

# Youth Apprenticeship & Career Pathways Program Tools

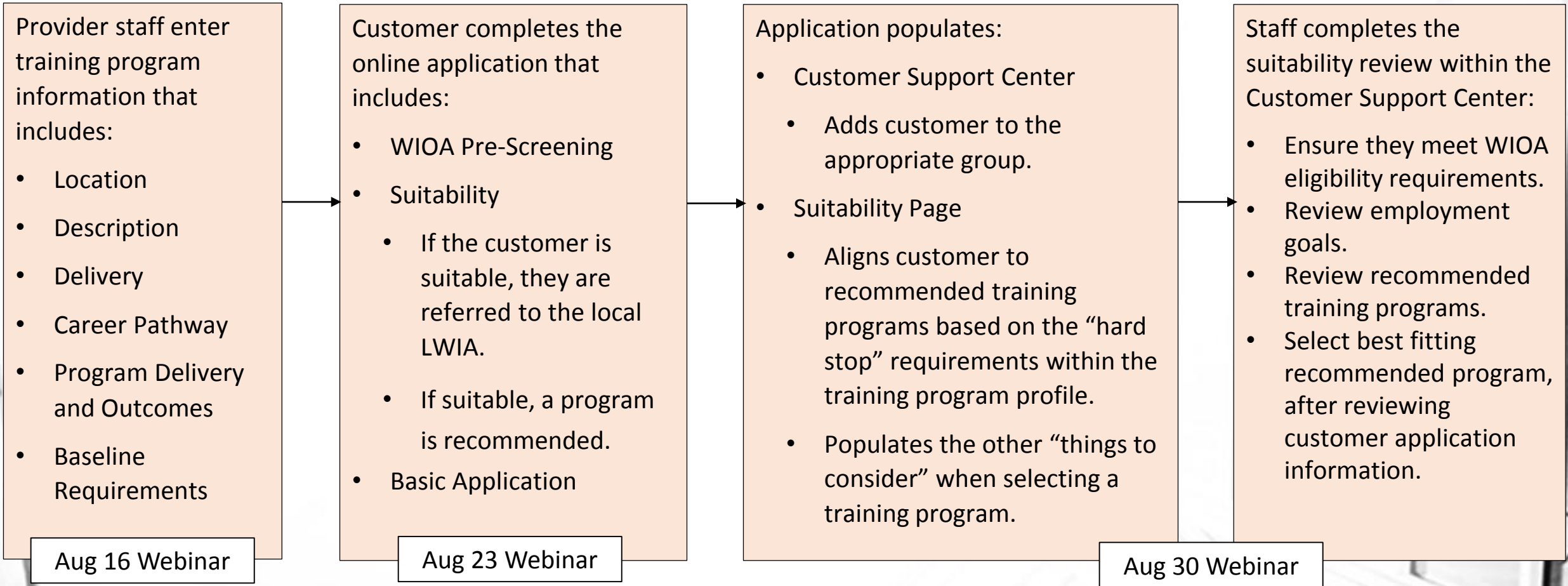
Online Suitability Application Overview  
August 2017



# Agenda

- Suitability Process Flow
- Training Program Information Data Entry Updates
- Online Suitability Application Overview
- Interim Suitability Process
- Next Steps

# Suitability Process Flow Overview



# Training Program Information Data Entry Updates

## RESOURCES

Agencies **Training Programs**

Provider

[Filter](#) [Add Program](#)

Show  entries

Program Name	Length Of Program	Industry	Projected Number of Participants	Actual Enrollment	Contact Name	Options
Construction	3 weeks	Architecture and Construction	45	0	WPP Train10	<a href="#">Edit</a> - <a href="#">Remove</a>
Healthcare	5 weeks	Health Science	20	0	WPP Train10	<a href="#">Edit</a> - <a href="#">Remove</a>

Showing 1 to 2 of 2 entries

Previous  Next

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## RESOURCES

Agencies **Training Programs**

### ADD TRAINING PROGRAM FOR YOUTH BUILD MCLEAN COUNTY

Name \*

Description \*

What is your projected number of participants to serve? \*

Program Contact \*

Street Address 1 \*

Street Address 2

City \*

State \*

ZIP Code \*

Industry \*

# Online Suitability Application Overview

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## YOUTH APPRENTICESHIP APPLICATION

Pre-Screening | Application

Agreement | WIOA Pre-Screening

Illinois workNet helps people reach their training, education, and career goals. You will need to have your current and past employment information accurate to the best of your knowledge. This application contains voluntary questions to help us use solely in connection with record keeping and not penalized for your refusal to answer. Individuals completing this application will receive a notification from workNet. By completing the application, you agree to allow workNet to use the information entered is accurate to the best of your knowledge.

I have read the Terms of use and Privacy Policy and agree to the terms.

Cancel | Start Pre-Screening

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## YOUTH APPRENTICESHIP APPLICATION

Pre-Screening | Application

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

Employment Goals | Training Delivery | Physical Demands | Other Items

Some jobs have hiring requirements based on skills, policies, or laws. Make sure you get trained for a job where your history does not keep you from getting a job. For example, if you are a registered sex offender, you will not be able to get a job working with children.

Do you have 3 or more motor vehicle ticket/instances (excluding parking tickets) in the past three years? \*  Yes  No

Do you have a valid drivers license? \*  Yes  No, but I could get a driver's license

Some employers will complete a background check on new employees. Please check all of the following that apply to your situation: \* *Select all that apply*

- I am registered on the sex offender registry
- I have a violent felony conviction
- I have a non-violent felony conviction
- I have a misdemeanor conviction
- I have been on probation in the past 5 years
- I am not interested in careers
- None of the above apply to me

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## YOUTH APPRENTICESHIP APPLICATION

Pre-Screening | Application

Contact Information | Information About You | Education Level | Employment History | Potential Barriers | Final Questions

Gender \*

Date of Birth \*

Military Status \*

Marital Status \*

Ethnicity \* *Select all that apply.*

- White
- Hispanic

# Interim Suitability Process



Prior to the release of the Youth Apprenticeship/Career Pathway Illinois workNet tools, providers will complete this document for each youth that is interested in participating in their program. The purpose of this document is to ensure youth are aligned to programs based on their skills, interests, and program baseline requirements.

- Does the youth meet any of the following WIDA eligibility requirements? Yes/No
  - Yes: Do they meet the requirements for scenario 1, 2, or 3?
  - No: The customer should not be put into the program.

	Scenario 1	Scenario 2	Scenario 3
Age	14-21	16-21	22-24
In School	Yes	No	No
Meets the following criteria:	<b>In-School Youth Eligibility</b> Low income, receives or is eligible to receive a free/reduced price lunch, lives in a high poverty area and meets one of the following: <ul style="list-style-type: none"> <li>Basic skills deficient</li> <li>An English Language learner</li> <li>An offender</li> <li>Homeless/runaway/in foster care or aged out of foster care system</li> <li>Pregnant or parenting</li> <li>Individual with a disability</li> <li>An individual requiring additional assistance to enter or complete an educational program or to secure or hold employment</li> </ul>	<b>Out-of-School Youth Eligibility</b> <ul style="list-style-type: none"> <li>A school dropout</li> <li>Low income recipient of a secondary school diploma or it's recognized equivalent and                             <ul style="list-style-type: none"> <li>Basic skills deficient or</li> <li>An English language learner</li> </ul> </li> <li>Subject to juvenile or adult justice system</li> <li>Homeless/runaway/in foster care or aged out of foster care system</li> <li>Pregnant or parenting</li> <li>Individual with a disability</li> <li>Low income and requiring assistance to enter or complete an educational program or to secure or hold employment</li> </ul>	

- If the customer is eligible, complete an interest inventory. Based on the results, identify the first, second, and third choice for a career pathway.

Illinois workNet has interest inventories to identify careers/career pathways that match your customer's skills and interests.

- Go to [www.IllinoisworkNet.com](http://www.IllinoisworkNet.com) and login or setup your account.
- Select Skills & Interests.
- Select Career Cluster Inventory.



- View and save results.
- Identify the top 3 career pathway matches.

Identify the Top 3 Matches	Career Cluster Area
	Agriculture, Food, and Natural Resources
	Architecture and Construction
	Arts, Audio/Visual Technology, and Communications
	Business Management and Administration
	Education and Training
	Finance
	Government and Public Administration
	Health Science
	Hospitality and Tourism
	Human Services
	Information Technology
	Law, Public Safety, Corrections, and Security
	Manufacturing
	Marketing
	Science, Technology, Engineering, and Mathematics
	Transportation, Distribution, and Logistics



- Does your organization offer a program that matches one of the 3 career pathway identified by your customer (in previous question)?
  - If the customer career pathway does not match any programs offered by your agency, they should not be put in the program.
  - If the customer career pathway does match any programs offered by your agency, continue with the following baseline assessment questions.

- Does the training program or related career field require a TB or Hepatitis screening? Yes/No
  - Yes: Can the customer pass the required physical test/screening?
    - If the customer cannot meet the requirement, they should not be put into this program.
  - No: This question does not impact customer suitability for the program.

- Does the training program or related career field require drug testing? Yes/No
  - Yes: Can the customer pass the required drug test or is willing to make changes to pass the test?
    - If the customer cannot meet the requirement, they should not be put into this program.
  - No: This question does not impact customer suitability for the program.

- Does the training program or related career field have a vision requirement? Yes/No
  - Yes: Can the customer meet the vision requirement?
    - If the customer cannot meet the requirement, they should not be put into this program.
  - No: This question does not impact customer suitability for the program.

- Does the training program or related career field have an appearance requirement? Yes/No
  - Yes: Can the customer meet the appearance requirement?
    - If the customer cannot meet the requirement, they should not be put into this program.
  - No: This question does not impact customer suitability for the program.

- Does the training program or related career field have a taste/smell requirement? Yes/No
  - Yes: Can the customer meet the taste/smell requirement?
    - If the customer cannot meet the requirement, they should not be put into this program.
  - No: This question does not impact customer suitability for the program.

- Does the training program or related career field have a motor vehicle ticket/instances requirement? Yes/No
  - Yes: Can the customer meet the motor vehicle ticket/instances requirement?
    - If the customer cannot meet the requirement, they should not be put into this program.
  - No: This question does not impact customer suitability for the program.

- Does the training program or related career field have a valid driver license requirement? Yes/No
  - Yes: Can the customer meet the valid driver license requirement?
    - If the customer cannot meet the requirement, they should not be put into this program.
  - No: This question does not impact customer suitability for the program.

- Does the training program or related career field have a background requirement? Yes/No
  - Yes: Can the customer meet the background requirement?
    - If the customer cannot meet the requirement, they should not be put into this program.
  - No: This question does not impact customer suitability for the program.

# Next Steps

- Enter training program information.
- Release Online Suitability Application Next Week.
- Attend Suitability Page Training Webinar Next Week.

# Setting Up Your Account

1. Go to [www.illinoisworknet.com](http://www.illinoisworknet.com) and create or log into your Illinois workNet account.
2. Make sure your organization's location is set up as a partner in the [Illinois workNet Service Finder](#).
3. Request to become a partner by sending an email to [info@illinoisworknet.com](mailto:info@illinoisworknet.com). Include the following information:
  - **Reason for the email: I would like to request an Illinois workNet partner account.**
  - **Your name as it appears in your Illinois workNet account.**
  - **Name of your organization as it appears in the Illinois workNet Service Finder.**
  - **Organization address and work phone number.**
4. We will review your request, confirm your information is accurate, and provide you with a partner account.