



Application Instructions for WIOA Training Services

In order to be considered for Training Services through CareerSource Research Coast (CSRC), you must be fully registered in **Employ Florida** (www.employflorida.com) to include your work history, educational background, and resume.

Funding may be available for programs and educational institutions listed on our **Eligible Training Provider List**, which is located here: <https://careersourcerc.com/job-seekers/job-seeker-resources/training-opportunities/> (Note: After clicking on this link or copying/pasting it into your internet browser, you will need to scroll down & click on "Eligible Training Provider" List under the *Approved Training Program List* heading).

Application Steps:

1. Please register in the Employ Florida system (www.employflorida.com) to establish a User ID and Password. Assistance in completing an Employ Florida registration is available at our Career Centers.
2. **Complete the Training Interest Form** from the link copied below: https://docs.google.com/forms/d/e/1FAIpQLSdDHGCpq1bFRdzUBXvj7oSnSoK4s6DUZ1k_HACS0cTm0Tib3g/viewform (Note: The Training Interest Form & additional information can also be found on our website, www.careersourcerc.com.)
3. The Training Interest Form is a Google Document and will be transmitted to our office. A staff member will contact you within two business days.
4. You will be assigned a Career Planner. If you appear to meet eligibility and suitability requirements to apply for a Workforce Innovation & Opportunity Act (WIOA) training grant, the Career Planner will schedule an appointment with you to complete an intake/grant application. You will need to gather the required documents and bring them to your scheduled appointment or submit them electronically prior to your appointment.
5. Applicants will be considered on a funds-available basis, using *Priority of Service*. Veterans and their eligible spouses continue to have priority of service for WIOA, and other designated job-training programs funded in whole or in part by the U.S. Department of Labor. Refer to *Administrator's Memo 10-2, Implementation of Priority of Service for Veterans and Eligible Spouses*, for further information on this requirement. Under WIOA, individualized career services and training services have a given priority, regardless of funding levels, with priority given to the following: Public assistance recipients; Low-income adults; and/or Individuals who are basic-skills deficient.

***Please complete all steps above at least 3 to 4 weeks prior to your projected start date of classes/training**, as all requests must be scheduled for review by a committee prior to approval for funding.

Please feel free to contact us at any time during the application process at
Telephone: **(866) 482-4473**