

# 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:

Employers must have been in business in the state for at least three years, contributing to the Incumbent Worker Training account, be in full compliance with Louisiana's Unemployment Insurance laws, have 50 or fewer employees and cannot receive customized training and SBET concurrently.

Trainees must be incumbent workers for whom the employer incurs a UI tax liability for the state of Louisiana.

Training providers under the policy or direct management authority of the Board of Regents must be domiciled in Louisiana and show a demonstrated history of successful training in the particular instruction that will be given. National, regional, or state trade associations that offer independently certified training curricula and testing must demonstrate a successful training history of at least five years

The request for training must be in a labor demand occupations(\*) as defined for Workforce Innovation and Opportunity Act (WIOA) purposes, listed on the LWC website at [STAR Jobs](#).

(\*) Labor demand occupations are assigned a STAR rating of 3-5 stars.

## The Process:

1. Employer decides what training is needed and selects a suitable training provider(s).
2. Employer completes and submits SBET Application online and sends signature page and appropriate support documentation 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. Employer submits proof of payment and completion of training in order to receive reimbursement from LWC.