

1. **Determine Enrollment Eligibility** – Illinois workNet Access/Service Provider Sites<sup>1</sup> enroll staff that assists customers.
  - WIA Title 1 Funded Access/Service Provider Sites<sup>2</sup> – All staff that assist customers (job seekers and businesses) enroll.
  - Other Access and Access/Service Provider Sites – At minimum, one staff member is a Certified Illinois workNet Advisor (CIWA).
  - Dissemination Sites – Local areas may invite access site staff to complete the course but it is not required.
  
2. **Identify Individuals to Enroll** – The Illinois workNet Coordinator works with all Illinois workNet Access/Service Provider Sites to identify individuals to complete the course (every LWIA assigns a point person to act as the Illinois workNet Coordinator).
  - a. The coordinator uses pre-populated fields to pre-register individuals.
    - i. Coordinator contacts each Illinois workNet Access Site contact person and requests individuals who have been identified to take the course to set up a *My Illinois workNet* account within the Illinois workNet Workforce Professionals Pathway.
    - ii. Individuals set up an Illinois workNet account in the Workforce Professionals Pathway:
      1. Go to [www.illinoisworknet.com](http://www.illinoisworknet.com) and select [Workforce Professionals Pathway Enter Here](#).
      2. Set up a Workforce Professionals Pathway account by selecting *Set Up an Illinois workNet Account*.
      3. Click on the area where your office is located on the state map. A list of all offices by city will be displayed.
      4. Click on the link with your office name.
      5. The system will transfer to the next page with your organization pre-selected, and you can then continue with the registration process.
      6. Select your reason for the account as registering for the CIWA course.
    - iii. Coordinator enters the Illinois workNet Workforce Professionals Pathway. ([http://www.illinoisworknet.com/vos\\_portal/advisors/en/Home](http://www.illinoisworknet.com/vos_portal/advisors/en/Home)) and selects “Site Admin” from top navigation and then selects “Course pre-registration” from left hand menu.

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<sup>1</sup> Access/Service Provider Sites – These are sites that provide access to computers where customers may use Illinois workNet and staff providing workforce support services. Access sites may be Workforce Investment Act (WIA) Title I funded sites or other partners that do not receive WIA funding, such as libraries.

<sup>2</sup> WIA Funded Sites – These are sites that directly receive Title 1 WIA funding.

- iv. Coordinator pre-registers the individuals who have set up an account.
3. **Provide Enrollment Instructions** – The Illinois workNet Local Management Site automatically generates an email to each individual submitted by the coordinator (and copies the coordinator). The email provides:
    - a. Instructions on how to enroll via the online registration form.
    - b. Registration and course completion deadline (the course must be completed within 90 days based on the date the email was generated).
  4. **Individual Enrolls** – The individual follows the emailed instructions to enroll via an online registration page. Once enrolled, an e-mail is automatically sent to the individual and provides:
    - a. URL to access the course through the Illinois workNet Workforce Professionals Pathway ([http://www.illinoisworknet.com/vos\\_portal/advisors/en/Home](http://www.illinoisworknet.com/vos_portal/advisors/en/Home)).
    - b. Individual's username and password.
    - c. Instructions for accessing and completing the course.
  5. **Individual Takes and Completes the Course** – Upon completing the course, the individual earns one Continuing Education Unit (CEU), as well as a certificate that identifies them as a Certified Illinois workNet™ Advisor. Upon completion, the individual may access the course for up to one year.
  6. **Annual Recertification** – The certificate is renewable annually. One year after completing the CIWA Foundation course, individuals will receive an automatic email notification that they have been pre-registered for the CIWA Recertification course. This email will include instructions and a link to complete the registration process. Participants will have 90 days to register and complete the CIWA Recertification course. Upon completion, the individual earns one Continuing Education Unit (CEU), as well as a certificate that identifies them as a Certified Illinois workNet™ Advisor. The individual may access the course for up to one year.