LOWER SHORE
WORKFORCE ALLIANCE

Serving as the Workforce Development Board for the Lower Shore of Maryland

WIOA Metal Fabrication Application Process

Metal Fabrication is a dual process enrollment. Along with completing a WIOA application, you must complete an application with Quality Staffing as well. This can be done in person or online at https://qse.avionte.com/esjobstraining

Quality Staffing
410.742.2600
1237 N. Salisbury Blvd.
Salisbury, MD 21801

Once an orientation date/time has been decided, Quality Staffing will contact you. This class is on a 'selection' basis.

Required Documentation – The required documents listed on the WIOA PreEnrollment Checklist must be submitted within 2 weeks. Please use this link to upload your documents into the Maryland Workforce Exchange. https://mwejobs.maryland.gov If you need additional assistance in uploading these documents, please let me know and I will provide detailed instructions.

Work Readiness – You will receive a "Welcome" email from Conover Online. You will also receive an email from me that includes a link to the website along with your login credentials (username and password). Once you have been assigned, you will have 2 weeks to complete your assignments. There are a total of 3 assessments (Job Readiness, Job Seeking and Job Keeping). Each assessment takes roughly 1-2 hours to complete. You can log in as often as you would like and pick up where you left off. **Work Readiness must be completed within your 2 weeks in order to continue with the scholarship process**.

Voice Mail – Please make sure this is set up and not full. If we are unable to reach you, we may move on to the next applicant.

CASAS Testing – Once you have completed all the application requirements, a counselor will contact you to schedule your testing. Testing will take place at the American Job Center. You are given 3 hours to complete it, but it is self-paced and you may leave when you are done **If you are unable to make your testing appointment, please make sure to notify us as soon as possible. No call/no shows will result in a 6 month wait before you are able to reapply. Work Readiness must be completed within your 2 weeks in order to continue with the scholarship process**.

Lower Shore American Job Center ■ 31901 Tri-County Way ■ Salisbury, MD 21804
Phone: (410) 341-3835 ■ Fax: (410) 341-3735
www.lswa.org