

# INCUMBENT WORKER TRAINING

Strengthen skills. Enhance your competitiveness.

## ABOUT THE PROGRAM

**INCUMBENT WORKER TRAINING (IWT)** provides cost-shared funding for training that improves technology adoption, safety, productivity, and the advancement for existing employees that boosts performance and reduces turnover. The service supports layoff aversion, promotion pathways, backfill creation, credential attainment, and stronger employer and employee competitiveness. Employees must remain full-time in a permanent position and receive a wage increase after training.



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### ELIGIBILITY OVERVIEW

#### Employers Must:

- Be registered in SDWORKS
- Have no layoffs from the same or similar positions
- Agree to Department of Labor & Regulation's (DLR) Conditions & Assurances
- Employ workers located in South Dakota

#### Employees Must:

- Hold a full time, permanent position (seasonal/ temporary not eligible)
- Meet FLSA employer–employee requirements
- Be participating in training tied to high demand occupations identified by DLR
- Have 6+ months of employment with the company (majority rule applies for cohorts)



### TRAINING REQUIREMENTS

- Training must be delivered by a third-party provider
- Training must occur on future dates (not retroactive)
- Training may not exceed 12 months
- IWT cannot be used to train new hires

### REIMBURSEMENT PROCESS

Reimbursement is issued after all training is successfully completed.

#### Required Documentation:

- Itemized invoice from the training provider
- Proof of employer cost-share payment
- Completion certificates and/or earned certifications for each participating employee

