



Incumbent Worker Training Program (IWTP) **Small Business Employee Training Program**

Description:

The IWTP Small Business Employee Training Program (SBET) is designed to benefit business and industry by assisting in the skill development of existing employees through individual, standardized (off-the shelf) training. Employers are reimbursed for tuition and required textbooks and manuals once the training has been completed and proper documentation has been submitted to the Louisiana Workforce Commission (LWC). Training costs cannot exceed \$3,000 per trainee per state fiscal year (July 1 – June 30). Funding is provided through the Workforce Development Training Account, at 2.3% of all IWTP funds available.

Training Can Consist Of:

1. Classes either non-credit or credit at an educational institution under the policy or direct management authority of the Board of Regents. Training providers must be domiciled in Louisiana, contribute data to LOIS Scorecard, and show a demonstrated history of successful training in the area of instruction to be given (Referred to as Training Type G-1). (Click [here](#) to see the list of successful training programs.);
2. Training from a manufacturer or their representative within one year of the purchase of equipment valued at more than \$3,000 where the training is not otherwise incorporated into the purchase price of the equipment; (Referred to as Type G-2);
3. Training from a manufacturer or their representative to upgrade computer skills (Referred to as Type G-3); or
4. Training from a national, regional, or state trade association that offers an independently certified training curricula and testing, which can demonstrate a successful training history of at least five years (Referred to as Type G-4).

Eligibility Criteria:

1. Louisiana based businesses with fifty or fewer employees;
2. Employers that have been in business in the state for at least three years, contributing and in full compliance with state UI tax laws;
3. Trainees must be incumbent workers for whom the employer incurs a state UI tax liability;
4. Employers can not receive IWTP Small Business Employee Training and IWTP customized training concurrently; and
5. The request for training must be in a labor demand occupation(s) as defined for Workforce Investment Act (WIA) purposes, http://www.laworks.net/downloads/ors/DemandOccsWIA98_08.xls or in a cluster based industry as defined in Vision 2020, <http://vision2020.louisiana.gov/goal2/benchmarks/obj2-1-1.htm>.

The Process:

1. Employer decides what training is needed and selects a suitable training provider(s).
2. Employer completes and submits the SBET Application online and sends signature page to LWC.
3. Applications are reviewed by LWC staff to assure that all SBET requirements are met.
4. Applications are submitted to the IWTP Director for review and approval.
5. After approval of the IWTP Director, employer is notified and training begins.
6. In order to receive reimbursement for training, an employer must submit invoices for training expenditures along with: 1) proof of payment; 2) proof of completion from the training provider; 3) proof that wages were paid to the participant during training hours or proof that the participant received a wage increase within 30 days upon the completion of the training.

For More Information Contact Your Regional IWTP Specialist at:

<http://www.laworks.net/downloads/iwtp/IWTPRegionalContacts.pdf>