

FREE JOB TRAINING

Available for Montgomery County Residents

Are you 18 or older and unemployed or underemployed?

Are you 16-24 and not attending any school?

WorkSource Montgomery's Career Advisors can help you reach your career goals!

How can WorkSource Montgomery's WIOA Program help me?

Services are tailored to your unique needs and may include:

- Assessment of your current skills and interest
- Help in determining your career options
- Assistance in preparing your resume and cover letters
- Access to earn-while-you learn training opportunities
- On-the-job training
- Tuition assistance for counselor-approved classroom training that supports your career goal
- Information about the types of jobs and industries that are growing

How much will the program cost?

It's FREE! There are no fees to you. The program is fully funded by federal funds through the Workforce Innovation Opportunity Act (WIOA).

When and how do I get started?

The sooner the better! WorkSource Montgomery American Job Centers' expert staff and H.I.R.E. Specialists can share proven tips on how to achieve success in your job search.

There are a lot of opportunities out there and we want to help you find the right one!

Learn new in-demand skills at no cost to you!

What is WIOA?

The Workforce Innovation and Opportunity Act (WIOA) is a federal program administered at the American Job Centers by WorkSource Montgomery.

It is designed to help organizations like ours develop a skilled workforce that meets the needs of local businesses and industries by helping jobseekers like you access training, education, and employment.

Contact us for your career solutions today!

Wheaton American Job Center
11510 Georgia Ave., First Floor
Wheaton, MD 20902
Phone: 301.929.6880
TTY: 301.962.4083

Germantown American Job Center
12900 Middlebrook Road, First Floor
Germantown, MD 20874
Phone: 240.406.5485
TTY: 301.962.4083

East County H.I.R.E. Center
3300 Briggs Chaney Rd,
Silver Spring, MD 20904
Phone: 240.777.8412

[See Eligibility Document Checklist](#)



HOW DO I ENROLL?

From start to finish the enrollment process can take up to 30 days. However, our Intake Team is here to walk you through the enrollment process.

Step 1 - Register with the [Maryland Workforce Exchange \(MWE\)](#)

- Connect with hiring employers.
- Register for upcoming hiring events.

Step 2 - Complete Referral Form to WSM

- Job Seekers must complete the [WIOA Referral Form](#).
- Referring organizations must complete the [Partner WIOA Referral Form](#).

Step 3 - Attend Virtual Information Session

- Information sessions are held every Monday at 10:00 am and Thursday at 2:00 pm.

Step 4 - Upload Eligibility Documents into MWE

- Scan QR code for Eligibility Document Checklist.

Step 5 - Your One-on-One Intake Appointment

- If eligibility documents are uploaded, the Intake Specialist will call and email you to schedule an appointment.
 - If eligibility documents are missing, the Intake Specialist will call and email you about the required documentation you need to upload in order to schedule an appointment.

Step 6 - Complete Intake Appointment & Enrollment

- Intake appointments are available virtually and in-person at the Germantown & Wheaton locations.
 - Plan for at least 1 hour for your appointment.

Contact us for your career solutions today!

Wheaton American Job Center
11510 Georgia Ave., First Floor
Wheaton, MD 20902
Phone: 301.929.6880
TTY: 301.962.4083

Germantown American Job Center
12900 Middlebrook Road, First Floor
Germantown, MD 20874
Phone: 240.406.5485
TTY: 301.962.4083

East County H.I.R.E. Center
3300 Briggs Chaney Rd,
Silver Spring, MD 20904
Phone: 240.777.8412

See Eligibility Document Checklist

