

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”

The screenshot shows the IowaWorks homepage. At the top left is the IowaWorks logo. In the center, there is a search bar with the text "Search Iowa's largest jobs bank" and a large number "87,936" below it. To the right of the search bar is a "Sign In" button with "En Español" below it. Below the search bar is a navigation menu with the following options: "Find a Job", "Find a Candidate", "Job Seekers", "Employers", "Programs", "File a Claim", and "Contact Us". At the bottom of the page, there is a note: "Attention Unemployment Insurance Claimants" and "Effective January 9, 2022, new requirements that will assist in finding your next job and ensuring you qualify for unemployment benefits have changed as part of IWD's Reemployment Case Management (RCM) program."

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


The screenshot shows the "Option 3 - Create a User Account" page. At the top, there is a header with the text "Option 3 - Create a User Account" and a user icon. Below the header is a paragraph: "If you would like to become a fully registered user with IowaWorks and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)". Below the paragraph are four registration options, each with a description and a button:

- Individual:** 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. Button: Individual Registration
- Employers and Agents:** 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). Button: Employers and Agents
- Provider:** 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. Button: Provider Registration
- Work Opportunity Tax Credit (WOTC) Out-of-State Staff:** 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. Button: WOTC Registration

Step 4: Select the “Direct Representative of your Organization” choice


Representative Type


Please specify what type of user that you are:

 **Direct Representative of your Organization**
This includes employees, principals and owners of the organization that is registering.

Step 5: Select the “Recruiting” choice complete the entire Registration Process

Please specify the functionality that you wish to access.

 **Recruiting**
Perform labor exchange functions such a recruiting talent, posting jobs, online résumé search, applicant tracking and researching the local labor market.

 **WOTC Services**
Apply for tax credits available for employing individuals within targeted demographic groups. Applications and all documentation can be entered so that the staff can review and approve employer credits.