

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

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



**Next Level Jobs - Employer Training Grant**

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.

[NextLevelJobs](#)

**HOOSIER HIGH FIVE**

To see the eligible occupations for the ETG broken out by sector, [use this link](#). [Access this link](#) to raise your hand for more information and connect with us or to access the Employer Portal!

- If you have never created an Access Indiana Account, you will create your account here.

**Access Indiana - Portal**

To use **Next Level Jobs Portal** you must have an **Access Indiana** account.

**Sign In with Access Indiana**  
[Don't have an Access Indiana account?](#)

Email

**Sign In**

Cancel and Return to Next Level Jobs Portal

**Support**

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

- Click on **Raise Your Hand**



PREPARING HOOSIERS FOR  **NextLevel Jobs**  
INDIANA

**Workforce Ready Grants**



**Training Providers** that are upskilling, use the image above to **access invoices, add a new course, or become a training provider.**

**Raise Your Hand**



**Businesses** seeking Next Level business services including **strategic planning, talent attraction, layoff aversion, demand driven analytics, training funding,** and more!

**Work-Based Learning & Apprenticeship**



Connects **Hoosiers** and **Employers** by promoting and supporting **Registered Apprenticeship, Certified State Earn and Learn (SEAL), and Certified Pre-Apprenticeship** programs.



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



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

## Welcome to the Business Services Portal.

We provide services to assist Hoosier businesses in attracting and retaining top talent. Also, businesses with an ETG Level Up Agreement can access all the tools needed for managing your business participation in the Employer Training reimbursement. **(If you are a business with any current or previously submitted Employer Training Grant information, click on "My Services" at the top of the page)** Local business services representatives are standing by to serve you! Indiana's no cost, Next Level, business services include but are not limited to the following:

- Improving **local connectivity** through direct business engagement by:
  - Accessing untapped labor pools
  - Strategic planning & economic development
  - Layoff Aversion
  - Rapid Response / Business downsizing assistance
- Developing Department of Labor (DOL) **Registered Apprenticeships**; Certified State Earn and Learn (SEAL) programs; and other Work-Based Learning as applicable
- Providing comprehensive, **demand driven data analytics** in your area
- Providing **customizable statewide awareness** & connectivity campaign including social media; webinars; virtual job fairs; and website outreach
- **Promoting job openings** nationally via the National Labor Exchange and our statewide job board
- Aligning the **Next Level Jobs: Employer Training Grant** to build and retain your workforce (Reimbursement)\*\* (Additional information continues below) *\*\*Based on annual funding availability*

- 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.

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!
- 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
Submitted	Tom Test 3/1 @ 0800	6.0	2	\$31.00	200	200			3/1/2023 8:07 AM	[Redacted]
Draft	Tom Test TP 2/23/23 @ 0950	6.0	5	\$23.00					2/23/2023 9:54 AM	[Redacted]
Active	Back Training	6.0	4	\$100.00	20000	20000	2/13/2022	11/13/2022	12/1/2022 8:53 AM	[Redacted]
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	[Redacted]