

# WIOA Incumbent Worker Training Program

## Employer Application

<b>SECTION 1. Business Information</b>			
<b>Business Name:</b> Ritedose Corporation			
<b>Authorized Business Representative:</b> Anthony White		<b>Title:</b> Learning & Development Mgr.	
<b>Phone:</b> 803-704-6839	<b>Ext.</b> N/A	<b>Fax:</b> N/A	
<b>Email:</b> whitean@ritedose.com		<b>Company Website Address:</b> https://www.ritedose.com	
<b>Street/Mailing Address:</b> 1 Technology Circle			
<b>City:</b> Columbia	<b>ZIP:</b> 29203	<b>County:</b> Richland	
<b>If there are multiple business locations, please indicate the location for which training is requested:</b> Columbia Location			
<b>Date of Inception:</b> 1995		<b>Years in Business:</b> 30	
<b>Total Number of Full-time Employees:</b> 620		<b>Total Number of Part-time Employees:</b> 42	
<b>Total Number of Full-time Employees at this Business Location:</b> 620		<b>Total Number of Part-time Employees at this Business Location:</b> 42	
<b>Legal Structure of Business:</b>	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation (Designation: LLC )
<b>Employer's Federal ID #:</b> 57-1023775		<b>Unemployment Comp ID #:</b> 353059	
<b>South Carolina Sales Tax Reg. #:</b> 040806565		<b>NAICS Code:</b> 325412	
<b>Is your business current on all State of South Carolina tax obligations?</b>		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Has your business received IWT, RRIWT, or other state or federal funding before?</b>		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<b>If yes, please indicate the type of funding (e.g. Incumbent Worker Training), amount, and year:</b> IWT / Ready SC / SC Works – 2023 - \$109,556.94			
<b>Is your business currently receiving/applying for other public training/consulting funds?</b>		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<b>If yes, please identify the funding source and type of training/consulting services:</b> ReTrainSC Funds (formally E-Zone)			
<b>Has there been a layoff at this site within the last 12 months?</b>		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>If yes:</b>	<input type="checkbox"/> Temporary Layoff Number affected: N/A	<input type="checkbox"/> Permanent Layoff Number affected: N/A	
<b>Has the business or part of the business relocated operations within the last 120 days?</b>		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>If yes:</b>	<b>Relocated from:</b> N/A	<b>Relocated to:</b> N/A	<b>Date of Relocation:</b> N/A
<b>Does your business use SC Works services?</b>		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>If yes, please check all applicable services:</b>	<input type="checkbox"/> List Job Openings <input type="checkbox"/> Job Fairs <input type="checkbox"/> Testing & Assessment	<input type="checkbox"/> Mass Hires <input type="checkbox"/> Candidate Search <input type="checkbox"/> Other:	<input type="checkbox"/> On-the-Job Training (OJT) <b>Please note:</b> employees cannot participate in both WIOA funded OJT and IWT simultaneously.

<b>SECTION 1. Business Information</b>							
<p><b>Please describe the business's product(s) and/or service(s):</b></p> <p>TRC is a pharmaceuticals manufacturer, specializing in Blow-Fill-Seal (BFS) technology. We manufacture products such as the Covid-19 vaccine, inhalants, ear drops, and eye drops. TRC primarily supplies products to a wide range of customers from small startups, to pharmaceutical companies to providing sterile products for hospitals and healthcare facilities throughout the United States.</p>							
<p><b>Is the business minority owned? If yes, please check one of the boxes below:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Women owned</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Asian/American owned</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> African/American owned</td> <td style="border: none;"><input type="checkbox"/> Native/American owned</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Hispanic/American owned</td> <td style="border: none;"><input type="checkbox"/> Other minority owned (specify):</td> </tr> </table>		<input type="checkbox"/> Women owned	<input type="checkbox"/> Asian/American owned	<input type="checkbox"/> African/American owned	<input type="checkbox"/> Native/American owned	<input type="checkbox"/> Hispanic/American owned	<input type="checkbox"/> Other minority owned (specify):
<input type="checkbox"/> Women owned	<input type="checkbox"/> Asian/American owned						
<input type="checkbox"/> African/American owned	<input type="checkbox"/> Native/American owned						
<input type="checkbox"/> Hispanic/American owned	<input type="checkbox"/> Other minority owned (specify):						
<p><b>Amount of Funding Requested: \$4,987.5</b></p>	<p><b>Number of Individual Trainees: 9</b></p>						
<p><b>Anticipated Start Date: Feb. 17<sup>th</sup> 2026</b></p>	<p><b>Anticipated End Date: Oct. 13<sup>th</sup> 2026</b></p>						

<b>SECTION 2. Eligibility Criteria</b>		
<p><b>Please thoroughly answer all questions. Attach additional sheets if necessary.</b></p>		
<p><b>Do business circumstances point to probable layoffs?</b></p>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<p>If yes, please describe the business's circumstances.</p> <p>N/A</p>		
<p><b>The requested training will:</b></p>		
<input checked="" type="checkbox"/> Increase employee skills	<input 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 type="checkbox"/> Result in a credential(s)	
<input checked="" type="checkbox"/> Result in wage/pay increases	<input type="checkbox"/> Help prevent business relocation or closure	
<p><b>Explain how the training will improve employee skills, resulting in a more competitive workforce and/or improve overall business circumstances.</b></p> <p><b>1.) All of the training that we are pursuing will significantly increase our employee's skill sets and allow them to become champions of their respected areas.</b></p>		
<p><b>List the credentials expected to result from the IWT program.</b></p> <p><b>With the company's continued growth, this training would provide the necessary tools to develop our future leaders.</b></p>		
<p><b>Is the business committed to retaining employees?</b></p>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

<b>SECTION 3. Training Project Information</b>		
Up to six (6) training programs may be requested on each application. Training descriptions for each program requested must be attached to the application.		
<b>TRAINING #1</b>		
Name of Training: Supervisory Certificate Program – Unit 5 – Leading for Desired Results		
Training Description: Please see supporting document (attached)		
Name of Training Provider: Midlands Technical College – Northeast Campus	Provider Federal ID #: 57-0427788	
Name of Training Provider Representative: Sylvia Aull-Holcombe		
Address: 151 Powell Rd.		
City: Columbia	State: SC	Zip: 29203
Phone: 803-730-6539	Fax: N/A	
Anticipated training dates: Feb. 17 <sup>th</sup> – Mar. 17 <sup>th</sup> 2026		
Projected Number of Hours of Training: 15	Number of Trainees: 5	
Job Title(s) and Length(s) of Employment: Sr. Process Engineer – 26.8 yrs./AS Chemist Lead – 4.7 yrs./Product Lifecycle Coordinator – 1.7 yrs./Microbiologist IV – 5.10 yrs./Lab Technician – 1 year		
Certification Earned: Yes, upon completion		
BUDGET	Instructor Wages/Tuition: \$399.00 Per/Employee	*Materials/Supplies/Textbooks: N/A
	*Other Costs: N/A	TOTAL COST: \$1,995.00
*Please itemize costs related to materials, supplies, textbooks, and other costs here: N/A		

<b>TRAINING #2</b>		
Name of Training: Supervisory Certificate Program – Unit 1 – Finding the Supervisor Within		
Training Description: Please see supporting document (attached)		
Name of Training Provider: Midlands Technical College – Northeast Campus	Provider Federal ID #: 57-0427788	
Name of Training Provider Representative: Sylvia Aull-Holcombe		
Address: 151 Powell Rd.		
City: Columbia	State: SC	Zip: 29203
Phone: 803-730-6539	Fax: N/A	
Anticipated training dates: Mar. 31 <sup>st</sup> – Apr. 28 <sup>th</sup> 2026		
Projected Number of Hours of Training: 15	Number of Trainees: 4	
Job Title(s) and Length(s) of Employment: Exact Job Titles and Years of service is TBD		
Certification Earned: Yes, upon completion of the program		
BUDGET	Instructor Wages/Tuition: \$399.00 Per/Employee	*Materials/Supplies/Textbooks: N/A
	*Other Costs: N/A	TOTAL COST: \$1,596.00
*Please itemize costs related to materials, supplies, textbooks, and other costs here: N/A		

<b>TRAINING #3</b>		
Name of Training: Supervisory Certificate Program – Unit 2 – Communicating for Impact		
Training Description: Please see supporting document (attached)		
Name of Training Provider: Midlands Technical College – Northeast Campus		Provider Federal ID #: 57-0427788
Name of Training Provider Representative: Sylvia Aull-Holcombe		
Address: 151 Powell Rd.		
City: Columbia	State: SC	Zip: 29203
Phone: 803-730-6539		Fax: N/A
Anticipated training dates: May 12 <sup>th</sup> – Jun. 9 <sup>th</sup> 2026		
Projected Number of Hours of Training: 15		Number of Trainees: 4
Job Title(s) and Length(s) of Employment: Exact Job Titles and Years of service is TBD		
Certification Earned: Yes, upon completion of the program		
BUDGET	Instructor Wages/Tuition: \$399.00 Per/Employee	*Materials/Supplies/Textbooks: N/A
	*Other Costs: N/A	TOTAL COST: \$1,596.00
*Please itemize costs related to materials, supplies, textbooks, and other costs here: N/A		

<b>TRAINING #4</b>		
Name of Training: Supervisory Certificate Program – Unit 3 – Developing and Retaining Talent		
Training Description: Please see supporting document (attached)		
Name of Training Provider: Midlands Technical College – Northeast Campus		Provider Federal ID #: 57-0427788
Name of Training Provider Representative: Sylvia Aull-Holcombe		
Address: 151 Powell Rd.		
City: Columbia	State: SC	Zip: 29203
Phone: 803-730-6539		Fax: N/A
Anticipated training dates: Jun. 23 <sup>rd</sup> – Jul. 21 <sup>st</sup> 2026		
Projected Number of Hours of Training: 15		Number of Trainees: 4
Job Title(s) and Length(s) of Employment: Exact Job Titles and Years of service is TBD		
Certification Earned: Yes Upon Completion		
BUDGET	Instructor Wages/Tuition: \$399.00 Per/Employee	*Materials/Supplies/Textbooks: N/A
	*Other Costs: N/A	TOTAL COST: \$1,596.00
*Please itemize costs related to materials, supplies, textbooks, and other costs here: N/A		

<b>TRAINING #5</b>		
<b>Name of Training:</b> Supervisory Certificate Program – Unit 4 – Managing the Process		
<b>Training Description:</b> Please see supporting document (attached)		
<b>Name of Training Provider:</b> Midlands Technical College – Northeast Campus		<b>Provider Federal ID #:</b> 57-0427788
<b>Name of Training Provider Representative:</b> Sylvia Aull-Holcombe		
<b>Address:</b> 151 Powell Rd.		
<b>City:</b> Columbia	<b>State:</b> SC	<b>Zip:</b> 29203
<b>Phone:</b> 803-730-6539		<b>Fax:</b> N/A
<b>Anticipated training dates:</b> Aug. 4 <sup>th</sup> – Sept. 1 <sup>st</sup> 2026		
<b>Projected Number of Hours of Training:</b> 15		<b>Number of Trainees:</b> 4
<b>Job Title(s) and Length(s) of Employment:</b> Exact Job Titles and Years of service is TBD		
<b>Certification Earned:</b> Yes, Upon Completion		
<b>BUDGET</b>	<b>Instructor Wages/Tuition:</b> \$399.00 Per/Employee	<b>*Materials/Supplies/Textbooks:</b> N/A
	<b>*Other Costs:</b> N/A	<b>TOTAL COST:</b> \$1,596.00
<b>*Please itemize costs related to materials, supplies, textbooks, and other costs here:</b> N/A		

<b>TRAINING #6</b>		
<b>Name of Training:</b> Supervisory Certificate Program – Unit 5 – Leading for Desired Results		
<b>Training Description:</b> Please see supporting document (attached)		
<b>Name of Training Provider:</b> Midlands Technical College – Northeast Campus		<b>Provider Federal ID #:</b> 57-0427788
<b>Name of Training Provider Representative:</b> Sylvia Aull-Holcombe		
<b>Address:</b> 151 Powell Rd.		
<b>City:</b> Columbia	<b>State:</b> SC	<b>Zip:</b> 29203
<b>Phone:</b> 803-730-6539		<b>Fax:</b> N/A
<b>Anticipated training dates:</b> Sept. 15 <sup>th</sup> – Oct. 3 <sup>rd</sup> 2026		
<b>Projected Number of Hours of Training:</b> 15		<b>Number of Trainees:</b> 4
<b>Job Title(s) and Length(s) of Employment:</b> Exact Job Titles and Years of service is TBD		
<b>Certification Earned:</b> Yes, upon completion		
<b>BUDGET</b>	<b>Instructor Wages/Tuition:</b> \$399.00 Per/Employee	<b>*Materials/Supplies/Textbooks:</b> N/A
	<b>*Other Costs:</b> N/A	<b>TOTAL COST:</b> \$1,596.00
<b>*Please itemize costs related to materials, supplies, textbooks, and other costs here:</b> N/A		

**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	\$4,987.50	\$4,987.50
TEXTBOOKS/MANUALS	N/A	N/A
TRAINING MATERIAL/ SUPPLIES	N/A	N/A
TOTAL COST OF TRAINING**	\$4,987.50	\$18,697.50 (\$13,710.00 / Wages based on avg. rate of \$36.56 x 375 training hours)

*\*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.*

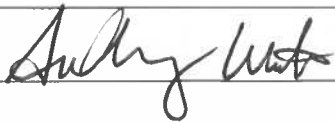
**Source of Business Share/Contribution:**

- ☐ 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.*

<b>Signature:</b> 	<b>Title:</b> Learning and Development Manager
<b>Print Name:</b> Anthony White	<b>Date:</b> 12/19/2025

## **SUPERVISORY CERTIFICATE PROGRAM**

Learn to lead.

Midlands Technical College's supervisory courses are a long-standing favorite. Thousands of supervisors have completed one of our supervisory courses in the last few years.

The five-unit series provides both the new and the long-term supervisor with the skills every company is looking for – and then some!

- > 25 supervisory related topics
- > Courses can be taken in any order or taken individually!
- > \$399/unit, \$125/course

### **Unit 1: Finding the Supervisor Within**

#### **Introduction to Supervision**

- > Participants will have the opportunity to learn about the responsibilities of the supervisor's position and the skills required to be successful in that role.

#### **Understanding Personality Types**

- > Every workplace includes people with different backgrounds, personalities, perspectives, skills, and styles of interacting. The workforce of the future will be even more diverse. Finding ways to make these differences work, rather than letting them get in the way, is essential to success for any organization and the people in it.

#### **Working in an Ethical Manner**

- > Discuss, identify, analyze, and apply methods to ensure respect of ethics, values and behaviors.

#### **Getting Things Done Under Pressure**

- > Have you ever felt overwhelmed by your to-do list? Interruptions keeping you from getting things done? In this course, participants will gain knowledge in how to separate the urgent from not urgent and the important from not important, while establishing good organizational skills.

#### **Accepting Personal Accountability**

- > What would your organization be like if no one ever asked, Whose fault is it? What if we could let go of the "blame game" and view accountability as a method for achieving increased personal and team effectiveness? Accountability is much more than a paper trail. It is an ongoing chance to gain focus, accomplish more, streamline work processes and create greater team effectiveness.

**CORPORATE & CONTINUING EDUCATION**

PO Box 2408 | Columbia, SC 29202



## **Unit 2: Communicating for Impact**

### **Understanding Your Communications Style**

- > Participants learn the communication process, their preferred communication style, how to identify barriers to communication, and practice developing messages for professional and personal use.

### **Essential Communication Skills**

- > You will examine, understand, and practice a variety of different listening styles, and also practice active listening and how to give and receive feedback effectively.

### **Conflict Resolution**

- > Conflict is not intrinsically destructive, but it can become so if left to escalate. Leaders must use conflict to their advantage while keeping it from being destructive. Learn about resolution styles and conflict resolution tactics.

### **Coaching: Enhancing Performance**

- > Learn methods of distinguishing coaching from counseling, how to provide positive feedback for improvement and practice using a coaching planner.

### **Counseling: Recovering Performance**

- > When coaching doesn't work, leaders are faced with counseling an employee. In this session you learn to recognize and overcome concerns, recognize when formal consequences are necessary and practice counseling skills.

## **Unit 3: Developing and Retaining Talent**

### **Starting Right: Selecting the Best Person for the Job**

- > Participants learn how to conduct a legally defensible behavioral interview and identify the components of a good interview response in order to hire the best employee.

### **Defining Performance Expectations**

- > Participants will have the opportunity to analyze the expectations they have of their employees and the effect on performance and practice setting specific, realistic, and measurable performance standards.

### **Evaluating Performance**

- > The participant will have the opportunity to become comfortable with a process for evaluation that will contribute to positive relationships and performance outcomes.

### **The Engaged Workforce**

- > Participants learn the principles of employee engagement in today's workplace, how basic motivation theory relates to workplace behavior, what competencies supervisors need to provide a motivating environment, and how to develop a tool kit for employee reward and recognition.

### **Leading Work Teams**

- > Upon completion, participants will be able to define the difference between a group and a team; explore the behaviors of members of dynamic teams; identify elements of team effectiveness; and describe a process for developing a team mission statement and ground rules.

## **Unit 4: Managing the Process**

### **Setting Goals and Objectives**

- > Learn how to be successful at goal setting through action plans and methods of measuring progress for continuous improvement.

### **Planning for Results**

- > Who has time to plan? This course will help participants discover the benefits of planning, as well as help them identify various types of planning tools.

### **Analyzing and Solving Problems**

- > Learn systematic models to understand the root of a problem, how to solve a problem, and how to prevent future problems.

### **Making Solid Decisions**

- > Workplace decision making can be both challenging and rewarding. Although supervisors have the authority to make decisions on behalf of direct reports, most will find more support for decisions (and more cooperation when it comes times to implement those decisions) if stakeholders are involved in the process.

### **Leading in a Changing Environment**

- > Learn strategies to introduce change into the workplace, while also learning what roles and responsibilities you have in leading a change effort.

## **Unit 5: Leading for Desired Results**

### **The Challenge of Leadership – Legally Speaking**

- > Being aware of key legislation and ensuring compliance throughout the organization is a major responsibility for both human resources (HR) and for line supervisors/managers.

### **Effective Delegation**

- > Participants will uncover the skills needed to delegate effectively. This includes determining what should be delegated, how to delegate to get results, who to delegate to, and how to follow-up.

### **Productive Partnerships**

- > It is not often that we can work isolated from others. Participants explore the need to collaborate and to form partnerships that enhance their productivity and work environment.

### **Valuing Diversity**

- > The course will explore the topic of diversity, inclusion and civility by describing what valuing diversity means, by analyzing one's own perception of diversity, and by identifying key factors for managing diversity and enhancing an inclusive work environment.

### **Core Leadership Skills**

- > Describe the characteristics of a leader; differentiate between leadership and management; develop a vision; use tactics that enable followers to work to achieve the vision; list ways that leaders lead by example; and encourage others by providing appropriate feedback.