

# 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 Incumbent Worker Training Account.

## 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, and show a demonstrated history of successful training in the area of instruction to be given (referred to as training type G-1).
2. Training from a manufacturer or its 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 its representative to upgrade computer skills (referred to as type G-3).
4. Training from a national, regional, or state trade association [organizations recognized as tax-exempt under IRC 501(c) (6)] 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 50 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 cannot receive IWTP Small Business Employee Training and IWTP customized training concurrently.
5. The request for training must be in a labor demand occupation(s) as defined for Workforce Innovation and Opportunity Act (WIOA) purposes, listed on the LWC website at [Demand Occupations List – Louisiana Workforce Commission](#).

## The Process

1. Employer decides what training is needed, completes and submits the SBET Application online and sends signature page and appropriate support documentation to LWC.
2. Applications are reviewed by LWC staff to assure that all SBET requirements are met.
3. Applications are submitted to the IWTP director for review and approval.
4. After approval of the IWTP director, employer is notified and training begins.
5. 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 training.

For More Information Contact Your [Regional IWTP Specialist](#)

# Incumbent Worker Training Program (IWTP): Customized Training

## Description

The Incumbent Worker Training Program (IWTP) is a partnership between the Louisiana Workforce Commission (LWC), business and industry, and training providers. The IWTP is designed to benefit business and industry by assisting in the skill development of existing employees and thereby increasing employee productivity and the growth of the company. These improvements are expected to result in the creation of new jobs, the retention of jobs that otherwise may have been eliminated, and an increase in wages for trained workers.

## Funding

The program is funded by a social charge assessed on employers that is paid along with Unemployment Insurance tax contributions.

## Eligibility Criteria:

- Employers:
  1. Must have been in business in the state for at least three years, contributing and in full compliance with state UI tax laws;
  2. Must have at least 15 employees to be trained (employers can form consortiums to meet this requirement); and
  3. Request training to either: a) prevent job loss caused by obsolete skills, technological change, or national or global competition; b) create, update, or retain jobs in a labor demand occupation; or c) update or retain jobs in an occupation which is not a labor demand occupation, if the administrator determines that the services are necessary to prevent the likely loss of jobs.
- Trainees must be incumbent workers for whom the employer incurs a Louisiana UI tax liability;

- Training Providers selected by employers must demonstrate a history of:
  1. Successful training through its placement, retention, and satisfaction rates;
  2. Collaboration with the targeted industry in the development of the training program curriculum; and
  3. Use of a current industry standard as the basis for programs utilized to train students for employment in the targeted industry.

## The Process:

An employer decides what training is needed and selects a suitable training provider(s). The employer and the training provider jointly develop a customized training plan to meet the needs of the company(s) and complete the [IWTP Application](#) on-line.

1. Applications are reviewed by IWTP staff to assure that all IWTP requirements are met. Negotiations may be conducted to provide for the most cost-effective training.
2. Applications are submitted to the Deputy Executive Director for review and approval on a monthly basis, based on their score from the IWTP rating form and the amount of funds available for obligation.
3. Upon approval of the Deputy Executive Director, a contract is developed specifying the goals to be accomplished, the scope of work and the line item budget. The contract is sent the employer and training provider for signature. Training can begin after the Deputy Executive Director has signed the contract.

*For More Information Contact Your [IWTP Regional Specialist](#)  
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