

**? WHY**

**Why do you need to complete the online intake form?**

It is important to find a program that is suitable for you. Suitable means “right for a particular purpose, person, or situation.” The online intake form collects information about your skills, interests, abilities, and experiences. This information is used to find a training program that is “right” for your purpose (goals) and situation.

**i HOW**

**How do you complete the Youth Career Pathway Online Intake Form?**

1. Go to [www.illinoisworknet.com/apply4ycp](http://www.illinoisworknet.com/apply4ycp).
2. **Login** with your existing Illinois workNet account. If you do not have an Illinois workNet account, setup an account. If you create a new account, the system will ask you to sign in with your new account.
3. Read and select the **Terms of Use and Privacy Policy agreement** checkbox to continue.
4. Complete the **Get Recommendations** section of the intake form.

**Get Recommendations** About You

Agreement WIOA Pre-Screening Skills and Interests Provider Baseline Questions Recommendations

It is important to select a training program in an area in which you are interested. Complete the Career Cluster Inventory (5-10 minutes) to identify which career cluster(s) may be a good fit for you.

**STEP 1** Complete Career Cluster Inventory

- Rate 80 activities as: like very much, like, dislike, or not sure.
- This will open in a new window/tab.
- View the results graph to see how your interests match up to each career cluster.
- Come back to this page to complete step 2.

**STEP 2** Enter your top three career cluster results below:

First Choice \*

Second Choice \*

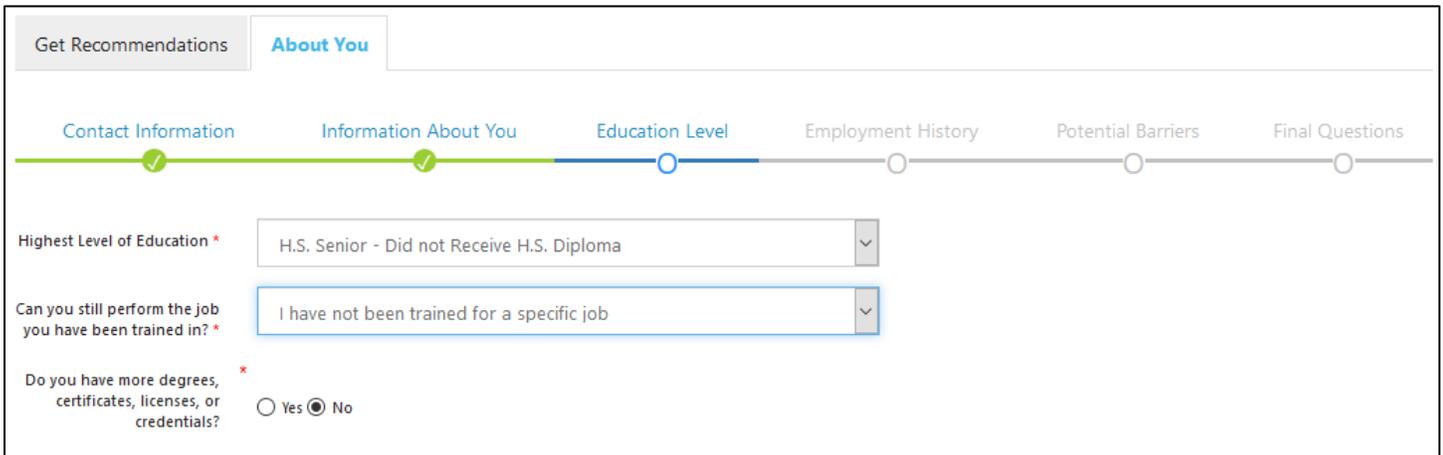
Third Choice \*

- a. Answer a few questions to **make sure you are eligible** for the program.
- b. If you are eligible, you will **complete a skills and interest survey**. This survey will show you which career pathways may be a good match for you.
- c. Enter in your **top three career cluster pathways** into the intake form.
- d. **Select an organization** from a dropdown menu. The list of organizations will appear with the site that is closest to you at the top of the list. Make sure that you choose the organization that you are planning to work with.
- e. The system will provide a list of recommended and non-recommended training program based on the career clusters you selected. Select the program name link to **learn more about the program** and the related careers.
- f. **Decide if you want to continue**.

- i. If you are interested in any of the programs, go to the next section to answer baseline questions. Your answers to these questions help the system find a training program that may be a good match for your situation.
- ii. If you do not want to continue, you can go back to Illinois workNet. If you change your mind, you can finish the intake form later. It will be available on your My Dashboard.
- g. The system will provide program recommendations based on your answers to baseline questions.

**Decide if you want to continue.**

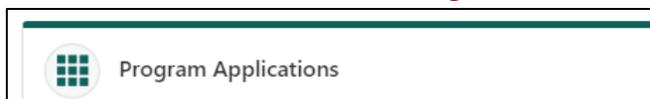
- i. If you choose to continue, you will complete the next section. The next section will ask about your education, past jobs, and areas where you may need help.
  - ii. If you do not want to continue, you can go back to Illinois workNet. If you change your mind, you can finish the intake form later. It will be available on your My Dashboard.
5. Complete the **About You** section. You will be able to preview your answers and make updates. Once the assessment is submitted, you will not be able to make changes.



6. Once started, the intake is available in [www.illinoisworknet.com](http://www.illinoisworknet.com).
- a. Select **My Dashboard** then select **Dashboard** to access the Youth Career Pathway Online Intake Form.



- b. Your intake form will be in the **Program Intake Forms** area.



### What is going to happen next?

1. A career planner will review your information and discuss your training program options.
  - You selected the following training program. \_\_\_\_\_
  - Other Notes:
  
2. If you decide to participate in the program, you will work with a career planner to make sure all of the paperwork and information is available to complete the enrollment process. If an appointment is scheduled through Illinois workNet, the details will be available in your Illinois workNet account in My Messages.
  - Your appointment time:
  - Location:
  - What to take:
  
3. Once enrolled, a career planner will work with you to put together and complete the steps in your services, training, and employment plan.
  - Meet with:
  - Date/Time:
  - Location:
  - What to expect at that meeting:

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711.

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration.

For more information please refer to the footer at the bottom of any webpage at [illinoisworknet.com](http://illinoisworknet.com).