



IWT Application Guidelines for Employers

Incumbent Worker Training Application process includes the following steps. Please submit all information in the following order:

- 1. Site Visit**
 - a. Virtual or in-person meeting with agency representative
- 2. IWT Application**
 - a. Complete IWT Application LWIA 7
 - b. IWT Training Information Form required for each course requested
 - c. Three or more quotes from different training providers
- 3. Approval**
 - a. Projects can be partially or fully approved
- 4. Employer Agreement Form**
 - a. Complete Employer Form signed
 - b. Workman's Compensation Insurance Policy
- 5. Executed Contract**
 - a. The Partnership will provide fully executed IWT contract.

Note: Training can begin after receiving the executed contract