



**Training Proposal for:**  
**Los Angeles Pacific College**  
**Agreement Number: ET15-0290**

**Panel Meeting of:** August 22, 2014

**ETP Regional Office:** North Hollywood

**Analyst:** M. Paccereilli

**PROJECT PROFILE**

Contract Attributes:	SET SB<100 Entrepreneurial Multiple Barriers New Hire	Industry Sector(s):	Services Retail Healthcare Manufacturing  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange, Ventura, Riverside, San Bernardino	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

**FUNDING DETAIL**

Program Costs	+	Support Costs	=	<b>Total ETP Funding</b>
\$89,528		\$5,943 (8%)		\$95,471

In-Kind Contribution:	50% of Total ETP Funding Required	N/A
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**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee SET SB<100 Entrepreneurial	Business Skills; Computer Skills	37	8-75	0	\$1,223	N/A
				Weighted Avg: 52			
2	New Hire SET Multiple Barriers	Business Skills; Computer Skills; Literacy Skills	10	24-260	0	\$5,022	\$12.19
				Weighted Avg: 236			

**Minimum Wage by County:** Job Number 1: No minimum wage requirement. Job Number 2 (New Hire): \$13.37 per hour for Los Angeles County; \$13.32 per hour for Orange County; \$12.19 for Ventura, Riverside and San Bernardino counties.

**Health Benefits:**  Yes  No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:**  Yes  No  Maybe

Participating employers may use health benefits to meet the Post-Retention Wage.

**Job 1 Wage Range by Occupation**

Occupation Titles	Wage Range	Estimated # of Trainees
Small Business Owner	N/A	37

**Job 2 Wage Range by Occupation**

Occupation Titles	Wage Range	Estimated # of Trainees
Accounting Technician		1
Accounts Receivable Clerk		3
Accounts Payable Clerk		3
Bookkeeper		3

**INTRODUCTION**

Founded in 1989, Los Angeles Pacific College (LAPC) ([www.lapc.net](http://www.lapc.net)) is a private vocational training facility providing occupational skills to individuals seeking new or enhanced employment. LAPC is approved by the Bureau for Private Postsecondary Education (BPPE) and Department of Veterans Affairs; and has authorization from the United States Immigration and Customs Enforcement to enroll foreign students. The College is also authorized to train all eligible participants from the County and City of Los Angeles Workforce Investment Board (WIB) and Rehabilitation programs.

This will be LAPC's seventh ETP proposal, but it will be the second Agreement in the recent five-year period. The school is seeking funds to train small business Owners (entrepreneurs), and train and place unemployed individuals with multiple barriers to employment.

### **Training Agency Certification**

Training agency eligibility requires certification by an independent third party, consistent with the type of school and course of study. Most schools must also be licensed by the Bureau of Private Postsecondary Education (BPPE), created in statute effective January 1, 2010.

In keeping with the Panel's standards, at Title 22, CCR, Section 4426, LAPC is eligible as a training agency based on the following:

- BPPE licensure valid until September 30, 2018.
- Accredited by the Commission of the Council on Occupational Education (COE)
- Accredited by the Commission on English Language Program

### **PROJECT DETAILS**

#### **Entrepreneurial Training**

LAPC reports an ongoing need for small business owners to update and sharpen management skills to promote growth and remain competitive. These entrepreneurs started and operated their business without the benefit of formal training in comprehensive management skills. To be eligible for entrepreneurial training, which is delivered only to the Owner, a business must have between one and nine full time employees. Participants are from a broad spectrum of industries, some of which may be ETP priorities, including medical, dental, financial, food service, retail, wholesale, personal services, construction, and manufacturing.

The proposed training program will involve all areas of business operations. The core curriculum will consist of **Business Skills (50%)** in management, bookkeeping, and business tax information, and **Computer Skills (50%)** in QuickBooks. This curriculum has been designed specifically for entrepreneurs to improved business operations through computer usage with modern financial operations.

#### **New Hire Training**

LAPC has been training and placing unemployed individuals for more than two decades and has established a network of companies that contact the school on a regular basis in search of trainees prepared to enter the workforce. Based on demand in the labor market and LAPC's years of experience, the new-hire training curriculum was submitted to its network of potential participating employers for their evaluation and input. Potential employers responded with proposed changes that have helped shape the curriculum to prepare candidates to acquire the skills that participating companies need.

Unemployed individuals will receive training in **Business Skills (45%)** in bookkeeping and business tax information and **Computer Skills (50%)** in Microsoft Excel and QuickBooks to meet the quality standards set by prospective employers to enter or re-enter the workforce. If needed, **Literacy Skills (5%)** will be provided in basic, job-related English language skills. Vocational English skills will focus on the more practical aspects of Business and Computer Skills, which will improve trainee job readiness and enable them to apply those skills to their jobs.

## **Curriculum Development**

LAPC keeps informed about employer needs through an Employer Advisory Board comprised of industry professionals and private employers. They meet twice a year to review the school's programs and provide recommendations for revisions and updates to the curricula and/or instructional materials and equipment. The recommendations made by the board may be based on changes in industry standards or practices. LAPC also responds directly to requests for training from its participating employers.

To measure the effectiveness of the training, current students participate in LAPC surveys to evaluate instructors and training content at the end of each subject. Staff utilizes the surveys to assess the effectiveness of instructional methods and materials, as well as quality of curricula. The Academic Coordinator also conducts an instructor classroom evaluation at the end of training to measure the instructor's overall performance.

After the completion of the ETP-funded training, students complete an annual "Graduate Satisfaction Survey" to evaluate their training experience and the applicability of training to their current jobs. Their employers are also given the opportunity to provide feedback. Employers evaluate how relevant the training is to the job and how effectively graduates are applying their skills. Employers in the community also receive an annual "Industry Survey". This allows employers to review LAPC programs and provide suggestions on improving or changing the curriculum. LAPC also considers feedback from its instructors who participate in curriculum development, the academic planning, and the enforcement of academic quality.

## **Marketing/Recruitment Plan**

Trainees will be recruited from the Employment Development Department and other community-based agencies through personal contacts, advertisement in local print media, and written communications; and referrals from the One-Stop Service Centers in Los Angeles, Orange, Ventura, San Bernardino and Riverside Counties. Trainee recruitments are also conducted via networking and word-of-mouth referrals. LAPC's strategic business plan includes ongoing efforts to maintain, update and expand its online presence through its website, Facebook and Twitter accounts. LAPC regularly updates its school brochures and catalogs; and use outside professional marketing/design consultant to develop new and refine marketing campaigns and materials.

## **Support Costs**

LAPC is requesting 8% support costs to ensure ongoing marketing efforts towards employer recruitment and needs assessments for entrepreneurial training in Job Number 1.

In Job Number 2, the 8% support costs will assist with the continual need for trainee recruitment including intake assessment to determine eligibility, job development, job search assistance and placement of the New Hire graduates in ETP-eligible jobs.

## **Commitment to Training**

After completion of the ETP-funded new hire training and during the 90-day retention period, participating employers will provide additional training, consisting of one week of orientation and one month on-the-job training. Training will focus on company policies, procedures, processes, job-specific duties and new-hire orientation at the employer's expense.

LAPC is committed to all their trainees, in such a way that they provide remedial training classes and career and business counseling at LAPC's expense.

### **Tuition Reimbursement**

In accordance with Title 22, CCR, Section 4412.1, LAPC represents that students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Agreement.

### **Special Employment Training**

Under SET, the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

#### ➤ Wage Modification

Trainees in Job Number 2 have two or more barriers to employment (e.g., mental or physical disability, limited English proficiency, limited math skills). These trainees may receive the ETP Minimum Wage post-retention. LAPC is requesting this modification.

### **Training Hours Limitation**

LAPC is requesting a waiver to the standard maximum training hours for small business retraining from 60 to 75 hours in Job Number 1. Some trainees, depending on their experience, will require up to 75 hours of training in Business Management, Bookkeeping, Business Taxes, and QuickBooks Pro. These courses will train in accounting software widely used by small businesses. This new software knowledge is essential to trainees and accounts for a good portion of the curriculum hours.

### **RECOMMENDATION**

Staff recommends approval of this proposal.

### **PRIOR PROJECTS**

The following table summarizes performance by LAPC under ETP Agreements that were completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned
ET12-0325*	Los Angeles	06/30/12 – 06/29/14	\$149,858	\$95,611 (64%)
ET10-0128	Los Angeles	12/31/09 – 12/30/11	\$168,140	\$127,166 (76%)

\*ET12-0325 - The low completion rate was due to placement issues. Although new hire trainees completed training, some did not meet the retention requirement – some moved out of state or opted to work as an independent contractor. The Contractor has taken steps to avoid the same issues by reducing the number of New Hires to 10 trainees in this proposal. [Note: LAPC plans to train 15-20 ETP-eligible trainees in an effort to place the 10 trainees outlined in the contract.] This proposal has been right-sized to the amount earned under ET12-0325.

**DEVELOPMENT SERVICES**

N/A

**ADMINISTRATIVE SERVICES**

N/A

**TRAINING VENDORS**

N/A

**Exhibit B: Menu Curriculum****Class/Lab Hours**

8-75 (Job Number 1)

24-260 (Job Number 2)

Trainees may receive any of the following:

**ENTERPRENEURIAL TRAINING****BUSINESS SKILLS**❖ Business Management:

- Budget & Cash Flow Management: A tool to Aid Decision-Making; Profit Planning: The Framework of Budgeting & Capital Budgeting; How Well the Business is Doing: Statement of Cash Flow
- Pension & Employee Benefits: Keogh Plan, 401(K) Plan, Self-Employed Retirement Plan & Simplified Employee Pension (SEP) Plan
- Insurance: Accident & Health Benefits, Group Term Insurance & Medical Premiums of Self-Employed

❖ Bookkeeping:

- Bookkeeping Equations, General Journal, General Ledger, Special Journals, The Work Sheet, Financial Statements, Closing the Books, Merchandising Accounts, Depreciation, Bank Reconciliation, Handling Petty Cash, Partnerships, Corporations, Bookkeeping and Computer

❖ Business Tax Information and Preparation:

- Sales Tax, City Business Tax & Payroll Taxes, Employer & Employee Rights & Benefits

**COMPUTER SKILLS**❖ QuickBooks Pro:

- Introduction to Computers & QuickBooks Pro, Sales & Receivables, Payables & Purchases, General Accounting & End-of-Period Procedures, Payroll, Computerizing a Manual Accounting System

## **NEW HIRE TRAINING**

### **BUSINESS SKILLS**

#### ❖ Bookkeeping:

- Bookkeeping Equations, General Journal, General Ledger, Special Journals, The Work Sheet, Financial Statements, Closing the Books, Merchandising Accounts, Depreciation, Bank Reconciliation, Handling Petty Cash, Partnerships, Corporations, Bookkeeping and Computer

#### ❖ Business Tax Information and Preparation:

- Sales Tax, City Business Tax & Payroll Taxes, Employer & Employee Rights & Benefits

### **COMPUTER SKILLS**

#### ❖ Microsoft Excel:

- Excel Basics, Changing the Appearance of the Worksheet, Organizing the Worksheet, Worksheet Formulas, Function Formulas, Making the Worksheet Useful, Working with other Software Tools, Worksheet Charts

#### ❖ QuickBooks:

- Introduction to Computers and QuickBooks Pro, Sales & Receivables, Payables & Purchases, General Accounting & End-of-Period Procedures, Payroll, Computerizing a Manual Accounting System

### **LITERACY SKILLS\***

- ❖ Basic English language skills such as writing letters and business reports, reading work orders, safety regulations and other documents, language comprehension, understanding verbal directions and instructions

\*Literacy Skills training hours may equal vocational skills training hours on a per trainee basis.

Literacy Training cannot exceed 45% of total training hours per-trainee

Note: Reimbursement for retraining (Entrepreneurial) is capped at 75 total training hours per trainee, regardless of the method of delivery. Reimbursement for new hire training is capped at 260 total training hours per trainee.
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## Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Los Angeles Pacific College

CCG No.: ET15-0290

Reference No: 14-0638

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PRINT OR TYPE IN ALPHABETICAL ORDER

Company: ABC Liquor Store

Address: 8121 Bolsa Avenue

City, State, Zip: Midway City, CA 92655

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 2

Total # of full-time company employees in California: 2

Company: Acu Chiro Clinic, Inc.

Address: 2560 W. Olympic Blvd., #201

City, State, Zip: Los Angeles, CA 90006

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 5

Total # of full-time company employees in California: 5

Company: AN & ER

Address: 1525 Long Beach Blvd.

City, State, Zip: Long Beach, CA 90813

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 3

Total # of full-time company employees in California: 3

Company: Best Food Market

Address: 5425 Long Beach Blvd.

City, State, Zip: Long Beach, CA 90805

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 6

Total # of full-time company employees in California: 6

**Participating Employers in Retrainee  
Multiple Employer Contracts**

Contractor's Name: Los Angeles Pacific College

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Company: Biho Cha, CPA

Address: 3435 Wilshire Blvd., #965

City, State, Zip: Los Angeles, CA 90010

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 1

Total # of full-time company employees in California: 1

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Company: Cho & Lee Health Center, Inc.

Address: 3240 Wilshire Blvd., #205

City, State, Zip: Los Angeles, CA 90010

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 1

Total # of full-time company employees in California: 1

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Company: Choi Orchid & Supplies, Inc.

Address: 822 San Julian Street

City, State, Zip: Los Angeles, CA 90014

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 3

Total # of full-time company employees in California: 3

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Company: Golden State Retirement Hotel

Address: 4340 Lockwood Avenue

City, State, Zip: Los Angeles, CA 90029

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 7

Total # of full-time company employees in California: 7

**Participating Employers in Retrainee  
Multiple Employer Contracts**

Contractor's Name: Los Angeles Pacific College

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Company: Hugh Spa

Address: 1101 S. Vermont Ave., #206

City, State, Zip: Los Angeles, CA 90006

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 2

Total # of full-time company employees in California: 2

Company: Hyundai Auto Services

Address: 14060 Rosecrans Avenue, #8

City, State, Zip: Santa Fe Springs, A 90670

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 1

Total # of full-time company employees in California: 1

Company: Jamae Natural Food, Inc.

Address: 5958 W. Pico Blvd

City, State, Zip: Los Angeles, CA 90035

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 1

Total # of full-time company employees in California: 1

Company: Junanne, Inc.

Address: 600 E. Washington Blvd., N-15

City, State, Zip: Los Angeles, CA 90015

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 2

Total # of full-time company employees in California: 2

## Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Los Angeles Pacific College

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Company: LA Coach, Inc.

Address: 606 W. 140th Street

City, State, Zip: Gardena, CA 90248

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 9

Total # of full-time company employees in California: 9

Company: Naerok Property Development, Inc.

Address: 3850 Wilshire Blvd., #302

City, State, Zip: Los Angeles, CA 90010

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 3

Total # of full-time company employees in California: 3

Company: New Connect Logistics, Inc.

Address: 333 W. Artesia Blvd.

City, State, Zip: Compton, CA 90220

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 9

Total # of full-time company employees in California: 9

Company: Pico Water

Address: 2348 W. Pico Street

City, State, Zip: Los Angeles, CA 90006

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 1

Total # of full-time company employees in California: 1

## Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Los Angeles Pacific College

CCG No.: ET15-0290

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Company: Sam's Laundromat

Address: 1756 Pacific Ave

City, State, Zip: Long Beach, CA 90813

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 1

Total # of full-time company employees in California: 1

Company: SL Chiropractic, Inc.

Address: 2655 W. Olympic Blvd., #202

City, State, Zip: Los Angeles, CA 90006

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 1

Total # of full-time company employees in California: 1

Company: Soot Bul Zip, Inc.

Address: 3136 W. 8th Street

City, State, Zip: Los Angeles, CA 90005

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 8

Total # of full-time company employees in California: 8

Company: Unico Steel, Inc.

Address: 14830 E. Nelson Avenue

City, State, Zip: City of Industry, CA 91744

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 8

Total # of full-time company employees in California: 8