



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

A proud partner of the [americanjobcenter](#) network

Requirements for Workforce Innovation and Opportunity Act (WIOA) Services

Register for Illinois workNet and IllinoisJobLink

- Complete the [Illinois workNet](#) Interest Profiler
 1. Sign up and login on www.illinoisworknet.com.
 2. Select Skills & Interests (located on the top of the homepage)
 3. Complete the Interest Profiler.
 4. Save and print results.
- Post your resume on [IllinoisJobLink](#)
 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) to provide your Career Specialist with a copy.

Labor Market Information

- Research labor market information for desired training goal
 - Search occupation on: <https://www.onetonline.org/> or <https://www.careeronestop.org/>
- Print 3 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

- Research 3 training programs on [Illinois workNet](#) to establish your choice for training
 - Follow the directions listed on the [Step-by-Step Guide for Selecting a WIOA Training Program/Provider](#) form
 - Compare program outcomes, length of program, training cost, location, and when/how training is offered.
- Research demand occupations on [Illinois workNet](#)
 - Select Explore Careers located under the Menu bar and then select [Demand Occupations Search](#)
 - Select Northeast for the Economic Development Region/EDR field
 - Search for the job title and SOC Code that align with your desired occupation goal. Document SOC Code: _____

The Following Documents Are Used To Verify Your Eligibility:

- 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)
- WIOA Work Search Record (1 month of documented job search, minimum of 4 sources/week). Found [here](#).
- Basic Skills Screening Tool. Found [here](#).
- Males Only:** Verification of Selective Service (if born after January 1st, 1960) www.sss.gov
- Veterans Only:** DD214 (If applicable)

Notes: _____
