



# Hughes-Consulting

## “News You Can Use”

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Partnering with You to Achieve Results

**Hughes-Consulting specializes in Human Resources and Quality Management Consulting.**

**Hughes-Consulting is an approved – Incumbent Worker Training Program (IWTP) training provider and an approved consultant to LANO and MEPoL**

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### Customized Training

The Incumbent Worker Training Program (IWTP) is a partnership between the Louisiana Department of Labor (LDOL), business and industry, and training providers. The IWTP is designed to benefit business and industry by assisting in the skill development of existing employees and thereby increasing employee productivity and the growth of the company. These improvements are expected to result in the creation of new jobs, the retention of jobs that otherwise may have been eliminated, and an increase in wages for trained workers. The program is funded by a portion of Unemployment Insurance (UI) tax contributions dedicated solely for customized training.

### Employer Eligibility Criteria

1. Employer must have been in business in the state for at least three years, contributing and in full compliance with state UI tax laws.
2. Employer cannot receive IWTP Customized Training and IWTP Small Business Employee Training concurrently.
3. Employer must have at least 15 employees to be trained (employers can form a consortium to meet this requirement).
4. Employer must request training to either:
  - o prevent job loss caused by obsolete skills, technological change, or national or global competition
  - o create, update, or retain jobs in a labor demand occupation
  - o 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
5. Trainees must be incumbent workers for whom the employer incurs a Louisiana UI tax liability.

### The Process:

1. Employer decides what training is needed and selects a suitable training provider(s)
2. Employer and the training provider jointly develop a customized training plan to meet the needs of the company(s) and complete [the IWTP online application.](#)
3. Applications are reviewed by IWTP staff to assure that all IWTP requirements are met. Negotiations are conducted to improve the application and to provide for the most cost-effective training.
4. Applications are submitted to the Secretary of Labor for review and approval.
5. Upon approval of the Secretary of Labor, a contract is developed specifying the goals to be accomplished, the scope of work and the line item budget. The contract is emailed to the employer and training provider for signature.

The contract is signed by the Secretary of Labor and then forwarded to the LA Dept. of Labor's Contract Unit. After the contract is approved by the Contracts Unit, training begins

### Small Business Employee Training (SBET)

The IWTP Small Business Employee Training Program (SBET) is designed 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 tuition and required textbooks and manuals once the training has been completed and proper documentation has been

submitted to the Louisiana Department of Labor (LDOL). Training costs cannot exceed \$3,000 per trainee per state fiscal year (July 1 - June 30). Funding is provided through the Workforce Development Training Account, at 2.3% of all IWTP funds available.

### Employer Eligibility Criteria

1. Employer must be a Louisiana based business with fifty or fewer employees.
2. Employer must have been in business in the state for at least three years, contributing and in full compliance with state UI tax laws.
3. Trainees must be incumbent workers for whom the employer incurs a state UI tax liability.
4. Employer can not receive IWTP Small Business Employee Training and IWTP customized training concurrently.
5. The request for training must be in a [labor demand occupation\(s\)](#) (Excel®) as defined for Workforce Investment Act (WIA) purposes, or in a cluster based industry as defined in [Vision 2020](#).

### Training May Consist Of:

1. **Type G-1:** Classes either non-credit or credit at an educational institution under the policy or direct management authority of the Board of Regents. Training providers must be domiciled in Louisiana, contribute data to LOIS Scorecard, and show a demonstrated history of successful training in the area of instruction to be given. Refer to the list of [Successful Training Programs](#) for details.
2. **Type G-2:** Training from a manufacturer or their representative within one year of the purchase of equipment valued at more than \$3,000 where the training is not otherwise incorporated into the purchase price of the equipment.
3. **Type G-3:** Training from a manufacturer or their representative to upgrade computer skills.
4. **Type G-4:** Training from a national, regional, or state trade association that offers an independently certified training curricula and testing, which can demonstrate a successful training history of at least five years.

### Training Process:

1. Employer decides what training is needed and selects suitable training provider(s).
2. Employer completes and submits the online SBET Application and sends signature page to LDOL.
3. Applications are reviewed by LDOL 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, employer is notified and training begins.
6. In order to receive reimbursement for training, an employer must submit invoices for training expenditures along with:
  - proof of payment
  - proof of completion from the training provider
  - 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