



WorkSource East Central Georgia
674 Washington Road, Thomson, Georgia 30824
(706) 595-8941 | 800-251-3882
www.ecgwdc.org

Required Documentation for Occupational Skills, CDL and Apprenticeship Training

All WIOA Customers are required to self register in the Georgia Work Ready online Participant Portal. Please login at www.workreadyga.org to create a user account. This self registration **MUST** be completed prior to receiving WIOA assistance.

Name: _____
School: _____

Orientation Date: _____
Program of study: _____

Note: Customer must have completed all core classes and accepted into their program of study.

- o Completed the online registration with www.workreadyga.org
- o Complete WIOA pre-application (ecgwdc.org) click services tab and scroll to bottom
- o State of Georgia Issued Picture ID/Driver’s License
- o Social Security Card
- o If you are active or retired military personnel, please provide a copy of your DD214.
- o College Entrance Exam Scores (Compass, SAT, ACT)
- o Established GPA of 2.5 or higher (If applicable)
- o Letter of Acceptance from School (In your program of study)
- o Class Schedule (Must reflect at least 12 credit hours)
- o Copy of FULL Transcript (from all Colleges attended)
- o Verification of Physical Address (ex. Utility Bill)
- o Financial Aid Award or Denial Letter
- o Proof of Income-applicant/spouse (ex. check stubs if employed) or current tax return
- o Criminal Background Check (less than 30 days)
- o Selective Service registered (Men only)
- o Commit to drive over the road (CDL Only)
- o Copy of motor vehicle report (MVR) past 7 years (CDL Only)

If applicable please provide:

- o Verification of Public Assistance: (ex. TANF, Food Stamps, SSI or other) (Compass printout)
- o Separation Notice or Letter of Separation from Employer (only if laid off)
- o Unemployment Insurance Monetary Wage Determination or claims Inquiry from DOL (MD77)

Required Items for Employment Programs:

- o Completed the online registration with www.workreadyga.org
- o State of Georgia Issued Picture ID/Driver’s License
- o Social Security Card
- o Criminal Background Check (less than 30 days)
- o (OWD) Offenders Workforce Development Referral Form (Offenders Only)

****All documents must be turned in together. Once all applicable documents are obtained, you must contact your local One-Stop to set up an appointment to review and submit your documents. ****