

Adding Documents

- Once you have logged into your portal account, click on the **Business Services** logo at the bottom of the page.



Whether you are a training provider or a business looking to upskill your employees, you can use this site to access various resources and services. You can also learn more about the programs that connect Hoosiers and employers through apprenticeships and earn-and-learn opportunities.

If you are facing a discontinuation of operations, you can find assistance to ease the transition. Visit the pages of each DWD service below to learn more about how they can support your business.



Workforce Ready Grants

Business Services

Work-Based Learning & Apprenticeship

Work Adjustment & Retraining Notifications

Training Providers that are upskilling, can **access invoices**, **add a new course**, or **become a training provider**.

Connect with us for **no-cost business services** such as **attracting and retaining top talent, strategic planning, training grants and grant management**, and **more**. Local business services representatives are ready to **serve you!**

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

Businesses facing a **discontinuation of operations** and seeking **no cost assistance** resource services, aimed at assisting **employers and employees** through the transition of the event. **(Submit WARN)**

- Next click on the “My Services” tab at the top of the screen



New Business Interest Form | **My Services** | Financial Documents | Invoices



Employer Training Grants

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

The screenshot shows a navigation menu with four items: 'New Business Interest Form', 'My Services' (highlighted in bold), 'Financial Documents', and 'Invoices'. Below the menu is a banner for 'Employer Training Grants' with a background image of wind turbines and a map. Below the banner is a breadcrumb trail: 'NextLevel Jobs > Business Services > Employer Training Grants'.

Get Started with the Business Services Portal

- Your training plan record should be listed below (The Training Plan name and Created on date should assist in confirming your desired training plan and that it was successfully saved to your account). Click on the drop down arrow to the right that's displayed in the same row your training plan is listed, and select edit

If you are the point of contact for multiple companies and need to access those companies' Business Services/Employer Training Grant information, click on the drop-down arrow next to your name at the top right of the page, then click on Account. 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
Draft	Another Test	6.0	10	\$35.00					5/23/2023 11:46 AM	

- Click on the **Documents** tab at the top of the page. Once you've done that, click on Add Files

Training Plan

General Affected Occupations **Documents** Trainees Invoice Comments

Use the tabs at the top of this form to move between sections of the Training Plan to add Affected Occupations, Trainees, Invoices, Documents and Comments.

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.

Save

- Next click on Choose Files
- Once you've found and selected your desired file, click on the Add Files button
- Next Click on the Save button

Training Plan

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Add files

There are no folders or files to display.

Save

Add files

Choose files

Choose Files Blank Test ...cument.docx

Add files Cancel