

# TRADE SERVICES AT-A-GLANCE

## LEARN

Attend Orientation  
Attend Training Guidance

Take TABE

## APPLY

Submit Intake Packet

Notify of Wage Subsidy (RTAA) Interest  
Participate in Job Readiness Workshops  
(if not currently employed)  
Complete Wage Subsidy Application  
Notify Once Employed  
Submit Check Stub from New Job

## ENROLL IN WAGE SUBSIDY PROGRAM

Submit Check Stubs as Requested  
Report on Progress with New Job

Attend Training Assistance Lab  
Submit Complete Training Application

## ENROLL IN TRAINING

Submit Attendance Sheets  
Report on Progress & Submit Grades  
Report on Breaks  
Notify Coach of **Any** Issues (*We can help!*)  
Submit Earned Certificates/Credentials/Degrees

Complete Training & Update Resume

## JOB SEARCH

Participate in Job Readiness Workshops  
Submit Updated Resume to Career Coach  
Communicate Job Search Progress to Career Coach (*We can help!*)

Notify Career Coach of Job Offer

## EMPLOYMENT!

Confirm 1st Day Worked with Career Coach  
Provide Employment Details to Career Coach  
Submit 1st Check Stub to Career Coach  
Report on Progress with New Job