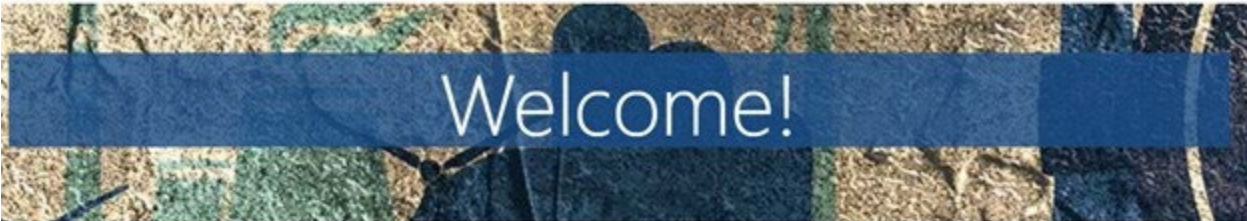



## Accessing previously submitted ETG information, Creating a Training Plan

- After you have signed into using your Access Indiana credentials you'll be greeted with the above page. Click on Raise Your Hand


NextLevel Jobs Portal New Business Interest Form | [REDACTED]



---


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**



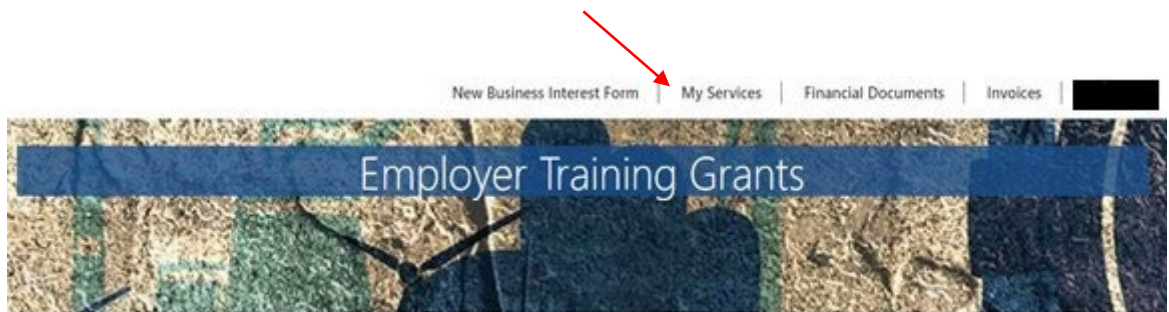
**Businesses** seeking Next Level business services including **strategic planning, talent attraction, layoff aversion, demand driven analytics, training funding,** and more!

**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.

- You will be taken to the above screen. 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 also create any new training plans by clicking on Create Training Plan. 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 the 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 | [REDACTED]

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]

- The below screen will appear. Complete all of the fields, then save your entries

New Business Interest Form | My Services | Financial Documents | Invoices | [REDACTED]

## Training Plan

Please fill in the Training Plan information. All fields are required. The "Save" button at the bottom will save your changes and allow you to add additional information required to submit the training plan.

**Linked Business \***  
R.T. Moore Co., Inc.

<b>Training Plan Name *</b> <input type="text"/>	<b>Training Description *</b> <input type="text"/>
<b>Expected # of New Hires Trained *</b> <input type="text"/>	
<b>Expected # of Current Employees Trained *</b> <input type="text"/>	<b>Training Length (Weeks) *</b> <input type="text"/>
<b>Average Hourly Wage</b> <input type="text"/>	<b>Est Cost Per Hire *</b> <input type="text"/>

### Training Provider

**Training Provider Type \***

### Credential or Certificate

**Credential? \***

[Save](#)

- After clicking save, the page will take a moment and then load a set of sections below your training plan. You will need to enter the occupation of the training that you're wanting considered. Also, you can upload any necessary documentation in the Documentation section. Anything entered and saved can be accessed at a later time.

### Training Plan

<b>Training Plan Name *</b> <input type="text" value="Back Training"/>	<b>Training Plan Status</b> Active	
<b>Expected # of New Hires Trained *</b> <input type="text" value="2"/>	<b>Expected # of Current Employees Trained *</b> <input type="text" value="2"/>	<b>Est Cost Per Hire *</b> <input type="text" value="\$5,000.00"/>
<b>Training Length (Weeks)</b> <input type="text" value="20"/>	<b>Average Hourly Wage</b> <input type="text" value="\$ 100.00"/>	<b>Total Invoice Amount</b> <input type="text" value="0"/>
<b>Training Description *</b> <input type="text" value="Hello"/>	<b>Approved Date</b> 12/1/2022	<b>Remaining Allocation Amount</b> <input type="text" value="20000"/>
<b>Agreement Start Date</b> 2/13/2022	<b>Total Training Plan Amount</b> <input type="text" value="20000"/>	
	<b>Agreement End Date</b> 11/13/2022	

### Training Provider

<b>Training Provider Type</b> <input type="text" value="Company Specific Training"/>	<b>Trainer Contact First Name</b> <input type="text" value="Bobby"/>	<b>Trainer Contact Last Name</b> <input type="text" value="Markey"/>
<b>Trainer Contact Email</b> <input type="text" value="bobbymarkey@outlook.com"/>	<b>Trainer Contact Phone</b> <input type="text" value="(728) 288-2929"/>	

### Credential or Certificate

<b>Credential? *</b> <input type="text"/>	
<b>Credential Name</b> <input type="text"/>	<b>Credential Description</b> <input type="text"/>
<b>Certificate Name</b> <input type="text" value="Test we can"/>	<b>Certificate Description</b> <input type="text" value="Yes we test"/>

## 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.