

WIOA Enrollment Process

1. Complete WIOA AD/DW Prescreen at <https://forms.office.com/r/S5UmiQ9Uy6>



2. **Create an account on www.employflorida.com.**
 - a. Complete the background wizard
 - b. Upload your resume
 - c. Complete the Work Interest Analyzer
 - d. Upload your driver's license and social security card into employflorida.com
3. **Review the required documents checklist and gather ALL the required documents and upload them into Employ Florida. Referenced the required documents checklist.**
4. **Attend WIOA Information session. To schedule a WIOA information session please email us at addw@careersourcetb.com. Info sessions are invitation only.**
5. **Pass the Wonderlic Assessment Exam**

The Wonderlic Exam is a REQUIRED basic math and verbal skills assessment for all WIOA applicants unless you qualify for an exception. You must pass each section at a 9th grade or higher level. To register for Wonderlic email intakeaddw@careersourcetb.com. You will receive a link via email to complete the virtual Wonderlic Assessment. You are exempt from Wonderlic if you meet one of the following:

- Associate degree or Higher
- Possession of CDL Class A Permit
- Currently enrolled in training with a GPA of 2.0 or Higher
- If only interested in Work Based Learning (OJT, PWE (Paid Work Experience), Registered Apprenticeship)

*** If you have documentation to waive the Wonderlic please upload it to employflorida.com.

You can find a [free Wonderlic Study Guide](#) here:

<https://beatthewonderlic.com/take-a-free-wonderlic-test-online/>

<https://www.jobtestprep.com/wonderlic-practice-test>

After completing the Wonderlic exam email us at Intakeaddw@careersourcetb.com

6. Review the Eligible Training Provider List, choose a training provider and program, and obtain a letter of intent.

You will need to gather the following information from the training provider:

- If you are newly enrolled in training, you will need a letter of intent with a start date **NO EARLIER THAN 30 days** from the date of your career coach appointment.
- Verification of Pell Grant and/or financial aid for the entire training.
- If enrolled in school, a copy of your most recent transcript and any entrance exams taken. (If enrolled in school, WIOA will assist with tuition for any subsequent semesters, not the one you are currently in.)
- CDL training customers require a pre-hire letter, a valid driver's license, and no open traffic tickets.
- If your training costs more than \$5,000 documentation to cover the remaining balance. Examples include a financial aid award letter, documentation of loans, CTR letters from CDL training provider, and bank/credit card statements showing cash on hand.

7. Complete Employability Assessment and schedule Appointment with the Career Coach

Upon eligibility determination you will be assigned to a Career Coach. Your Career Coach will contact you to set up the initial assessment appointment. P

During the appointment you will:

- Complete WIOA Application**
- Create your Individual Employment Plan (IEP).**

8. Enrollment Approval:

After the appointment the following will happen:

- Your application will be reviewed by the management team for approval**
- Once a decision has been made you will be notified by your career coach of the application status.
- If approved, you will receive a voucher to provide the training provider for payment.
- You must contact your career coach to verify you started training for your tuition to be paid.**
- Once accepted into the WIOA program you will maintain monthly contact with your coach and will follow up for one year after you complete training and obtain employment.**