



## SMALL BUSINESS EMPLOYEE TRAINING PROGRAM

- ◆ Overview
- ◆ The Process
- ◆ Frequently Asked Questions

### IWTP Regional Contacts List

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

### Incumbent Worker Training Program

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# Small Business Employee Training Program

## Overview:

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:

- ▶ Classes either non-credit or credit at an educational institution under the policy or direct management authority of the Board of Regents;
- ▶ 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;
- ▶ Training from a manufacturer or their representative to upgrade computer skills; or
- ▶ 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.

## Eligibility Criteria:

- ◆ **Employers** must have been in business in the state for at least three years, contributing to the workforce development training account, be in full compliance with Louisiana's UI laws, have 50 or less employees and cannot receive customized training and SBET concurrently. In addition, the employer's request for training must be to:
  1. prevent job loss caused by obsolete skills, technological change, or national or global competition;
  2. create, update, or retain jobs in a labor demand occupation; or
  3. 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 state UI tax liability.

## Eligibility Criteria (Cont.):

### ◆ **Training Providers**

- ▶ Training providers under the policy or direct management authority of the Board of Regents must be domiciled in Louisiana and contribute data to LOIS Scorecard which shows a demonstrated history of successful training in the particular instruction that will be given. Any successful class or unit found under a program of study/curriculum listed on LOIS Scorecard would qualify for SBET.
- ▶ National, regional, or state trade associations that offer independently certified training curricula and testing must demonstrate a successful training history of at least 5 years.

- ◆ **Training** 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](http://www.laworks.net/Downloads/ors/DemandOccsWIA98_08.xls) or in a cluster based industry as defined in Louisiana: 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 SBET Application Online at: [http://www.laworks.net/qm\\_IWTP.asp](http://www.laworks.net/qm_IWTP.asp) 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.

## Frequently Asked Questions:

1. **When can an employee be considered an “incumbent worker”?**

*Once he is on the payroll of an employer.*

2. **Who receives the funds?**

*All funds are provided to the employer.*

3. **When can training start and when can funds be reimbursed?**

*The employer must submit the SBET application and receive LWC approval, in writing, prior to the start of any training. Funds can be reimbursed upon completion of the training. In order to be reimbursed, the employer must submit invoices for approved training expenditures along with: 1) proof of payment; 2) proof of completion from the training provider; and 3) either proof of a pay increase or proof that wages were paid for the training hours attended, all within 30 days of the completion of the training.*

**4. What Training Costs Are Eligible for Reimbursement?**

*Tuition and required textbooks and manuals.*

**5. Are college credit courses eligible for reimbursement?**

*Yes.*

**6. Are there any limits on the cost of training?**

*Yes. Training costs cannot exceed \$3000 per trainee per state fiscal year.*

**7. What courses offered by training providers under the policy or direct management authority of the Board of Regents qualify for SBET?**

*Any successful class or unit found under a course of study/curriculum listed on LOIS Scorecard would qualify.*

*Note: 'Successful training' is defined as those training programs where 50% or more of the individuals who exit the program (completers and non-completers) within a given academic year, find unsubsidized employment in the first quarter subsequent to exiting.*

*New training programs (those that did not exist in the previous year for a unique training provider), would be exempt from meeting eligibility criteria until such time as the training cycle has been completed and performance data compiled based on the timeline established for reporting to LWC.*

**8. Can an employer be reimbursed for a trainee's wages during actual training time?**

*No.*

**9. Can an employer train employees in different occupations?**

*Yes.*

**10. Can an employer apply for more than one SBET application in the same year?**

*Yes, as long as the training is completed before the end of the state fiscal year (June 30) in which it was begun.*

**11. Can an employer receive IWTP Customized Training and SBET concurrently?**

*No.*

**12. Why can't an employer who does not contribute quarterly to UI taxes participate in the SBET?**

*The funding source of SBET is provided with UI tax dollars; therefore, only those employers that contribute to the system on a quarterly basis are eligible to participate.*

**13. If an employer that has not been in business for three years purchased a company that has operated in Louisiana for at least three years, is the employer eligible to participate?**

*There is a good possibility that an employer can qualify based on current records combined with their predecessor's. The Chief of Tax for LWC will review UI tax records to determine whether an employer meets the eligibility requirements.*

**14. How does an employer apply for SBET?**

*The employer must submit an SBET Application to LWC for approval. Employers apply online at: [http://www.laworks.net/qm\\_IWTP.asp](http://www.laworks.net/qm_IWTP.asp). For those employers who do not have computer access, computers are available at the LWC Local Career Solutions Centers or at local libraries.*

**15. Who selects the training provider(s)?**

*The employer.*

**16. Does an employer have to select a public training provider(s)?**

*No.*

**17. Is it possible to use multiple training providers?**

*Yes.*

**18. Are there any time restrictions on the training period?**

*Yes. Training must be completed by the end of the state fiscal year (June 30) in which it was begun.*

**19. Does the training have to take place at a training institution?**

*No. Training can be held at an employer's work site as well.*

**20. Who reviews and approves the application?**

*The initial review and recommendation for approval is made by the SBET Administrative Office Specialist and IWTP Manager. The IWTP Director grants final approval. A letter of approval is forwarded to the employer upon approval of the application.*

**21. Whom do I contact for additional information?**

*Refer to the IWTP Regional Contacts list on the LWC website at: <http://www.laworks.net/Downloads/iwtp/IWTPRegionalContacts.pdf>*

**22. What if the cost for the course requested exceeds \$3,000?**

*LWC will only reimburse \$3,000 per trainee, per fiscal year.*

**23. Can an employer receive reimbursement for part-time employees?**

*Yes, the employer may be reimbursed for part-time employees as long as the employer incurs a state unemployment tax liability for the employee.*

**24. Can travel be included in the tuition costs?**

*No.*

# Incumbent Worker Training Program (IWTP)

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REGION & PARISHES SERVED	IWTP Regional Program Advisors / Application Specialists Louisiana Workforce Commission (LWC) Assist employers and training providers in the development and approval of IWTP applications, and provide on-going technical assistance regarding program compliance, performance objectives, customer satisfaction, etc. for contract recipients.
<p>Central Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn</p>	<p>Shannon Chevalier Phone (318) 487-5560 Fax (318) 487-5959 schevalier@lwc.la.gov 5610-B Coliseum Boulevard, Alexandria, LA 71303</p>
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<p>Northwest Bienville, Bossier, Caddo, Claiborne, Desoto, Lincoln, Natchitoches, Sabine, Red River, Webster</p>	<p>Jay Cook Phone (318) 741-7371 Fax (318) 741-2788 jcook@lwc.la.gov 4000 Viking Drive, Suite B1, Bossier City, LA 71111</p>