Teacher and Paraeducator Registered Apprenticeship Program

IowaWorks Apprenticeship Module User Guide for Employers Each Registered Apprenticeship Employer Must Create an Employer Account

Step 1: Go to https://www.iowaworks.gov

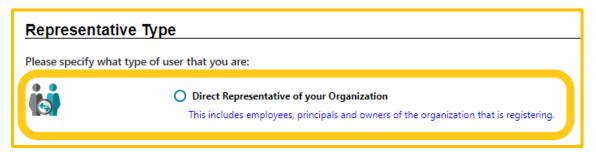
Step 2: Click on "Sign In"

owa <i>WORKS</i>	87,936	Sign In En Español	
Find a Job Find a Cand	lidate		
Job Seekers Employe	ers Programs 🔻	File a Claim	Contact Us

Step 3: Go to "Option 3 - Create a User Account" then select "Employers and Agents"

Individual	Employers and Agents	Provider	Work Opportunity Tax Credit (WOTC) Out-of-State Staff	
Register as this account type if you are an individual and wish to search for the latest job openings. post a résumé online, find career guidance, search for training and education programs, find information on local employers, etc.	Register as this account type on behalf of your company or on behalf of another company acting as their agent with a valid Power of Attorney. Here you will gain access to industry data. labor market information. job applicants for your business. You can also post job openings online, as well as file for the Work Opportunity Tax Credit (WOTC).	Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses . such as costs, schedules, credentials, etc. Providers can also request WIOA approval for specific courses.	This registration is for the Work Opportunity Tax Credit (WOTC) Out-of-State WOTC State Coordinator Staff. Only Out-of- State Staff who process WOTC Applications within their own state should request a login to this system. This User will only have access to create and view their requests for verification of benefits. Register as this type only if you are a WOTC State Coordinator, or their Staff. who needs to check for Applicant benefits received in this state and the Applicant now resides within your state. All other registration requests will be denied.	
Individual Registration	Employers and Agents	Provider Registration	WOTC Registration	

Step 4: Select the "Direct Representative of your Organization" choice



Step 5: Select the "Recruiting" choice complete the entire Registration Process

