



Steps To Workforce Investment Act (“WIA”) Funding for Training

1. Register at the front desk of the Henderson County JobLink Career Center at Blue Ridge Community College.
2. Be enrolled into WIN training and complete three placement tests (Applied Math, Locating Information, Reading for Information) in the JobLink Employability Lab.
3. Complete and print the Career Key assessment webpage
4. Meet with the JobLink Career Counselor. Gina Kirkland-694-1755
5. Meet with the program coordinator for your desired program and ask questions about the program and jobs in that field.
6. Optional: Attend JobLink workshops that apply to you, especially *Career Exploration & Key Skills*.
7. Complete the application for the college & obtain any required transcripts or documents.(for curriculum students)
8. Complete Free Application for Financial Student Aide (FAFSA) (for curriculum students)
9. Complete placement tests (for curriculum students) or complete WIN training placement tests (for non-curriculum / continuing education).
10. Complete the WIA application and leave at the JobLink front desk.
11. Make an appointment at JobLink with a W.I.A. counselor (Jason or Jerry).
12. Collect paperwork & eligibility information (see case manager for the list).
13. If approved, be entered into the W.I.A. database and sign releases.
14. Be issued a voucher to pay the cashier and bookstore.
15. Start classes!