Use this Training Checklist to document / track training materials you have reviewed for your program.

Bookmark the associated Partner Page for future reference where all resources can be found:

<https://www.illinoisworknet.com/JTEDpartners>

|  |  |  |
| --- | --- | --- |
| Task | Watched | Read |
| Agency added to Service finder | <https://youtu.be/PVJNLa1NFXc> |  | Request Access - [pdf](https://www.illinoisworknet.com/partners/Documents/Become%20a%20Partner%20-%20JTED.pdf) |  |
| Add Agency to Service Finder- [Webpage](https://www.illinoisworknet.com/Pages/Article.aspx?articleID=206) |  |
| Become a Partner - [Webpage](https://www.illinoisworknet.com/partners/Pages/becomingapartner.aspx) |  |
| Partners added to User Management | <https://youtu.be/-8rb67b9PNA> |  | User Management - [pdf](https://www.illinoisworknet.com/DownloadPrint/user%20management%20instructions%20JTED.pdf) |  |
|  |  | Worksite Placement - [pdf](https://www.illinoisworknet.com/partners/Documents/Worksite%20Placement%20for%20JTED.pdf) |  |
| Partner page resources and group information | Overview of Partner page resources (beginning at 1:53:02)<https://youtu.be/HxWTtpgfDr4?t=6782>  |  | Dashboard - [pdf](https://www.illinoisworknet.com/partners/Documents/JTED%20Dashboard.pdf) |  |
| Grantee Details/Training Programs and Credentials | Adding Grantee Details/Training Programs (beginning at 9:20) <https://youtu.be/ms6PEu5Cg-8?t=560>  |  | Provider Information - [pdf](https://www.illinoisworknet.com/partners/Documents/Grantee_Details_JTED.pdf) |  |
| Case Managed Customer process | Adding customers (beginning at 16:44)<https://youtu.be/ms6PEu5Cg-8?t=1004>  |  | Adding Customers to the Group - [pdf](https://www.illinoisworknet.com/partners/Documents/Adding%20Customers%20to%20the%20JTED%20Group.pdf) |  |
| Customer Application / Eligibility Check (beginning at 24:02) <https://youtu.be/ms6PEu5Cg-8?t=1442>  |  | Completing Customer Application / Eligibility Check - [pdf](https://www.illinoisworknet.com/partners/Documents/Application_Customer_JTED.pdf) |  |
| Completing Intake/Referrals (beginning at 35:15)<https://youtu.be/ms6PEu5Cg-8?t=2115>  |  | Completing Intake for Customers - [pdf](https://www.illinoisworknet.com/partners/Documents/JTED%20Intake.pdf)Referral Instructions - [pdf](https://www.illinoisworknet.com/DownloadPrint/JTED%20Referral%20Instructions.pdf) |  |
|  |  | Paper version of application:Categories 1, 2, 3* ([Word](https://www.illinoisworknet.com/partners/Documents/JTED%20Application.docx)) ([PDF](https://www.illinoisworknet.com/partners/Documents/JTED%20Application.pdf))

Category 4* ([Word](https://www.illinoisworknet.com/partners/Documents/JTED%20Category%204%20Application%20-%20BR%20Only.docx)) ([PDF](https://www.illinoisworknet.com/partners/Documents/JTED%20Category%204%20Application%20-%20BR%20Only.pdf))
 |  |
| Managing Career Plans and Services for Customers | Creating/Managing Career Plans for Customers (beginning at 44:22)<https://youtu.be/B8KQRUWrkss?t=2662>  |  | Creating a Career Plan - [pdf](https://www.illinoisworknet.com/partners/Documents/Career%20Plan%20Overview%20-%20JTED.pdf) |  |
| Cost Report | ***forthcoming*** |  | ***forthcoming*** |  |
| Julio Report | ***forthcoming*** |  | ***forthcoming*** |  |