

# Step-By-Step Guide for **Selecting a WIOA Training Program/Provider**



Minimal Experience + Adult



Purpose: Provide research tools to identify Workforce Innovation and Opportunity Act (WIOA) approved training providers and compare program information.

**IMPORTANT NOTE:** If you are currently enrolled in WIOA and you are applying for training funds, you are required to receive training from a WIOA approved training provider. Use this tool to find training in your Local Workforce Innovation Area (LWIA) that is a "best match" for your needs. Ask your career planner for your LWIA number.

Steps:	Find It Here:
	https://www.illinoisworknet.com/
1. If you haven't researched career opportunities, use the <a href="Career">Career</a> , Wages and <a href="Trends search tool">Trends search tool</a> to identify the required training for a career(s). It is important to do your research ahead of time to make sure that you do not waste your time and money by training for a job (or Job Family/Career Area)	Explore Careers
that does not match your skills and interests.	
<ul> <li>2. Use the WIOA Approved Training Program Search to:</li> <li>a. Find WIOA Training Programs.</li> <li>b. Select/compare up to 3 providers in your LWIA.</li> </ul>	Training & Credentials
<ul><li>c. Log-in to click "bookmark".</li><li>d. Compare the following items and select the best program for you based on your career goals, current skills, lifestyle/learning style, and</li></ul>	My Dashboard (requires log-in)
timeline.  i. Program outcomes (i.e., credentials)  ii. Average wage after program completion  iii. Length of program  iv. Training cost  v. Location and when/how training is offered	
<ul> <li>3. Discuss your selection with your career planner/advisor. Determine if you meet the minimum requirements to get into the program.</li> <li>a. You may need to update your basic skills. If so, use the Adult Education Search to find a program.</li> <li>b. You may need to take a college admission test. Learn more about</li> </ul>	Training & Credentials
<ul> <li>admission tests in the <u>Planning &amp; Financing Training</u> articles.</li> <li>4. Once you have narrowed down your training program options, set up a time to visit the training provider to learn more about the program, work study and scholarship opportunities, and the campus.</li> </ul>	
<ol> <li>Research financial assistance options. Learn more about applying for financial aid in the <u>Planning &amp; Financing Training</u> articles.</li> </ol>	Training & Credentials
<ul> <li>6. Use the <u>S.M.A.R.T. goals article</u> or S.M.A.R.T. Goals tool within the <u>Employment 101</u> Guide to identify:</li> <li>a. Short and long term goals.</li> <li>b. Potential roadblocks and consider options for a backup plan (i.e., have a backup plan if your car breaks down and you need to get to class).</li> <li>c. Strategies for staying motivated throughout your training program.</li> </ul>	My Dashboard (requires log-in)
7. Apply to the training program.	Training & Credentials



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Get involved in a student and/or trade association. Use the event calendar to find local training or networking opportunities.



**Network & Connect** 

### **Using the WIOA Training Program Search**

#### **Search or Browse By:**



- Training Program, Providers, or Demand Occupations
- Region/Location
- Keyword
- Specific Job Family or Occupation

### **Sort By:**



Alphabetical Order



**Training Time** 



**Training Cost** 



Highest Average Wage **After Program Completion** 

#### **Results:**

- Link to Program Details:
  - Program Description
  - Provider Information
  - Contact Information
  - **Associated Occupations**
- Map for Location
- **Compare Option**
- **Quick Overview Chart**

- Certifications/Licensing
- Application information
- Training Time/Cost Information
- Financial Aid & Support Services
- **Program Offerings** (When/how it is offered)
- Performance Data



## Why does this matter?

The data in the overview chart is based on people that are (or were) enrolled in WIOA and they are in (or completed) the training program.

If a program has a low number for Total WIOA Enrollment, it can still be a good program. It may be a new program so there is less data about the program and the placement/wage data.

A program with a higher number has more data about the program and the placement/wage data overview chart.

Just keep it in mind when looking at the data. It's kind of like when you look at reviews before you buy something.

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