Custom Fit Program Application Guide

Reduce Leadership Training Costs by Up to 40%

What is Custom Fit?

Custom Fit is a Utah State Legislature-funded program that helps Utah businesses reduce employee training costs by covering up to 40% of eligible training expenses. This program can cover leadership development training for women professionals. Every Women's Leadership Institute development program qualifies.

Am I Eligible?

You qualify if you meet ALL of the following:

- You work for a **for-profit business** (any size)
- Your company has a valid State of Utah Business License
- You are a W-2 or W-4 employee (not a contractor)
- Your company is located in Salt Lake County OR Utah/Wasatch/Summit counties

How Do I Apply?

Salt Lake County	Utah/Wasatch/Summit Counties
Provider: Salt Lake Community College **Process:** • Complete Company Information Form (new companies only) and Training Request Form • SLCC reviews and confirms eligibility • Training agreement is drafted • Training is delivered • Coordinator follows up with evaluation and invoicing **Apply online:** slcc.edu/corporate/funding-resources	**Provider:** MTECH **Process:** • Register via MTECH website • Receive and sign reimbursement agreement via Adobe Sign before training begins • You pay for training upfront • Submit receipt and proof of attendance after completion • Reimbursement check arrives within 30 days **Apply online:** mtec.edu/custom-fit

Important Details

- **Application deadline:** Salt Lake County currently accepts applications for trainings starting July 1, 2025 or later. Utah County requires applications BEFORE training begins.
- **What's covered:** Training costs and instructional materials (up to 40% reimbursement). Does NOT cover equipment, travel, or lodging.
- **Your company's role:** Must be willing to pay a portion of training costs (minimum 60%).
- **Trainer flexibility:** Both programs accept training providers you already use.

Questions? Contact your county's Custom Fit provider for assistance.