

? WHY

Why do you need to complete the online suitability application?

It is important to find a program that is suitable for you. Suitable means “right for a particular purpose, person, or situation.”¹ The online suitability application 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 Apprenticeship and Career Pathway Online Suitability Application?

1. Go to www.illinoisworknet.com/YACPopply.
2. **Login** with your existing Illinois workNet account. If you do not have an Illinois workNet account, setup an account.
3. Read and agree to the **Terms of Use** to continue.
4. Complete the **Pre-Screening** section of the application.

The screenshot shows the 'Pre-Screening' section of the application. At the top, there are two tabs: 'Pre-Screening' (active) and 'Application'. Below the tabs is a progress bar with six stages: 'Agreement', 'WIOA Pre-Screening', 'Skills and Interests', 'Provider', 'Baseline Questions', and 'Recommendations'. The first two stages are marked with green checkmarks, indicating they are completed. The remaining four stages are marked with white circles, indicating they are pending. Below the progress bar, there is a text box that reads: '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.' Below this text, there are two main sections: 'STEP 1: Complete Career Cluster Inventory' and 'STEP 2: Enter your top three career cluster results below:'. 'STEP 1' includes a list of instructions: '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.', and 'Come back to this page to complete step 2.' 'STEP 2' includes three dropdown menus labeled 'First Choice *', 'Second Choice *', and 'Third Choice *', each with a 'Select' button and a dropdown arrow.

- 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. You will enter in your top three career pathways into the suitability application. The system will check to see if there is a training program for one or more of your selected pathways.
- d. If there is a match, you can continue by answering baseline questions. Your answers to these questions help the system find a training program that may be a good match for your situation.
- e. If there are programs that may be a good match, you will be able to complete the rest of the application.

¹ <http://www.macmillandictionary.com/us/dictionary/american/suitable>

- Complete the **Application** section. You will be able to preview your answers and make updates. Once the application is submitted, you will not be able to make changes.

Pre-Screening **Application**

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

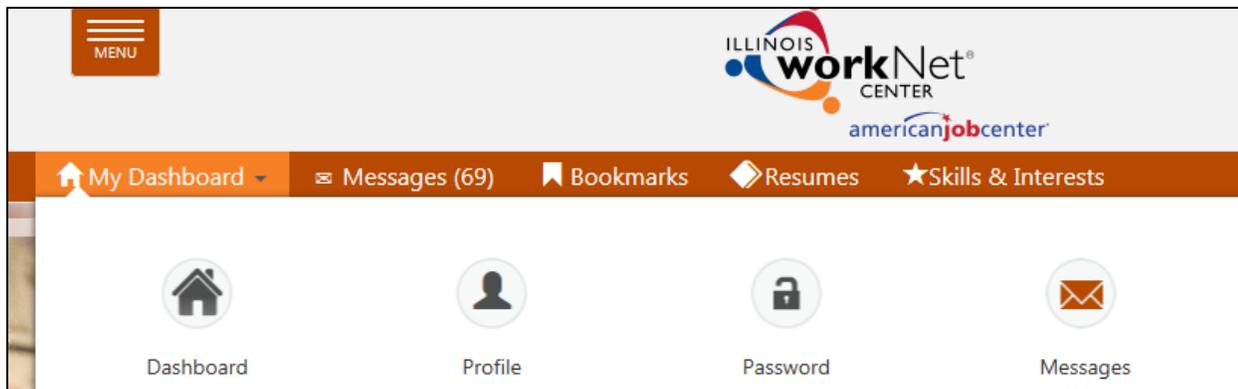
Highest Level of Education * H.S. Junior

Can you still perform the job you have been trained in? * I have not been trained for a specific job

Do you have more degrees, certificates, licenses, or credentials?

Title *

- Once started, the application is available in www.illinoisworknet.com.
 - Select **My Dashboard** then select **Dashboard** to access the Youth Apprenticeship and Career Pathway Online Suitability Application.



➔ NEXT STEPS

What is going to happen next?

- A career planner will review your information and discuss your training program options.
- 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.
- Once enrolled, a career planner will work with you to put together and complete the steps in your services, training, and employment plan.