

Training Requirements for Workforce Innovation and Opportunity Act (WIOA)

Career Specialist's Name: _____ Call Back Date: _____

Please bring the following items to your appointment:

- Illinois State Identification Card/Driver's License
- Social Security Card
- Birth Certificate/US Passport/Permanent Resident Card
- Company lay-off letter (If applicable)
- Household income verification (Only for non-SNAP/UI recipients)
- Proof of residency
- Resume (Update with the most current work history, skills and valid email address)
- Job Search Log (1 month of documented job search, minimum of 4 sources/week)
- Males Only:** Verification of Selective Service (if born after January 1st, 1960) www.sss.gov
- Veterans Only:** DD214 (If applicable)

Register for Illinois workNet and IllinoisJobLink.com

- Website: www.illinoisworknet.com
 - Steps to Access Illinois workNet Interest Profiler
 1. Sign up or login (upper left corner of screen) and complete profile registration, if necessary
 2. When registration is confirmed, close out and re-login
 3. Click on My Dashboard (on the upper left-hand side of the screen)
 4. Click on Interests, then click on Interest Profiler
 5. Rate the activities -180 questions (10-20 minutes)
 6. Print your results and bring to your appointment
- Website: www.illinoisjoblink.com
 - Steps to post resume on IllinoisJobLink.com
 1. Sign up or login (upper right corner of screen) and complete profile registration, if necessary
 2. Post your resume to your account under My Resumes
 3. Print upload page (showing resume has been uploaded) and bring to your appointment

Labor Market Information

- Print 3-5 job postings that support your desired training goal based on your research
 - Online job search engines: <https://www.careerbuilder.com/> or <https://www.indeed.com/>
- Research labor market information for desired training goal
 - Search occupation on: <https://www.onetonline.org/> or <https://www.careeronestop.org/>

Researching Training Providers/Letter of Intent

- Website: www.illinoisworknet.com
 - Follow the directions listed on the Step-by-Step Guide for Selecting a WIOA Training Program/Provider form
 - Research 3 training programs to establish your choice for training
 - Compare program outcomes, length of program, training cost, location, and when/how training is offered
- Choose a training provider/training program and request a letter of intent. The letter of intent should provide the following information:
 - Name of training provider, name of program, and location
 - Course curriculum (all courses you will take) and the industry-recognized credential that will be earned
 - Itemized list of costs including tuition, books, fees, and associated fees (i.e. registration, testing, licensing, graduation)
 - Material required for training (i.e. tools, medical exams, uniforms, etc.) as stated on your course description
 - Start & end dates from first class date to graduation, including remedial courses, required pre-tech courses, clinical or internships