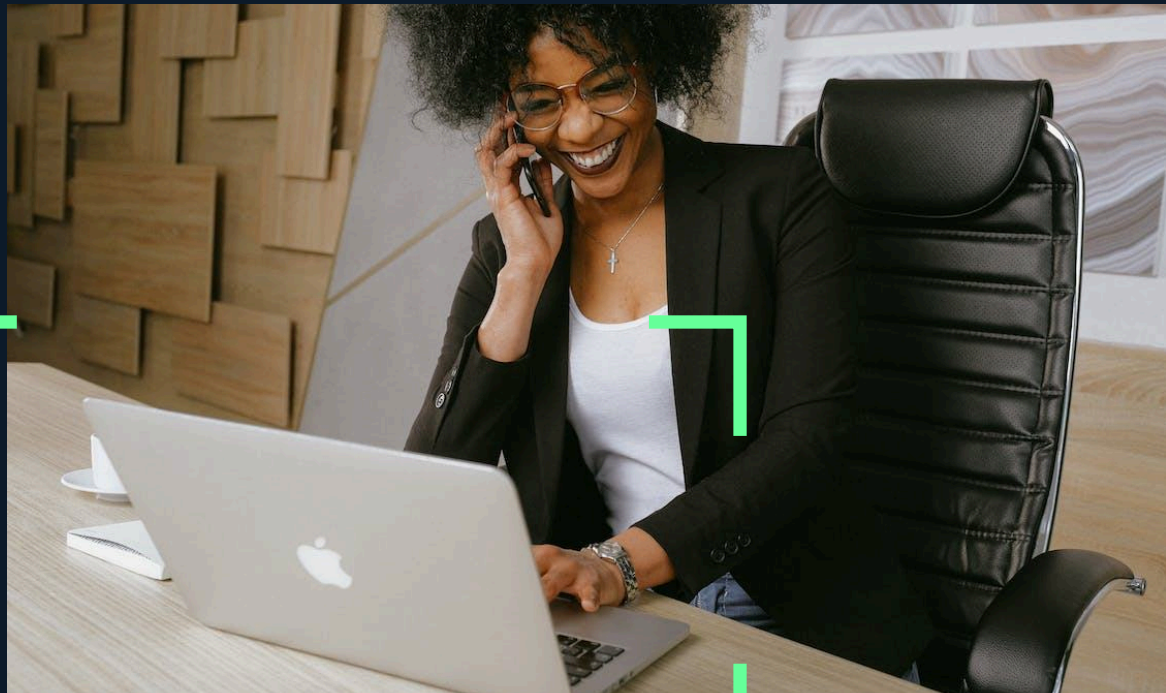


Your Step-by-Step Guide to **WIOA Funding and Enrollment** at Westlink Academy



STEP 1

Attend WIOA Orientation

Visit your local Workforce Solutions Center to attend a WIOA orientation.

- Some centers hold orientations on Tuesdays and Thursdays, but times may vary.
- Action: Call your local center to confirm orientation times and procedures.
- Find Your Local Workforce Solutions Center: Use this link to locate the nearest center: [Workforce Solutions Locator](#).

STEP 2

Apply for WIOA and Determine Eligibility

After the orientation, you'll complete a WIOA application.

- An eligibility specialist will review your documentation during an appointment.
- **Tip:** Bring required documentation, such as proof of income, identification, and employment history.
- If your application checks out, you will be approved for funding.

STEP 3

Take the CASAS Assessment

Once approved, you may be asked to take the CASAS Assessment to determine your skill level.

- Prepare for CASAS: Use this free online resource to practice: [CASAS Practice Tests](#).
- The test is essential for assessing your readiness for training programs.

STEP 4

Receive the WIOA Packet

After completing the eligibility and assessment process, you will receive a packet or folder with instructions for the next steps.

- The packet will outline key tasks, including:
- Submitting bid letters from training providers (e.g., Westlink Academy).
- Providing a copy of the course curriculum.
- Verifying program start and end dates.
- Following up with your workforce counselor as needed.

STEP 5

Follow WIOA Next Steps

As outlined in the attached document:

1. Continue job searches and maintain a job search log (if applicable).
2. Provide employer details and complete an employment verification form if you've received a job offer.
3. Ensure your training provider emails required documentation (e.g., bid letters, curriculum) to your workforce specialist.

Final Notes

Westlink Academy is here to guide you every step of the way. If you need assistance with documentation, bid letters, or any part of the process, contact us directly at support@westlink.academy

Remember, our goal is to help you achieve your certification and begin a fulfilling career as an Information Security Analyst!