

WIOA CHECKLIST



In order to ensure timely completion of the required application process, Lower Shore Workforce Alliance has established the following guidance and timelines.

- **Work Readiness:** All applicants must complete Work Readiness through Conover Online. You will receive an email from Conover within 48 hours of your application approval. This email will contain your login information. Please contact 410-341-6010 if you do not receive your login information within 5 days. You are allowed up to 2 weeks to complete the work readiness. After 2 weeks of no completion, your application will become inactive.
- **Basic Skills Testing:** After completion of your Work Readiness and once all of your required documents have been uploaded to MWE, a WIOA counselor will contact you to schedule your basic skills testing.

If you cannot make your scheduled testing date, you must contact the WIOA office within 24 hours to reschedule. No-call/no-shows or three reschedule occurrences will result in your application becoming inactive.

THE FOLLOWING DOCUMENTS MUST BE UPLOADED TO YOUR MARYLAND WORKFORCE EXCHANGE ACCOUNT BY YOUR WORK READINESS DUE DATE.

1. **Driver's License**
 2. **Proof of address (if your DL does not list your current address)**
 3. **HS Diploma or GED**
 4. **Social Security Card**
 5. **Birth Certificate**
 6. **Non US Citizens – Proof of authorization to work in the United States**
 7. **Resume**
 8. **DD214 if you are a veteran**
 9. **Wor-Wic Orientation Slip or documentation that you attended (healthcare trainings)**
 10. **Wor-Wic test slips (healthcare trainings)**
- Those interested in healthcare courses must attend mandatory program orientation(s) and complete placement testing at Wor-Wic Community College. Those exempt from testing must submit appropriate documentation from Wor-Wic.
 - Submitting an application does not guarantee WIOA funding. Scholarships are awarded based on eligibility determination, suitability criteria and the availability of training funds.

WIOA Title I is an equal opportunity program. It is the policy of the Lower Shore Workforce Alliance that no person shall be subjected to discrimination on the grounds of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability. Auxiliary aids and services are available upon request to individuals with disabilities.

If you need special accommodations to participate in the program, please call 410-341-6515.

TTY Users call via Maryland Relay Service 7-1-1

Lower Shore American Job Center ■ 31901 Tri-County Way ■ Salisbury, MD 21804

Phone: (410) 341-3835 ■ Fax: (410) 341-3735

www.lswa.org