

Employer connects
with MassHire Career
Center

MCC previously developed
training (WI 08.129) or develops
and authorizes new training
(WI 08.132)

- Creates the vendor and course ID
- Applies the SWDI-P* designation

MCC notifies staff of course
authorization

"Temporary Authorized Training Tax
Credit for Emergency Assistance"
(TATTCEA)

MASSHIRE CAREER CENTER TRAINING INCLUDING TRAINING ON THE JOB (TOJ) | NON-ETPL

Abbreviations & Terms

ETPL: Eligible Training Provider List

MCC: MassHire Career Center

MDCS: MassHire Department of
Career Services

MOSES: Massachusetts One-Stop
Employment Service database

SWDI-P: Shelter Workforce
Development Initiative-Proprietary*

TOJ: Training-on-the-Job

WI: Workforce Issuance

MCC staff completes the following:

- Develops employer TOJ in
accordance with MassHire
Workforce Issuance 100 DCS
08-134
- Creates vendor and course ID
- Apply SWDI-P* designation

MCC enrolls the job seeker – who
may be hired before, during, or
upon completion of training – into
authorized training (including TOJ)

MCC ensures MOSES data entry –
employer, authorized training, and
job seeker information – is
completed before, during, or upon
completion of training

MCC provides the employer with
Course ID, website URL, and any
other relevant information required
to file for the TATTCEA

MDCS awards TATTCEA
Certificate to employer

MDCS reviews all tax credit
information for eligibility and
makes a final determination or
requests additional information

The employer downloads,
completes, and submits Completion
Form, including a self-attestation
that all requirements are met

*Not searchable to public on ETPL



DEPARTMENT OF
CAREER SERVICES

Employer connects
with MassHire
Career Center or
TATTCEA website

The employer develops proprietary
(in-house) training in accordance
with WI 08.133 (including TOJ)

The employer downloads,
completes, and submits the
Application Form via
<http://mass.gov/mdcs/eataxcredit>

“Temporary Authorized Training Tax
Credit for Emergency Assistance”
(TATTCEA)

**EMPLOYER
PROPRIETARY TRAINING
INCLUDING TRAINING ON
THE JOB (TOJ) | NON-ETPL**

Abbreviations & Terms

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Development Initiative-Proprietary*

TOJ: Training-on-the-Job

WI: Workforce Issuance

MDCS reviews and authorizes the
employer’s in-house training, and
then assigns the SWDI-P course
designation

MDCS issues the Training
Authorization letter (including
Course ID) to the employer

The employer enrolls the job seeker
in authorized training within ten (10)
business days from date of hire

The job seeker completes the
authorized training and is retained
for ninety (90) calendar days

MDCS awards TATTCEA
Certificate to employer

MCC verifies the following:

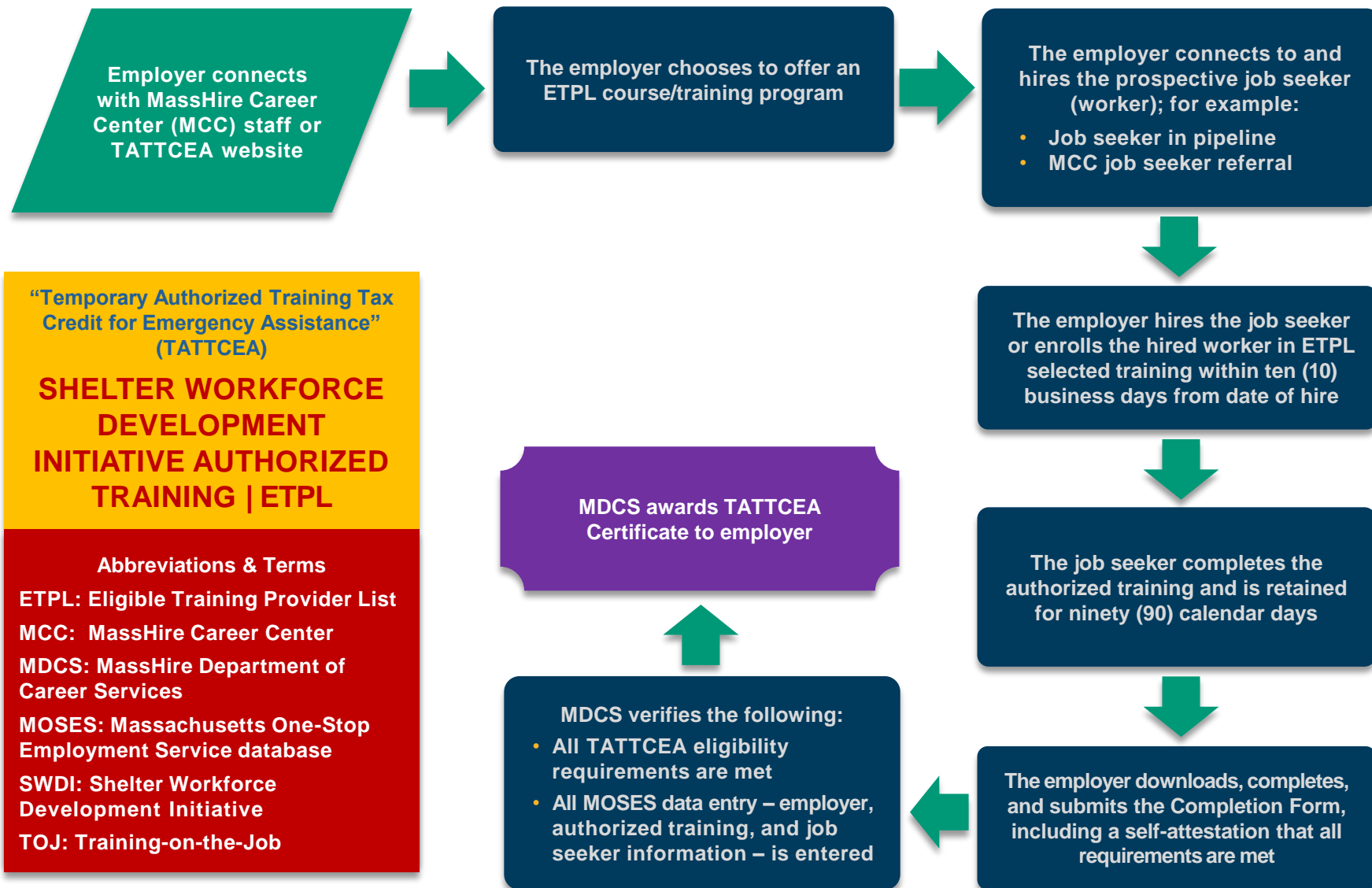
- All TATTCEA eligibility requirements are met
- All MOSES data entry – employer, authorized training, and job seeker information – is entered

The employer downloads,
completes, and submits the
Completion Form, including a self-
attestation that all requirements
are met.

*Not searchable to public on ETPL



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