways for Healthcare Workers Policy

PURPOSE To provide policy guidance on the Career Pathways for Healthcare Workers Program.

ACTION Local Area Directors, American Job Center (AJC) Reemployment Program Directors, and Central Office Managers will ensure all employees are aware of and receive copies of this policy. DWDAL policies are available on the [MD Labor website](#).

EXPIRATION Until Cancelled.

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CANCELLATIONS

The following policies are hereby cancelled and replaced by this policy issuance:

- Policy Issuance 2023-06, "Career Pathways for Healthcare Workers Program," dated May 15, 2023.

Archived policies are available at: <https://www.labor.maryland.gov/employment/wifi/>.

EXECUTIVE SUMMARY

The Maryland Department of Labor's (MD Labor or the Department) Division of Workforce Development and Adult Learning (DWDAL)'s mission is to improve the lives of all Marylanders by implementing innovative, responsive practices that nurture a skilled workforce, connect people to good jobs, and ensure businesses have the skilled workforce they need to compete in a global economy.

Within DWDAL, the Office of Strategic Initiatives (OSI) oversees high-profile, cross-cutting initiatives that are responsive to workforce challenges including Labor's sector-based, industry-driven portfolio. OSI offers nimble and responsive solutions to address in-demand and emerging industry and jobseeker needs as they evolve over time.

GENERAL INFORMATION

CAREER PATHWAYS FOR HEALTHCARE WORKERS PROGRAM

In 2022, the Maryland General Assembly enacted Senate Bill 518 - Career Pathways for Healthcare Workers Program¹, which established the Career Pathways for Healthcare Workers Program within the Maryland Department of Labor (MD Labor). The purpose of the program is to increase opportunities for health care workers to receive training across the State through matching grants to eligible employers that pay for worker training programs. MD Labor's Division of Workforce Development and Adult Learning (DWDAL) administers the program through its Office of Strategic Initiatives. MD Labor may award grants for a maximum of \$50,000 per grant.

Eligible Entities

For the purposes of the Career Pathways for Healthcare Workers Program, the statute defines an eligible employer as a hospital or related institution.² Related institutions are considered organized institutions, environments, or homes that:

1. Maintain conditions or facilities and equipment to provide domiciliary, personal, or nursing care for two or more unrelated individuals who are dependent on the administrator, operator, or proprietor for nursing care or the subsistence of daily living in a safe, sanitary, and healthful environment; and,
2. Admit or retain the individuals for overnight care.

The statute defines a "training program" as a training provided for healthcare workers by a Maryland-based Historically Black College or University (HBCU) or Community College.

Lastly, the statute defines a "health care worker" as:

1. A worker licensed or certified under Title 8 of the Health Occupations Article³, as amended from time to time, including:
 - a. Advanced Practice Registered Nurses;
 - b. Certified Dialysis Technicians;
 - c. Certified Nurse Midwife;
 - d. Certified Nurse Practitioner;
 - e. Certified Nursing Assistants;
 - f. Certified Medication Technicians;
 - g. Certified Registered Nurse Anesthetist;
 - h. Clinical Nurse Specialist;
 - i. Forensic Nurse Examiner;
 - j. Geriatric Nursing Assistants;
 - k. Licensed Certified Midwives;

¹ MD Code Ann., Labor and Employment Article §§ 11-1501 - 11-1507. Full text of the statute can be found on the Maryland General Assembly's website: <https://mgaleg.maryland.gov/mgawebsite/Legislation/Details/sb0518/?ys=2022rs>

² "Hospital" and "related institution" are defined at MD Code Ann., Health-General Article § 19-301. Full text of the statute can be found on the Maryland General Assembly's website: <https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=ghg§ion=19-301&enactments=false>.

³ MD Code Ann., Health Occupations Article, Title 8. The full title can be found on the Maryland General Assembly's website: <https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=gho§ion=8-101&enactments=false>.

- l. Licensed Direct Entry Midwives;
 - m. Licensed Electrologists;
 - n. Licensed Practical Nurses;
 - o. Registered Nurses; and,
 - p. Worker's Compensation Case Managers; or,
2. Any other 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.

PROGRAM PARAMETERS

The Career Pathways for Healthcare Workers Program provides funds for employers to pay for occupational training to help upskill and increase the skillsets of the healthcare workforce.

Employers awarded funds through this program must:

1. Provide a wage increase that is commensurate with current labor market trends for the jurisdiction in which the healthcare worker is employed within 90 days of training completion;
2. Provide information relating to the wage increase to all healthcare workers that may benefit from participation in the training program;
3. Pay for training programs;
4. Provide a 100% cash match to the State grant funds; and,
5. Use grant funds to supplement, not supplant, current operational expenses.

In addition to the above requirements, MD Labor encourages employers to pay for training programs that provide supportive services, as a complement to occupational training, to ensure all participants can successfully complete the program.

The Career Pathways for Healthcare Workers Program is an annual, competitive funding opportunity. If MD Labor receives more eligible applications than funding allows, the agency must award pro-rata allotments, as applicable. The grant period of performance is 12 months.

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 PROCESS

APPLICATION SUBMISSION

To be considered for grant funds, applications must include:

1. Sufficient detail about the proposed training program, including Labor Market Information that supports the industry need for the specific training;
2. A list of training programs that healthcare workers have requested to attend during the immediately following calendar year;
3. Information on previous training programs that have been offered during the preceding calendar year, including information on training program costs;
4. Information on previous training programs that the applicant has paid for healthcare workers to attend during the preceding calendar year, including information on training program costs;
5. A plan for identifying program participants, especially when they are existing employees;
6. An assurance that the program shall be provided at no cost to participants; and,
7. Details that satisfy the grant's 100% match component.

Applicants must submit completed applications electronically to Maggie Tagliaferro at:

magdalena.tagliaferro@maryland.gov no later than the due date listed in the annual Career Pathways for Healthcare Workers Program Competitive Grant Application, which can be found on MD Labor's website: <https://labor.maryland.gov/employment/careerpathways/cphealthcareworkers.shtml>.

APPLICATION REVIEW

Dedicated review teams will review submitted applications in a timely manner. MD Labor will ensure review teams are staffed with subject matter expertise in the areas of workforce development and healthcare.

To ensure compliance with the Public Ethics law, MD Code Ann. Gen'l Provisions, Title 5, all staff who participate in discretionary grant reviews are required to complete the DWDAL Reviewer Confidentiality and Conflict of Interest Form. Should a conflict of interest exist, staff must recuse themselves from application review and if staff becomes aware that a conflict may exist during the process, that person must immediately notify the DWDAL Assistant Secretary.

APPLICATION APPROVAL AND DENIAL

MD Labor must inform applicants via email of approvals or denials at the conclusion of the internal review process. If approved, the MD Labor Office of Strategic Initiatives must provide the applicant with a Grant Award Notification to be signed by the applicant.

Approved applicants must be prepared to enter into contracts and begin implementing programmatic work. In addition, Grantees must submit completed award agreements by the date specified by MD Labor for review via email to: magdalena.tagliaferro@maryland.gov.

After an award agreement has been formally executed, MD Labor must provide funds to the approved program on a cost reimbursement basis. The Grantee must invoice MD Labor via the quarterly fiscal report and invoice.⁴

RISK ASSESSMENT

MD Labor prioritizes grantees' financial integrity and responsible stewardship of public funds. Applicants should be aware that the Department reserves the right to exclude any organization from consideration for funding if, through the Department's due diligence review, the organization is determined to pose a significant risk to the proper execution and oversight of the grant agreement. This assessment may involve a thorough review of the applicant's previous program and fiscal monitoring reports, public financial statements, audit reports, tax filings, organizational solvency, prior grant management history, and any other relevant indicators. The goal of this process is to ensure that grant funds are awarded to organizations with the necessary financial stability and capacity to meet the programmatic and fiscal responsibilities outlined in the grant solicitation and subsequent agreement.

Organizations deemed to present an unacceptable financial risk, including but not limited to those with a history of material audit/monitoring findings, significant financial instability, pending litigation that threatens solvency, or a demonstrable inability to properly manage federal or State funds, may be deemed ineligible for an award, or the Department may otherwise take the entity's financial risk into account in administering grants or selecting grantees.

MD Labor may also take into consideration an organization's status concerning any current or past debts to the State of Maryland or the federal government, including but not limited to unpaid taxes or Unemployment Insurance obligations. Submission of an application constitutes the applicant's acknowledgment of this financial risk assessment policy and the applicant's commitment to provide all necessary and accurate financial documentation upon request to facilitate this determination. Failure to meet MD Labor's standards for financial responsibility may result in disqualification from the funding opportunity.

⁴ See Reporting section for more detailed information on reporting.

REPORTING, MONITORING, AND RECORD RETENTION

REPORTING

DWDAL Reporting Requirements

DWDAL must submit an annual report on December 1st of each year to the Maryland General Assembly Senate Finance Committee and the House Health and Government Operations Committee on the status of the Career Pathways for Healthcare Workers program. At minimum, this report must include:

1. The amount of funds disbursed to grantees;
2. The number of healthcare workers who attended training programs paid for by grant funds; and,
3. A list of the HBCUs or Community Colleges that provided trainings.

Grantee Reporting Requirements

Grantees of the Career Pathways for Healthcare Workers Program must submit quarterly program reports on the progress of the grant⁵. Program Reports should be submitted no later than the 10th of every month following the end of the quarter to Maggie Tagliaferro at magdalena.tagliaferro@maryland.gov.

In addition to the Quarterly Program Report, Grantees must submit a Quarterly Fiscal Report documenting quarterly expenses. In order to receive reimbursement payments, Grantees must also submit an invoice in conjunction with the fiscal report. Quarterly Fiscal Reports and Invoices should be submitted no later than the 10th of every month following the end of the quarter to Maggie Tagliaferro at magdalena.tagliaferro@maryland.gov and Dorothee Schlotterbeck at dorothee.schlotterbeck@maryland.gov.

Lastly, Grantees must submit a final report at the conclusion of the project period. Final reports must be submitted no later than 90 days after the close of the grant.

MONITORING

MD Labor, as it deems necessary, will monitor Grantees, both fiscally and programmatically, on the terms under which this grant is awarded. However, failure of MD Labor to supervise, evaluate, or provide guidance and direction shall not relieve the grantee of any liability for failure to comply with the terms of the grant award.

RECORD RETENTION

Maryland law requires participating programs to retain grant fiscal records for at least three years. If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until three years after all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

⁵ As per MD Code Ann., Labor and Employment Article, [§ 11-1505\(f\)](#), if the Grantee is utilizing a training and upgrading fund for the project, the fund must submit program and fiscal reports to DWDAL on behalf of the Grantee.

All records, both electronic and physical, must be maintained in accordance with DWDAL's policy concerning privacy and data security.⁶ PII is participant-level and employee data that either by itself or combined with other data can link to a specific individual or identity.

When emailing documents containing PII, all grantees and MD Labor staff must use password-protection, encryption-preferred, strong authentication procedures, or other security controls to make the information unusable by unauthorized individuals. Physical records must be kept in locked offices or file rooms. If the file room is shared with other programs, and/or staff other than staff authorized for this program have access to that room, then the files must be maintained in locked cabinets.

⁶ DWDAL's Policy Issuance on privacy and data security can be found here: <http://www.labor.maryland.gov/employment/mpi/>.

FAIR PRACTICES AND ACCESSIBILITY

It is MD Labor's policy that all persons have equal opportunity and access to services and facilities without regard to race, religion, color, sex (including pregnancy, childbirth and related medical conditions, transgender status, gender identity, and sexual orientation), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status, political affiliation or belief, for the beneficiaries, applicants, and participants only, on the basis of citizenship status, or participation in a program or activity that receives financial assistance under Title I of WIOA. Interested parties may refer to MD Labor's Nondiscrimination Plan⁷ and Language Access Plan⁸ for more information on accommodations and services.

⁷ MD Labor's Non-Discrimination Plan can be found here: <https://www.labor.maryland.gov/employment/ndp/>

⁸ MD Labor's Language Access Plan can be found here: <http://www.labor.maryland.gov/employment/wioa-access.pdf>

REFERENCES

LAW

- Md. Code Ann., Labor and Emp. Art., Title 11, [Division of Workforce Development and Adult Learning](#);
- MD Code Ann., Health– General Art. [§ 19-301](#); and
- MD Code Ann., Health Occupations Art., Title 8, [Nurses](#).

REGULATION

- COMAR 09.37.01 *et seq.* [Workforce Development and Adult Learning](#).

OTHER RESOURCES

- [DWDAL Policy Issuance Page](#);
- [Language Access Plan](#);
- [MD Labor’s Non-Discrimination Plan](#).