

WIOA Incumbent Worker Training Program

Employer Application

SECTION 1. Business Information			
Business Name: M.G Suber and Associates LLC			
Authorized Business Representative: Robert Suber		Title: CEO	
Phone: 803-764-5797	Ext. Click or tap here to enter text.	Fax: Click or tap here to enter text.	
Email: finance@mgsintl.com		Company Website Address: www.mgsuber.com	
Street/Mailing Address: 213 Dawson Rd			
City: Columbia	ZIP: SC	County: Richland	
If there are multiple business locations, please indicate the location for which training is requested: N/A			
Date of Inception: 1985		Years in Business: 40	
Total Number of Full-time Employees: 10		Total Number of Part-time Employees: 0	
Total Number of Full-time Employees at this Business Location: 10		Total Number of Part-time Employees at this Business Location: 0	
Legal Structure of Business:	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation (Designation: S-Corp)
Employer's Federal ID #: 26-4271328 Click or tap here to enter text.		Unemployment Comp ID #: 595608	
South Carolina Sales Tax Reg. #: 101251128		NAICS Code: 561110	
Is your business current on all State of South Carolina tax obligations?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Has your business received IWT, RRIWT, or other state or federal funding before?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please indicate the type of funding (e.g. Incumbent Worker Training), amount, and year: Apprenticeship. \$1765.24 Year:2024			
Is your business currently receiving/applying for other public training/consulting funds?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please identify the funding source and type of training/consulting services: Apprenticeship (Type of training) (Customer Service, Reporting/Documentation, Record Maintenance/filing System, Knowledge of Regulations BATFE ATF Regulations, International Arms Regulations ITAR.			
Has there been a layoff at this site within the last 12 months?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
If yes:	<input type="checkbox"/> Temporary Layoff Number affected: Click or tap here to enter text.	<input type="checkbox"/> Permanent Layoff Number affected: Click or tap here to enter text.	
Has the business or part of the business relocated operations within the last 120 days?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
If yes:	Relocated from: Click or tap here to enter text.	Relocated to: Click or tap here to enter text.	Date of Relocation: Click or tap here to enter text.
Does your business use SC Works services?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

SECTION 1. <i>Business Information</i>			
If yes, please check all applicable services:	<input type="checkbox"/> List Job Openings	<input type="checkbox"/> Mass Hires	<input type="checkbox"/> On-the-Job Training (OJT) Please note: employees cannot participate in both WIOA funded OJT and IWT simultaneously.
	<input type="checkbox"/> Job Fairs	<input type="checkbox"/> Candidate Search	
	<input type="checkbox"/> Testing & Assessment	<input type="checkbox"/> Other:	
Please describe the business's product(s) and/or service(s): Our company specializes in export management services, supporting small and medium-sized U.S. manufacturers in accessing and succeeding in global markets.) we aim to build a strong, sustainable pipeline of skilled professionals in international trade, export compliance, logistics, and global market strategy—roles that are critical to the success of our business and to the broader U.S. export economy.			
Is the business minority owned? If yes, please check one of the boxes below:			
<input type="checkbox"/> Women owned	<input type="checkbox"/> Asian/American owned		
<input type="checkbox"/> African/American owned	<input type="checkbox"/> Native/American owned		
<input checked="" type="checkbox"/> Hispanic/American owned	<input type="checkbox"/> Other minority owned (specify):		
Amount of Funding Requested: Click or tap here to enter text.		Number of Individual Trainees: 2	
Anticipated Start Date: Click or tap here to enter text.		Anticipated End Date: Click or tap here to enter text.	

SECTION 2. <i>Eligibility Criteria</i>		
Please thoroughly answer all questions. Attach additional sheets if necessary.		
Do business circumstances point to probable layoffs?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
If yes, please describe the business's circumstances.		
The requested training will:		
<input checked="" type="checkbox"/> Increase employee skills	<input checked="" type="checkbox"/> Save jobs within our business (How many? Click or tap here to enter text.)	
<input checked="" type="checkbox"/> Address changing skill requirements	<input checked="" type="checkbox"/> Result in a credential(s)	
<input checked="" type="checkbox"/> Result in wage/pay increases	<input checked="" type="checkbox"/> Help prevent business relocation or closure	

SECTION 2. Eligibility Criteria

Please thoroughly answer all questions. Attach additional sheets if necessary.

Explain how the training will improve employee skills, resulting in a more competitive workforce and/or improve overall business circumstances.

The proposed training will enhance the employee's technical and professional skills in export management, enabling them to perform their responsibilities with greater accuracy, efficiency, and strategic insight. Through advanced instruction in international logistics, export compliance, documentation, and global trade regulations, the employee will gain deeper expertise in managing cross-border shipments, coordinating with international partners, and ensuring adherence to ever-changing industry requirements.

By strengthening these skills, the employee will be better prepared to streamline export processes, reduce costly errors, and improve turnaround times for clients. This increased proficiency will contribute to a more competitive workforce, as the employee will be able to apply best practices, utilize updated tools, and support the company's ability to respond quickly to market demands.

Additionally, the training will empower the employee to identify operational improvements, enhance communication with overseas customers and vendors, and support the expansion of the company's global footprint. As a result, the organization will benefit from improved service quality, enhanced compliance standards, stronger customer relationships, and greater overall operational efficiency.

Overall, the training will not only elevate the employee's individual capabilities but will also strengthen the company's competitive position within the export management services industry.

List the credentials expected to result from the IWT program.

- Export Management Certification (industry-recognized credential demonstrating competency in global trade operations)
- International Logistics & Supply Chain Management Certificate
- Export Compliance Training Certificate (covering EAR, ITAR, and other regulatory frameworks)
- Global Trade Documentation Certification (commercial invoices, certificates of origin, etc.)
- Hazardous Materials / Dangerous Goods Shipping Certification (if applicable)
- Customer Service & Global Communication Credential (enhanced communication across international markets)
- Technology/Software Proficiency Certificates, such as:
 - Export/Logistics Management Software
 - ERP or Inventory Management Systems
 - Trade Management Platforms
- Professional Development Credential recognizing improved operational efficiency, accuracy, and industry knowledge
- Workplace Skills Credential, such as increased competencies in problem-solving, teamwork, and process optimization

Is the business committed to retaining employees?

☒ YES

☐ NO

SECTION 3. Training Project Information

Up to six (6) training programs may be requested on each application. Training descriptions for each program requested must be attached to the application.

TRAINING #1

Name of Training: International Intellectual Property Management

TRAINING #1		
Training Description: Equip managers with the tools to identify intellectual property assets, manage asset development and implementation, and to create intellectual property strategies tailored to business objectives.		
Name of Training Provider: USC, Darla Moore School of Business		Provider Federal ID #: 57-6017985
Name of Training Provider Representative: Prof. Dirk Brown, Faculty Director, McNair Institute for Entrepreneurism and Free Enterprise		
Address: 1014 Greene Street		
City: Columbia	State: South Carolina	Zip: 29208
Phone: 803-777-4243		Fax: Click or tap here to enter text.
Anticipated training dates: 03/18/2026 - 05/03/2026		
Projected Number of Hours of Training: 21		Number of Trainees: 1
Job Title(s) and Length(s) of Employment: Chief Operating Officer / since April 2017		
Certification Earned: MBA in International Business		
BUDGET	Instructor Wages/Tuition: \$2,430	*Materials/Supplies/Textbooks: \$200
	*Other Costs: Click or tap here to enter text.	TOTAL COST: \$2,630
*Please itemize costs related to materials, supplies, textbooks, and other costs here: Pearson lab: \$60, Harvard Case Studies: \$140		

TRAINING #2		
Name of Training: International Business and Sustainable Development		
Training Description: An introduction to international environmental and social management issues that affect an organization's sustainable development initiatives.		
Name of Training Provider: USC, Darla Moore School of Business		Provider Federal ID #: 57-6017985
Name of Training Provider Representative: Prof. Joao Albino-Pimentel, Joao		
Address: 1014 Greene Street		
City: Columbia	State: South Carolina	Zip: 29208
Phone: 803-777-4243		Fax: Click or tap here to enter text.
Anticipated training dates: 01/12/2026 - 03/07/2026		
Projected Number of Hours of Training: 21		Number of Trainees: Click or tap here to enter text.
Job Title(s) and Length(s) of Employment: Chief Operating Officer / since April 2017		
Certification Earned: MBA in International Business		
BUDGET	Instructor Wages/Tuition: \$2,430	*Materials/Supplies/Textbooks: \$200
	*Other Costs: Click or tap here to enter text.	TOTAL COST: \$2,630
*Please itemize costs related to materials, supplies, textbooks, and other costs here: Pearson lab: \$60, Harvard Case Studies: \$140		

TRAINING #3
Name of Training: Topic: Exploring Global Business: Korea

TRAINING #3		
Training Description: The course examines in detail the business issues of a specific region as they impact the conduct of global business.		
Name of Training Provider: USC, Darla Moore School of Business		Provider Federal ID #: 57-6017985
Name of Training Provider Representative: Prof. Marki Jones		
Address: 1014 Greene Street		
City: Columbia	State: South Carolina	Zip: 29208
Phone: 803-777-4243	Fax: Click or tap here to enter text.	
Anticipated training dates: 01/12/2026 - 04/01/2026		
Projected Number of Hours of Training: 21	Number of Trainees: 1	
Job Title(s) and Length(s) of Employment: Chief Operating Officer / since April 2017		
Certification Earned: MBA in International Business		
BUDGET	Instructor Wages/Tuition: \$ 5,530	*Materials/Supplies/Textbooks: \$0
	*Other Costs: \$35.36	TOTAL COST: \$ 5,565.36
*Please itemize costs related to materials, supplies, textbooks, and other costs here: Mandatory Insurance \$35.36		

TRAINING #4		
Name of Training: Operations Management		
Training Description: Development of concepts and decision processes relevant to major problem areas. Emphasizes relevance of operations management in both manufacturing and service organizations.		
Name of Training Provider: USC, Darla Moore School of Business		Provider Federal ID #: 57-6017985
Name of Training Provider Representative: Prof. Carolyn Queenan		
Address: 1014 Greene Street		
City: Columbia	State: South Carolina	Zip: 29208
Phone: 803-777-4243	Fax: Click or tap here to enter text.	
Anticipated training dates: 01/12/2026 - 03/07/2026		
Projected Number of Hours of Training: 21	Number of Trainees: 1	
Job Title(s) and Length(s) of Employment: Chief Operating Officer / since April 2017		
Certification Earned: MBA in International Business		
BUDGET	Instructor Wages/Tuition: \$2,430	*Materials/Supplies/Textbooks: \$200
	*Other Costs: Click or tap here to enter text.	TOTAL COST: \$2,630
*Please itemize costs related to materials, supplies, textbooks, and other costs here: Pearson lab: \$60, Harvard Case Studies: \$140		

TRAINING #5
Name of Training: Strategic Management

TRAINING #5		
Training Description: A course designed to integrate the student's knowledge of accounting, economics, finance, marketing, production, and international environment for the analysis of management problems. Oral and written communications are emphasized using the case method.		
Name of Training Provider: USC, Darla Moore School of Business		Provider Federal ID #: 57-6017985
Name of Training Provider Representative: Prof. Donald Schepker		
Address: 1014 Greene Street		
City: Columbia	State: South Carolina	Zip: 29208
Phone: 803-777-4243		Fax: Click or tap here to enter text.
Anticipated training dates: 03/16/2026 - 05/06/2026		
Projected Number of Hours of Training: 21		Number of Trainees: 1
Job Title(s) and Length(s) of Employment: Chief Operating Officer / since April 2017		
Certification Earned: MBA in International Business		
BUDGET	Instructor Wages/Tuition: \$2,430	*Materials/Supplies/Textbooks: \$200
	*Other Costs: Click or tap here to enter text.	TOTAL COST: \$2,630
*Please itemize costs related to materials, supplies, textbooks, and other costs here: Pearson lab: \$60, Harvard Case Studies: \$140		

TRAINING #6		
Name of Training: Accounting Fundamentals II - ETG670		
Training Description: Exploration of topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations.		
Name of Training Provider: Midlands Tech College		Provider Federal ID #: 57-0427788
Name of Training Provider Representative: Nancy Koenig		
Address: 213 Dawson Rd		
City: Columbia	State: SC	Zip: 29223
Phone: 803-764-5797		Fax: Click or tap here to enter text.
Anticipated training dates: February 11, 2026		
Projected Number of Hours of Training: 3h		Number of Trainees: 1
Job Title(s) and Length(s) of Employment: Sales support Representative		
Certification Earned: yes		
BUDGET	Instructor Wages/Tuition: 169.00	*Materials/Supplies/Textbooks: Click or tap here to enter text.
	*Other Costs: 239.88	TOTAL COST: 408.88
*Please itemize costs related to materials, supplies, textbooks, and other costs here: Adobe acrobat Reader (software Requirement)		

SECTION 4. Training Budget
Businesses/consortia must contribute to the cost of the IWT project, with a minimum contribution of:

- 10 percent of the cost for business locations or consortia with no more than 50 employees
- 25 percent of the cost for business locations or consortia with more than 50 employees, but no more than 100 employees
- 50 percent of the costs for a business location or consortia with more than 100 employees

BUDGET	IWT FUNDING PROVIDED BY WIOA	BUSINESS SHARE/ CONTRIBUTION*
TUITION/COURSE REGISTRATION	\$15419	4930.35
TEXTBOOKS/MANUALS	\$800	0.00
TRAINING MATERIAL/ SUPPLIES	275.24	0.00
TOTAL COST OF TRAINING**	\$16494.24	\$4930.35

**Wages paid to employees while attending training may be used as the business's/training consortium's contribution to the cost of training.*

***The total of funding provided by WIOA and the business share should equal the total cost of training as reflected in the business application and training plan.*

Source of Business Share/Contribution:

- ☐ Cash
☒ Employee wages paid during training
☐ In-kind

SECTION 5. Certification by Authorized Business Representative

I hereby certify that I am an authorized representative of the business named above, with the authority to commit the business to legally binding contracts and agreements. I further certify that the information given as part of and attached to this application is true and accurate. I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any funds approved through this program.

This application does not constitute a contractual agreement. If any portion of the application is approved, a formal agreement between parties will be executed to obligate funds for the approved training. Training may not start prior to the effective date of the agreement.

Signature: 	Title: CEO
Print Name: Robert Suber	Date: 12/5/2025