



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 and able to effectively use the Illinois workNet portal in their daily activities to assist Individuals and Businesses.

(<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.



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

Course Facts

The online course is composed of Foundation Modules that use a scenario based approach to familiarize you with the resources in Illinois workNet in the context of working with customers. The Foundation Modules are a requirement for maintaining access to the Illinois workNet workforce professional pathway tools and resources. Additional series and optional modules are available as well. The only requirement to take this course is that you have Internet access. The course averages about 3.5 hours to complete (Foundation Modules only). There is no travel or additional reading material, 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 understand.

Each series is composed of modules with ten-question quizzes and at least one learning activity. A passing score of 80%, based only upon module 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. Since the course is a valuable resource, you will have access to it as long as you re-certify annually.



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
- provide business services to customers
- 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: 217-786-3010

Fax: 217-786-3021

E-mail: info@illinoisworknet.com

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.



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