



# INCUMBENT WORKER TRAINING PROGRAM

The Incumbent Worker Training Program (IWTP) is a partnership between LWC, businesses both big and small, and training providers. It gives employers the opportunity to upskill their workers, which helps create new jobs, increase wages, and grow their business. Employers are already paying for the program with a social charge that is paid along with Unemployment Insurance tax contributions.

## 2021 IWTP Success



## ELIGIBILITY:

### Employers:

1. Must have been in business in the state for at least three years, contributing and in full compliance with state UI tax laws;
2. Must have at least 15 employees to be trained (employers can form consortiums to meet this requirement); and
3. Request training to either:
  - a) prevent job loss caused by obsolete skills, technological change, or national or global competition;
  - b) create, update, or retain jobs in a labor demand occupation; or
  - c) 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 occurs a Louisiana UI tax liability.

**Training Providers** selected by employers must demonstrate a history of:

1. Successful training through its placement, retention and satisfaction rates;
2. Collaboration with the targeted industry in the development of the training program curriculum; and
3. Use of a current industry standard as the basis for programs utilized to train students for employment in the targeted industry.

## HOW TO APPLY:

An employer decides what training is needed and selects a suitable training provider(s). The employer and the training provider jointly develop a customized training plan to meet the needs of the company(s) and complete the IWTP Application by clicking [here](#) or by scanning the QR code (right). To reach out to your regional IWTP contact directly, [click here](#).

1. Applications are reviewed by IWTP staff to assure that all IWTP requirements are met. Negotiations may be conducted to provide for the most cost-effective training.
2. Applications are submitted to the Secretary for review and approval on a monthly basis, based on their score from the IWTP rating form and the amount of funds available for obligation.
3. Upon approval of the Secretary, a contract is developed specifying the goals to be accomplished, the scope of work and the line item budget. The contract is sent the employer and training provider for signature. Training can begin after the Secretary has signed the contract.

