



## How to apply for a WIA Training Scholarship in the North Central Region

Individuals who are age 18 and older, have a high school diploma, and are committed to career advancement may qualify for a training scholarship; eligibility is based on employment status or family income. To apply, follow these steps.

1. Visit one of the *CTWorks* Centers: Hartford: 3580 Main Street, 256-3875 ~ New Britain: 260 Lafayette St, 827-6240; ~ Enfield: 620 Enfield St, 741-4295 ~ Manchester: 893 Main St, 643-2222 ~ Bristol: 55 South St, 583-9946
2. If you have not been working, or are earning low wages, sign up for and attend a WIA Orientation. If you have been laid off from work, the Dislocated Worker One-Stop Orientation is best for you.
3. Attend the information session on Career Training that follows the WIA orientation. For those who are interested in a career in healthcare, attend the Health Careers Orientation. If you are seeking job search assistance to advance with your present skills, simply move on to the step 4 after WIA orientation.
4. Complete the self-assessment and application packet that you receive at orientation and return it to the *CTWorks* center.
5. We will review your packet, and contact you within 5 business days to schedule an appointment and let you know what to bring with you.
6. At your appointment, you will meet with an employment specialist who will review your application, talk with you about your career goals, and let you know whether you are eligible.
7. Those who do not qualify will be informed of alternate services; eligible applicants will proceed to work with the employment specialist to:
  - Review your education and work history, and assess your reading and math skills and career interests.
  - Develop an individual employment plan to set your career advancement goal.
  - Identify an occupation that is a good fit for your background, skills, and interests, and that is in demand in our area.
  - Select a WIA-approved training provider.
  - Complete the process with a complete Individual Training Scholarship Voucher.