

Atlanta Regional



Connecting Talent with Opportunity
A proud partner of the American Job Center network

This is an overview of the services available to job seekers as well as Adults and Dislocated Workers interested in skills training before going to work

www.atlantaregional.org/wioatraining

For helpful information click on

Commonly Asked Questions and ARWDB Occupational Training List

Please register yourself into Work Ready Georgia Online Participant Portal: <https://www.workreadyga.org/vosnet/Default.aspx>

1. Any information you provide shall be voluntary
2. Any information provided shall be kept confidential as provided by law.
3. Your refusal to provide any information shall not subject you to any adverse treatment, and
4. Any information provided shall be kept confidential.

Click on "Not Registered?" Choose Option 3 - Create Individual Account

Note your User Name and Password here:

User name: _____

Password: _____

Security Response: _____

Auxiliary aids and services available upon request to individuals with disabilities and limited English proficiency- Equal Opportunity Program
Eligibility Checklist

- _____ Driver's License or Photo ID - may also serve as proof of County Residency
- _____ Social Security Card - signed
- _____ Notarized OCGA Affidavit Form documents citizenship- Make sure document presented to Notary is listed on form.
- _____ Proof of County Residency - see above
- _____ WIOA Application - make sure it is completed and signed
- _____ Grievance Policy - Signed
- _____ Grievance Policy - Signed copy given to applicant
- _____ Selective Service Registration (Males only)
- _____ Form DD-214 (Veterans only)

Resume Not Required for Eligibility – amplifies experience and skills

Adult - Based on Family Size and Income

- _____ Unemployed or SNAP or TANF
- _____ Individual with disability whose income meets guidelines but member of family whose income does not.
- _____ Underemployed - family size and income meet guidelines, OR employed part time seeking full time, OR employed in a position not commensurate with the individual's demonstrated level of education and skills, OR employed but current job earnings are not sufficient compared to previous earnings.
- _____ Family Composition Form and documentation of 6 months income

Dislocated Worker (Laid off from your job)

- _____ Claim Examiner's Determination
- _____ Verification of Unemployment Insurance Status
- _____ Separation Notice / Layoff Letter from Company
- _____ Unlikely to Return to Former Occupation or Industry

Career Services

Online Job Search Handbook - At Each Computer Station

Career Interest Assessments

- CareerScope Interest and Aptitude Assessment recommended as important career exploration activity.

Career Exploration Online

Labor Market Information

JobSmart Workshop

- Excellent preparation for job search

Resume Building

- Resume Workshop recommended for best resume to begin job search

Fax, Email, Internet

Unemployment Insurance Guidelines at: www.dol.ga.us

Career Advisor: _____

Phone: _____

Email: _____

- _____ TABE - (Test of Adult Basic Education)
www.testprepreview.com for study.
- _____ Date:_____ allow 2 hours
- _____ JobSmart Workshop - optional until job search
- _____ Date:_____
- _____ CareerScope - optional - very helpful career exploration
- _____ Assess (for PMP and IT training programs)
- _____ Date: _____
- _____ Individual Employment Plan (IEP)
- _____ Training Program Research Form - Research from 2 schools
- _____ - form on website
- _____ Labor Market Research Form - 8 current jobs related to training
- _____ - form on website
- _____ Background Check Release (for Accounting, Edu, CDL,
HVAC, Healthcare, Law Enforcement, Cyber Security and
Human Resources)
- _____ Background Check Results
- _____ MVR, Drug Screen Results, DOT Physical Report - CDL
- _____ Full Admittance Letter from Community College OR
- _____ Acceptance Letter from other providers
- _____ Enrollment Agreement

Training Approval Activities

Currently Enrolled Students at Community College or Regent's
Universities:

- _____ Financial Aid Printout from School/College if applicable
(HOPE< PELL, etc.)
- _____ Transcripts for current students (CT - under Banner
including GPA)
- _____ Updated Resume Toward End of Training for Job
Search