

# National Able Network Training Packet

Program: Workforce Innovation & Opportunity Act (WIOA)

Hello! Please complete this entire packet and then send to your assigned Career Coach. If you have not been assigned a Career Coach yet, please complete the packet and send it to your Career Coach once you have one.

## Section 1: Contact and Workshop Information

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

What was the date that you attended the Training Guidance Workshop?: \_\_\_\_\_

**THIS SECTION IS ONLY FOR OUR STAFF MEMBERS. PLEASE CONTINUE TO SECTION 2.**

Date of Preliminary Review: \_\_\_\_\_

Training Advisory Board Review Date: \_\_\_\_\_

Training Advisory Board Review Outcome:  Approved  Denied

## Section 2: Occupational Training Research Questionnaire

### ▶ Section 2A: Preliminary Questions

1. Have you ever received training through the Workforce Investment Act (WIA) or the Workforce Innovation and Opportunity Act (WIOA)?

Yes  No

**If you answered YES to question 1, please answer questions 2-4 and kindly read the NOTE that accompanies this section. If you answered NO, continue to Section 2B.**

2. If you answered YES to question 1, was the training successfully completed?

Yes  No

3. If you answered YES to question 1, did you attain employment in the field of training?

Yes  No

If you answered YES to question 1, what was the name of the training program and what year did you participate in it?

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#### NOTE:

*There is usually a lifetime limit of ONE WIA/WIOA training per person. As mentioned in the Training Guidance Workshop, it is rare to be approved for a second training if you've already participated in a WIA/WIOA training. In each case, the following strict criteria must be met: the WIA/WIOA training must have been successfully completed, the second WIA/WIOA training request must be in the same or related field as the first, and you must have attained work in the field of the first training, BUT still meet the current WIOA income levels. Requests for second training must be approved by the funder, and we cannot guarantee approval.*

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## Section 2B: Training Feasibility

1. Are you currently working?

Yes  No

If you selected YES:

- How many hours are you working per week? \_\_\_\_\_
- How do you anticipate requesting flexibility from your employer to attend training?  
\_\_\_\_\_

2. Are you currently collecting unemployment insurance?

Yes  No

If you selected YES, when will it expire?  
\_\_\_\_\_

3. How do you plan to support yourself financially while in training?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Approximately how long have you lived at your current residence? \_\_\_\_\_

5. Will you be moving anytime in the near future?

Yes  No

If you selected yes, please provide estimated moving date: \_\_\_\_\_

6. What is your plan for getting to and from your training program? How do you plan to pay for transportation?  
\_\_\_\_\_  
\_\_\_\_\_

7. If you have children under the age of 18 and/or you have caretaker responsibilities, please share your caretaker and childcare arrangements during training:  
\_\_\_\_\_  
\_\_\_\_\_

8. Are you currently participating in any other educational/training program?

Yes  No

If you selected yes, please answer these questions:

- Program Name: \_\_\_\_\_
- How many hours per week do you spend in this program. (Note: Please remember to include time spent in a classroom, time spent studying, etc.): \_\_\_\_\_
- Date you plan to complete the program: \_\_\_\_\_

9. Do you have any felonies or misdemeanors on your record?

Yes  No

If you selected yes, kindly provide a brief explanation that includes the nature of the offense(s) and how this is compatible with your desired occupation after training:  
\_\_\_\_\_  
\_\_\_\_\_

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## Section 2C: Labor Market Information & In-Demand Options

1. Refer to the Targeted Industries and Occupations list you were provided, which is also available [HERE](#). Now, write down the industry you are interested in entering, then write down the occupation you would pursue immediately after completing training.

Industry: \_\_\_\_\_

Occupation: \_\_\_\_\_

2. Go to [www.ONETOnline.org](http://www.ONETOnline.org) (or Google "Onet Online").

- Search for your desired occupation upon completing training.
- List the job title and projected job growth.

Job Title: \_\_\_\_\_

Projected Job Growth: \_\_\_\_\_

3. Go to [www.ChiCookWorks.org](http://www.ChiCookWorks.org) (or Google "Chicago Cook Workforce Partnership").

- Click on "Research" and then scroll down to "Target Occupation Profiles (Tops)".
- In this area, click on the industry that you are interested in.
- Click on the job MOST SIMILAR to your desired occupation upon completing training.
- What is the listed average annual job openings in the Chicago Metro area?

Average Annual Job Openings: \_\_\_\_\_

4. Go to [www.IllinoisWorknet.com](http://www.IllinoisWorknet.com) (or Google "Illinois WorkNet").

- Click on the "Menu" and select "Training & Credentials, then select "WIOA Approved Training Programs Search"
- Use this search tool to find training providers (like schools and programs) that support your desired occupation. (\*Tip: Use City and Zip Code to find options closest to you.)
- Select TWO training providers that offer programs for your specific training focus.

### Training Provider Option 1:

School Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Program Length: \_\_\_\_\_

### Training Provider Option 2:

School Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Program Length: \_\_\_\_\_

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5. Find FIVE specific job listings that you would qualify for upon completion of the training program. These should be jobs that you DO NOT qualify for today, but you will be qualified for AFTER you finish training. Below include links to each job listing post. If you cannot include the links, then take screenshots and attach them along with this packet.

NOTE: These jobs should be full-time, permanent positions through a direct employer (NOT a staffing agency.) You should meet all the requirements except for the certification/training you are seeking. If you're changing to a new career industry, be sure to search for entry level positions.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

6. Do you meet the basic requirements listed in each of the jobs above? If not, briefly explain what you are missing (including the certifications/training):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Section 2D: Career Pathways Considerations

1. What are the transferable skills you have for this new career path?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. What are the education requirements in order to attain this new career path?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Is a license or certificate required to gain employment and/or advance in this career path?

Yes  No

If you selected YES, please list the specific requirements, here:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**5. In addition to training and/or certifications, what other experience is required to attain a job in this career path? What's your plan for acquiring this experience?**

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**6. What working conditions (i.e.: work hours, environment, physical/mental demands, etc.) exist in this new career?**

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**7. Would any of the conditions you mention in question 2 be a challenge for you? If so, explain what they are and how you plan to overcome them.**

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**8. What would your salary expectations be once you complete training?**

(\*Tip: Take the time to ask yourself if this is a *realistic* salary, and if it will meet your needs.)

**Salary Expectation:** \_\_\_\_\_

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## Section 3: Statement of Interest

In this statement of interest, we've broken up the requirements into three paragraphs. Although each paragraph should be around five sentences, it's most important that you answer the questions completely. We've added an extra page in case you need more room.

Please read the requirements and then answer in complete sentences.

### ▶ Paragraph 1

**Requirements for Paragraph 1: Which job titles would you anticipate being a competitive candidate for immediately after training? How do you think training would affect your career within the first 6 months after training? What do you envision yourself doing in your career three years from now?**

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### ▶ Paragraph 2

**Requirements for Paragraph 2: Why do you think your training application should be approved? What else would you like to tell us about yourself and your request? Why do you want to work in this career field?**

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### ▶ Paragraph 3

**Requirements for Paragraph 3: Detail your job search efforts and results (techniques used, time invested per week, number of interviews attained, et.c) What kind of jobs have you been applying for and why do you think you have not been hired?**

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## Section 3: Statement of Interest - Extra Page

If you need more room to finish your paragraphs from Page 6, please feel free to do so below.

### ▶ Paragraph 1

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### ▶ Paragraph 2

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### ▶ Paragraph 3

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