



**LOUISIANA WORKS**  
DEPARTMENT OF LABOR

**Kathleen Babineaux Blanco**  
Governor

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Secretary

**OFFICE OF THE SECRETARY**  
**Incumbent Worker Training Program**

TO: All Training Providers Participating in the Incumbent Worker Training Program (IWTP)  
FROM: Wendy Thibodeaux, IWTP Program Manager *wet*  
SUBJECT: O\*NET Enhancement to IWTP Online Quarterly Report  
DATE: August 7, 2006

In response to numerous requests for occupational data relative to individuals being trained under the Incumbent Worker Training Program (IWTP), the Louisiana Department of Labor (LDOL) has implemented an enhancement to the online IWTP Quarterly Report in order to begin capturing such data. Just as Occupational Information Network (O\*NET) data is currently being captured on the front end when applications for IWTP funding are submitted to LDOL in order to provide "projected occupational data", similar information will now be collected each calendar quarter in order to provide "actual occupational data" for training funded by IWTP.

Data fields have been added to the online IWTP Quarterly Report and are currently available for primary training providers (and employers if applicable) to begin capturing the following information on a quarterly basis for each IWTP trainee:

- Initial O\*NET Code - The job code for the position held by an employee at the time the employee first enters IWTP training.
- Projected O\*NET Code - The job code (as outlined in application) for the position the trainee is projected to occupy after training.
- Current O\*NET Code - The job code for the position the employee occupies at the time the quarterly report is submitted.

This newly requested occupational information must be provided for all trainees on all active IWTP contracts beginning this calendar quarter which ends September 30, 2006 and is due October 15, 2006.

If you need assistance with this process, please contact your IWTP Regional Program Advisor at:  
<http://www.laworks.net/forms/iwt/IWTPRegionalContacts.pdf>.

Thank you for your commitment to training Louisiana Workforce. With your help, Louisiana Works!

Approved by:

Michael Harris, Director  
Incumbent Worker Training Program

Cc: Benny Soulier  
IWTP Staff