Steps to Workforce Investment Act (‘‘WIA’’)
Funding for Training

1. Register at the front desk of the Henderson County or the Transylvania County NCWorks Center at Blue Ridge Community College.

2. Be enrolled into Career Ready 101 training and complete three placement tests (Applied Math, Locating Information, Reading for Information) in the NCWorks Center Employability Lab.

3. Complete and print the CFNC.org assessment webpage.

4. Meet with the NCWorks Career Center Counselor and bring along CFNC.org printout; Call 694-1755 or 883-2550.

5. Complete placement tests (for curriculum students) or complete Career Ready 101 training placement tests (for non-curriculum / continuing education).

6. Meet with the Program Coordinator for your desired program and ask questions about the program and jobs in that field. Make sure that you’ve signed up for BRCC Placement Test in order to develop class schedule.

7. Optional: Attend NCWorks Center workshops that apply to you, especially Career Exploration & Key Skills.

8. Curriculum students must complete the application for the college & obtain any required transcripts or documents (N/A for short term training).

9. Curriculum students must complete Free Application for Financial Student Aid (FAFSA.org) (for curriculum students) (N/A for short term training).

10. Collect all required documentation to determine eligibility, along with CFNC.org assessment printout and Career Ready 101 placement scores. Curriculum students must also submit their class schedule for upcoming semester.

11. Submit at the NCWorks Career Center front desk: completed WIA pre-application along with gathered documentation.

12. Make an appointment at NC Works Career Center with a W.I.A. Counselor (Ellie or Jason) for long term training for short term training see Shawn Gaddis in the Transylvania County NCWorks Center.

13. If approved for funding, be entered into the W.I.A. database and sign releases/paperwork.

14. Be issued a voucher to pay the cashier and bookstore.

15. Start classes!