

## WIOA Program Application Steps

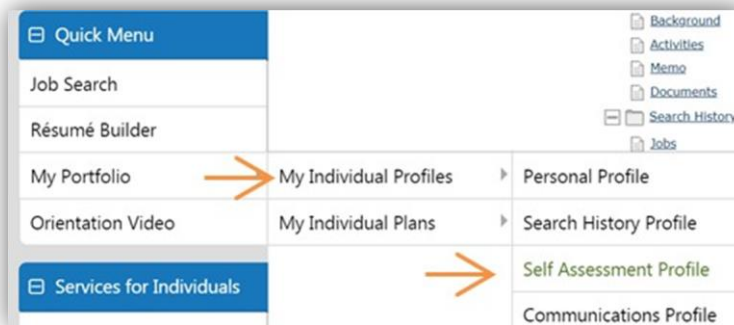
**Congratulations! You are on your way to achieving your career goals. Below are the next steps to get you ready for enrollment in the Workforce Innovation and Opportunity (WIOA) Program.**

**Step #1:** Update your Profile on EmployFlorida! [www.employflorida.com](http://www.employflorida.com)

**A:** Register or sign into EmployFlorida’s website.

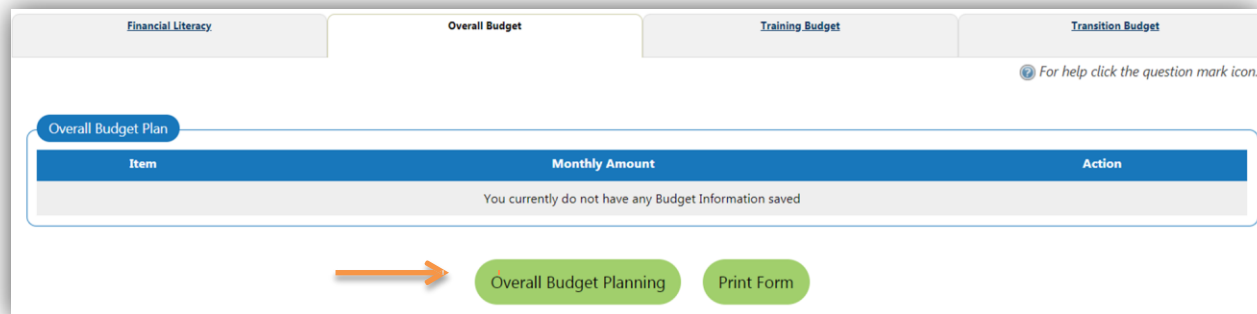
**B:** Upload or create an updated, valid resume.

**C:** Complete the Self-Assessment Profile (Job Skills only).



**D: Complete Your Financial Plan Profile**

Steps: Quick Menu > My Portfolio > My Individual Plans > Financial Plan Profile > Overall Budget Planning



**Step #2:** Attend the WIOA Orientation offered weekly, click here to register: <https://careersourcebroward.com/career-seekers/events>.

**Step #3:** Speak with a Success Coach after the Orientation!

Bring your resume to the orientation and review your current situation and options with a Success Coach.

**Step #4: Gather Documents!**

You and the WIOA Success Coach will review the **WIOA Documentation Checklist**, you will be asked to gather your original documents and be given direction on how to upload them to the secure EmployFlorida site – don't worry it's not hard and we are here to help!

**Step #5: Find your school and program!**

If you are interested in going back to school, check out our list of approved courses and schools at:

<https://careersourcebroward.com/career-seekers/occupational-training>

**Step #6: Apply for Financial Aid!**

If you are interested in going back to school, please **apply for Federal Financial Aid**. Below is the website to apply for the Pell Grant. (If you already have your Bachelor's degree (or higher), you **do not** have to complete this step.) Please be aware that not all schools and/or courses accept the Pell Grant.

<https://studentaid.gov/h/apply-for-aid/fafsa>

**Step #7: Complete an Assessment!**

Depending upon your situation **and career goals** your Success Coach may require you to complete **basic skills or career inventory assessments**.

**Thank you for choosing CareerSource Broward!**  
**We look forward to assisting you with achieving your  
Career Goals!**