



**Cincinnati -  
Hamilton County**

A proud partner of the  
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# WIOA Application Checklist

- Please use this form as a checklist to verify all the documents you need are submitted together. Applications for WIOA will NOT be processed until ALL documentation is submitted.
- Within 30 days of attending orientation, please turn in your WIOA Application.

Applicant Initials	Career Coaches
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	WIOA Application	
	<b>Career Exploration Worksheet (Instructions provided)</b>	
	<b>Budget from OMJ.com (Instructions provided)</b>	
	<b>Resume (Workshops available)</b>	
	<b>Paystubs</b>	
	<b>WIOA Statement of Understanding</b>	
	<b>Lay off letter and/or Unemployment letter (Dislocated worker)</b>	
	<b>ID</b>	
	<b>Social Security Card</b>	
	<b>Selective Service Registration (if applicable)</b>	

# Creating an OhioMeansJobs Account

This process will take about 20 minutes.

You will need:

- A valid and active email address.
  - If you need to create an email account, companies such as Google, Microsoft, AOL and Yahoo offer free accounts.
- A mobile phone number
- Your date of birth

## Let's get started!

- 1.) Go to [www.ohid.ohio.gov](http://www.ohid.ohio.gov)
- 2.) Click Create OHID Account (left side of screen)
- 3.) Follow instructions on the screen.

An official State of Ohio site. [Here's how you know](#) Language Translation

**OHID** My Apps App Store Account Settings Security Profile Log In Help

**Secure access to State of Ohio services**

OHID provides users with a more secure and private experience during online interactions with State of Ohio programs.

[Create OHID Account](#)

User ID  
  
[FORGOT YOUR USER ID?](#)

Password  
  
[FORGOT PASSWORD?](#)

[Log In](#)

[Get login help](#)



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1916 Central Parkway  
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(513) 946-7200  
<http://OhioMeansJobs.com/hamilton>

Date:	Participants Name:	ARIES #:
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### WIOA Career Exploration Worksheet

Use [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com) to help fill this form out.

WIOA is an employment program. It is not an entitlement program, if you do not have a need for services and/or a career goal you will not be suitable for this program.

Occupation/Career Industry Group:	Occupation:
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Typical education required:	Education level I have completed:
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I have researched at least TWO training providers.

Training Provider 1:	Training Provider 2:
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Program Cost:	Program Cost:
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IF program cost is greater than WIOA funds (\$7000), how will I pay the remaining balance? (Please explain)

Required Skills:			
Knowledge:			
Personality:			

Ohio employment trends (projected job openings):	Average Monthly Wages:	My Monthly Expenses:
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**\*Attach a copy of your OhioMeansJobs Budget Summary Results.**

- From the main page of OhioMeansJobs click For Job Seeker.
- Under the Practice Your Skills title, click Career Skills.
- Use the arrow to navigate until you see Target Salary Calculator.
- Click the LAUNCH button.
- Choose Budget Calculator



Date:	Participants Name:	ARIES #:
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**WIOA Career Exploration Worksheet**

Use [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com) to help fill this form out.

Please answer the following in your own words.

**Why am I interested in this career field?**

**Do the wages for this occupation cover my lifestyle?**

**What do people in this occupation do?**

**What steps do I need to take to achieve this career goal?**

# OhioMeansJobs Career Exploration Worksheet Instructions

<https://ohiomeansjobs.ohio.gov/>

- Click For Job Seekers
- Under Practice Your Skills click Career Skills
- Click Occupation Search
- Use the pulldown to select the INDUSTRY you are researching under Industry Search, click Go.
- Select Click here for Industry Occupations.
- Scroll the Occupations until you find the one you are trying to research and click on it.
- A new page will appear with ALL the information you need to complete the Career Exploration Worksheet. The sections on the left of your screen open to new information.



For Job Seekers For Employers For Students News & Events

Chat Offline

My Profile

Enter Job Title    Enter Keywords    in    Enter Job Location    OH ▼    Search Jobs    Search WorkKeys

## Construction

### Construction Technologies

Career Cluster Industry

[Click here for Industry Occupations.](#)

Related Industries: Mining, Oil, & Gas; Professional, Scientific, & Technical

View All

Occupation Search > Matched Occupations > Heating, Air Conditioning, and Refrigeration Mechanics and Installers

## Heating, Air Conditioning, and Refrigeration Mechanics and Installers

Email    Print

Install or repair heating, central air conditioning, HVAC, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.

**Related:** Control & Valve Installers & Repairers Home Appliance Repairers Plumbers, Pipelitters, & Steamfitters Solar Thermal Installers & Technicians Stationary Engineers & Boiler Operators

**Industries:** Construction

View All

### Work Activities

#### Skills

Connect heating or air conditioning equipment to fuel, water, or refrigerant source to form complete circuit.

Repair or replace defective equipment, components, or wiring.

Install, connect, or adjust thermostats, humidistats, or timers.

#### WorkKeys®

Install or repair self-contained ground source heat pumps or hybrid ground or air source heat pumps to minimize carbon-based energy consumption and reduce carbon emissions.

#### Abilities

Install expansion and control valves and other components of heating and air conditioning systems using instruments.

#### Knowledge

Lay out reference points for installation of heating and air conditioning systems.

#### Career Video

Lift and align components into place.

#### Pay

Perform mechanical overhauls.

#### Ohio Employment Trends

#### Typical Education

Measure, cut, thread, or bend pipe.

#### Personality

Install dehumidifiers or related equipment in residential, commercial, or industrial settings, such as computer rooms.

#### Tools

Supervise and instruct assistants.

#### Technology

Braze or solder parts to repair defective joints and leaks.

#### Tags

Record and report time, materials, faults, deficiencies, or other unusual occurrences on work orders.

Supervise and instruct assistants.

Test electrical circuits or components for continuity, using electrical test equipment.

Inspect and test systems to verify system compliance with plans and specifications or to detect and locate malfunctions.

Discuss heating or cooling system malfunctions with users to isolate problems or to verify that repairs corrected malfunctions.

Estimate, order, pick up, deliver, and install materials and supplies needed to maintain equipment in good working condition.

Search 2-4 Year Schools

Search Graduate Schools

Use the sections to the left to complete your Career Exploration worksheet.

Click Industry Occupations

## Budgeting with OhioMeansJobs

- From the main page of OhioMeansJobs click For Job Seeker.
- Under the Practice Your Skills title, click Career Skills.
- Use the arrow to navigate until you see Target Salary Calculator.
- Click the LAUNCH button.
- Choose Budget Calculator.
- Fill out the questions until the end.
- Print, email and save your Results.
- The Results page gives Budget Breakdown, Jobs that meet this budgetary need, and career exploration section.

The screenshot shows the OhioMeansJobs website header with navigation links for Job Seekers, Employers, Students, and News & Events, along with Live Chat, Site Search, and a Log In/Sign Up button. A yellow banner below the header states that the website works best in Google Chrome or Microsoft Edge. The breadcrumb trail reads: OMJ (OhioMeansJobs) / For Job Seekers / Practice Your Skills / Career Skills. The 'Career Skills' section is followed by 'Top Tools', which includes a sub-header and a paragraph: 'Everyone has room for improvement. From those who are new to the job market to experienced pros. Practicing for your interview helps you to feel cool, calm, and collected. Our tutorials and video lessons are tailored for your industry and skill set.' Three tool cards are displayed: 'Find the Right Career Path' (described as an overview of education, training, wage, and outlook), 'Occupation Search' (described as detailed search and filter tools), and 'Target Salary Calculator' (described as a tool for handling personal finances). A red arrow points to the 'Target Salary Calculator' card.



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# OhioMeansJobs WorkKeys

- For Job Seekers
- Under Practice Your Skills, click Career Skills
- Scroll down the page and click Grow Your Skills
- Click LAUNCH next to the test you want to practice.

## Top Articles

For most jobs, computer and technical skills are fundamental. Don't stress! Go from beginner to expert using our library of practical, step-by-step lessons. Start with computer, email, and internet basics. From there, the sky is the limit. Our training library will help you become a pro. Build professional skills that will help you excel in today's workplace. Why wait? Get started today.



### Assess Your Work Values

Discover the guiding principles that are most important to you about the way that you work. Use this information to find a job...



### Get Training and Improve Your Skills

Find all kinds of tutorials and training to move your career forward.



### Grow Your Skills

Practical tools to help you take your career to the next level. Get ready for interviews, professional certification exams, and more!



Gain credentials for skills that employers need. Participating employers commit to using skill scores to hire high-quality...



Name	Action
WorkKeys® Applied Math Practice Test 1	<a href="#">LAUNCH</a>
WorkKeys® Workplace Documents Practice Test 1	<a href="#">LAUNCH</a>
WorkKeys® Graphic Literacy Practice Test 1	<a href="#">LAUNCH</a>
PC Hardware, Software, and Network Basics	<a href="#">LAUNCH</a>

**Test Details:**

- Total Questions: 34
- Test Time: 55 Minutes

**Choose Your Test Mode:**

- Simulation  
The test will stop when the timer is up.
- Practice  
See answer explanations after you have finished. If the test is timed, the timer will display but will not be enforced.
- Learner  
View the answers to each question as you go along to help you study.

[Start Test](#)

A new screen will appear. Test details will be given. You can choose HOW you practice. We suggest using the PRACTICE test mode.



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# WIOA Statement of Understanding

The WIOA Program is a federally funded employment program and that the main focus of this program is to assist me with becoming job ready and obtaining employment that will lead to self-sufficiency.

The WIOA Programs offers services designed to assist me in identifying a career goal, becoming job ready, and finding employment opportunities.

I am responsible to complete certain activities as identified, in collaboration with my assigned Case Worker, that will assist me in becoming job ready and identifying employment opportunities that match my qualifications.

Not every customer will need services at every level to find employment leading to self-sufficiency and I will work with my Case Worker to identify the WIOA path appropriate for me.

I am required to actively seek employment and document my job search while participating in the WIOA Program and the job search process will be ongoing until I have found employment, and/or it has been determined that I am unable to find employment, leading to a self-sufficient wage with the skills and qualifications I currently possess.

It is my responsibility to submit updated job search logs upon request.

I am required to provide documentation of employment obtained at any time after beginning the WIOA process. I will submit an employment verification or pay stub as soon as one is available.

I am responsible for attending each scheduled appointment or contacting my Employment Team Member in a timely manner to reschedule if I am unable to attend a scheduled appointment.

My active participation in the WIOA Program does affect my appropriateness for certain services.

Training services and work-based training is possible under WIOA services.

**WIOA training services are not an entitlement and are, under no circumstances, a guarantee that I will be approved for WIOA Scholarship funds.**

It is my responsibility, to be considered for WIOA training services, to complete all required steps in the WIOA process.

I understand that I am not, under any circumstances, to start a training program under the assumption that I will receive WIOA funding. I further understand that if I begin a training program prior to receiving notification of approval I assume all financial responsibility.

I understand that WIOA Scholarship funds cannot be applied retroactively or as reimbursement for any reason.

I understand that, if I intend to apply for WIOA scholarship funds, it is my responsibility to check on the status of any existing student loans and that if I have a loan in default, I am responsible for contacting my loan holder and applying for deferment or scheduling an acceptable payment arrangement and providing documentation of my loan status.

I understand that if I intend to apply for WIOA Scholarship funds, it is my responsibility to complete the Free Application for Federal Student Aid (FAFSA) and document the status of my financial aid eligibility.

I understand that I may only apply for WIOA Scholarship funding in approved occupations identified as high growth industries and at WIOA approved training providers.

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_