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Incumbent Worker Training Program (IWTP)
- Customized Training -

Training Provider Instructions for Contract Revision Requests:
Revised 09/23/2021

Note: Contract Revision Requests must be completed by Primary Training Providers requesting revisions to budget categories. Revisions are defined as changes that result in a need to transfer dollar amounts from one previously approved budget category on the approved Summary of Line Item Costs to another budget category. All revisions require prior written approval from the Louisiana Workforce Commission (LWC).

A) The Primary Training Provider must Log-in to the IWTP Customized Training Web site @
https://iwtp.laworks.net/Launch/LaunchPage.asp?CET=Y

B) The Primary Training Provider may then be prompted with a notification of entering a 'secured site' and should respond affirmatively.

C) At the Customized Training Log-in screen the Primary Training Provider is presented with the following options:
1. If the Primary Training Provider is an existing user, he will enter his username and password.
2. If the Primary Training Provider is an existing user and has forgotten his username, he will click on the 'Forgot Username?' link.
3. If the Primary Training Provider is an existing user and has forgotten his password, he will enter his username and click on the 'Forgot Password?' link.
4. If the Primary Training Provider 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.

D) Upon validation of username and password, the Primary Training Provider will select:

1. Select an Application/Contract below (or Enter Case # below)

Selecting an existing application or contract directs the Primary Training Provider to the Customized Training Main Menu.

The IWTP Customized Training Main Menu will consist of the following options:
A. Employer Maintenance
B. Primary Training Provider Maintenance
C. Display Current Status & View Details
D. Quarterly Report Menu
E. Customer Satisfaction Report
F. Amendment Request
G. Revision Request
H. Invoice
I. Scope of Training
J. Current Summary of Line Item Costs
K. View/Print Entire Application
L. Select Another Application/Contract

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

Option A: Employer Maintenance (Allows employers to edit their information)

Option B: Primary Training Provider Maintenance (Allows primary training providers to edit their information.)

Option C: Display Current Status & View Details (Tracks status of application)

Option D: Quarterly Report Menu (Allows entry of Quarterly Report)

Option E: Customer Satisfaction Menu (Allows entry of Customer Satisfaction Report by Employer)

Option F: Amendment Request (Allows entry of an Amendment Request)

Option G: Revision Request

> **NOTE**: To start a new request, click the New button beside Revision Request on the Main Menu. Once a Revision Request has been started and then saved, there will be a drop down box beside Revision Request on the Main Menu. Click the Revision that is being worked on to continue making changes. It will have Revisions, the number (for example, 1 if it is the first Revision), the date and then Saved. Once the Revision has been submitted to LWC, Pending LWC Approval will show after the date. Once submitted to LWC, the Training Provider will not be able to make any changes but will be able to review the information or to print the information by clicking Re-Print Request.

The Revision Options will consists of items:

> **Item 1:** Course Costs-Public – enter in the box in the Obligation Change column the amount to be added to this category or the amount to be deducted from this category. When entering an amount to be deducted be sure to type the minus sign (-) before the dollar amount. In the Reason box, explain in detail what is being changed, and provide an explanation of why the change promotes the goals and purpose of the grant contract. This category includes all Public cost per student, cost per course and registration/assessment/test fees. To change the Employer Contribution, type the dollar amount that needs to be subtracted/added for each of the appropriate cost categories in the Empr. Contrib. Change column.

> **Item 2:** Course Costs-Private – enter in the box in the Obligation Change column the amount to be added to this category or the amount to be deducted from this category. When entering an amount to be deducted be sure to type the minus sign (-) before the dollar amount. In the Reason box, explain in detail what is being changed and provide an explanation of why the change promotes the goals and purpose of the grant contract. This category includes all Private cost per student, cost per course and registration/assessment/test fees. To change the Employer Contribution, type the dollar amount that needs to be subtracted/added for each of the appropriate cost categories in the Empr. Contrib. Change column.

> **Item 3:** Course Costs-Vendor - enter in the box in the Obligation Change column the amount to be added to this category or the amount to be deducted from this category. When entering an amount to be deducted be sure to type the minus sign (-) before the dollar amount. In the Reason box, explain in detail what is being changed and provide an explanation of why the change promotes the goals and purpose of the grant contract. This category includes all Vendor cost per student, cost per course and registration/assessment/test fees. To change the Employer Contribution, type the dollar amount that needs to be subtracted/added for each of the appropriate cost categories in the Empr. Contrib. Change column.

> **Item 4:** Material and Supplies - enter in the box in the Obligation Change column the amount to be added to this category or the amount to be deducted from this category. When entering an amount to be deducted be sure to type the minus sign (-) before the dollar amount. In the Reason box, explain in detail what is being changed. To change the Employer Contribution, type the dollar amount that needs to be subtracted/added for each of the appropriate cost categories in the Empr. Contrib. Change column.

> **Item 5:** Equipment\Furniture\Classroom Fixtures - enter in the box in the Obligation Change column the amount to be added to this category or the amount to be deducted from this category. When entering an amount to be deducted be sure to type the minus sign (-) before the dollar amount. In the Reason box, explain in detail what is being changed. This category includes all equipment, furniture and classroom fixtures to be used in a Public training course. To change the Employer Contribution, type the dollar amount that needs to be subtracted/added for each of the appropriate cost categories in the Empr. Contrib. Change column.

> **Item 6:** Travel - enter in the box in the Obligation Change column the amount to be added to this category or the amount to

be deducted from this category. When entering an amount to be deducted be sure to type the minus sign (-) before the dollar amount. In the Reason box, explain in detail what is being changed. This category includes mileage, lodging and meals. To change the Employer Contribution, type the dollar amount that needs to be subtracted/added for each of the appropriate cost categories in the Empr. Contrib. Change column.

Item 7: Facility Rental - enter in the box in the Obligation Change column the amount to be added to this category or the amount to be deducted from this category. When entering an amount to be deducted be sure to type the minus sign (-) before the dollar amount. In the Reason box, explain in detail what is being changed. To change the Employer Contribution, type the dollar amount that needs to be subtracted/added for each of the appropriate cost categories in the Empr. Contrib. Change column.

Item 8: Administrative Costs - enter in the box in the Obligation Change column the amount to be added to this category or the amount to be deducted from this category. When entering an amount to be deducted be sure to type the minus sign (-) before the dollar amount. In the Reason box, explain in detail what is being changed. This category can never be greater than 10% of the total program costs. To change the Employer Contribution, type the dollar amount that needs to be subtracted/added for each of the appropriate cost categories in the Empr. Contrib. Change column.

Item 9: Grand Totals - The Grand Totals for Empr. Contrib. Change column and the Obligation Change column will always be zero. If the new training (material & supplies, equipment, etc.) does not cost the exact amount of the training (material & supplies, equipment, etc.) to be replaced, only the amount needed should be transferred, so the balance is zero.

To end the session:
    Click on the "Save" button to save the change information **OR**
    Click on the "Submit" button to submit the information for LWC review/approval and to print **OR**
    Click on the "Cancel" button to erase the information **OR**
    Click on "Back to Main Menu" link.

Option H: Invoice (Allows entry of Invoices)

Option I: Scope of Training (Displays Scope of Training)

Option J: Current Summary of Line Item Costs (Displays the Current Summary of Line Item Costs)

Option K: View/Print Entire Application (Displays/Prints Entire Application)

Option L: Select Another Application/Contract (Allows Training Provider to pick another application/contract)

…End of Instructions…