



The International  
**LANGUAGE  
INSTITUTE**  
of Massachusetts  
www.ILI.edu

Free English Classes • Workplace Language Programs  
Teacher Training • World Language Classes  
Language Travel • Intensive English • University Partnerships

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*Communication is Everything!*

*Great Language Skills Help Businesses and Organizations Stay Competitive.*

## Workplace Training

We create and teach online and onsite English, French, Portuguese and Spanish courses for businesses, organizations, and higher education institutions. Our learner-centered methodology cultivates practical language skills that students can immediately begin utilizing in the workplace, at the university, and in daily life.



## Courses

- \* Focus on speaking and using the language—students work on all four skills (speaking, listening, reading and writing)
- \* Pronunciation practice, tips and tricks to help students communicate clearly
- \* Vocabulary and grammar relevant to ability and goals
- \* Interactive student-centered lessons

### A Typical 12-week On-line or In-person Course

- \* Meets 1.5 hours per week : schedule can be customized
- \* Costs \$5,400 (\$300/hour)
- \* Maximum class capacity:  
**On-line:** 10 students per section;  
**In-person:** 10 students per section

### Includes

- \* Initial assessment
- \* Relevant online materials & ILI workbook in target language
- \* On-going evaluations & supervisor check-ins as needed
- \* Final evaluations and recommendations

**ILI is an approved provider for the [Massachusetts Workforce Training Fund - Express Program](#), which provides partial or full reimbursement for the cost of language instruction.**

**ILI provides courses in English, French, Spanish and Portuguese.**

The International Language Institute of Massachusetts (ILI) is a private, non-profit language school founded in 1984 and located in Northampton, Massachusetts. Accredited by the Accrediting Council for Continuing Education and Training (ACCET) and the International Association of Language Centres (IALC).



Unique Entity Identifier (UEI)/DUNS number: 166416586

## **STEPS TO ACCESS WORKFORCE EXPRESS GRANT FUNDING**

1. **Determine eligibility** - Organizations must contribute to the Workforce Training Fund via a surcharge on Unemployment Insurance (UI) contributions. [Click here for eligibility details](#)
2. **Request a Certificate of Good Standing (COGS)** from the Massachusetts Department of Revenue. All COGS should have the business's legal name and a Notice Date within 6 months from the date of application submission. [Click here to obtain your COGS](#)
3. **Apply for funding at least 21 days before the training.** [Click here for application.](#) (It takes about 15-30 minutes.) (<https://commcorp.tfaforms.net/328894>)
4. **Accept your award** from Workforce Training Fund. *Well done!*
5. **Schedule your class, fill out questionnaires and determine class level/s.**
6. **Request reimbursement** from Workforce Training Fund within 30 days after the training event by submitting proof of payment and roster of attendees to them.

### **Workforce Express Grant Eligibility & Reimbursement Information:**

- Massachusetts businesses of any size may apply. To qualify, businesses must pay into the Workforce Training Fund. All for-profit companies pay into the fund. Some nonprofits contribute but others do not. This is determined by the method selected for UI coverage. Nonprofits that select the "contributory method" are paying into the Workforce Training Fund and are therefore eligible to apply. Nonprofits that select the "reimbursable method" are paying a discounted rate that does not include contribution to the Workforce Training Fund and therefore are not eligible to apply.
- Businesses with *more than 100* Massachusetts employees will no longer be eligible to receive Express Program grants as of July 10, 2023 and will be encouraged to submit General Program applications.
- Businesses with *100 or fewer* Massachusetts employees may receive **full reimbursement** of the cost of training.
- Grant funds are limited to \$30,000 per company per calendar year and \$3,000 per employee per course. Companies may apply for and receive more than one Express Program grant at a time.
- All applicants need a Certificate of Good Standing (COGS) from the Massachusetts Department of Revenue. If you haven't had one issued within the last six months, it's recommended to [request a COGS as soon as possible.](#) (<https://www.mass.gov/info-details/dor-certificate-of-good-standing-and-or-corporate-tax-lien-waiver-faqs>)
- All trainees must be full-time or part-time payroll employees of the company receiving an Express Program grant and must be employed in Massachusetts. (Trainees are not required to live in Massachusetts.) Contractors or employees of other firms (e.g., temps) are not eligible to participate in grant-funded training.
- Training should not begin before the Express Service Agreement start date. Each training course should be completed within the timeframe entered in the application. Please notify Workforce Training Fund if your training schedule changes so they can update their record. All approved training must be completed within 24 months of the Express Service Agreement start date.
- Reimbursement must be requested within 30 days after a course has been completed.