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## Starting Your WIOA Program

# Starting Your WIOA Program

## Agenda

- Where you are in the process?
- Goal of WIOA
- Career Advisors
- Answering the research questions
  - Am I selecting the right industry based on skills and experience?
  - Does this industry provide me with the financial opportunity I need?
  - Does this training help me reach my goals?
- Next Steps
- Question & Answer



# A Roadmap to WIOA Funded Training

## INTERESTED IN TRAINING?

WorkSource is a federally funded program that helps put people to work! We'll assess your skills, provide funding for training, and help you find a career that's right for you.

Follow the steps below to apply for WIOA Funded training!



### STEP 1

#### Determine if you are applying as an Adult or Dislocated Worker?

Watch "How to Submit Your Eligibility Documents for WIOA Funded Training" at [www.atlworks.org/pilot](http://www.atlworks.org/pilot)

### STEP 2

#### Fill Out Required Documents

- Eligibility Checklist: Adult or Dislocated Worker
- Pilot Acknowledgement Letter
- WIOA Eligibility Application
- Grievance and Complaint Policy
- Register on WorkSource Georgia Portal (Print Confirmation)

### STEP 3

#### Gather Required Documents

- Proof of:
- Citizenship & Employment Eligibility
  - Age/DOB
  - Social Security Number
  - Residency
  - Selective Service (Males born after 1960)
  - Adult: Low Income Status
  - Dislocated Worker: Dislocated Worker Status

### STEP 4

#### Upload Required Documents to the WorkSource Georgia Portal

Please upload only completed packets. Once your packet is received, our goal is for you to be approved for training in 30 business days!

### STEP 5

#### Are you Eligible?

Eligibility Specialist will review your documents and follow-up with you within 7 business days.

#### YES

Eligibility Specialist will contact you with information about WIOA Program Orientation, Practice TABE Materials and the WIOA Program Orientation.

#### NO

Eligibility Specialist will contact you with Referral Services.

### STEP 6

#### Starting Your WIOA Program

A session that provides you with everything you need to know as a WIOA eligible participant from career exploration opportunities to successful steps for program completion.

### STEP 7

#### Complete Your WIOA Program

- Complete research-related questions:
  - Am I selecting the right industry?
  - Will this industry provide me with the opportunity to support my needs?
  - Does this school help me get the license, certification, or degree that I need?
- Meet 1:1 with Career Advisor

### STEP 8

#### Submit Your WIOA Program Documents for Enrollment

### STEP 9

#### Enrollment Determination

Career Advisor will review your documents.

#### YES

Approved for training!

#### NO

Career Advisor will provide you with alternative resources.

### STEP 10

#### Attend & Complete Training

As you prepare to complete training, work with your Career Advisor to attend workshops on preparing for interviews and job search support.

### STEP 11

#### Become Employed!



### STEP 12

#### Follow-Up

A Workforce staff member will follow-up with you after you have achieved employment.



# Starting Your WIOA Program

## Goal of Workforce Innovation Opportunity Act (WIOA)

Help career seekers identify the best industry based on their skills and experience to enter and grow in an industry that allows them to increase income opportunity.

We do this through work-based learning, individualized career services and providing funding for training.



# Starting Your WIOA Program

## Completing Your WIOA Program

- Am I selecting the right industry based on my **skills and experience**?
- Does this industry provide me the **financial opportunity** I need to support my needs?
- Does this school help me get the **license, certification or degree** that I need for the industry of my choice?



# Starting Your WIOA Program

## How will your Career Advisor support you?

- Advocate
- Serve as sounding board
- Act as accountability partner
- Refer you to other partners/services
- Celebrate your successes

Career Center Staff will reach out to you  
in the next **48 Hours!**



# Starting Your WIOA Program

## What is the difference between a Job and a Career?

### Job

- Earn money to support basic needs
- Full-time or part-time or short-term
- Hourly wage
- Learn skills for that job but not to advance to the next level
- Does not require a specialized degree or advanced training

### Career

- Long-term professional journey based on your skills and expertise
- Might require education or training to advance
- In addition to wages, individuals in a career often include benefits (healthcare, retirement etc.)
- You might have one job that last your entire career, **or** you could hold numerous jobs in various industries





## Why is it important to set goals?

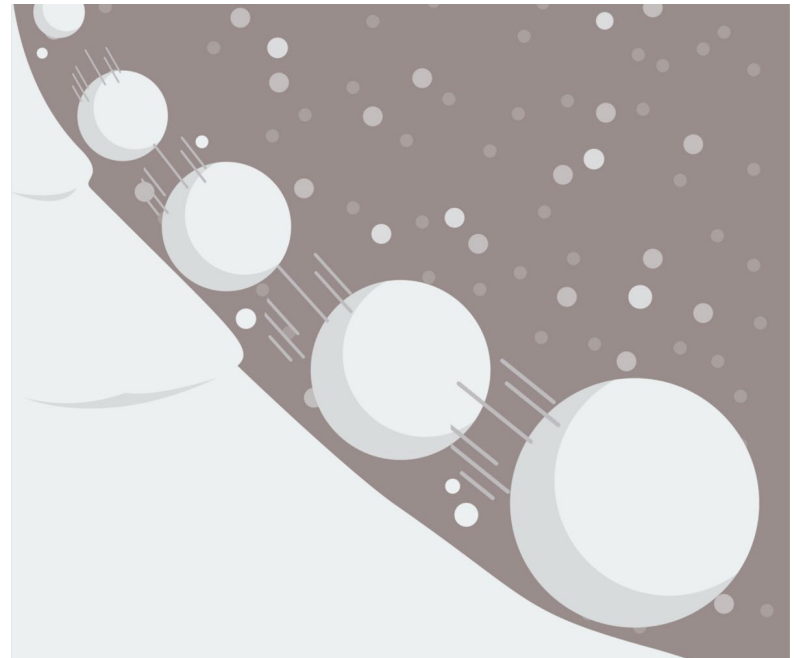




# Starting Your WIOA Program

## Goals Help You To

- 1.) Triggers New Behaviors
- 2.) Guides Your Focus
- 3.) Sustains Momentum
- 4.) Aligns Your Focus
- 5.) Promotes Self-Mastery



# Starting Your WIOA Program: Setting Career Goals

## Short and Long-Term Goals

### Short-Term Goals

Something that you want to do in the near future.



### Long-Term Goals

Require time and planning and normally take more than a year to achieve.

**Short-Term goals** can be used as **steppingstones** to help us achieve a **long-term goal**.



# Starting Your WIOA Program: Goal Setting

## Tips for Setting Career Goals

- Express your goals positively
- Be precise in setting dates, times and objectives
- Set priorities
- Write down your goals
- Break goals into small achievable tasks
- Set realistic goals

**42%**

**More likely to  
achieve goals if you  
write them down**



# Career and Development Goals

**INSTRUCTIONS:** As you conclude your research, we would like for you to develop 4 goals. Three of those goals should be short-term goals (something you want to achieve in the next year (Employment, Training & Other) and one long-term goal (something you want to do 3 years from now)."

Please remember to set goals that will challenge you and to set a date/time that you want to achieve each goal.

**CUSTOMER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## SHORT TERM GOAL #1



If you are applying for training, please write a goal that includes information about the training you are planning to attend. If you are receiving careers services or work-based learning, follow the instructions for Short-Term Goal #3.

How does this goal help you achieve your long-term goal?

What additional supports do you need to achieve this goal?

## SHORT TERM GOAL #2



Please write a short-term career goal, that includes the position and income you would like to earn.

How does this goal help you achieve your long-term goal?

What additional supports do you need to achieve this goal?

## SHORT TERM GOAL #3



Please write a short-term goal that will be a steppingstone to help you achieve your long-term goal (budget, moving, vehicle, etc.).

What additional supports might you need to achieve this goal?

What additional supports might you need to achieve this?

## LONG TERM GOAL

Please write a long-term career goal (3 years from now) that includes the position title and income you would like to earn.

What additional skills/experiences or training do you need to achieve this goal?

What additional supports do you need to achieve this goal?



**Am I selecting the right industry based on my skills and experience?**



# Starting Your WIOA Program: Skills and Interest



## Skill Matcher Assessment




1. Careers that match your skills

3. Your Full List of Skills

2. Sort by education level

[Change answers](#)





**Your Skills**

We looked at how you rated your skills to create this list of career matches.

You can expect to see some great career ideas, some surprises, and some options you may have no interest in.

If the careers seem too high-level or too low-level, use "Filter By" Typical Education below.

If you want to revise your ratings and receive different matches, use the "Change answers" button above. You may want to give lower ratings to skills you have, but prefer not to use in your work.

You can also [see your full list of skills](#) to use for your resume or other career activities.

[Help](#)

We found **150** careers matching your skills profile.

Sort by: Match: High to Low

Your Match	Career	Annual Wages	Education	Outlook
1	<a href="#">Spa Managers</a>	\$39,800	High school diploma or equivalent	Bright
2	<a href="#">Fitness and Wellness Coordinators</a>	\$85,450	Bachelor's degree	Bright
3	<a href="#">Distance Learning Coordinators</a>	\$85,450	Bachelor's degree	Bright
4	<a href="#">Animal Trainers</a>	\$30,430	High school diploma or equivalent	Bright
5	<a href="#">Training and Development Managers</a>	\$113,350	Bachelor's degree	Bright
6	<a href="#">Human Resources Specialists</a>	\$61,920	Bachelor's degree	Average
7	<a href="#">First-Line Supervisors of Personal Service Workers</a>	\$39,800	High school diploma or equivalent	Bright
8	<a href="#">Education Administrators, Elementary and Secondary School</a>	\$96,400	Master's degree	Average
9	<a href="#">Training and Development Specialists</a>	\$61,210	Bachelor's degree	Bright
10	<a href="#">First-Line Supervisors of Office and Administrative Support Workers</a>	\$56,620	High school diploma or equivalent	Bright

**Your Match:** Your list of careers is ranked in order of how well they match your skills.

**Career:** The occupation titles of careers that often require skills and knowledge close to how you ranked yourself.

**Filter By**

**Typical Education**

[Bachelor's degree \(54\)](#)  
[High school diploma or equivalent \(54\)](#)  
[Master's degree or higher \(16\)](#)  
[Some high school \(11\)](#)  
[Associate's degree \(4\)](#)  
[Some college \(4\)](#)



# Starting Your WIOA Program: Skills and Interest

## Skill Matcher Assessment: Full List of Skills

These occupations may be good matches for you, based on how you rated your skills. Click on any career name to see a full profile of the occupation.

**Skills you rated highest**

**Clerical** Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

**Completing** Completing tasks.

**Customer Service** Providing customer service.

**Helping** Helping people.

**Instruction** Instructing people.

**Monitoring** Monitoring people or equipment.

**Personnel Selection** Selecting people for jobs.

**Quality Control** Checking the quality of work.

**Teaching** Teaching people.

**Time Management** Managing your time and the time of other people.

**Writing** Writing things for co-workers or customers.

**Administration and Management** Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Body Coordination** Moving your arms, legs, and mid-section together while your whole body is moving.

**Management of Financial Resources** Making spending decisions and keeping track of what is spent.

**Sales and Marketing** Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

**Speaking** Talking to others.

**Troubleshooting** Figuring out what is causing equipment, machines, wiring, or computer programs to not work.

How you can save this document:

- Print

**Remember to Submit:  
The FULL List of Skills**

injuries, diseases, and deformities. This includes symptoms, treatment alternatives, and preventive health-care measures.

**Public Safety and Security** Knowledge of relevant equipment, policies, procedures, and priorities to promote effective local, state, or national security operations for the protection of institutions.

**Repairing** Repairing machines or systems using the right tools.

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**News Center**

Blog

Outreach Materials

CareerOneStop News



# Starting Your WIOA Program: Skills and Interest

## Skills and Previous Experience

### Technical Skills

Abilities and knowledge needed to perform a specific task

#### Examples

Programming Language  
Mechanical Equipment  
Tools  
Medical Equipment  
Project Management  
Digital Marketing

### Soft Skills

Personal attributes, personality traits, inherent social cues, and communication abilities

#### Examples

Adaptability  
Creative thinking  
Work Ethic  
Time Management  
Motivation

### Transferable Skills

Abilities you can transfer from one job to another

#### Examples

Communication  
Critical Thinking  
Multitasking  
Teamwork  
Creativity  
Leadership





# Skills and Experiences

**INSTRUCTIONS:** In the spaces below, please list the skills that you have gained from your previous experiences (jobs, volunteer opportunities, managing a household etc.) You do not need to list 10 for each options but use these as an opportunity to brainstorm the different skills you have obtained to select the right industry and to make updates to your resume.

**CUSTOMER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## Technical Skills



Abilities and knowledge needed to perform a specific task

**Examples:** Programming Language, Mechanical Equipment, Tools, Medical Equipment, Project Management, Digital Marketing

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## Soft Skills



Personal attributes, personality traits, inherent social cues, and communication abilities

**Examples:** Adaptability, Creative Thinking, Work Ethic, Time Management, Motivation

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## Transferable Skills



Abilities you can transfer from one job to another

**Examples:** Communication, Critical Thinking, Multitasking, Teamwork, Creativity, Leadership

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

# Starting Your WIOA Program: Skills and Interest

## Create or Update Your Resume

- Up-to-Date & Professional Contact Information
- Resume Objective
- Education (certifications/credentials)
- Employment Information (Dates, Job Title, Accomplishments/Tasks, location)
- Additional Skills

If you need additional information about creating a resume, you can ask your career advisor or visit the [atlworks.org/resources](https://atlworks.org/resources) page for a webinar titled:

**Best Practices in Resume Writing**



# Starting Your WIOA Program: Skills and Interest

## Social Media Audit

- Change settings to private
- Remove any questionable posts/Images
- Do a Google search of yourself
- Make LinkedIn professional

before you



**think**

**t = is it true?**

**h = is it helpful?**

**i = is it inspiring?**

**n = is it necessary?**

**k = is it kind?**



# Starting Your WIOA Program: Skills and Interest

## Social Media Game

Post: The Best of Friends



# Starting Your WIOA Program: Skills and Interest

## Social Media Game

Post: Charlie and Rebecca's Wedding Dance Video #Epic



# Starting Your WIOA Program: Skills and Interest

## Social Media Game

Post: I had WAAAAAYYYY TOOOOOOO much FUN last night!





# Starting Your WIOA Program: Industry Research

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## Demand Occupation List

- Employment and wage outcomes are better in High Demand Career areas
  - **Health Care**
  - **Information Technology**
  - **Transportation Distribution Logistics**
  - **Skilled Trades**
- Demand Occupation List
  - Stable
  - Opportunity to grow (get promoted)
  - Projected long-term growth
  - Annual Job Openings

### Demand Occupations List



WorkSource Metro Atlanta represents the collective efforts of five Local Workforce Development Boards within the 10-county metro Atlanta region. Each Board provides occupational specific skills training for industries that are stable or have projected growth.

This list serves as a guide for in-demand jobs and is not meant to be an all-inclusive list of acceptable WIOA funded occupational skills training options. There may be additional occupations in which demand occurs based on the job market or specific opportunities within the broad spectrum of occupations. This list includes occupations that show a favorable mix of projected long-term job growth, projected annual job openings, and median wages. WIOA participants seeking training in an occupation not on this Demand Occupations List may discuss the appropriateness and relevance of the proposed training with their career advisor for additional consideration (approval is at the discretion of the Local Workforce Development Board).

SOC Code (ONET-6)	Occupation Title	Total Jobs	Average Hourly Wage	10 - Year Total New Openings	Typical Education Needed for Entry	Work Experience	Typical On-the-Job Training Needed	Median Wage
<b>Business and Financial Operations Occupations</b>								
<a href="#">111021</a>	Human Resources Specialists	11,601	\$30.77	13,426	Bachelor's degree	None	None	\$30.75
<a href="#">111111</a>	Management Analysts	16,441	\$46.59	18,053	Bachelor's degree	Less than 5 years	None	\$46.58
<a href="#">112001</a>	Accountants and Auditors	26,135	\$37.96	28,836	Bachelor's degree	None	None	\$38.00
<a href="#">112001</a>	Financial Analysts	5,367	\$42.21	5,668	Bachelor's degree	None	None	\$42.21
<b>Computer and Mathematical Occupations</b>								
<a href="#">151241</a>	Computer Systems Analysts	12,525	\$45.34	10,304	Bachelor's degree	None	None	\$45.35
<a href="#">151242</a>	Information Security Analysts	2,718	\$46.73	2,355	Bachelor's degree	Less than 5 years	None	\$46.71
<a href="#">151131</a>	Computer Programmers	4,609	\$46.59	2,737	Bachelor's degree	None	None	\$46.57
<a href="#">151132</a>	Software Developers, Applications	21,013	\$51.63	22,945	Bachelor's degree	None	None	\$51.64
<a href="#">151133</a>	Software Developers, Systems Software	8,729	\$51.44	7,406	Bachelor's degree	None	None	\$51.45

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10/2019



# Starting Your WIOA Program: Industry Research

## What is a career pathway?

- Shows you how to advance in the industry
  - What education and experience is needed
- Shows you how to make a lateral move

## How can a career pathway help you?

- Set short and long-term goals
- Understand the financial opportunity available to you in that industry





# Selecting the Right Career and Training Program



Certificate	Certificate	Diploma	Associates Degree	Bachelors Degree
<b>4-6 weeks</b>	<b>3-4 months</b>	<b>1-2 years</b>	<b>2 years</b>	<b>4 years</b>
Nursing Assistant (CNA & PCT)	Medical Assistant EMT	Paramedic Licensed Practical Nurse (LPN)	Registered Nurse (ASN)	Registered Nurse (BSN)
<b>\$28,300</b>	<b>\$35,600-\$37,200</b>	<b>\$37,400-\$46,000</b>	<b>\$56,300</b>	<b>\$74,300</b>

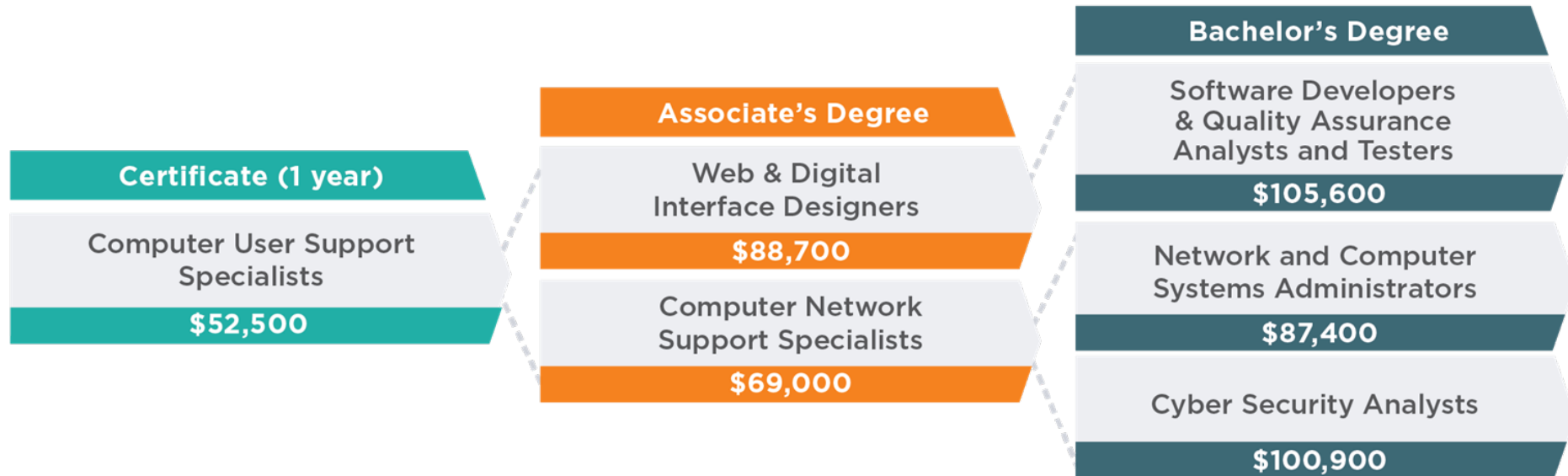


# Selecting the Right Career and Training Program

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# Starting Your WIOA Program: Skills, Interest, & Industry

## Labor Market Research

- Complete the Labor Market Research worksheet
  - 3 jobs you want now or right after you complete training
  - 1 job that you want to apply for in 3 year
- Position Requirements
  - Education/Experience
  - Drug Test
  - Background
- Provide the Job Postings
  - Use any job search engine (Indeed, Monster etc.)
- You might want to research a couple of different industries



# Labor Market Research

**INSTRUCTIONS:** This worksheet will help you gather information about the jobs available to you in your industry either now or after you complete training. You will need to complete this worksheet and attach copies of job announcements (3 for jobs now or after training and 1 for a job you want 3 years from now). Resources that will support you as you look for job advertisements include: (1) Online Job Boards (Indeed, Monster etc.), (2) careeronestop.org, and (3) Employ Georgia. Additionally, if you are going to training, you can speak with the training provider or school.

**CUSTOMER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## JOBS I WANT TO APPLY FOR NOW OR AFTER I COMPLETE TRAINING

### Job #1

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Experience Requirements: \_\_\_\_\_

Education Requirements: \_\_\_\_\_

Wage: \$ \_\_\_\_\_

Rate your current work experience for this job: \_\_\_\_\_

Rate your current education for this job: \_\_\_\_\_

### Job #2

### Job #2

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Experience Requirements: \_\_\_\_\_

Education Requirements: \_\_\_\_\_

Wage: \$ \_\_\_\_\_

Rate your current work experience for this job: \_\_\_\_\_

Rate your current education for this job: \_\_\_\_\_

### Job #3

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Experience Requirements: \_\_\_\_\_

Education Requirements: \_\_\_\_\_

Wage: \$ \_\_\_\_\_

Rate your current work experience for this job: \_\_\_\_\_

Rate your current education for this job: \_\_\_\_\_

**1** In the three positions listed above, which one has the longest commute? Please list out how many miles it is from your house and what form of transportation you would use?

☐ yes ☐ no

**2** When you look at the characteristics you want out of the next job in your career, do these companies provide those items (salary, benefits, job security, like what the organization does etc)?

☐ yes ☐ no

**3** What skills from your previous experiences (Technical, Soft & Transferable), will make you a competitive candidate for these positions?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4** Will any of these jobs help you prepare for the longer-term job?

☐ yes ☐ no

**5** Are there multiple listings at different companies for this position, that are in your commuting area?

☐ yes ☐ no

Education Requirements: \_\_\_\_\_

Will you need any additional education, training or certifications to obtain this position? If so, please list them:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are some of the skills and experience that you will need to gain to be a candidate for this position?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there multiple listings at different companies for this position, that are in your commuting area?

☐ yes ☐ no

Submit copies of the  
Job Leads

# Starting Your WIOA Program: Skills, Interest, & Industry

## What things are most important to you in finding the next job in your career?

**1) Challenging and satisfying work**

2) Promotion/Advancement

**3) Compatible workers, supervisors, customers**

4) Good benefits (insurance, retirement etc.)

**5) Job security**

6) Like/believe in what the organization does

**7) Good salary**

8) Good working conditions

**9) Location**

10) Opportunity to learn and develop new skills

**11) Prestige and respect**

12) Work hours meet your needs





**Does this industry provide me the financial  
opportunity I need?**



# Starting Your WIOA Program: Financial Opportunity

## Self Sufficiency Standard

Measures how much income a family needs to adequately meet their basic needs without public assistance.



# Starting Your WIOA Program: Financial Opportunity

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## Self Sufficiency Standard





# Starting Your WIOA Program: Financial Opportunity

## Monthly Expense Summary

### Family Size

# of Adults: 3

# of Children: 2 (i,t)  
(i,y,t)

Monthly Expense Summary	
<b>Housing</b> (Rent/Mortgage, Utilities (Water, Trash, Electric Gas))	\$2500
<b>Childcare</b>	\$1000
<b>Food</b>	\$1100
<b>Health</b>	\$350
<b>Transportation</b>	\$1000
<b>Miscellaneous</b>	\$500
<b>Monthly Basic Need Wage</b> (Housing + Childcare + Food + Health + Transportation + Miscellaneous)	\$6450
<b>Hourly Self-Sufficiency Wage</b> (Monthly Self-Sufficiency Wage / 160 (Hours))	\$40.31
<b>Annual Self-Sufficiency Earnings</b> (Monthly Self-Sufficiency Wage * 12)	\$77,400

# Monthly Expense Summary

**INSTRUCTIONS:** As you are selecting an industry to work in, it is important to make sure that it provides you with the opportunity to support you and your family's needs either now or in the future. To do this, we ask you complete this Monthly Expense Summary and calculate your monthly and hourly wages and your annual earnings. This exercise is meant to be a tool to help you estimate and research the financial opportunity that you need an industry to provide. You do not need to have exact numbers; estimates will work.

**CUSTOMER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Number of Adults in Home: \_\_\_\_\_

Number of Children in Home: \_\_\_\_\_

**1** What are some other expenses that are not listed in the monthly expense summary (examples: personal loans, credit cards etc.)?

**2** Does the industry and job you are researching provide you with the opportunity to meet or exceed your monthly expense summary?  
☐ yes ☐ no

Monthly Expense	Amount
<b>Housing</b> — Rent/Mortgage, Utilities (Water, Gas, Electric and Trash)	
<b>Childcare</b>	
<b>Food</b>	
<b>Use your CURRENT expenses to complete this form.</b>	
<b>Monthly Basic Needs Wage</b> (Housing + Childcare + Food + Health + Transportation + Miscellaneous)	
<b>Hourly Basic Needs Wage</b> (Monthly Basic Needs Wage / 160 Hours)	
<b>Annual Basic Needs Earnings</b> (Monthly Basic Needs Wage * 12)	

your budget that will change that would prevent you from being able to complete the training (transportation to training, expanded childcare, etc.)?

☐ yes ☐ no

Please explain:



**Does this school help me get the license, certification or degree that I need for the industry of my choice?**



# Starting Your WIOA Program: Training Provider



## What is available through WIOA Funded Training?

Up to \$7,000 for a Program  
that is

**12 months or less**

**OR**

Up to \$10,000 for a Program that is  
**over 12 months but less than  
2 Years (24 Months)**

### Training Funds Can Cover

Tuition and Fees

Books

Certifications/Exams

Uniforms



# Starting Your WIOA Program: Training Provider

## Funding Restrictions

- Further determination may be necessary for training approval. Please speak with your career advisor
- Eligibility is valid for 90 days from the initial application date
- Programs cannot **exceed (2 Years)**
- WIOA does not pay for **prerequisite and/or developmental courses**
- WIOA does not pay for training for **commission-based careers**
- If you recently graduated from **college**, you will need to speak with your Career Advisor

## Technical Colleges & Universities

- Must apply for FAFSA
- Use all available grants and scholarships (Pell & Hope) before WIOA Funding can be approved
  - Financial Aid Summary must show Pell & Hope are or will be exhausted



# Starting Your WIOA Program: Training Provider

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## WorkSource Georgia Portal (<https://www.worksourcegaportal.com/>)

A screenshot of the WorkSource Portal login form. It has a dark grey background with white text. The title 'WorkSource Portal' is at the top. Below it are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is an orange 'Sign In' button. At the bottom, there is a link that says 'Not Registered Yet? Forgot Username/Password?'.

### Career Services

- Career Tips
- Career Explorer
- Career Informer
- Job Market Explorer

### Business Services

- Training Providers and Schools
- Training and Education Programs
- Education Program Completers
- Online Learning Resources



# Starting Your WIOA Program: Training Provider

## WorkSource Georgia Portal Training and Education Programs

### Search Criteria

Area (click to change): [Georgia](#)

Keyword (e.g. Accounting):

[\[ Keyword Search Options \]](#)

Program of Study Leads To:

Maximum Total Cost:

Program is eligible for financial assistance under the Workforce Innovation & Opportunity Act (WIOA)?

[Eligible Training Provider List explanation](#)

Location Type:

Program provides training for [Green Jobs?](#)

Classes Offered:

Program Type:

Program Format:

Registered Apprenticeship:

Step 1: Update Area (optional)

CDL

Any Qualification

Any Cost

Yes

None Selected

None Selected

☐ Day ☐ Night ☐ Weekend ☐ Summer

Classroom and Online

None Selected

☐ Yes ☐ No ☒ None Selected

Step 2: Put the name of program you are looking for in the Keyword Box

Step 3: Select "Yes" for the Program is eligible for financial assistance under the Workforce Innovation & Opportunity Act (WIOA)

Search



# Starting Your WIOA Program: Training Provider

## WorkSource Georgia Portal Training and Education Programs

### Search Results

Here is a list of education programs that matched your search criteria. To select a program, click on the Program Name.

Results View: **Summary** | [Detailed](#)

Program Name	Program Leads To	Provider Name	Address	City	State	Zip Code	Cost	Count
<a href="#">CDL BASIC TRACTOR TRAILER TRAINING</a> <small>WIOA</small>	An industry-recognized certificate or certification	KATLAW TRUCK DRIVING SCHOOL GA	5000 Austell Powder Springs Rd,	Austell	GA			
<a href="#">CDL TRACTOR TRAILER TRAINING</a> <small>WIOA</small>		ATLANTA TRUCK DRIVING SCHOOL, INC. GA	2251 Sylvan Road, Suite 300				\$2,000.00	2
<a href="#">CDL TRACTOR-TRAILER TRAINING</a> <small>WIOA</small>		AMERICA'S DRIVING FORCE OF GA			GA	30288	\$3,235.00	2
<a href="#">COMMERCIAL DRIVERS LICENSE TRAINING</a> <small>WIOA</small>			Central Blvd	Buford	GA	30518	\$3,995.00	4
<a href="#">COMMERCIAL DRIVERS LICENSE TRAINING</a> <small>WIOA</small>		TECHNICAL COLLEGE GA	1560 METROPOLITAN PKWY. SW	ATLANTA	GA	30310	\$0.00	4
	State involved or the Federal Government	GEORGIA PIEDMONT TECHNICAL COLLEGE GA	495 N INDIAN CREEK ROAD	CLARKSTON	GA	30021	\$2,280.50	2

Key: 1 - (The exact word or phrase matched the program title exactly), 2 - (The exact word or phrase was in the program title), 3 - (At least one word was in the program title), 4 - (The exact word or phrase was in the program description)  
[Change search criteria](#)

Verify with Career Advisor to ensure provider and program are currently approved





# Starting Your WIOA Program: Training Provider

## Training Provider Research

**INSTRUCTIONS:** This worksheet will help you gather information about the training program you want to attend. To help you decide which program is best for you, complete a column for each of the available providers that you are considering. Try to use as many resources as possible including: (1) resource materials in or from the one-stop-center, (2) visits to the prospective programs, (3) interviews with current students, graduates, instructors, or administrators and (4) the school website.



CUSTOMER:	Provider:	Provider:
DATE:	Program:	Program:
1. When do the classes start?		
2. When is the application deadline?		
3. What are the program's entry requirements (feel free to attach school/program information)?		
4. Is this training a match for your learning style?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
5. Do you have the technology available for any class needs (computer, internet, email etc.)?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
6. Does our training program require you to practice various skills using equipment?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
7. How long does it take to complete?	_____ weeks/months/years	_____ weeks/months/years
8. What class schedule are you looking to attend?	<input type="checkbox"/> Weekdays <input type="checkbox"/> Combination of Offerings <input type="checkbox"/> Evenings <input type="checkbox"/> Weekend	<input type="checkbox"/> Weekdays <input type="checkbox"/> Combination of Offerings <input type="checkbox"/> Evenings <input type="checkbox"/> Weekend
9. Does this program, offer the schedule that you need? (weekday, evening, weekday, or flexible)	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
10. How much does it cost to attend the program?	\$ _____ tuition and fees per # _____ semesters <b>\$ _____ total cost</b> <b>Other costs:</b> \$ _____ books \$ _____ supplies \$ _____ tools \$ _____ uniforms \$ _____ testing & licensing exams	\$ _____ tuition and fees per # _____ semesters <b>\$ _____ total cost</b> <b>Other costs:</b> \$ _____ books \$ _____ supplies \$ _____ tools \$ _____ uniforms \$ _____ testing & licensing exams
11. If you are attending at Technical College or University, are there other sources of financial aid available?	<input type="checkbox"/> Pell <input type="checkbox"/> Veteran Resources <input type="checkbox"/> HOPE <input type="checkbox"/> Senior Waiver <input type="checkbox"/> Other	<input type="checkbox"/> Pell <input type="checkbox"/> Veteran Resources <input type="checkbox"/> HOPE <input type="checkbox"/> Senior Waiver <input type="checkbox"/> Other
12. What degrees or certificates do students receive upon program completion?		
13. What percentage of students earn a credential or certification?	_____ % Credential Earned	_____ % Credential Earned
14. Does this training provider require you to take classes on resume building or interviewing strategies?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
15. What job placement assistance is provided by the school?	<input type="checkbox"/> Placement staff <input type="checkbox"/> Job Order Leads <input type="checkbox"/> Internships/Clinical Rotations <input type="checkbox"/> None	<input type="checkbox"/> Placement staff <input type="checkbox"/> Job Order Leads <input type="checkbox"/> Internships/Clinical Rotations <input type="checkbox"/> None
16. How far is the program from your home?	_____ miles / _____ minutes (each way)	_____ miles / _____ minutes (each way)
17. Will your car or transportation/ride plan get you to and from school reliably?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
18. If no, what is your alternative?		
19. Will you need to change your childcare arrangements if you attend this program?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

## Tips

- Does the schedule and learning style work best for you?
- Is the location of the school convenient?
- Does the training help you reach your short- term goal?
- Does the training provider help with Job Placement?
- Does the credential at the end of training match the credential on the job leads?



# Starting Your WIOA Program: Training Provider

## Training Provider Requirements

- Some programs may require you to take an assessment (TABE, PROVE IT etc.). Your Career Advisor will work with you if an assessment is needed.
- Start your Application Process with the Training Provider
  - Submit a completed Acceptance Letter & Financial Aid information if Applicable



# Starting Your WIOA Program: Training Provider

## What support is available for you during training?

- Supportive Services
  - Transportation
  - Child Care
  - Uniforms/Books
  - Based on Need/Availability
- Speak openly with your career advisor about any challenges/successes
- Job placement assistance

If you have a concern,  
please speak with your  
career advisor.



# Starting Your WIOA Program: Policies You Need to Know About

## What if I have an issue with my training provider?

- Talk to your career advisor right away about issues that arise with your training provider
- Review your Training Enrollment Agreement

## What if you do not complete training?

- Communicate with your Career Advisor
- Provide Proof of Extenuating Circumstances
- Extenuating Circumstance must be Resolved

## What if I have already attended training?

- Talk to your Career Advisor about training options available to you



# Completing Your WIOA Program

- 1) Long-Term Career Goal: Information about type of job customer wants, amount of money to be earned 3 years from now.
- 2) Short-Term Career Goals (3): that will help them achieve the long-term goal (training, promotion, other items to them personally).

Am I selecting the Right Industry based on my skills and experience?

Skill Matcher Assessment

Technical, Soft, Transferable Skills

Update Your Resume

Social Media, Email & Voicemail Audit

Labor Market Research

Does this industry provide the financial opportunity I need?

Monthly Expense Summary

Supportive Services

Does this training provider help me reach my goals?

Training Provider Research

Assessments (TABE/Prove It)

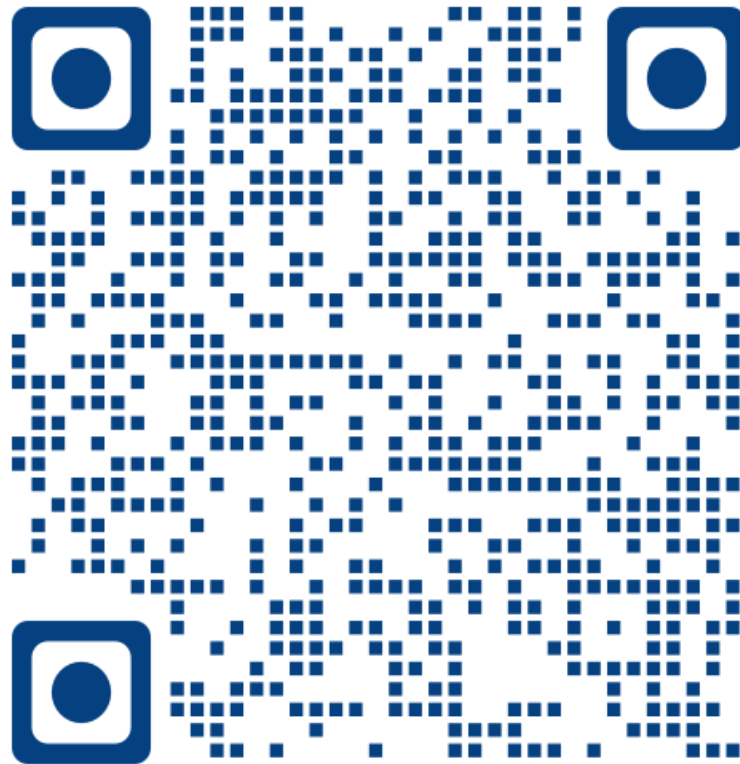
Acceptance Into Training Program

Other Items  
 OCGA Affidavit  
 Release of Information  
Technical College or University  
 Apply for Financial Aid  
 Provide a Financial Aid Summary

Your Career Advisor will share with you some tips for completing the Skill Matcher Assessment, the different forms and labor market research!



Scan Here



or Visit:

[www.atlworks.org/nextstep](http://www.atlworks.org/nextstep)