



**Division of Workforce  
Development and Adult Learning  
(DWDAL)  
Policy Issuance**



**PI 2026-02 Career Pathways for Healthcare Workers Program | January 28, 2026**

**TO** Division of Workforce Development and Adult Learning (DWDAL) staff and Program Applicants and/or Grantees

**FROM** DWDAL  
Maryland Department of Labor (MD Labor)

**SUBJECT** Career Pathways for Healthcare Workers Policy

**PURPOSE** To provide policy guidance on the Career Pathways for Healthcare Workers Program.

**ACTION** Local Area Directors, American Job Center (AJC) Reemployment Program Directors, and Central Office Managers will ensure all employees are aware of and receive copies of this policy. DWDAL policies are available on the [MD Labor website](#).

**EXPIRATION** Until Cancelled.

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## CANCELLATIONS

The following policies are hereby cancelled and replaced by this policy issuance:

- Policy Issuance 2023-06, “Career Pathways for Healthcare Workers Program,” dated May 15, 2023.

Archived policies are available at: <https://www.labor.maryland.gov/employment/wifi/>.

## EXECUTIVE SUMMARY

The Maryland Department of Labor's (MD Labor or the Department) Division of Workforce Development and Adult Learning (DWDAL)'s mission is to improve the lives of all Marylanders by implementing innovative, responsive practices that nurture a skilled workforce, connect people to good jobs, and ensure businesses have the skilled workforce they need to compete in a global economy.

Within DWDAL, the Office of Strategic Initiatives (OSI) oversees high-profile, cross-cutting initiatives that are responsive to workforce challenges including Labor's sector-based, industry-driven portfolio. OSI offers nimble and responsive solutions to address in-demand and emerging industry and jobseeker needs as they evolve over time.

## GENERAL INFORMATION

### CAREER PATHWAYS FOR HEALTHCARE WORKERS PROGRAM

In 2022, the Maryland General Assembly enacted Senate Bill 518 - Career Pathways for Healthcare Workers Program<sup>1</sup>, which established the Career Pathways for Healthcare Workers Program within the Maryland Department of Labor (MD Labor). The purpose of the program is to increase opportunities for health care workers to receive training across the State through matching grants to eligible employers that pay for worker training programs. MD Labor's Division of Workforce Development and Adult Learning (DWDAL) administers the program through its Office of Strategic Initiatives. MD Labor may award grants for a maximum of \$50,000 per grant.

#### Eligible Entities

For the purposes of the Career Pathways for Healthcare Workers Program, the statute defines an eligible employer as a hospital or related institution.<sup>2</sup> Related institutions are considered organized institutions, environments, or homes that:

1. Maintain conditions or facilities and equipment to provide domiciliary, personal, or nursing care for two or more unrelated individuals who are dependent on the administrator, operator, or proprietor for nursing care or the subsistence of daily living in a safe, sanitary, and healthful environment; and,
2. Admit or retain the individuals for overnight care.

The statute defines a “training program” as a training provided for healthcare workers by a Maryland-based Historically Black College or University (HBCU) or Community College.

Lastly, the statute defines a “health care worker” as:

1. A worker licensed or certified under Title 8 of the Health Occupations Article<sup>3</sup>, as amended from time to time, including:
  - a. Advanced Practice Registered Nurses;
  - b. Certified Dialysis Technicians;
  - c. Certified Nurse Midwife;
  - d. Certified Nurse Practitioner;
  - e. Certified Nursing Assistants;
  - f. Certified Medication Technicians;
  - g. Certified Registered Nurse Anesthetist;
  - h. Clinical Nurse Specialist;
  - i. Forensic Nurse Examiner;
  - j. Geriatric Nursing Assistants;
  - k. Licensed Certified Midwives;

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<sup>1</sup> MD Code Ann., Labor and Employment Article §§ 11-1501 - 11-1507. Full text of the statute can be found on the Maryland General Assembly's website: <https://mgaleg.maryland.gov/mgawebsite/Legislation/Details/sb0518/?ys=2022rs>

<sup>2</sup> “Hospital” and “related institution” are defined at MD Code Ann., Health-General Article § 19-301. Full text of the statute can be found on the Maryland General Assembly's website:

<https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=ghg&section=19-301&enactments=false>.

<sup>3</sup> MD Code Ann., Health Occupations Article, Title 8. The full title can be found on the Maryland General Assembly's website: <https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=gho&section=8-101&enactments=false>.

- I. Licensed Direct Entry Midwives;
  - m. Licensed Electrologists;
  - n. Licensed Practical Nurses;
  - o. Registered Nurses; and,
  - p. Worker's Compensation Case Managers; or,
2. Any other individual employed by an eligible employer who provides personal care, assistance, behavioral health, or treatment services directly to patients or residents in the course of the worker's regular duties.

## PROGRAM PARAMETERS

The Career Pathways for Healthcare Workers Program provides funds for employers to pay for occupational training to help upskill and increase the skillsets of the healthcare workforce.

Employers awarded funds through this program must:

1. Provide a wage increase that is commensurate with current labor market trends for the jurisdiction in which the healthcare worker is employed within 90 days of training completion;
2. Provide information relating to the wage increase to all healthcare workers that may benefit from participation in the training program;
3. Pay for training programs;
4. Provide a 100% cash match to the State grant funds; and,
5. Use grant funds to supplement, not supplant, current operational expenses.

In addition to the above requirements, MD Labor encourages employers to pay for training programs that provide supportive services, as a complement to occupational training, to ensure all participants can successfully complete the program.

The Career Pathways for Healthcare Workers Program is an annual, competitive funding opportunity. If MD Labor receives more eligible applications than funding allows, the agency must award pro-rata allotments, as applicable. The grant period of performance is 12 months.

Employers that utilize a training and upgrading fund, as collectively bargained with a union or employee organization, must pass all grant money through the fund.

## APPLICATION PROCESS

### APPLICATION SUBMISSION

To be considered for grant funds, applications must include:

1. Sufficient detail about the proposed training program, including Labor Market Information that supports the industry need for the specific training;
2. A list of training programs that healthcare workers have requested to attend during the immediately following calendar year;
3. Information on previous training programs that have been offered during the preceding calendar year, including information on training program costs;
4. Information on previous training programs that the applicant has paid for healthcare workers to attend during the preceding calendar year, including information on training program costs;
5. A plan for identifying program participants, especially when they are existing employees;
6. An assurance that the program shall be provided at no cost to participants; and,
7. Details that satisfy the grant's 100% match component.

Applicants must submit completed applications electronically to Maggie Tagliaferro at:

[magdalena.tagliaferro@maryland.gov](mailto:magdalena.tagliaferro@maryland.gov) no later than the due date listed in the annual Career Pathways for Healthcare Workers Program Competitive Grant Application, which can be found on MD Labor's website: <https://labor.maryland.gov/employment/careerpathways/cphealthcareworkers.shtml>.

### APPLICATION REVIEW

Dedicated review teams will review submitted applications in a timely manner. MD Labor will ensure review teams are staffed with subject matter expertise in the areas of workforce development and healthcare.

To ensure compliance with the Public Ethics law, MD Code Ann. Gen'l Provisions, Title 5, all staff who participate in discretionary grant reviews are required to complete the DWDAL Reviewer Confidentiality and Conflict of Interest Form. Should a conflict of interest exist, staff must recuse themselves from application review and if staff becomes aware that a conflict may exist during the process, that person must immediately notify the DWDAL Assistant Secretary.

### APPLICATION APPROVAL AND DENIAL

MD Labor must inform applicants via email of approvals or denials at the conclusion of the internal review process. If approved, the MD Labor Office of Strategic Initiatives must provide the applicant with a Grant Award Notification to be signed by the applicant.

Approved applicants must be prepared to enter into contracts and begin implementing programmatic work. In addition, Grantees must submit completed award agreements by the date specified by MD Labor for review via email to: [magdalena.tagliaferro@maryland.gov](mailto:magdalena.tagliaferro@maryland.gov).

After an award agreement has been formally executed, MD Labor must provide funds to the approved program on a cost reimbursement basis. The Grantee must invoice MD Labor via the quarterly fiscal report and invoice.<sup>4</sup>

<sup>4</sup> See Reporting section for more detailed information on reporting.

## **RISK ASSESSMENT**

MD Labor prioritizes grantees' financial integrity and responsible stewardship of public funds. Applicants should be aware that the Department reserves the right to exclude any organization from consideration for funding if, through the Department's due diligence review, the organization is determined to pose a significant risk to the proper execution and oversight of the grant agreement. This assessment may involve a thorough review of the applicant's previous program and fiscal monitoring reports, public financial statements, audit reports, tax filings, organizational solvency, prior grant management history, and any other relevant indicators. The goal of this process is to ensure that grant funds are awarded to organizations with the necessary financial stability and capacity to meet the programmatic and fiscal responsibilities outlined in the grant solicitation and subsequent agreement.

Organizations deemed to present an unacceptable financial risk, including but not limited to those with a history of material audit/monitoring findings, significant financial instability, pending litigation that threatens solvency, or a demonstrable inability to properly manage federal or State funds, may be deemed ineligible for an award, or the Department may otherwise take the entity's financial risk into account in administering grants or selecting grantees.

MD Labor may also take into consideration an organization's status concerning any current or past debts to the State of Maryland or the federal government, including but not limited to unpaid taxes or Unemployment Insurance obligations. Submission of an application constitutes the applicant's acknowledgment of this financial risk assessment policy and the applicant's commitment to provide all necessary and accurate financial documentation upon request to facilitate this determination. Failure to meet MD Labor's standards for financial responsibility may result in disqualification from the funding opportunity.

## REPORTING, MONITORING, AND RECORD RETENTION

### REPORTING

#### DWDAL Reporting Requirements

DWDAL must submit an annual report on December 1st of each year to the Maryland General Assembly Senate Finance Committee and the House Health and Government Operations Committee on the status of the Career Pathways for Healthcare Workers program. At minimum, this report must include:

1. The amount of funds disbursed to grantees;
2. The number of healthcare workers who attended training programs paid for by grant funds; and,
3. A list of the HBCUs or Community Colleges that provided trainings.

#### Grantee Reporting Requirements

Grantees of the Career Pathways for Healthcare Workers Program must submit quarterly program reports on the progress of the grant<sup>5</sup>. Program Reports should be submitted no later than the 10th of every month following the end of the quarter to Maggie Tagliaferro at [magdalena.tagliaferro@maryland.gov](mailto:magdalena.tagliaferro@maryland.gov) . An example of the report can be found in ***Attachment A – Sample Quarterly Program Report***.

In addition to the Quarterly Program Report, Grantees must submit a Quarterly Fiscal Report documenting quarterly expenses. In order to receive reimbursement payments, Grantees must also submit an invoice in conjunction with the fiscal report. Quarterly Fiscal Reports and Invoices should be submitted no later than the 10th of every month following the end of the quarter to Maggie Tagliaferro at [magdalena.tagliaferro@maryland.gov](mailto:magdalena.tagliaferro@maryland.gov) and Dorothee Schlotterbeck at [dorothee.schlotterbeck@maryland.gov](mailto:dorothee.schlotterbeck@maryland.gov). Examples of these reports can be found in ***Attachment B – Sample Quarterly Fiscal Report and Invoice***.

Lastly, Grantees must submit a final report at the conclusion of the project period. Final reports must be submitted no later than 90 days after the close of the grant.

### MONITORING

MD Labor, as it deems necessary, will monitor Grantees, both fiscally and programmatically, on the terms under which this grant is awarded. However, failure of MD Labor to supervise, evaluate, or provide guidance and direction shall not relieve the grantee of any liability for failure to comply with the terms of the grant award.

### RECORD RETENTION

Maryland law requires participating programs to retain grant fiscal records for at least three years. If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until three years after all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

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<sup>5</sup> As per MD Code Ann., Labor and Employment Article, [§ 11-1505\(f\)](#), if the Grantee is utilizing a training and upgrading fund for the project, the fund must submit program and fiscal reports to DWDAL on behalf of the Grantee.

All records, both electronic and physical, must be maintained in accordance with DWDAL's policy concerning privacy and data security.<sup>6</sup> PII is participant-level and employee data that either by itself or combined with other data can link to a specific individual or identity.

When emailing documents containing PII, all grantees and MD Labor staff must use password-protection, encryption-preferred, strong authentication procedures, or other security controls to make the information unusable by unauthorized individuals. Physical records must be kept in locked offices or file rooms. If the file room is shared with other programs, and/or staff other than staff authorized for this program have access to that room, then the files must be maintained in locked cabinets.

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<sup>6</sup> DWDAL's Policy Issuance on privacy and data security can be found here: <http://www.labor.maryland.gov/employment/mpi/>.

## FAIR PRACTICES AND ACCESSIBILITY

It is MD Labor's policy that all persons have equal opportunity and access to services and facilities without regard to race, religion, color, sex (including pregnancy, childbirth and related medical conditions, transgender status, gender identity, and sexual orientation), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status, political affiliation or belief, for the beneficiaries, applicants, and participants only, on the basis of citizenship status, or participation in a program or activity that receives financial assistance under Title I of WIOA. Interested parties may refer to MD Labor's Nondiscrimination Plan<sup>7</sup> and Language Access Plan<sup>8</sup> for more information on accommodations and services.

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<sup>7</sup> MD Labor's Non-Discrimination Plan can be found here: <https://www.labor.maryland.gov/employment/ndp/>

<sup>8</sup> MD Labor's Language Access Plan can be found here: <http://www.labor.maryland.gov/employment/wioa-access.pdf>

## REFERENCES

### LAW

- Md. Code Ann., Labor and Emp. Art., Title 11, [Division of Workforce Development and Adult Learning](#);
- MD Code Ann., Health– General Art. [§ 19-301](#); and
- MD Code Ann., Health Occupations Art., Title 8, [Nurses](#).

### REGULATION

- COMAR 09.37.01 *et seq.* [Workforce Development and Adult Learning](#).

### OTHER RESOURCES

- [DWDAL Policy Issuance Page](#);
- [Language Access Plan](#);
- [MD Labor's Non-Discrimination Plan](#).

## ATTACHMENTS

Attachment A: Sample Quarterly Program Report

Attachment B: Sample Quarterly Fiscal Report and Invoice

Grantees of the Career Pathways for Healthcare Workers program must submit monthly program reports to the Maryland Department of Labor. Please complete all fields of this document and submit it with all other required documents **on the 10th day of the month following the end of the quarter**. If the 10th day falls on a weekend, reports will be due that following Monday. Prior to submission, review the items listed below that are required for quarterly reporting and all instructions in this document to ensure a complete and accurate submission.

Failure to submit timely and accurate Quarterly Reports can result in delayed reimbursements and potential disqualification from future grant funding. If an extension is needed, prior approval will need to be obtained before the due date.

### Career Pathways for Healthcare Workers Program Quarterly Report Checklist

REQUIRED DOCUMENTS	OPTIONAL DOCUMENTS
<ul style="list-style-type: none"><li>• <b>Quarterly Program Report Form</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Photos</b></li></ul>
<ul style="list-style-type: none"><li>• <b>Quarterly Fiscal Report (.xlsx)</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Success Stories</b></li></ul>
<ul style="list-style-type: none"><li>• <b>Invoice</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Program Collateral</b></li></ul>

### Submission Instructions

Completed reports should be submitted via email to:

Maggie Tagliaferro at [magdalena.tagliaferro@maryland.gov](mailto:magdalena.tagliaferro@maryland.gov)  
cc: Dorothee Schlotterbeck ([dorothee.schlotterbeck@maryland.gov](mailto:dorothee.schlotterbeck@maryland.gov)), Alex Sackey-Ansah ([alex.sackey-ansah1@maryland.gov](mailto:alex.sackey-ansah1@maryland.gov)), Todd O'Banner ([todd.obanner1@maryland.gov](mailto:todd.obanner1@maryland.gov)).

Submissions should include all required documents listed above and should be submitted attachments to a single email. The fiscal reports should be submitted as separate attachments in the same email.

**SECTION 1: GRANTEE INFORMATION**

1	<b>Organization Name</b>	
2	<b>Point of Contact Name</b>	
3	<b>Point of Contact Email Address</b>	
4	<b>Point of Contact Phone Number</b>	
5	<b>Grant Number</b>	
6	<b>Month Ending</b>	
7	<b>Year</b>	

**SECTION 2: GRANT NARRATIVES**

8	<b>Provide a description of the following items for the program this quarter:</b> (a) Key activities completed; (b) Performance improvement efforts being undertaken to meet goals for the performance month if projected goals are not currently being met; (c) Key activities completed by the community college or HBCU; and (d) Additional activities performed by the grantee, if applicable.  <i>If there are no changes to report on the above items, the grantee should indicate so and note the reason.</i>
9	<b>Describe the next steps or key areas of emphasis planned for the project in the next quarter.</b>
10	<b>Provide a description of how program participants (employees) were identified this quarter for training.</b>  If no training occurred this month, please insert N/A.

11	Provide a description on specific efforts or strategies that occurred this quarter to reduce any barriers that participants may have encountered. This could include any supportive services that were provided.  If none, please insert N/A.
12	Summarize significant opportunities, issues, or challenges (such as under-enrollment) encountered during the quarter and any resolution of issues and challenges identified in previous periods. Furthermore, describe any actions taken or plans to address issues. Please include any areas that may require specific technical assistance from Labor staff.  <i>If there are no items to report on the above items, the grantee should indicate N/A.</i>

### Instructions for Section 3: Reporting Program Activity

Grantees must complete Section 3 of this report with programmatic data for both the quarterly reporting period and the cumulative data to date. If there is no activity please note N/A or input zeros. *The note section can be used to explain any further details about the participants or data asked.*

SECTION 3: PROGRAM ACTIVITY			
13	Complete the chart below to identify the program's targeted key performance outcomes.	This Month	Cumulative
A	Number of participants placed into training		
B	Number of participants who completed training		
C	Number of participants to earn an industry-recognized certification or credential		
D	Number of participants to earn a wage increase		
E	Average wage increase for participants who completed training ( <i>this should be a percentage</i> )		

F	Number of participants who increased their skillsets in result of completing training		
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**Instructions for Section 4: Success Stories**

This section is intended to showcase participant-level success stories that may only be reported with the consent of the participant. Strong success stories have a beginning, middle, and end. They highlight the employee's circumstances prior to training (any barriers, employment status, etc.), what the training provided the student (technical training, certifications acquired, types of supportive services received), and of course, the end result (obtained wage increase earning \$X, saving for home, etc.). Having a photo or quote from the participant to add to the story is always a plus!

SECTION 4: SUCCESS STORIES	
14	<b>Describe in detail any participant-level accomplishments or success stories from the quarter.</b> <i>Photos, videos, web content, and other program collateral can be submitted as an attachment with the submission of this report. Please send photos in jpeg format.</i>

SECTION 5: SIGNATURES			
Grantee Signature:		Date:	
Labor Signature:		Date:	

**CAREER PATHWAYS FOR HEALTHCARE WORKERS PROGRAM**  
**QUARTERLY FINANCIAL REPORT and INVOICE**

This form must be completed by the 10th of every month following the end of the quarter by grantees. Signed forms must be scanned and submitted via email to:

alex.sackey-ansah1@maryland.gov, cc: Dorothee.schlotterbeck@maryland.gov, Todd.obanner1@maryland.gov

<b>GRANTEE NAME:</b>	
<b>GRANT NUMBER:</b>	
<b>MONTH ENDING:</b>	
<b>DATE:</b>	

**SECTION A. FINANCIAL REPORT – please complete the blue shaded sections**

**SUMMARY OF EXPENDITURES**

EXPENDITURES	Approved Budget	Prior Quarter Expenditures (cumulative amount)	Quarter Net (= invoice)	Total Accrued Expenditures (cumulative amount)	Variance (over/under budget)
Staff Salary/Wages				-	-
Staff Fringes				-	-
Contractual				-	-
Travel				-	-
Supplies				-	-
Equipment				-	-
Training				-	-
Other				-	-
Other/Indirect/Admin				-	-
Total Expenditures and Quarterly Invoice Amount	-	-	-	-	-

<b>Unliquidated Obligations</b>	n/a		n/a		n/a
<b>Total Obligation (sum of expenditures and unliquidated obligations)</b>	n/a		n/a		n/a

<b>SUMMARY OF RECEIPTS</b>	
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Total Cash Received	n/a		n/a		n/a
Total Cash Disbursements	n/a		n/a		n/a

**CERTIFICATION:** By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award document. I am aware that any false, fictitious or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

**Authorized Signature and Date:**

**Print Name and Title:**

**SECTION B. QUARTERLY INVOICE****PLEASE ADD COMPANY LETTERHEAD**

DATE:	
GRANTEE:	
MONTH ENDING:	

**INVOICE**

Remit Payment To:	
Company Name:	Award #
Address:	Award Amount:
Address:	Invoice No.:
	Invoice Date:

**Bill To:**

Maryland Department  
of Labor  
DWDAL Fiscal  
Administration  
100 S Charles Street  
Attn: Alex Sackey-Ansah/Dorothee  
Schlotterbeck  
Baltimore, Maryland

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Description			
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	

Item:		Amount:	
<b>TOTAL INVOICE:</b>			-

<b>Authorized Signature:</b>		<b>Date:</b>	
<b>Printed Name:</b>			

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