



## **TRAINING SERVICES**

### **FREQUENTLY ASKED QUESTIONS**

Our limited training resources are reserved for **Kansas residents living in Johnson, Leavenworth or Wyandotte counties**. Individuals **laid-off** through no fault of their own from a **Kansas business located in one of these three counties** may also qualify. Training services are limited to when funding is available.

#### **How do I get started?**

Review the information below to learn more about general requirements and qualifiers. You must be registered and have a “PLUS” account at [www.KansasWorks.com](http://www.KansasWorks.com). You may then submit your name, phone number and e-mail address to front desk personnel to reserve a seat in the next available Orientation session.

#### **What are the basic ‘eligibility’ requirements or qualifications?**

Family/household income (gross earnings for all family members) is a primary factor in determining eligibility for services. Individuals who lost their job due to a business closure or a lay-off from a Kansas business located in one of the three counties noted above may also qualify. Your prior education and work experience also determine what, if any, training is necessary and appropriate.

You can expect to supply hard copy original documentation to verify the following information during one of your initial interviews with a Staffing Specialist (additional documentation may be required based on your individual circumstances):

- U.S. Citizenship or Valid U.S. Work Authorization Document
- Date of Birth
- Social Security Number
- Selective Service Registration (males only)
- Current Address
- Layoff Letter or Notice (Showing Lay-Off Date)
- All Individual and/or Family Income (gross earnings) for the past six (6) months

#### **Are there any testing requirements?**

We use certain assessments to help capture or certify your work-related experience, skills and abilities, and to help you explore career pathway options. Assessment results also are used to develop service plans and career goals.

#### **How long does the process take?**

If training is deemed necessary, it is offered on a first-come, first-served basis, so long as funding is available. The time it takes to actually start a training activity varies from person to

person, since every individual has very different needs and circumstances. The type of training opportunities available at any given time also varies.

**What types of training might be covered?**

Training must be within one of our Target Industries, which presently include the following sectors:

- Professional, Scientific and Technical Services
  - Finance and Insurance
  - Healthcare
  - Government (Public Administration)
  - Wholesale Trade
  - Transportation and Warehousing
  - Manufacturing
  - Construction
- 
- Training must be available through one of our participating business partners (in the case of on-the-job training), or offered by one of our approved educational partners (in the case of classroom-based training).
  - Our first priority is always employment, and on-the-job training is therefore our preferred training option.
  - Whether training is hands-on and on-the-job, or in a classroom setting, it must provide industry-recognized skills and credentials upon successful completion.
  - Classroom training options appear on the Kansas approved training provider list. Visit [www.KansasWorks.com](http://www.KansasWorks.com) for more information. (At KansasWorks.com, click on the “Training/Education” tab in the upper right-hand corner of the screen. Enter a keyword(s) or search for a school type to see a list of WIOA-approved providers and programs.)