



IWT Guidelines for Employer after training is approved

Incumbent Worker Training after the training is approved includes collection the information from the participants/training as follows:

1. Participants' information
 - a. Full legal name (no nicknames), SSN, birthdate, zip code, gender, ethnicity, military status, disability status, disability category, education level, and starting job title/SOC
 - b. Employed at least six-months prior the training
 - c. Most if not all participants must live in Illinois
2. Training
 - a. Collect daily attendance that includes letterhead, full legal name, dates, signatures
 - b. Certificates of completion after training is over. Certificates must be signed by trainer or educational institution.
3. Reporting
 - a. Quarterly report must be submitted by employer at the beginning of the months of January, April, July, October if applicable.
4. Reimbursement
 - a. Documentation must be submitted promptly after conclusion of the training. See *IWT Reimbursement Guidelines for Employers* document.