



SBET Application Instructions

1. Go to www.laworks.net
2. Click **Online Service** at the top left side of the screen
3. Scroll down to **Small Business Employee Training Application**
4. Enter login information. For new users, click “new users” below the log in area to create your company login
5. Enter – first initial and last name for the login name
6. Enter – federal tax identification number
7. Enter – Unemployment Insurance number
8. Click the **login** button
9. From the menu select the option to **Create Application**
10. Enter data needed for items with 1 asterisk * or make corrections to items with 3 asterisks ***
11. Click **Create Application**
12. On the next screen scroll down and start with the first field **Trainee’s name** and enter appropriate info:
Training Type: G4 is training from a trade association – select from the drop down menu or replace n/a with the training provider’s name, HomeCare Association of LA
ONET Code select from the drop down menu the code that best fits the employee’s occupation
13. Click **post this course** when all fields have been complete
14. Repeat steps 12 and 13 until all trainees have been entered
15. Click **Complete App.** button
16. Read and answer the yes/no questions
17. Click **submit** button
18. Print the signature page
19. Sign or have the signature page signed
20. Fax or mail the signature page with the documentation listed on the signature page under the heading “The following documents must be included with your signed application”.

Any questions you can call:

Jennifer Johnson
Incumbent Worker Training Program
Small Business Employee Training Unit
(225) 342-8987
(225) 342-8991 fax

Read more info on this program at: http://www.laworks.net/WorkforceDev/IWTP/IWTP_SmallBusiness.asp

**Please Note the following:

- **Payment from the agency for workshops or other educational events are due to HCLA in advance of the event.**
- The agency will have to apply for each workshop or educational event and approval will take a minimum of 30 days. (please refer to “The Process” section on the SBET Program Overview for further instruction on applying and submitting for reimbursement)