

The state of Colorado's Workforce Investment Act provides funding for career training. Applying to WIA takes time and energy, but you can receive up to \$5,000 towards BDA classes!

THE PROCESS

- Familiarize yourself with the BDA website and identify the classes you're interested in. Then schedule a free 30-minute consultation with BDA staff so we can answer any questions you have about the process and recommend classes for your career goals.
- Contact the Workforce Center in the county you live (i.e.: Boulder County) to apply for WIA funding. You'll be assigned a caseworker who will meet with you several times and help you through the process.
- Have your caseworker email us and CC you. Now you, BDA and your WIA case worker can work together to refine your specific training program.
- If you find a BDA class that is not yet listed as an approved program, please have your caseworker let us know and we'll submit it for approval. This process only takes 24-72 hours.
- Throughout this process we will complete any necessary paperwork requested by your caseworker. The amount and type varies by county. If you're approved WIA an will invoice BDA and, once we receive the payment we will confirm your class registrations.

We cannot register you for any class(es) until we have received a voucher/ PO from your WIA case- worker, and we cannot "reserve" seats in our courses. So, in order to be actually enrolled in the classes you've chosen, please begin this process as soon as possible! Also, please do not "assume" WIA grant approval, as WIA does reject applications. How to avoid this? Proper preparation!

WHAT YOU NEED TO KNOW

You can't take a class before we get a Voucher/PO#!

WIA is used to working with big institutions with billing departments where you can start training before paying. You may have to explain to your caseworker that because BDA is a small organization, we MUST receive an affirmed voucher or PO before we will register you for any of our courses.

Allow 6 - 12 weeks before you can begin taking classes.

Because it's a government program, getting WIA funding takes time. Once you apply for WIA, the soonest you'll be able to take classes will probably be 2 - 3 months away. If you see a class you want to take immediately, we recommend paying for it yourself and using WIA funds for later classes.

Please contact us via email so all our staff and advisors have your case history.

Chances are you'll make adjustments to your training program and need to ask a lot of questions as you go along. Email info@boulderdigitalarts.com so you, your caseworker, and BDA staff have an e-paper trail to refer to if things get confusing.

Research your new career path.

WIA expects you to research your prospective career. We can help, but nothing beats meeting and speaking with professionals in that field and asking questions!

Be patient.

WIA is a fantastic resource, but like many bureaucratic organizations, the application process can be long and cumbersome. Hang in there - it's well worth it!