



WIA Funding for Displaced Workers

WIA is a state funded, county administered program assisting individuals in acquiring skills necessary to obtain and maintain employment, which can include funding for

retraining. Individuals are eligible for WIA if they have been dislocated through no fault of their own; suitability for retraining funds is assessed at the local state work agency.

Step 1 Visit a local state work agency, speak to a case worker, and receive a referral to Sinclair Community College.

- For more information about state work agencies, go to: <http://jfs.ohio.gov/workforce/jobseekers/onestopmap.stm>

Step 2 Complete a cost estimate (if requested by case worker).

- Go to Career Services, Building 10, Room 10312.

Step 3 Meet with a state agency case worker for cost and program approval.

Step 4 If you are new to Sinclair:

- Apply to Sinclair using one of the three methods below:
 - **Online** at www.sinclair.edu/applynow
 - **In person** at the Enrollment Center, Building 10, Fourth Floor, (937) 512-3000
 - **Mail** the paper application to the address the application lists
- Apply for financial aid
 - office of Financial Aid & Scholarships, Building 10, Room 10324, (937) 512-3000
 - apply online at www.sinclair.edu/services/finaid
- Take the ACCUPLACER placement test
 - Testing Center, Building 10, Fourth Floor
 - A practice test is available at www.testprepreview.com/accuplacer_practice.htm
- Meet with an Academic Advisor, Building 11, Third Floor. The Academic Advisor will review your placement test scores and help you choose classes and develop a schedule.

Step 5 Register for classes.

- There are two ways to register:
 - **In person:** go to Registration, Building 10, Second Floor. You must have a valid I.D. with you to register.
 - **Online:** log on to <http://my.sinclair.edu> and click on Web Advisor.

Step 6 Get a copy of your fee bill.

- Go to Registration, Building 10, Second Floor

Step 7 Get a copy of your book list.

- You can get a copy of your book list from the following locations:
 - Sinclair Bookstore, Building 7, First Floor
 - Sinclair Bookstore web site: <http://tartanstore.sinclair.edu>
 - Sinclair Central, Building 10, Second Floor

Step 8 Return to a state work agency and meet with a case worker.

Have you heard about the **Displaced Industrial Worker Scholarship**?
For more information go to:
www.sinclair.edu/displacedworker

For More Information

Career Services, Building 10, Room 10312, (937) 512-2772

Admissions, Building 10, Room 10112, (937) 512-3648



Sinclair
Community
College

success starts here



TAA Funding for Displaced Workers

TAA is a federally funded, state administered program providing retraining funds for workers displaced by shifts in production resulting from international trade. Eligibility

is determined via employer petition to the Department of Labor. Suitability for funding is assessed at the local state work agency.

Step 1 Visit a local state work agency, speak to a case worker, and receive a referral to Sinclair Community College.

- For more information about state work agencies, go to: <http://jfs.ohio.gov/workforce/jobseekers/onestopmap.stm>

Step 2 Identify a program of interest.

- For help choosing a program, register for the DISCOVER Career Assessment Test at (937) 512-2772 or see an Admissions Counselor in Building 10, Room 10112, (937) 512-3648
- If you have already selected a program, go to Step 3.

Step 3 Complete a cost estimate (if requested by case worker).

- Go to Career Services, Building 10, Room 10312.

Step 4 Get a TAA contract.

- Return to your TAA contact to secure a contract
- Return contract to Career Services, Building 10, Room 10312 for processing.

Career Services TAA Contract Intake

In order for the school representative to complete a TAA contract, you must follow the steps below.

Step 1 Apply to Sinclair by completing an Application for Admission in one of the following ways (you will receive an acceptance letter within one week):

- **Online** at www.sinclair.edu/applynow
- **In person** at the Enrollment Center, Building 10, Fourth Floor, (937) 512-3000
- **Mail** the paper application to the address the application lists

Step 2 Complete all three sections of the ACCUPLACER placement test in the Enrollment Center, Building 10, Room 10444. Math, reading, and writing assessments are used for course placement only. A photo I.D. is required for placement testing. This step is waived if:

- Your program in question does not require any prerequisites;
- You are a returning Sinclair student;
- You are a transfer student.
Official transcripts must be sent to:
Sinclair Community College
Office of Registration & Student Records
444 West Third Street
Dayton, Ohio 45402-1460

Step 3 Meet with an Academic Advisor, Building 11, Room 11346.

- Have the advisor complete the **Sinclair Community College Academic Advisors' Form** which can be picked up in Career Services, Building 10, Room 10312.
- The form requests a **degree audit** indicating the classes required for your program. This information is necessary to complete your contract.

Step 4 Bring the contract, degree audit (provided by the academic advisor), and completed **Academic Advisors' Form** to:

Career Services
Building 10, Room 10312
(937) 512-2772

Allow 10 business days for completing the contract. Career Services will notify you when the contract is completed.