

# Access Indiana Account Creation

Click on this link: [DWD: Next Level Jobs - Employer Training Grant](#)



## Next Level Jobs - Employer Training Grant

Next Level Jobs programs to include [early childhood education](#) and child care training through the state's Workforce Ready Grant and Employer Training Grant programs.

More than one million jobs must be filled in Indiana over the next 10 years. To help Hoosier employers fill these jobs, Indiana has created the Employer Training Grant (ETG), which reimburses employers who train, hire, and retain new or incumbent workers to fill in-demand positions within recognized job fields. The Employer Training Grant is available to help fill in-demand positions within six priority sectors. The grant will reimburse employers up to \$5,000 per employee who is trained, hired, and retained for six months, up to \$50,000 per employer.

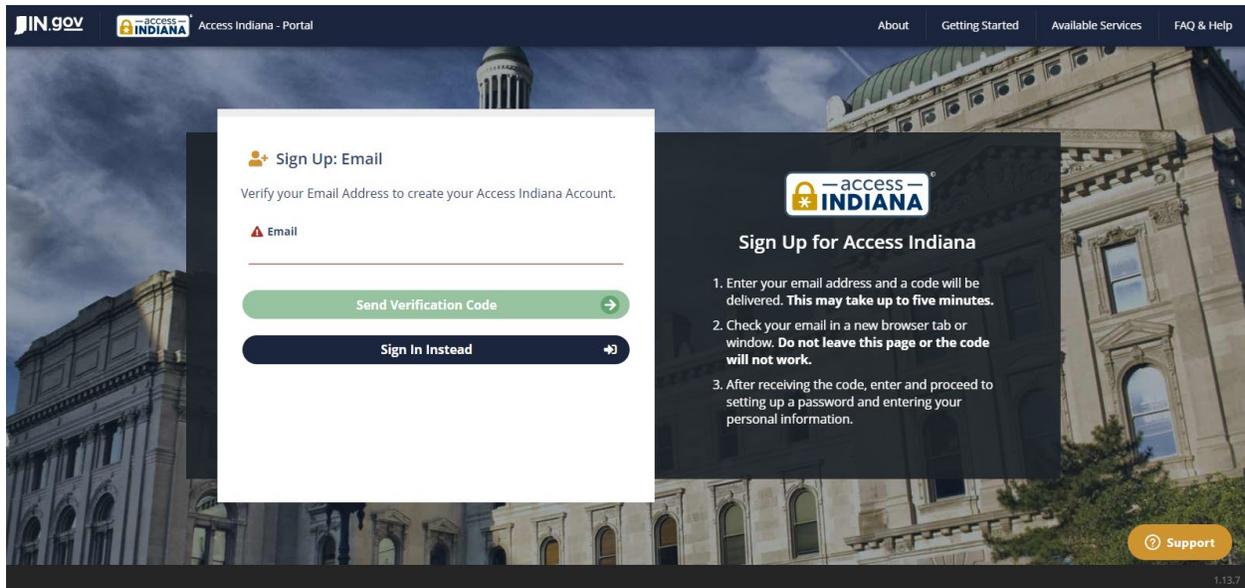


[Apply for the Employer Training Grant](#) through the employer portal.

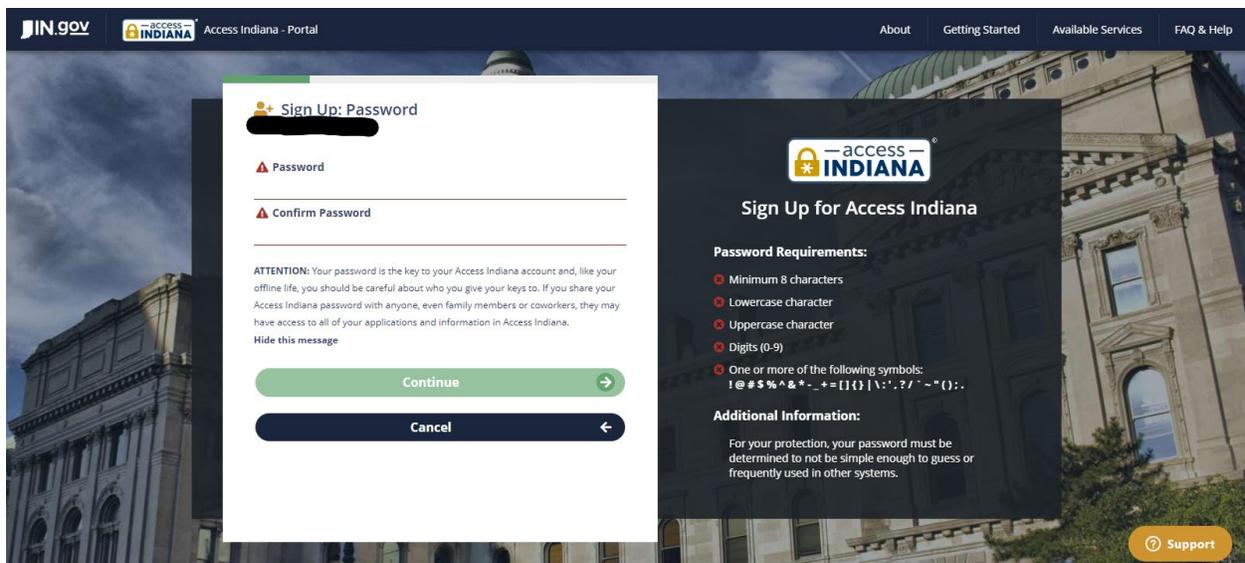
To see the eligible occupations for the ETG broken out by sector, [use this link](#).

Quality childcare starts with quality Preschool Teachers; [apply now to train them](#).

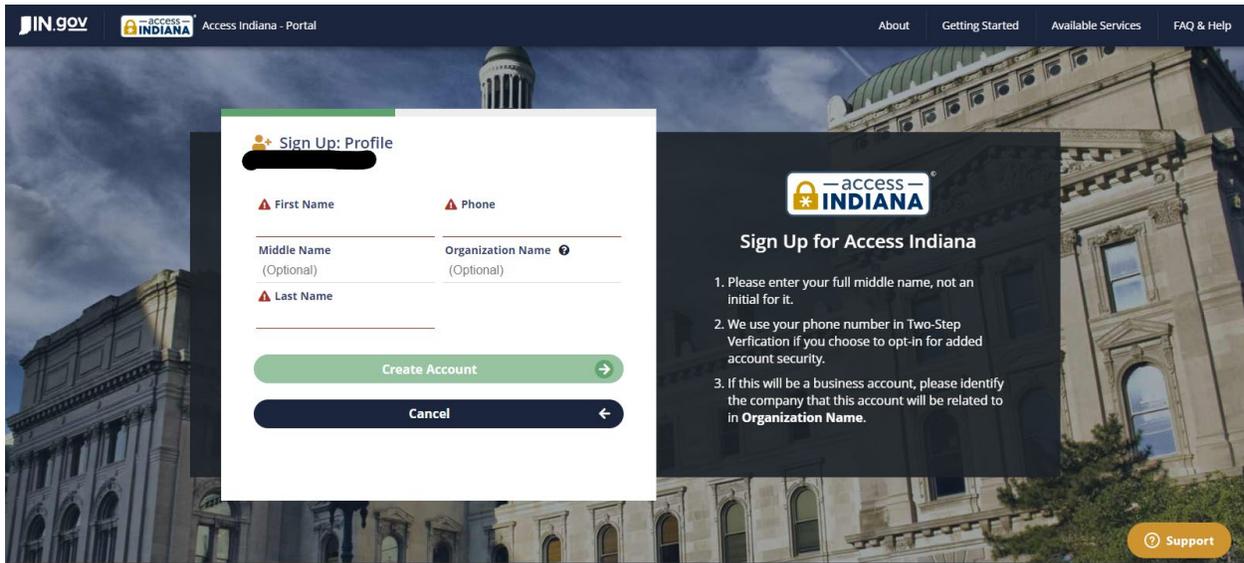
- Enter your email address and then click on Send Verification Code
- Access the email account associated with the address that was entered on the page to retrieve your verification code, then enter that code



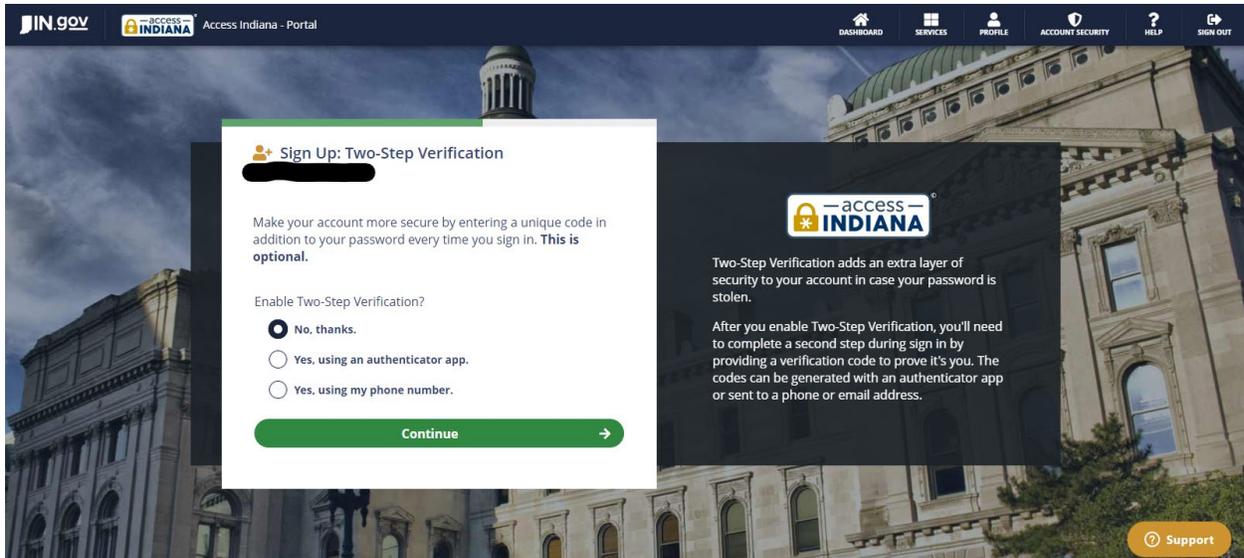
- Create your password then click continue



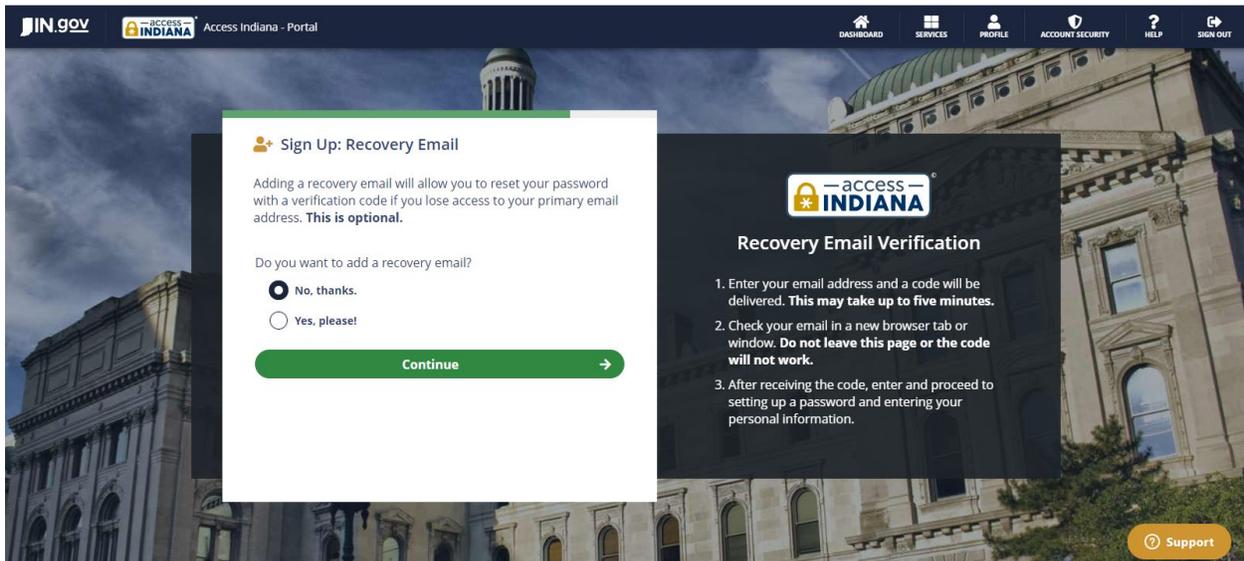
- Fill in the required fields above, then click on Create Account



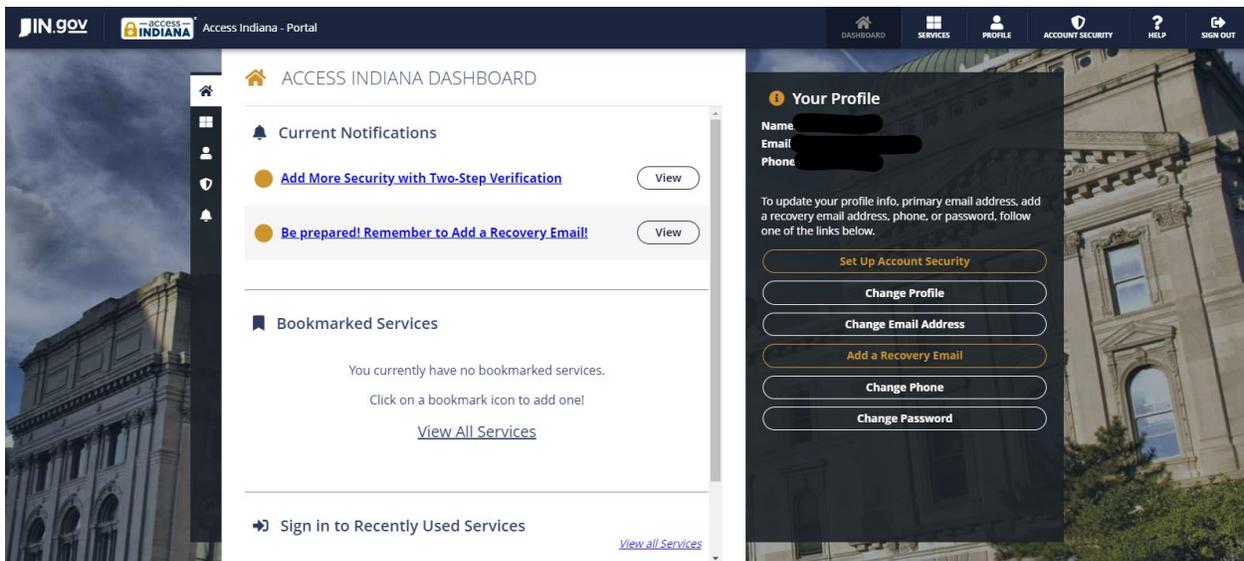
- Make your desired selected above then click on continue



- Make your desired selected above then click on continue



- Your account has now been created
- Going forward, when you log into the portal you'll be greeted with the Access Indiana login page. Once you log in, you'll then be redirected to the Employer Training Grant portal page



## Creating a **New Business Interest Form**

Click on this link: [DWD: Next Level Jobs - Employer Training Grant](#)



- Click on Hoosier High Five

## Next Level Jobs - Employer Training Grant

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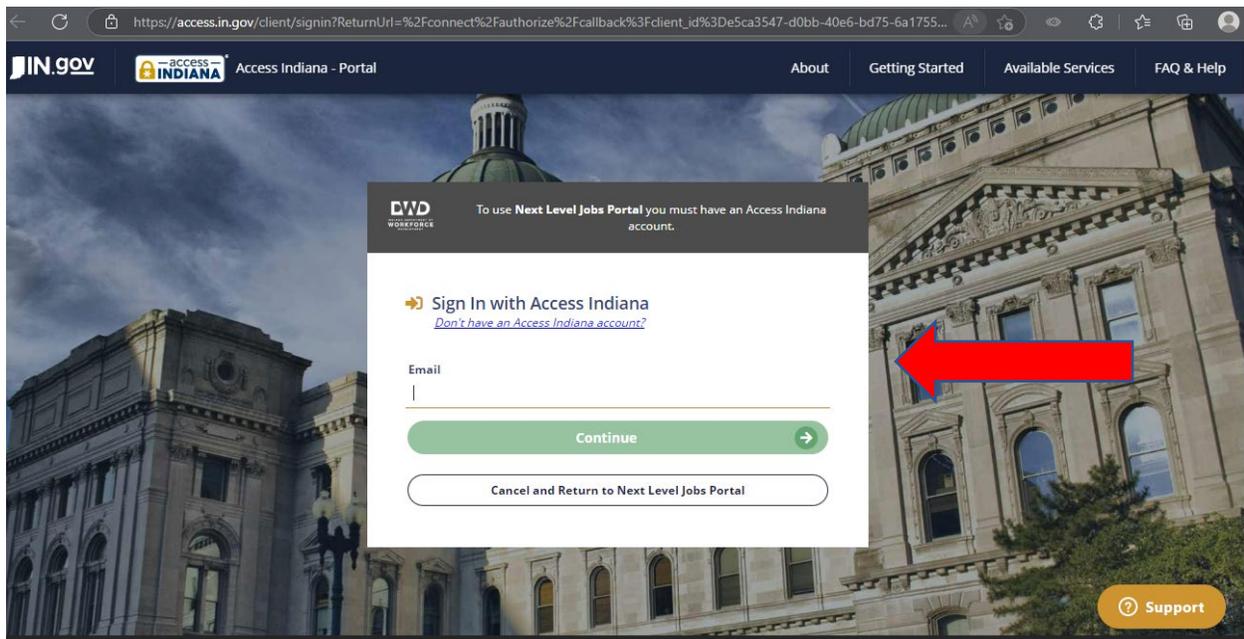


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- Once you have entered your Access Indiana login credentials, you will be taken to the following page.

August, 2024

- Click on **Business Services**

NextLevel Jobs Portal

| Sign in



Whether you are a training provider or a business looking to upskill your employees, you can use this site to access various resources and services. You can also learn more about the programs that connect Hoosiers and employers through apprenticeships and earn-and-learn opportunities.

If you are facing a discontinuation of operations, you can find assistance to ease the transition. Visit the pages of each DWD service below to learn more about how they can support your business.



|   |   |   |  |
|---|---|---|--|
| <p><b>Workforce Ready Grants</b></p>  <p><b>Training Providers</b> that are upskilling, can <b>access invoices</b>, <b>add a new course</b>, or <b>become a training provider</b>.</p> | <p><b>Business Services</b></p>  <p>Connect with us for <b>no-cost business services</b> such as <b>attracting and retaining top talent, strategic planning, training grants and grant management</b>, and <b>more</b>. Local business services representatives are ready to <b>serve you!</b></p> | <p><b>Work-Based Learning &amp; Apprenticeship</b></p>  <p>Connects <b>Hoosiers</b> and <b>Employers</b> by promoting and supporting <b>Registered Apprenticeship</b>, <b>Certified State Earn and Learn (SEAL)</b>, and <b>Certified Pre-Apprenticeship</b> programs.</p> | <p><b>Work Adjustment &amp; Retraining Notifications</b></p>  <p><b>Businesses</b> facing a <b>discontinuation of operations</b> and seeking <b>no cost assistance</b> resource services, aimed at assisting <b>employers and employees</b> through the transition of the event. <b>(Submit WARN)</b></p> |
|---|---|---|--|

- Click on **New Business Interest Form**



## Get Started with the Business Services Portal

Next Level Jobs programs to include **early childhood education** and child care training through the state's Workforce Ready Grant and Employer Training Grant programs.

**Click the Next Level Jobs logo** to create your Access Indiana account. Access Indiana is a streamlined and simplified way for citizens and businesses to interact with state government. Access Indiana is a statewide effort to improve the user experience when accessing government services through creation of a portal where Hoosiers can access, link, and manage their online accounts for multiple state agencies.

- Complete the **Business Services, Company, and Contact** Tabs to complete your Business Services Interest form request, then click **Next**.

New Business Interest Form | My Services | Financial Documents | Invoices | ▾

NextLevel Jobs > Business Services > **Business Services Interest**

## Business Services Interest

Overview | Business Services | Company | Contact 

### Overview

Welcome to NextLevel Jobs Business Services! We provide a number of programs and services to assist Hoosier businesses including talent attraction and retention, work-based learning, on-the-job training, data analysis, layoff aversion and the Employer Training Grant.

Interested in learning more? Select **Next** and complete the interest form. You will receive an email confirmation and a local business representative will be in touch. Program funding is limited and may not be available. If you have questions and want to speak with someone from your region, [use our contact map](#).

Select Account: **Liberty Trailers** ▾

**Next** 

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New Business Interest Form | My Services | Financial Documents | Invoices | K Kincy ▾

NextLevel Jobs > Business Services > **Interest Form Thank You**

## Interest Form Thank You

Thank you for your interest in working with DWD Business Services!

You will be hearing from a NextLevel Jobs representative to discuss next steps. In the meantime, look for a confirmation email from us in your inbox. If you have any questions please contact [nextleveljobs@dwd.in.gov](mailto:nextleveljobs@dwd.in.gov)



Governor Eric Holcomb

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- Once you have completed the Contact page and submitted your interest form, you should be shown the above screen. This indicates that your interest form has been successfully completed and submitted. A regional business consultant will be in contact with you to discuss your request.

August, 2024

## Accessing your submitted Business Interest Form

Click on this link: [DWD: Next Level Jobs - Employer Training Grant](#)



- Next click on Hoosier High Five

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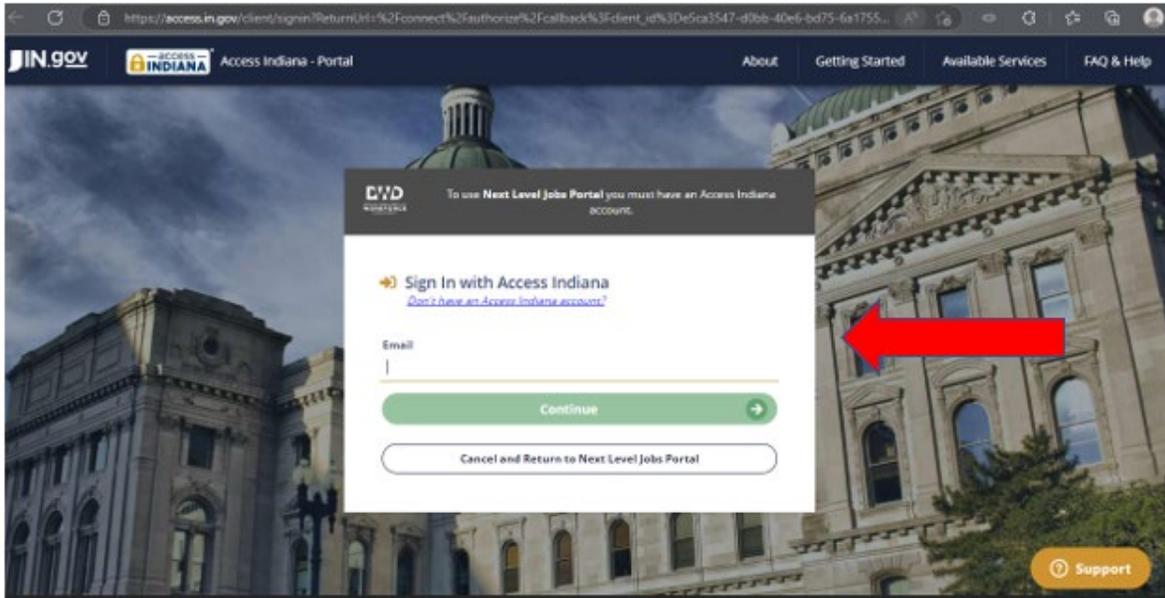


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If you are facing a discontinuation of operations, you can find assistance to ease the transition. Visit the pages of each DWD service below to learn more about how they can support your business.



- Click on **My Services** Tab



[New Business Interest Form](#) | [My Services](#) | [Financial Documents](#) | [Invoices](#)



[NextLevel Jobs](#) > [Business Services](#) > **[Employer Training Grants](#)**

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# Get Started with the Business Services Portal

[NextLevel Jobs](#) > [Business Services](#) > [My Services](#)

These are the Business Services that your Local Business Rep will work on with you. To update this list, please select the New Business Interest Form at the top of the page.

## Business Services

- Work Based Learning** - Need help upskilling your workforce? We may have available funding for State Earn and Learn Certificates, Registered Apprenticeship Programs, **Employer Training Grants**, and on the job training!
- Accessing Untapped Labor Pools** - You need talent and we've got ideas! Let us introduce you to new talent pipelines that will diversify and uplift your organization, such as youth, veterans, individuals with disabilities, older workers, ex-offenders, and individuals with English as a new.
- Employer Information Services** - Need help, but not sure how we can assist? Allow us to list and define our menu of services and prescribe what will most impact your business!
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- Engaged in Strategic Planning/Economic Development** - A rising tide lifts all ships! We will create opportunities to engage you to community partners, such as economic development, community educators, and other employers to create collaborative solutions to workforce issues.
- Layoff Aversion** - Let us help you through the rough patch! We can provide consultation and planning to you with advanced notification of a current or projected closure or layoff, which may include upskilling your talent.
- Rapid Response/Business Downsizing Assistance** - We can help soften the hard times! Allow us to help plan a layoff response. We will provide connectivity to new employment, job search preparation, and unemployment insurance information for effected employees.
- Workforce Recruitment Assistance** - Let us help grow your team! We will help find skilled, qualified candidates, provide pre-screening to help save you time, and create or promote hiring events!

- The services that you selected as your interest shall appear with a checkmark inside of a blue highlighted box. If you submit a new business interest form, the services selected on that new interest form will be shown above. Please wait on further instruction from your regional business representative for next steps

## Accessing previously submitted ETG information/Creating a Training Plan

Click on this link: [DWD: Next Level Jobs - Employer Training Grant](#)



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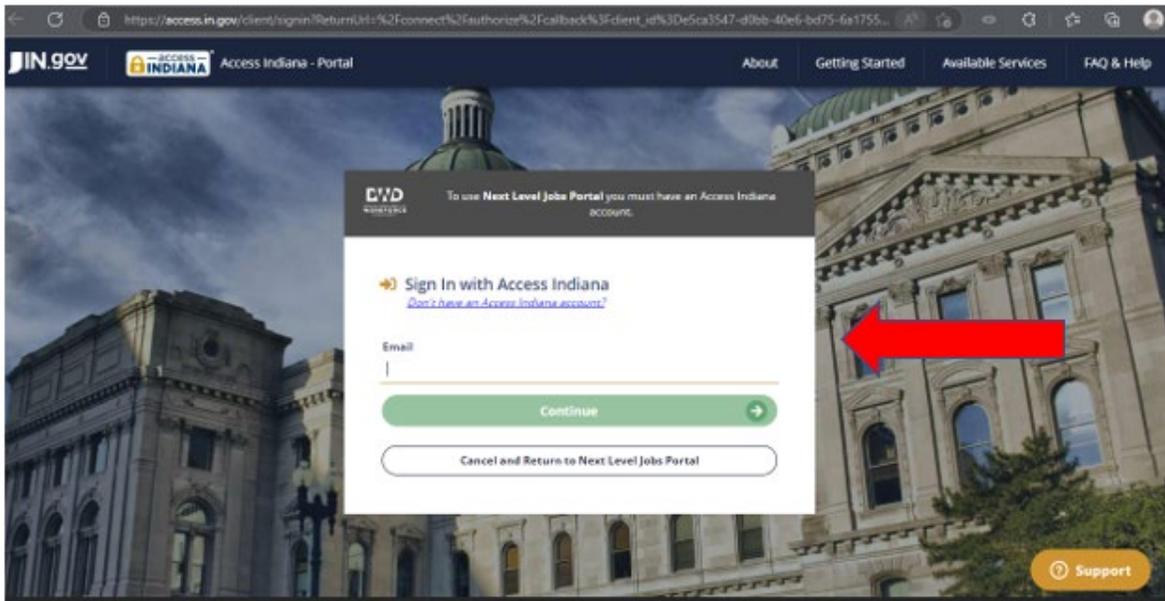


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|---|--|---|--|

- Click on **My Services** at the top of the page.



[New Business Interest Form](#) | [My Services](#) | [Financial Documents](#) | [Invoices](#)



[NextLevel Jobs](#) > [Business Services](#) > **Employer Training Grants**

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# Get Started with the Business Services Portal

- In the Employer Training Plans section, you will see any previously submitted training plans.
- From this page you can create new training plans by clicking on **Create Training Plan Tab** (see below). **Note: please ensure that your regional representative has informed you that you may proceed with creating a training plan.** If you have recently submitted a request for ETG, the Create Training Plan might not appear until your regional representative has reviewed your request and approved you to move onto the next steps in the process.

New Business Interest Form | My Services | Financial Documents | Invoices

NextLevel Jobs > Business Services > My Services

These are the Business Services that your Local Business Rep will work on with you. To update this list, please select the New Business Interest Form at the top of the page.

### Business Services

- Work Based Learning** - Need help upskilling your workforce? We may have available funding for State Earn and Learn Certificates, Registered Apprenticeship Programs, **Employer Training Grants**, and on the job training!
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**Employer Training Plans**
[Create Training Plan](#)

| Training Plan Status | Training Plan Name         | Grant Period | Total Trainees | Average Hourly Wage | Total Training Plan Amount | Remaining Reimbursement | Agreement Start Date | Agreement End Date | Created On ↓       | Linked Business |
|----------------------|----------------------------|--------------|----------------|---------------------|----------------------------|-------------------------|----------------------|--------------------|--------------------|-----------------|
| Submitted            | Tom Test 3/1 @ 0800        | 6.0          | 2              | \$31.00             | 200                        | 200                     |                      |                    | 3/1/2023 8:07 AM   |                 |
| Draft                | Tom Test TP 2/23/23 @ 0950 | 6.0          | 5              | \$23.00             |                            |                         |                      |                    | 2/23/2023 9:54 AM  |                 |
| Active               | Back Training              | 6.0          | 4              | \$100.00            | 20000                      | 20000                   | 2/13/2022            | 11/13/2022         | 12/1/2022 8:53 AM  |                 |
| Level Up Agreement   | Are we good?               | 6.0          | 2              | \$75.00             | 10000                      | 10000                   | 1/3/2022             | 10/3/2022          | 11/15/2022 8:33 AM |                 |

## Adding Trainees

- After you have signed into using your Access Indiana credentials you'll be greeted with the above page. Click on **Business Services**.



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| <i>Workforce Ready Grants</i>  | <i>Business Services</i>  | <i>Work-Based Learning &amp; Apprenticeship</i>  | <i>Work Adjustment &amp; Retraining Notifications</i>   |
|--|---|--|---|
|   |    |    |    |
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- You will be taken to the above screen. Click on **My Services** at the top of the page



[New Business Interest Form](#) | [My Services](#) | [Financial Documents](#) | [Invoices](#)



[NextLevel Jobs](#) > [Business Services](#) > **[Employer Training Grants](#)**

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# Get Started with the Business Services Portal

- Scroll down and select your training plan that your trainees are participated in

If you are the point of contact for multiple companies and need to access those companies' Business Services/Employer Training Grant information, click on the drop-down arrow next to your name at the top right of the page, then click on Account.

These are the Business Services that your Local Business Rep will work on with you. To update this list, please select the New Business Interest Form at the top of the page.

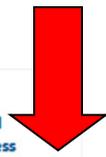
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- Workforce Recruitment Assistance** - Let us help grow your team! We will help find skilled, qualified candidates, provide pre-screening to help save you time, and create or promote hiring events!

You are allowed to have up to 5 training plans per grant period.

## Employer Training Plans [Create Training Plan](#)

| Training Plan Status | Training Plan Name | Grant            | Total Trainees | Average Hourly Wage | Total Training Plan Amount | Remaining Reimbursement | Agreement Start Date | Agreement End Date | Created On ↓       | Linked Business   |
|----------------------|--------------------|------------------|----------------|---------------------|----------------------------|-------------------------|----------------------|--------------------|--------------------|---|
| Active               | Accountant         | Grant Period 7.0 | 2              | \$35.00             | 10000                      | 10000                   | 8/2/2023             | 5/2/2024           | 8/2/2023 9:44 AM   |  |
| Draft                | Another Test       | Grant Period 7.0 | 8              | \$35.00             | 40000                      | 37000                   | 7/1/2022             | 4/1/2023           | 5/23/2023 11:46 AM |  |



- Scroll down to the Trainees section and click on Create. Fill out the necessary information on the following screen. When initially creating your trainee record, you must select “Enrolled” as their trainee status. Once your trainee has met their 6 month retention date, you must go back into their record and update their trainee status to “Completed.”

## Affected Occupations

### Affected Occupations

Occupation ↑

Boilermakers

## Documents

Only Training Plan related documents should be added here. Please add W9 and Deposit forms on the Financial Documents Tab on the main page

Add files

There are no folders or files to display.

## Trainees

### Total Cost of Trainees

\$ 0.00

### Trainees

| Person ↑ | Trainee Status | Last 4 of SSN (Person) | Date of Birth (Person) | Hire Date | Training Period Begin Date | Six Month Retention Date | Hourly Wage at Start of Training | Hourly Wage at Completion of Training | Training Cost for Employee |
|----------|----------------|------------------------|------------------------|-----------|----------------------------|--------------------------|----------------------------------|---------------------------------------|----------------------------|
|----------|----------------|------------------------|------------------------|-----------|----------------------------|--------------------------|----------------------------------|---------------------------------------|----------------------------|

Create

There are no records to display.

## Invoice

Please do not click "Create Invoice" until on/after the six month retention date.

| Invoice Date ↓ | Invoice ID | Training Plan | Invoice Amount | Grant Invoice Status | Total Trainees |
|----------------|------------|---------------|----------------|----------------------|----------------|
|----------------|------------|---------------|----------------|----------------------|----------------|

Create

There are no records to display.

(Click on the drop-down arrow to edit your trainee's record)

### Trainees

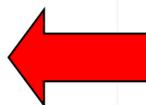
**Total Cost of Trainees**

\$ 0.00

**Trainees**

| Person ↑    | Trainee Status | Last 4 of SSN (Person) | Date of Birth (Person) | Hire Date | Training Period Begin Date | Six Month Retention Date | Hourly Wage at Start of Training | Hourly Wage at Completion of Training | Training Cost for Employee |   |
|-------------|----------------|------------------------|------------------------|-----------|----------------------------|--------------------------|----------------------------------|---------------------------------------|----------------------------|---|
| Pamela Test | Completed      | 4321                   | 2/20/2008              | 1/3/2023  | 1/2/2023                   | 7/2/2023                 | \$25.00                          | \$30.00                               | \$3,000                    | ▼ |
| Walter Test | Enrolled       | 1234                   | 1/29/2002              | 3/12/2020 | 1/2/2023                   | 7/2/2023                 | \$25.00                          | \$30.00                               | \$3,000                    | ▼ |

Create



**Trainee Number \***

002178

**Hire Date \***

1/3/2023

**Employment \***

New Hire

**Affected Occupation**

Back Training - Boilermakers

**Training Period Begin**

**Date \***

1/2/2023

**Wage at Start of Training \***

\$ 25.00

**Trainee Status \***

Completed

**Wage at Completion of Training \***

\$ 30.00

**Indiana resident \***

Yes

**Training Cost for Employee \***

\$ 3,000

**Six Month Retention Date**



## Creating an Invoice

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[New Business Interest Form](#) | [My Services](#) | [Financial Documents](#) | [Invoices](#)



[NextLevel Jobs](#) > [Business Services](#) > **[Employer Training Grants](#)**

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- Workforce Recruitment Assistance** - Let us help grow your team! We will help find skilled, qualified candidates, provide pre-screening to help save you time, and create or promote hiring events!

You are allowed to have up to 5 training plans per grant period.

## Employer Training Plans [Create Training Plan](#)

| Training Plan Status | Training Plan Name | Grant            | Total Trainees | Average Hourly Wage | Total Training Plan Amount | Remaining Reimbursement | Agreement Start Date | Agreement End Date | Created On ↓       | Linked Business   |
|----------------------|--------------------|------------------|----------------|---------------------|----------------------------|-------------------------|----------------------|--------------------|--------------------|---|
| Active               | Accountant         | Grant Period 7.0 | 2              | \$35.00             | 10000                      | 10000                   | 8/2/2023             | 5/2/2024           | 8/2/2023 9:44 AM   |  |
| Draft                | Another Test       | Grant Period 7.0 | 8              | \$35.00             | 40000                      | 37000                   | 7/1/2022             | 4/1/2023           | 5/23/2023 11:46 AM |  |

- Scroll down to the Invoice section and click on create. **Note: Before creating your invoice, you must make sure that all of your trainees have been created in the system, and all of their trainee statuses have been updated to “Completed.”** (Please ensure that all trainee data has been entered correctly) **All** trainees that have been created in the system will be displayed in the Trainees section.

### Trainees

**Total Cost of Trainees**

\$ 0.00

**Trainees**

| Person ↑    | Trainee Status | Last 4 of SSN (Person) | Date of Birth (Person) | Hire Date | Training Period Begin Date | Six Month Retention Date | Hourly Wage at Start of Training | Hourly Wage at Completion of Training | Training Cost for Employee |   |
|-------------|----------------|------------------------|------------------------|-----------|----------------------------|--------------------------|----------------------------------|---------------------------------------|----------------------------|---|
| Pamela Test | Completed      | 4321                   | 2/20/2008              | 1/3/2023  | 1/2/2023                   | 7/2/2023                 | \$25.00                          | \$30.00                               | \$3,000                    | ▼ |
| Walter Test | Completed      | 1234                   | 1/29/2002              | 3/12/2020 | 1/2/2023                   | 7/2/2023                 | \$25.00                          | \$30.00                               | \$3,000                    | ▼ |

[Create](#)

### Invoice

Please do not click "Create Invoice" until on/after the six month retention date.

| Invoice Date ↓                   | Invoice ID | Training Plan | Invoice Amount | Grant Invoice Status | Total Trainees |  |
|----------------------------------|------------|---------------|----------------|----------------------|----------------|--|
| There are no records to display. |            |               |                |                      |                |  |

[Create](#)

- The below screen will be displayed. Please make sure that the correct number of trainees is displayed on this screen. If everything looks accurate, click on create.

## Employee Training Reimbursement Invoice

Account

Training Plan \*  
Back Training

Total Trainees  
2

Create 

- Your invoice record has been created. You will be taken back out to the below screen. Click on the drop down arrow and click on Review/Submit

## Training Plan

General Affected Occupations Documents Trainees Invoice Comments

Use the tabs at the top of this form to move between sections of the Training Plan to add Affected Occupations, Trainees, Invoices, Documents and Comments.

**Please do not click "Create Invoice" until on/after the six month retention date.**

| Invoice Date ↓ | Invoice ID      | Training Plan | Invoice Amount | Grant Invoice Status | Total Trainees |                                |
|----------------|-----------------|---------------|----------------|----------------------|----------------|--------------------------------|
|                | Invoice - 1,621 | Back Training | 6000           | Draft                | 2              | <input type="text" value="v"/> |



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- The invoice record will now be displayed and ready for you to certify it's accuracy. Enter your name in the Invoice Submitted By box, then scroll down and click on submit
- Your invoice has now been submitted to the reviewal process

 Edit
×

No  Yes

**Invoice Submitted By**

Tester

I certify that all expenditures reported or payment requested are for appropriate purposes and in accordance with the provisions of the employer training guidelines and voucher. I hereby certify that the foregoing information is accurate, I certify that all expenditures reported or payments requested are for appropriate purposes and are accurate, activities have been performed in accordance with programs, guidelines and the amount claimed is legally due, after allowing all just credits and that no part of the same has been paid.

## Trainees

| Trainee Number<br>(Trainee) | Person (Trainee) | Affected<br>Occupation<br>(Trainee) | Trainee Status<br>(Trainee) | Training Period<br>Begin Date<br>(Trainee) |
|-----------------------------|------------------|-------------------------------------|-----------------------------|--|
| 002178                      | Pamela Test      | Boilermakers                        | Completed                   | 1/2/2023                                   |
| 002189                      | Don Test         | Boilermakers                        | Completed                   | 1/2/2023                                   |
| 002177                      | Walter Test      | Boilermakers                        | Completed                   | 1/2/2023                                   |

Submit

Back

## Adding Documents

- Once you have logged into your portal account, click on the **Business Services** logo at the bottom of the page.



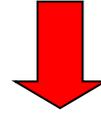
Whether you are a training provider or a business looking to upskill your employees, you can use this site to access various resources and services. You can also learn more about the programs that connect Hoosiers and employers through apprenticeships and earn-and-learn opportunities.

If you are facing a discontinuation of operations, you can find assistance to ease the transition. Visit the pages of each DWD service below to learn more about how they can support your business.



| <b>Workforce Ready Grants</b>  | <b>Business Services</b>  | <b>Work-Based Learning &amp; Apprenticeship</b>   | <b>Work Adjustment &amp; Retraining Notifications</b>  |
|--|---|---|--|
|  |   |   |  |
| <b>Training Providers</b> that are upskilling, can <b>access invoices</b> , <b>add a new course</b> , or <b>become a training provider</b> . | <b>Connect</b> with us for <b>no-cost business services</b> such as <b>attracting</b> and <b>retaining top talent</b> , <b>strategic planning</b> , <b>training grants</b> and <b>grant management</b> , and <b>more</b> . Local business services representatives are ready to <b>serve you!</b> | Connects <b>Hoosiers</b> and <b>Employers</b> by promoting and supporting <b>Registered Apprenticeship</b> , <b>Certified State Earn and Learn (SEAL)</b> , and <b>Certified Pre-Apprenticeship</b> programs. | <b>Businesses</b> facing a <b>discontinuation of operations</b> and seeking <b>no cost assistance</b> resource services, aimed at assisting <b>employers and employees</b> through the transition of the event. <b>(Submit WARN)</b> |

- Next click on the “My Services” tab at the top of the screen



New Business Interest Form | **My Services** | Financial Documents | Invoices



Employer Training Grants

NextLevel Jobs > Business Services > **Employer Training Grants**

The screenshot shows a navigation bar with four items: 'New Business Interest Form', 'My Services' (highlighted in bold), 'Financial Documents', and 'Invoices'. Below the navigation bar is a banner image featuring a collage of industrial and agricultural scenes, including power lines, wind turbines, and a field. A blue semi-transparent bar is overlaid on the image with the text 'Employer Training Grants'. Below the banner is a breadcrumb trail: 'NextLevel Jobs > Business Services > Employer Training Grants', where 'Employer Training Grants' is highlighted in bold.

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# Get Started with the Business Services Portal

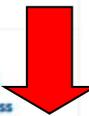
- Your training plan record should be listed below (The Training Plan name and Created on date should assist in confirming your desired training plan and that it was successfully saved to your account). Click on the drop down arrow to the right that's displayed in the same row your training plan is listed, and select edit

If you are the point of contact for multiple companies and need to access those companies' Business Services/Employer Training Grant information, click on the drop-down arrow next to your name at the top right of the page, then click on Account. These are the Business Services that your Local Business Rep will work on with you. To update this list, please select the New Business Interest Form at the top of the page.

## Business Services

- Work Based Learning** - Need help upskilling your workforce? We may have available funding for State Earn and Learn Certificates, Registered Apprenticeship Programs, **Employer Training Grants**, and on the job training!
- Accessing Untapped Labor Pools** - You need talent and we've got ideas! Let us introduce you to new talent pipelines that will diversify and uplift your organization, such as youth, veterans, individuals with disabilities, older workers, ex-offenders, and individuals with English as a new.
- Employer Information Services** - Need help, but not sure how we can assist? Allow us to list and define our menu of services and prescribe what will most impact your business!
- Employer Support Services** - How do you stack up to your competitors? We can provide business consultation services including targeted analysis of your local job market!
- Engaged in Strategic Planning/Economic Development** - A rising tide lifts all ships! We will create opportunities to engage you to community partners, such as economic development, community educators, and other employers to create collaborative solutions to workforce issues.
- Layoff Aversion** - Let us help you through the rough patch! We can provide consultation and planning to you with advanced notification of a current or projected closure or layoff, which may include upskilling your talent.
- Rapid Response/Business Downsizing Assistance** - We can help soften the hard times! Allow us to help plan a layoff response. We will provide connectivity to new employment, job search preparation, and unemployment insurance information for effected employees.
- Workforce Recruitment Assistance** - Let us help grow your team! We will help find skilled, qualified candidates, provide pre-screening to help save you time, and create or promote hiring events!

## Employer Training Plans [Create Training Plan](#)

| Training Plan Status | Training Plan Name | Grant Period | Total Trainees | Average Hourly Wage | Total Training Plan Amount | Remaining Reimbursement | Agreement Start Date | Agreement End Date | Created On ↓       | Linked Business   |
|----------------------|--------------------|--------------|----------------|---------------------|----------------------------|-------------------------|----------------------|--------------------|--------------------|---|
| Draft                | Another Test       | 6.0          | 10             | \$35.00             |                            |                         |                      |                    | 5/23/2023 11:46 AM |  |

- Click on the **Documents** tab at the top of the page. Once you've done that, click on Add Files

## Training Plan

The screenshot shows the 'Documents' tab selected in a 'Training Plan' form. At the top, there are tabs for 'General', 'Affected Occupations', 'Documents', 'Trainees', 'Invoice', and 'Comments'. Below the tabs, a message reads: 'Use the tabs at the top of this form to move between sections of the Training Plan to add Affected Occupations, Trainees, Invoices, Documents and Comments. Only Training Plan related documents should be added here. Please add W9 and Deposit forms on the Financial Documents Tab on the main page'. A red arrow points to the 'Documents' tab. Below the message is a large empty area with a yellow background and the text 'There are no folders or files to display.' To the right of this area is a blue 'Add files' button. At the bottom left of the form is a blue 'Save' button.

- Next click on Choose Files
- Once you've found and selected your desired file, click on the Add Files button
- Next Click on the Save button

This screenshot shows the same 'Training Plan' form as above, but with a file selection dialog box open in the center. The dialog has a title bar 'Add files' and a close button 'x'. It contains a 'Choose files' section with a 'Choose Files' button and a file named 'Blank Test ...cument.docx'. A red arrow points to the 'Choose Files' button. Below the dialog, the 'Add files' button from the form is visible, with a red arrow pointing to it. At the bottom left of the form, the 'Save' button is also visible, with a red arrow pointing to it.