

# WORKFORCE INNOVATION AND OPPORTUNITY ACT TRAINING SERVICES



Do you need skills training to start a new career  
or advance in your current career?

Speak with a career counselor to see how the Lower Shore Workforce Alliance could help  
you reach your goals through a free CAREER TRAINING SCHOLARSHIP

## WHO ARE WE?

The Lower Shore Workforce Alliance receives funding to provide Workforce Innovation and Opportunity Act  
Title I training services. These funds are used to pay tuition, fees, books and supportive services for  
individuals who receive a career training scholarship.

## WHAT ARE THE STEPS TO APPLY?

- √ Register in MWE ([mwejobs.maryland.gov/](http://mwejobs.maryland.gov/)) and create a resume.
- √ Speak with a career counselor at the American Job Center to learn about available programs, eligibility  
and the enrollment process.

## WHAT COURSES ARE ELIGIBLE?

**Wor-Wic Community College  
Non-Credit Courses (6-14 weeks)**  
[www.worwic.edu](http://www.worwic.edu)

### Healthcare

- ⇒ Certified Nursing Assistant

### Trades

- ⇒ Intro to A/C & Refrigeration
- ⇒ Intro to ARC Welding

### Logistics

- ⇒ Class A Commercial Driver's License
- ⇒ Class B Commercial Driver's License

### Other

- ⇒ Child Care Training



**Wor-Wic Community College  
Credit Courses (1- and 2-year programs)**  
[www.worwic.edu](http://www.worwic.edu)

### Healthcare

- ⇒ Chemical Dependency Counseling
- ⇒ Nursing
- ⇒ Radiologic Tech

### Other

- ⇒ Business Management
- ⇒ Criminal Justice
- ⇒ Early Childhood Education
- ⇒ Hotel - Motel - Restaurant Management



**Delaware Technical Community College  
Owens Campus**  
[www.dtcc.edu](http://www.dtcc.edu)

### Healthcare

- ⇒ Medical Office Specialist w/Electronic Health Records

**MedCerts  
Online Courses (12-24 weeks)**  
[www.medcerts.com](http://www.medcerts.com)

### Information Technology

- ⇒ IT Helpdesk Admin
- ⇒ PC Technician
- ⇒ IT Network Technician
- ⇒ Healthcare IT Technician



**MedCerts  
Online Courses (12-24 weeks)**  
[www.medcerts.com](http://www.medcerts.com)

### Healthcare

- ⇒ Medical Front Office Assistant & Administration Specialist
- ⇒ Medical Billing Specialist
- ⇒ Medical Front Office Admin Specialist
- ⇒ Medication Care Coordinator
- ⇒ Pharmacy Technician Specialist
- ⇒ Medical Front Office & Electronic Health
- ⇒ Electronic Health Records Specialist
- ⇒ Electronic Health Records & Reimbursement
- ⇒ Professional Coder



You may also inquire about other courses listed on the Eligible Training Provider List, accessible here: [www.dllr.state.md.us/employment/train/](http://www.dllr.state.md.us/employment/train/). Information about the courses can be obtained through the school website or phone number.

Don't forget to check for any admission instructions that may be required.

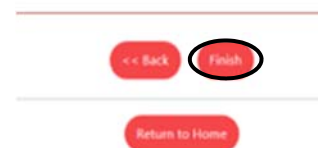
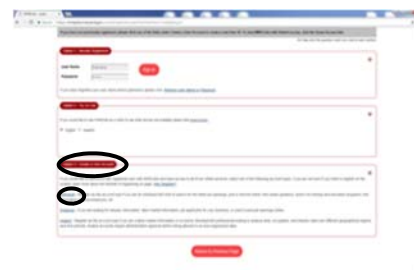
## HOW TO REGISTER IN MWE

Register on the Maryland Workforce Exchange at [mwejobs.maryland.gov](http://mwejobs.maryland.gov) anywhere internet access is available

*Already registered?* Login and review to be sure your information is up-to-date.

*Not registered?* Follow these instructions:

- Visit [mwejobs.maryland.gov](http://mwejobs.maryland.gov), click “Register”
- Select “Option 3—Create a User Account” and “Individual”
- Follow the prompts on the screen and fill in all required fields.
- Be sure to click “Finish” in order to complete your registration.



Lower Shore Workforce Alliance  
Located at the American Job Center  
31901 Tri-County Way, Salisbury, MD  
(410) 341-6010  
[train4Jobs.org](http://train4Jobs.org)



***We look forward to working with you!***

WIOA Title I is an equal opportunity program. It is the policy of the Lower Shore Workforce Alliance that no person shall be subjected to discrimination on the grounds of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special accommodations to participate in the program, please call 410-341-6515.

TTY Users call via Maryland Relay Service 7-1-1.