



Small Business Employee Training Program

SBET Additional Information

Standardized Training

- Non-customized training course/class
- Offered by a training provider at the time the application is filed with LWC

SBET Funding

- Funding up to \$3,000 per trainee per state fiscal year (July 1 – June 30)
- Funding for current fiscal year is available.

Other Eligibility Criteria

- Employers cannot receive SBET and IWTP customized training concurrently.
- Trainees must be incumbent workers (on the payroll) for whom the employer incurs a state UI tax liability.
- Training providers under board of regents (G1) must contribute data to LOIS scorecard and show demonstrated history of successful training. Any successful class or unit under the course of study/curriculum qualifies.

How To Apply?

- Easy online application: <https://iwtp.laworks.net/Launch/LaunchPage.asp?SBET=Y>
- Application must be submitted minimum of 30 days in advance of course start date.
- Need help? Contact Ryan LaGrange at LEDA, 337-593-1405

Needed to complete online application

- Federal tax ID number
- State unemployment ID number
- Social Security number and job title of trainees
- Names of courses, training provider, hours of course, tuition price per student, and text or book costs per student.

Needed to submit once online application is completed:

- Company W9 form
- Paycheck stub for each employee participating in the training
- Signed application signature sheet prints once online application is complete

Reimbursement

On completion of training funds are reimbursed to employer for:

- Tuition
- Training Texts & Manuals

Submit online invoice with:

- Proof of payment for class/course
- Proof of completion from training provider
- Proof that wages were paid to participant during training hours OR proof that participant received a wage increase upon the completion of training

Requests for reimbursements must be submitted within 30 days of completion of training.

You must receive LWC approval, in writing, prior to start of training.