

Metro Atlanta



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

Starting Your WIOA Program

Starting Your WIOA Program

Agenda

- Where you are in the process?
- Goal of WIOA
- Career Advisors
- Answering the research questions
 - Selecting an industry based on skills and interests
 - 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

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 experiences to enter and grow in an industry that allows them to increase income opportunity.

We do this through earn and learn opportunities, customized 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 interests**?
- 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



Starting Your WIOA Program

Career Advisors

City of Atlanta

Darius Jackson
Stacy Mahaffey
Verneria Robinson
Kenya Williams
Christopher McHenry

Cobb

Jennifer Donaldson
David Green
Gloria Joseph
Chelseia Sims
Vanessa Beckett

DeKalb

Janae Martin
Chanell Davis
Jowan Dennis

Fulton

Ashanti Hardy
Angela Burney
Lisa McKnight



Starting Your WIOA Program

Career Advisors – Atlanta Regional Commission

Cherokee

Nikki Thomason

Fayette

Donise Anderson

Henry

Dora Lucier

Clayton

Lelia Lomax
Marvin Hall
Ervin Smith
Cynthia Johnson

Gwinnett

Jane Scott
Frankie Placide
Te'Shira Haley
Karlisha Vice

Rockdale

Carol Guertin

Douglas

Sharon Stewart
Shelbie Arnold

Gwinnett Tech

Laura Price
Jeanette Kiene

West Georgia Tech

Shelbie Arnold



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





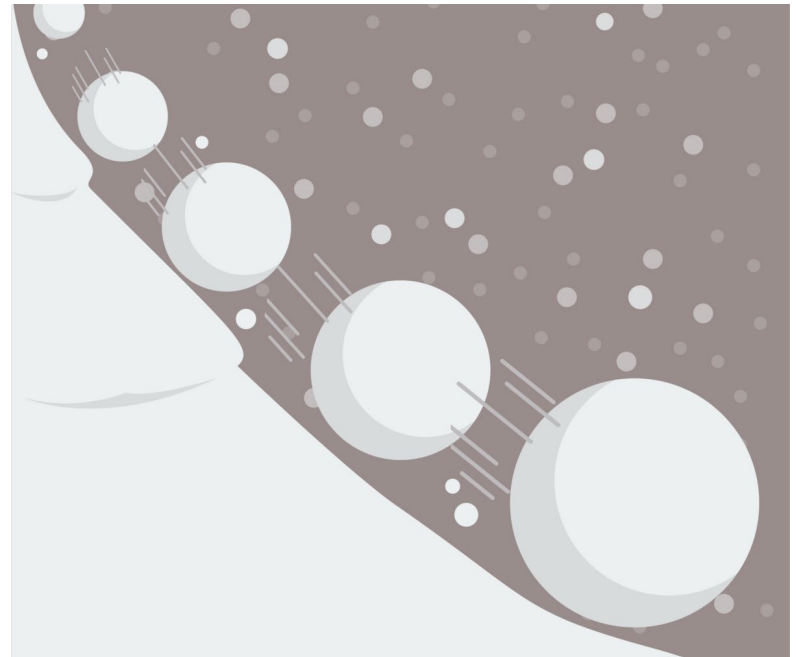
Why is it important to set goals?



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**



Starting Your WIOA Program: Skills and Interest

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



Starting Your WIOA Program: Skills and Interest



1. Careers that match your skills




Skill Matcher Assessment

3. Your Full List of Skills

2. Sort by education level

[Change answers](#)

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

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](#)

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 \(4\)](#)

Sort by: Match: High to Low

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

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.

Complex Problem Solving Noticing a problem and figuring out the best way to solve it.

Customer and Personal Service Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Helping People Looking for ways to help people.

Instructing Teaching people how to do something.

Monitoring Keeping track of how well people and/or groups are doing in order to make improvements.

Personnel and Human Resources Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Quality Control Analysis Testing how well a product or service works.

Teaching and Course Design Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

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.

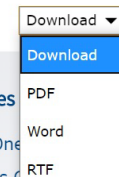
How you can save this document:

- Print
- Email to yourself
- Download

Mechanical Knowledge of machines and tools, including their designs, uses, 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 for promoting effective local, state, or national security operations for the protection of institutions.

Repairing Repairing machines or systems using the right tools.



Help

FAQs

Data Sources

Cite this Website

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 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

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-4)	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
Business and Financial Operations Occupations								
111021	Human Resources Specialists	11,601	\$30.77	13,426	Bachelor's degree	None	None	\$30.75
111111	Management Analysts	16,441	\$46.59	18,053	Bachelor's degree	Less than 5 years	None	\$46.58
132001	Accountants and Auditors	26,135	\$37.98	28,836	Bachelor's degree	None	None	\$38.00
132031	Financial Analysts	5,367	\$42.21	5,668	Bachelor's degree	None	None	\$42.21
Computer and Mathematical Occupations								
151241	Computer Systems Analysts	12,525	\$45.34	10,304	Bachelor's degree	None	None	\$45.35
151242	Information Security Analysts	2,718	\$46.73	2,355	Bachelor's degree	Less than 5 years	None	\$46.71
151311	Computer Programmers	4,609	\$46.59	2,737	Bachelor's degree	None	None	\$46.57
151312	Software Developers, Applications	21,013	\$51.63	22,945	Bachelor's degree	None	None	\$51.64
151313	Software Developers, Systems Software	8,729	\$51.44	7,406	Bachelor's degree	None	None	\$51.45

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Starting Your WIOA Program: Industry Research

What is a career pathway?

- How do you advance in the industry
 - What education and experience is needed
- How you can make a lateral move

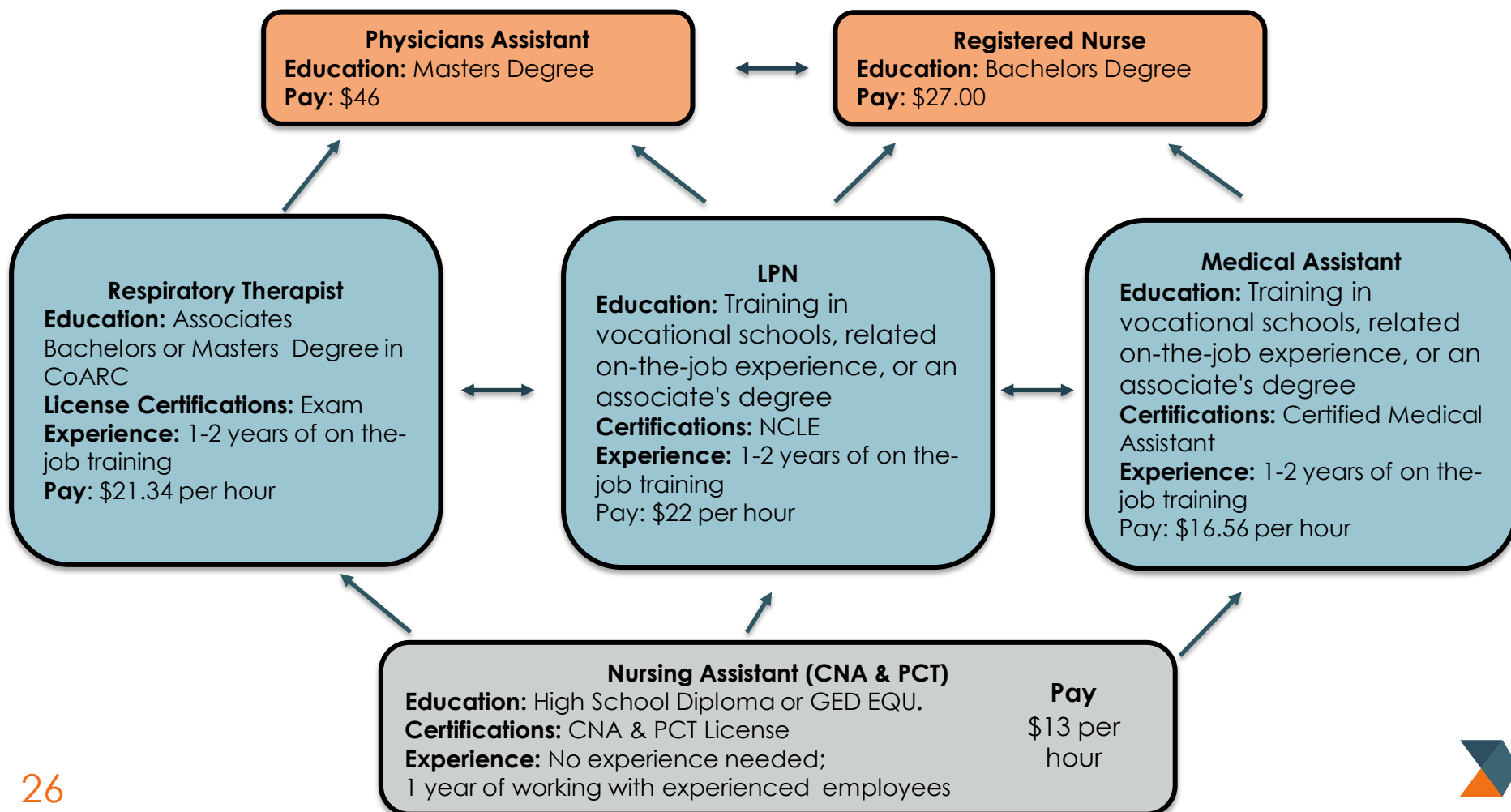
How a career pathway will help you?

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



Starting Your WIOA Program: Industry Research

Career Pathway: HealthCare



Selecting the Right Career and Training Program

Career Pathway: Skilled Trades

Laborer

Tasks

Physically demanding
Preparing tools
Cleaning
Heavy lifting

Training/Certifications

OSHA 10
First Aid
Flagging Certified

Time to Master

4 Months – 2 Years

Pay

\$12 - \$14 per hour

Apprentice

Tasks

Physically demanding
Supporting mechanic
Learning specialized skills

Training/Certifications

Same as Laborer
Speciated Tool Training

Time to Master

2 – 5 Years

Pay

\$14 - \$17 per hour

Mechanic

Tasks

Expert in specialized skills
Train apprentice
Lead when Foreman is not available

Training/Certifications

Same as Apprentice
Specialized Skills Training
OSHA 30

Time to Master

3 -10 Years

Pay

\$15 – \$30 per hour

Foreman

Tasks

Supervise crew
Communication with other companies
Manage crew production

Training/Certifications

Same as Mechanic
Competent Person Technology

Time to Master

5– 10 Years

Pay

\$20 - \$40



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 years
- 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



Starting Your WIOA Program: Financial Opportunity



Does this industry provide me the financial opportunity I need to support my needs?



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

Self Sufficiency Standard



Starting Your WIOA Program: Financial Opportunity



Self-Sufficiency Standard: Example

Fulton County self-sufficiency budget for one adult and two school aged children

Monthly Costs	Self-Sufficiency Budget
Housing	\$1,067
Childcare	\$904
Food	\$715
Health	\$437
Transportation	\$95
Miscellaneous	\$322
Taxes	\$727
EITC	\$0
Child Care Tax Credit	-\$100
Child tax Credit	-\$333
Monthly Self-Sufficiency Wage	\$3,833
Hourly Self-Sufficiency Wage	\$21.78
Annual self-Sufficiency Earnings (Pre-Tax)	\$46,000



Starting Your WIOA Program: Financial Opportunity

Monthly Expense Summary

Family Size
 # of Adults: 1 Adult
 # of Children (infant, toddler, youth, teenage).
 2 (Teenager & elementary)

Monthly Expense Summary	
Housing (Rent/Mortgage, Utilities (Water, Trash, Electric Gas))	\$1,300
Childcare	\$250
Food	\$400
Health	\$600
Transportation	\$400
Miscellaneous	\$350
Monthly Basic Need Wage (Housing + Childcare + Food + Health + Transportation + Miscellaneous)	\$3,300
Hourly Self-Sufficiency Wage (Monthly Self-Sufficiency Wage / 160 (Hours))	\$20.63
Annual Self-Sufficiency Earnings (Monthly Self-Sufficiency Wage * 12)	\$39,600

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: _____

Monthly Expense	Amount
Housing — Rent/Mortgage, Utilities (Water, Gas, Electric and Trash)	
Childcare	
Food	
Health	
Transportation	
Miscellaneous — Medication, Cell Phone, Internet, etc.	
Monthly Basic Needs Wage (Housing + Childcare + Food + Health + Transportation + Miscellaneous)	
Hourly Basic Needs Wage (Monthly Basic Needs Wage / 160 Hours)	
Annual Basic Needs Earnings (Monthly Basic Needs Wage * 12)	

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

If no, will that opportunity be available to you as you grow in the industry's career pathway?

☐ yes ☐ no

3 If you are planning to attend training, is there anything about 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:

Starting Your WIOA Program: Financial Opportunity

Supportive Services

- Based on need and availability
- Support for:
 - Transportation
 - Childcare
 - Other based on need/availability



Starting Your WIOA Program: Training Provider



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

- 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

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



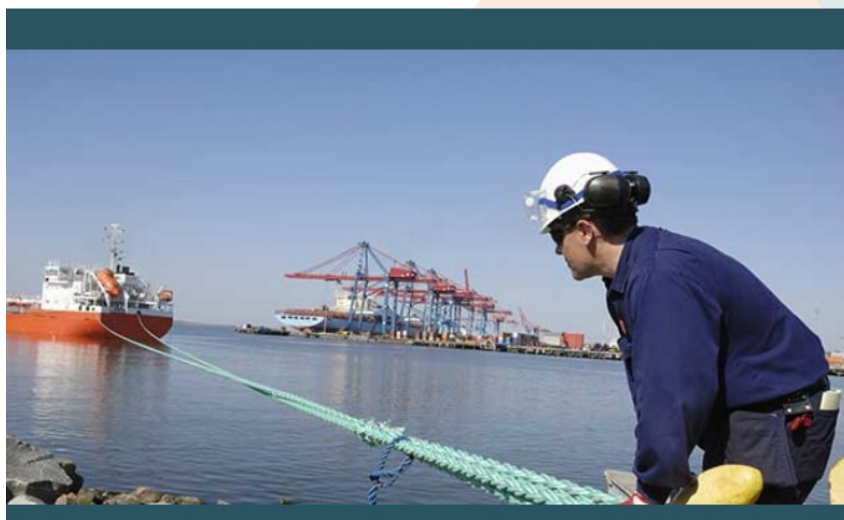
WorkSource Portal

Username

Password

Sign In

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

[Home](#) [My Dashboard](#) [Register or Sign in](#) [Services for Individuals](#)

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



Keyword (e.g. Accounting):

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

Program of Study Leads To:

Any Qualification

Maximum Total Cost:

Any Cost

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

[Eligible Training Provider List explanation](#)

None Selected

Location Type:

None Selected

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

None Selected

Day or Night Classes:

Any Class

Program Type:

Classroom and Online

Registered Apprenticeship:

☐ Yes ☐ No ☒ None Selected

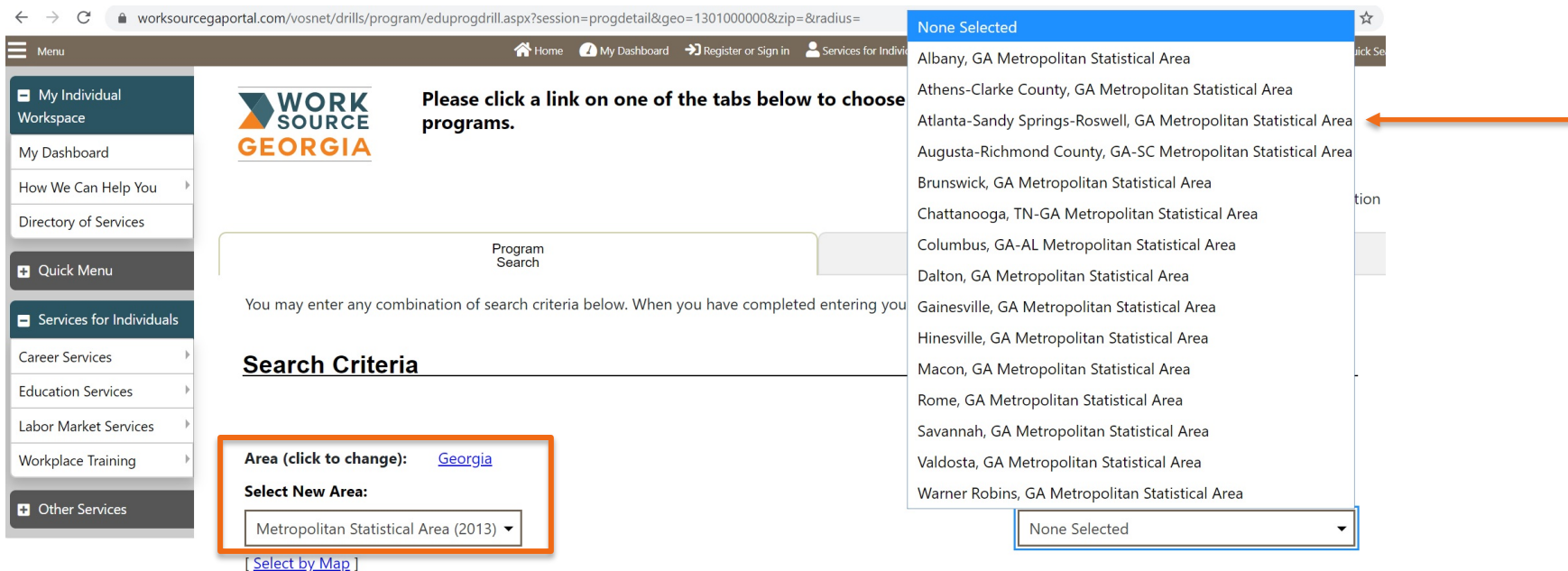
Step 1:

Update the area
from **Georgia**



Selecting the Right Career and Training Provider

WorkSource Georgia Portal Training and Education Programs



worksourceportal.com/vosnet/drills/program/eduprogdrill.aspx?session=progdetail&geo=1301000000&zip=&radius=

Menu Home My Dashboard Register or Sign in Services for Individuals

My Individual Workspace

- My Dashboard
- How We Can Help You
- Directory of Services

Quick Menu

Services for Individuals

- Career Services
- Education Services
- Labor Market Services
- Workplace Training

Other Services

WORK SOURCE GEORGIA

Please click a link on one of the tabs below to choose programs.

Program Search

You may enter any combination of search criteria below. When you have completed entering you

Search Criteria

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

Select New Area:

Metropolitan Statistical Area (2013) ▼

[[Select by Map](#)]

None Selected

- Albany, GA Metropolitan Statistical Area
- Athens-Clarke County, GA Metropolitan Statistical Area
- Atlanta-Sandy Springs-Roswell, GA Metropolitan Statistical Area
- Augusta-Richmond County, GA Metropolitan Statistical Area
- Brunswick, GA Metropolitan Statistical Area
- Chattanooga, TN-GA Metropolitan Statistical Area
- Columbus, GA Metropolitan Statistical Area
- Dalton, GA Metropolitan Statistical Area
- Gainesville, GA Metropolitan Statistical Area
- Hinesville, GA Metropolitan Statistical Area
- Macon, GA Metropolitan Statistical Area
- Rome, GA Metropolitan Statistical Area
- Savannah, GA Metropolitan Statistical Area
- Valdosta, GA Metropolitan Statistical Area
- Warner Robins, GA Metropolitan Statistical Area

Select New Area
Metropolitan Statistical Area 2013

Atlanta-Sandy Springs- Roswell, GA
Metropolitan Statistical Area



Starting Your WIOA Program: Training Provider

WorkSource Georgia Portal Training and Education Programs

Search Criteria

Area (click to change): [Atlanta-Sandy Springs-Roswell, GA Metropolitan Statistical Area](#)

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?](#)

Day or Night Classes:

Program Type:

Registered Apprenticeship:

CDL

Any Qualification

Any Cost

Yes

None Selected

None Selected

Any Class

Classroom and Online

☐ Yes ☐ No ☒ None Selected

Search

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)

[\[Reset Criteria \]](#)



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	Key Words
CDL BASIC TRACTOR TRAILER TRAINING <small>WIOA</small>	An industry-recognized certificate or certification	KATLAW TRUCK DRIVING SCHOOL GA	5000 Austell Powder Springs Rd,	Austell	GA			
CDL TRACTOR TRAILER TRAINING <small>WIOA</small>		ATLANTA TRUCK DRIVING SCHOOL, INC. GA	2251 Sylvan Road, Suite 300				\$2,200.00	2
CDL TRACTOR-TRAILER TRAINING <small>WIOA</small>		AMERICA'S DRIVING FORCE OF C GA			GA	30288	\$3,235.00	2
COMMERCIAL DRIVERS LICENSE TRAINING <small>WIOA</small>			Central Blvd	Buford	GA	30518	\$3,995.00	4
COMMERCIAL DRIVERS LICENSE TRAINING <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 Words: (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 \$ _____ total cost Other costs: \$ _____ books \$ _____ supplies \$ _____ tools \$ _____ uniforms \$ _____ testing & licensing exams	\$ _____ tuition and fees per # _____ semesters \$ _____ total cost Other costs: \$ _____ 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

- Assessments
 - Test Adult Basic Education (TABE)
 - Provet
 - Programs IT, Project Management and Lean Six Sigma
- Start your Application Process at 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
- Speak openly with your career advisor about any challenges/successes
- Job placement assistance

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



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?

Starting Your WIOA Program: Policies You Need to Know About

What if I need to go to a different training provider?

- Technical College System of Georgia
 - 3 Days
- 5 Day a Week Class
 - First Week
- 1 Day a week class
 - 2 weeks

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?

- Next Step in Your Career Pathway
- Declining Industry
- COVID-19 Related Declining Industry



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 interests?

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
 Receives a Financial Aid Summary

