

THE STATE OF LOUISIANA REIMBURSES QUALIFYING COMPANIES FOR EMPLOYEE TRAINING.

DESCRIPTION:

The State of Louisiana designed a program 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 course training fees 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).

Training providers must be approved by the LWC in order for classes to be eligible.

Wynn L. White Consulting Engineers is an approved training provider.

ELIGIBILITY CRITERIA:

1. Your company must have fifty or fewer employees;
2. Your company must have been in business in Louisiana for at least three years (had a Federal Tax ID #), contributing and in full compliance with state UI tax laws;
3. Those signed up to attend the training courses must be incumbent workers for whom your company pays unemployment insurance;
4. Your company can not receive Incumbent Worker Training Program (**IWTP**) Small Business Employee Training (**SBET**) and IWTP customized training concurrently; and
5. 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 or in a cluster based industry as defined in Vision 2020, <http://vision2020.louisiana.gov/goal2/benchmarks/obj2-1-1.htm>.

Call Heather at (225) 761-9141 x21 if you'd like help determining your eligibility.

THE PROCESS:

1. Decide what training is needed from Wynn L. White Consulting Engineers (**WLWCEI**).
2. Complete and submit an Application online and send signature page to LWC. (**Our office will help you with this process**).
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, you will be notified.
6. After completion of training, you must submit invoices for training expenditures along with: 1) proof of payment; 2) proof of completion from our office (WLWCEI); 3) proof that wages were paid to the participant during training hours or proof that the participant received a wage increase within 30 days upon the completion of the training.