



Training Application Requirements

MWC provides training opportunities to eligible individuals under the Workforce Investment Act (WIA). This training is intended to increase your skills and your ability to find and retain meaningful employment. Applications for training funds must be obtained from a Career Guidance Specialist (CGS) and are evaluated on a case-by-case basis. Please allow 4 – 6 weeks for processing.

Training is generally limited to short –term certificate programs. MWC has targeted the following industry clusters as “in demand” occupations:

- Information Technology (Including Advanced Communications)
- Solar (Including Manufacturing and Construction)
- Advanced Manufacturing (Including Aerospace and Defense)
- Biosciences
- Healthcare
- Green Technologies

Training for other occupational categories may be considered with strong evidence of employability.

Eligibility: customer must meet WIA guidelines and income criteria if appropriate and meet all grant requirements including:

- Enrollment in WIA Core and Intensive Services
- Be determined to be in need of training to obtain and retain employment
- Completion of appropriate assessments and job readiness workshops as determined by CGS
- Occupational Research – interview someone who has the job you are seeking.
- Program Research – evaluate three different schools that offer the same type of training you seek. Approved schools/programs are on the Arizona Job Connection website: www.azjobconnection.gov, select
- Labor Market Research – provide labor market data showing positive outlook for expected growth in your desired occupation.
- Job Leads – provide at least 5 job leads which clearly show that your desired training is a requirement or desired qualification for the position.
- Income and Expenses – for the estimated training period to show you have the financial resources necessary to support yourself while in training.
- Up to Date Resume
- Justification Letter – explaining need for training assistance and reason for selection of school.

Once all the requirements are completed contact your CGS to submit your training packet. All requests for training assistance are presented by the CGS to the Approval Committee for consideration at the next meeting. If approved for training your CGS will issue you a voucher which you must take to the school and use for enrollment. The voucher indicates to the school that MWC will pay for direct training expenses as shown under Total Program Costs on the Arizona Heat website.

West Valley: [Maricopa Workforce Connections](#)

1840 North 95th Ave., Ste. 160
Phoenix, AZ 85037
602-372-4200
TTY: 602-372-4261

East Valley: [Maricopa Workforce Connections](#)

735 N. Gilbert Road, Ste. 134
Gilbert, AZ 85234
602-372-9700
TTY: 602-372-9792

Career Center hours: Monday through Thursday, 7:30 a.m. to 5 p.m.;
Friday 8 a.m. to 5 p.m., excluding federal holidays.

Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. MWC products and services are made available through federal funding provided by the Workforce Investment Act; serving employers by aiding job seekers, adults, dislocated workers and youth.