

# Region 1 Steps in Obtaining WIA Training

**Visit your local WORKFORCE West Virginia Career Center. They will:**

- Determine suitability for immediate employment
- Determine eligibility for WIA funding
- Discuss options of training
- Provide a list of approved training programs for Region 1
- Issue an Individual Training Account (ITA) to be taken to the approved training provider of your choice

**Training Provider will:**

- Discuss training requirements and costs
- Complete the ITA and send to the Region 1 Workforce Investment Board (WIB) for approval
- Submit signed participant's Supportive Service time sheets to the WIB for payment according to schedule
- Assist with FASFA application and explore potential sources of financial aid

**Region 1 Workforce Investment Board (WIB) will:**

- Review ITA submitted for approval
- If approved for training and /or funding is available, a copy of the approved ITA will be sent to the training provider
- WIB will send training provider the cost of tuition, fees, etc. requested on the ITA upon receipt of an invoice
- Supportive Service payments will be mailed directly to participant according to schedule
- If Denied for training and/or funding availability, notice will be given to the school and referring case manager

**Participant will:**

- Furnish training provider with all necessary paperwork
- Apply for PELL prior to receiving WIA funding
- Carry at least 12 credit hours if attending an institute of higher education or at least 10 instruction hours per week for all other training
- Maintain at least a 2.5 grade point average (GPA)
- Attend classes regularly
- Provide WIB a copy of grades and/or transcript at the end of each semester or grading period
- Complete training in allotted time frame as scheduled not to exceed 30 months
- Inform case manager and training provider of any employment during or after completing training