The Lower Shore Workforce Investment Act
Adult Program

Which Path Is Right For You?

Career Development services are offered to job seekers who need new skills for entering or re-entering the workforce.

CAREER DEVELOPMENT

Skill Enhancement

Short-term services to update or enhance skills in a variety of subjects, including:
* resume writing
* successful interviewing
* job search/job club
* basic computer operation

Occupational Skills Training

For eligible Adults and Dislocated Workers who are in need of new skills for entering or re-entering the workforce. Training focuses on high-demand industry sectors in Somerset, Wicomico, and Worcester counties.

PROGRAM APPLICATION STEPS

Step 1 - Complete Maryland Workforce Exchange (MWE) Job Search and Job Search Activities
Maryland’s premiere job search database is an easily accessible resource for area employment opportunities. Information available is a good starting point for making necessary job contacts on the road to employment! Enrollment is quick and posting a resume could not be easier. Maryland Workforce Exchange (www.mwejobs.com) is accessible on any computer that is connected to the internet. For those individuals who are not computer savvy, knowledgeable staff is available for assistance both in the One-Stop Job Market and onboard the Mobile One-Stop Unit. After enrollment into the MWE system (including posting your resume), it is required that a minimum of 2 employment contacts be made per week for a minimum 4 weeks, before advancing on to the next step in the process. You must fully complete the Maryland Workforce Exchange registration process and job search activities in order to be scheduled for WIA Orientation.

Step 2 - Complete Workforce Investment Act (WIA) Orientation to Services
Conducted by WIA Staff and held at the One-Stop Job Market, “Orientation to WIA Services” is a brief informational session highlighting available services, the application process, eligibility determination, assessment information, and approved courses. You must be registered to attend this event!

Step 3 - Complete Career Scholarship Application and Labor Market Research
The Career Scholarship Application is designed to help you make an informed decision about your training request. You’ll be researching current labor market demands for your occupational interest and contacting local employers to obtain information on hiring practices and conditions. The Career Scholarship must be completed in its entirety and returned to the Career Counselor for review. Completion of the Career Scholarship Application does not guarantee funding for training.

Step 4 - Meet with Career Counselor to develop a Customized Training Solution
Knowledgeable and friendly staff will meet with you to determine the available options that will put you on a path headed toward career success. Options may include remedial education, short-term skill enhancement or training/retraining for new occupational skills. Assessment of basic reading and math skills is a pre-requisite for occupational skills training.

*** If approved for Occupational Skills Training***

All of the above training requirements must be completed at least 2 weeks before training course begins.
Income Eligibility Guidelines

These income guidelines are subject to change. The specific income levels used for program eligibility will be determined at the time of certification.

## INCOME ELIGIBILITY GUIDELINES

**Effective 03/18/2013**

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<th>WIA Adult 125%</th>
<th>WIA Youth 100%</th>
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**Certificate (1 Year)**
- Accounting
- Computer Aided Drafting
- Construction Engineering Technology
- Criminal Justice
- Culinary Arts
- Early Childhood Education
- Electronic Engineering Technology
- Hotel-Motel Restaurant Management
- Licensed Practical Nurse
- Manufacturing Engineering Technology
- Turf Management Technology

**Associate Degree (2 Years)**
- Accounting
- Chemical Dependency Counseling
- Criminal Justice
- Culinary Arts
- Early Childhood Education
- Electronic Engineering Technology
- Environmental Energy Technology
- Hotel-Motel Restaurant Management
- Manufacturing Engineering Technology
- Nursing
- Radiological Tech

**Non-Credit**
- Certified Nursing Assistant
- Child Care Training
- Health Assistant Training (HAT)
- Class A Commercial Driver’s License
- Class B Commercial Driver’s License
- Phlebotomy Skills

**REQUIRED DOCUMENTS FOR ENROLLMENT**
- Social Security Card
- Proof of Address
- Birth Certificate
- Driver’s License
- Proof of family income for the past 6 months
- DD214 if you are a veteran
- Proof of TCA/ food stamps if you are receiving them
- Proof of Family Size

*** BACKGROUND CHECK REQUIRED FOR ALL PROGRAMS ***

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. 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.

Revised April 2013