



Be a Certified

Illinois workNet™ Advisor

Your Opportunity to Connect and Gain Knowledge

In today's fast-paced environment, we need to be able to quickly connect to resources and information that make our jobs easier and provide the best possible solutions for our customers. A Certified Illinois workNet™ Advisor is an individual who is knowledgeable of and able to connect customers to career transition assistance, education and training opportunities, and work support services through the use of technology, and in particular, through the Illinois workNet Portal (<http://www.illinoisworknet.com>).

Certified Illinois workNet Advisors may work in a number of settings to include Illinois workNet™ Centers and their partner agencies, faith-based organizations, community-based organizations, libraries, and education entities.

Course Facts

The online course is composed of an introduction and units which cover the following topics: using Illinois workNet; using the Illinois workNet Key Sectors Pathway; conducting a job search; and locating education, training and services. The only requirements to take this course are that you are an Illinois workNet Partner and that you have access to the Internet. The course averages about five hours to complete. There is no travel or additional reading materials and you can take it at your own pace. Even if you have never taken an online course, this course is designed to be easy to take and to understand.

Each unit is composed of lessons with five-question quizzes that are not graded and at least one learning activity. Each unit includes a unit quiz with ten questions that are graded. A passing score of 80%, based only upon unit quizzes, is required to pass the course. Upon successful completion of the course, a Certified Illinois workNet Advisor Certificate is earned as well as one Continuing Education Unit from Southern Illinois University Carbondale, Department of Continuing Education. The course is a valuable resource, so after completing the course you will still have access for as much as one year.





Certified Illinois workNet™ Advisors

Use the Illinois workNet™ Portal to assist their customers and:

- have the ability to connect customers to job search planning techniques and strategies
- understand and are knowledgeable of how to interact with diverse populations
- understand, utilize, and connect customers to basic labor market and career information
- demonstrate the ability to use technology, including providing basic technology training and assistance
- understand, utilize, and connect customers to education and training opportunities in Illinois
- know how to connect individuals to state and local work support services

Enrollment is Through Local Workforce Investment Areas and Boards

Enrollment is FREE to Illinois workNet sites! To learn more about becoming an Illinois workNet site and enrolling in the course, contact the Illinois workNet Team.

Contact Information

For more information about the course, contact the Illinois workNet Team.

Phone:

Fax:

E-mail:

TTY users may reach us by using the Illinois Relay Center by dialing 711 or 1-800-526-0844.

Sponsored by the Illinois Department of Commerce and Economic Opportunity.



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

Illinois workNet™ Centers are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.