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

## Certified Medical Assistant.

**Required Documentation** – The required documents listed on the WIOA Pre Enrollment 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.

**Wor-Wic Requirements** - Wor-Wic requires that you complete an application and meet with an enrollment coach. If you are a previous Wor-Wic student, but more than a year has passed, you will need to complete the Re-Entry form online.

Visit <https://worwic.elluciancrmrecruit.com/Apply/Account/Login> to complete an application. To schedule your appointment with an enrollment coach, please contact 410-334-2895 or email [enrollmentcoach@worwic.edu](mailto:enrollmentcoach@worwic.edu)

**Make sure to identify with your enrollment coach that you are a WIOA participant.**

*There are several requirements for those interested in registering for CNA courses, including drug screen. Medical clearance, placement testing, background check and attending a mandatory information session.*

*“Providing workforce policy, planning and oversight for the Lower Shore of Maryland”*



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**Mandatory Information Session** - Information sessions are mandatory for individuals interested in an Allied Health course. You must attend an information session in order to receive information on prerequisites, training requirements, placement testing and course content. This includes information on the required drug screening, COVID-19 vaccinations and background checks. All sessions are currently held via Zoom. To view a list of information sessions and times you can visit <https://www.worwic.edu/Programs-Courses/Non-Credit-Courses/Health-Care>

**Make sure to log in 10 minutes prior to the start of the session.**

**Proof of your COVID-19 vaccinations** – Proof of your COVID-19 vaccinations is required before you will be able to register for CNA Part II.

**Assessment Testing:** Applicants are required to take Wor-Wic's reading comprehension and arithmetic assessment to determine if they meet the minimum requirements for the CNA program. Testing appointments can be made by contacting the Testing Center at 410-334-2843 or emailing [testingctr@worwic.edu](mailto:testingctr@worwic.edu).

Testing Center information and hours of operation can be found online:

<https://www.worwic.edu/Services-Support/Academic-Support/Centers-Labs-Location-Hours/Testing-Center-Hours>

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