

Incumbent Worker Training Program

Small Business Employee Training (SBET)

Employer Instructions for applying Online:

- A) The employer must login to the IWTP SBET Web site @ http://www.laworks.net/qm_IWTP.asp
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- B) The employer may then be prompted with a notification of entering a ‘secured site’ and should respond affirmatively.
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- C) At the SBET Login screen the employer is presented with the following options:
1. If the employer is an existing user, he will enter his username and password.
 2. If the employer is a new user, he will click on the ‘New user?’ link.
 3. If the employer is an existing user and has forgotten his username, he will click on the ‘Forgot Username?’ link.
 4. If the employer is an existing user and has forgotten his password, he will enter his username and click on the ‘Forgot Password?’ link.
 5. If the employer is an existing user and would like to change his password, he will enter his username and password and click on the ‘Password Maintenance’ link.

New User Account Creation

The employer will select a username and password, create a secret question and answer to be used for password retrieval should the password be forgotten, provide their first and last names, their Federal Tax ID number, and their Louisiana Unemployment Insurance number (UI #). The user name must be at least six characters long. The password must be at least six characters long, and have at least one number, one uppercase letter and one lowercase letter.

Information entered will then be verified with Louisiana Workforce Commission (LWC) records and...

- 1) Employers not contributing to Louisiana Unemployment Insurance will not be eligible to participate in the program.
- 2) Final approval shall be based on the employer’s ability to meet all SBET eligibility criteria.
 - a. Employers must have been in business in the state for at least three years, contributing to the workforce development training account, and be in full compliance with Louisiana’s UI laws.
 - b. Employers cannot be receiving Customized & Small Business Employee Training concurrently.

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- D) Upon validation, the employer will be directed to the SBET Main Menu.
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The SBET Menu will consist of seven options:

1. Display and Print Online Instructions
2. Create Application
3. Revise Application
4. Reprint Signature Page
5. View Submitted Application(s)/Awards)
6. Create/Print Invoice
7. Re-Print Invoice Page

Note: **Log-Off** is located in the upper right hand corner of the screen(s).



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Option 1: Display/Print Online Instructions (Contains these instructions)

Option 2: Create Application

Employers must verify, change as needed, and/or enter the employer information as displayed.

After selecting “Create Application” please verify that your company’s information is correct and continue your application by entering trainee information. If any information is incorrect, please select your browsers ‘Back’ button and correct.

Create SBET Application Notes:

This application will be retained after the employer selects “Create Application”.

The employer has the option to edit their information at any time, until the SBET application is submitted. Once submitted, only viewing or invoicing a SBET Award is allowed.

For new or replacement employees, a new application will be needed after the SBET application is approved.

ALL correspondence must include the SBET Award #, which is shown on the SBET Application Signature Page.

To add trainee(s) to the application, follow the screen prompts **OR**

Click on the “Edit” button to change trainee/course information **OR**

Click on the “Copy” button to copy information to the next line **OR**

Click on the “Delete” button to erase the trainee/course from the application **OR**

Click on the “Post this Course” button to add the current trainee/course line to the application **OR**

Click on the “Complete App” button to finalize the application **OR**

Click on the “Cancel Update” button to leave the application **OR**

Click on “Return to Main Menu” button.

After “Completing App” is selected, SBET eligibility will be verified and you will be prompted as needed to respond Yes/No.

Once the application is submitted, a pop-up window will open displaying a signature page. The Employer will be required to print this page, sign and mail it to LWC for Approval along with requested documentation listed therein. Upon receipt of the signature page and requested documentation, LWC will make a determination of eligibility. **(NOTE: Employer must receive LWC approval prior to start of training.)**

Option 3: Revise Application (Option allows modifications to un-submitted applications)

Option 4: Re-Print Application Signature Page (Option allows the signature page of the current application to be re-printed and can only be used immediately after the signature page of the current application is printed.)

Option 5: View Submitted Application(s)/Award(s) (Option allows viewing of submitted applications. The employer also has the option to print a detailed employer copy of a submitted application.)

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After submission:

Once LWC staff receives a signed SBET application, an email or a 'receipt' letter will be sent to the employer (or a 'rejection' letter stating why the application was rejected).

Submitted SBET applications will be reviewed and verified by LWC staff. The application may be rejected if any of the Revised Statute requirements have not been met. If the requirements were not met, a 'rejection' letter will be sent to the employer.

Upon determination that a SBET application meets the eligibility criteria for the SBET program, an 'approval' letter will then be sent to the employer (or a 'rejection' letter stating why the application was rejected).

(Note: Invoices must be submitted within 30 days of the completion of the training.)

Option 6: Create/Print Invoice

- 1) Employer must select an Award #
- 2) Employer can select trainee(s)/course(s) to be invoiced or select training will not occur prior to June 30th.
- 3) When finished, click on "Create Invoice" which will confirm the 'Invoice Posting'.
- 4) A window will open and display the SBET Invoice to be printed.
- 5) Print the SBET Invoice.
- 6) Sign all of the Invoice Pages including Invoice Details.
- 7) Mail or Fax the SBET Invoice and Invoice Details Pages to LWC and be sure to include:
 - a) Copy of Invoice your company received for training completed
 - b) Proof of payment receipt (Credit Card, Check [Front/Back], etc.)
 - c) Proof of completion from the training provider
 - d) Proof of bonus payment (if any)
 - d) Proof of a pay increase (if any)
 - e) Proof that wages were paid for the training hours attended

Option 7: Re-Print Invoice Page (Option allows the invoice page of the current application to be re-printed and can only be used immediately after the invoice page of the current application is printed.)

...End of Instructions...