

Steps: How to get a WIOA Title I Training Scholarship

Below is a summary of the steps needed to apply for an occupational skills scholarship from WIOA Title I. The staff will go over these steps with you so you'll know what to expect throughout process.

- Register with the Maryland Workforce Exchange: www.mwejobs.maryland.gov
- Complete the "Work Interest Analyzer" (O*NET) located on the MWE website and print out the results. Select: Services for Individuals, Career Services, Career Explorer, Match Your Interests and Your Work Values, then choose Your Work Interests: this will allow you to explore the type of work activities that you like and view occupations that will satisfy your interests. The process of determining your interest profile usually takes 15 minutes.
- Placement tests are required for admission for all training vendors. The testing center at Chesapeake College (Wye Mills or Cambridge) is free – ask to print out the results. The results of these tests will help us ensure you are placed in a course where you can be successful. Bring the test results with you for your intake appointment.
- Apply for a PELL grant for any **credit classes** – www.fafsa.gov – This is a requirement before training scholarships can be approved. Please bring the verification letter to your intake appointment.
- Participate in the Ready-To-Work job connecting workshops – WIOA staff will facilitate getting available workshop dates to you. The workshop is free, and required for training scholarship consideration: ask for the Dependable Strengths workshop. Other job connecting workshops are available at the One-Stop Career centers for job application, resume, and for interviewing skills.
- Eligibility review for WIOA training scholarship funds: resource staff will give you a list of the elements needed for your eligibility review.
- The WIOA training scholarship requires a written proposal from you which includes: five (5) available job listings for employment in the training field for which you are seeking training. The training scholarship proposal will also need to include your idea for why this training is a good match for you based upon your work experience, skill set and the qualifications needed for the job you desire. The WIOA staff will explain the proposal template and guide you through this requirement.
- A practice interview is the next requirement. When you meet with WIOA staff, you will need to bring a prepared resume, cover letter and a completed job application. WIOA staff will coach you through the interview to practice answering questions and to prepare you for your job interview in the career field you have chosen. This is also when you will bring your WIOA scholarship proposal, O*NET results and the 5 printed job listings.
- Complete your intake and authorization for training with WIOA staff. We will contact you to schedule this appointment for you. It is at this time that you will also complete the WIOA application and the Department of Labor required complaint/grievance statement.

PLEASE NOTE: We will continue to stay in touch with you for one year to hear about your success with employment!

To complete the WIOA eligibility screening with resource staff. You will need a copy of the following documents:

<p>Youth</p>	<p>Driver's License Birth Certificate Social Security Card Selective Service Verification https://www.sss.gov (males only born after 1959)</p> <p>AND one of the following: Verification of dropout from school system Verification of attending Adult Ed Classes (GED Prep) Verification of Ex-offender through Juvenile or Adult Justice System Homeless or run away (applicant statement) Birth Certificates of all children Documentation of disability – IEP Income verification, i.e. pay stubs (last 6 months) Public assistance verification</p> <p>College Placement Test results ONET results Scholarship proposal which includes five job listings DD214 (if applicable)</p>
<p>Adult</p>	<p>Driver's License Birth Certificate Social Security Card Selective Service Verification https://www.sss.gov (males only born after 1959) Income verification, i.e. pay stubs (last 6 months) Public assistance verification College Placement Test results ONET results Scholarship proposal which includes five job listings DD214 (if applicable)</p>
<p>Dislocated Worker</p>	<p>Driver's License Birth Certificate Social Security Card Selective Service Verification https://www.sss.gov (males only born after 1959) Lay-off letter Unemployment eligibility letter College Placement Test results ONET results Scholarship proposal which includes five job listings DD214 (if applicable)</p>

More resources: www.uswib.org website has a link called **Ready-To-Work**. Click on the words to get available templates for cover letters & a functional resume; a sample application; sample interview questions that employers may ask, and sample interview questions you may want to ask.

