



**To Find a Path to a Great Job or Training Opportunities,
These are 4 steps to take to meet with a Counselor...**

1. REGISTER WITH EMPLOYRI

- Go to www.employri.org and register

2. FILL OUT CUSTOMER APPLICATION

- Go to www.networkri.org
- Click on Employment Advising
- Click on Customer Application
- Complete application and save as: Last Name, First Name, Last 4 of Social Security (ie. Smith, John 1234)

**3. ATTACH APPLICATION AND ADDITIONAL IDENTIFYING DOCUMENTS
(PLEASE NOTE: EMAIL DOCUMENTS & APPLICATIONS TO NETWORKRI OFFICE YOU SELECTED IN YOUR APPLICATION)**

If you have a smartphone take pictures of documents (see back) and attach them to the email along with your customer application:

Providence:	DLT.PROVWIOAAPP@dlt.ri.gov	
West Warwick:	DLT.WWARWIOAAPP@dlt.ri.gov	
Woonsocket:	DLT.WOONWIOAAPP@dlt.ri.gov	
Wakefield:	DLT.WAKEWIOAAPP@dlt.ri.gov	

These email addresses are for application/documents submission only. Emails not containing an application or documents will be discarded.

If you are unable to attach your documents with your application, bring it at any time to the office location you selected. A locked drop box is available for you to place your copies during regular business hours. Copy machines are available if needed.

4. TABE APPOINTMENT

Call the netWORKri Office you have selected - **TABE tests are held weekly with the below schedule:**

Providence:	Tuesdays @ 1:00pm	One Reservoir Ave., Providence, RI 02907	Telephone (401) 462-8900
West Warwick:	Thursdays @ 10 AM or by appointment	1330 Main Street, West Warwick, RI 02893	Telephone (401) 462-4100
Woonsocket:	Wednesdays @ 1 PM	219 Pond Street, Woonsocket, RI 02895	Telephone (401) 235-1201
Wakefield:	Wednesdays @ 1 PM	4808 Tower Hill Road, Wakefield, RI 02879	Telephone (401) 782-4362

Required Documents:

Proof of Age (submit one)

- Valid Driver's license
- Valid State-Issued ID
- U.S. Passport
- U.S. Birth Certificate
- DD214

Work Authorization (submit one)

- U.S. Passport
- U.S. Birth Certificate
- Alien Registration Card
- Naturalization Certificate

Proof of your SSN (submit one)

This **MUST BE** provided at first meeting with career counselor

- Social Security Card
- W2 (if full SSN is shown)
- DD214

If you are collecting Public Assistance (submit one)

Must be dated within the last 6 months and show your name

- Most Recent SNAP Award letter
- SSI Award Letter
- Other Public Assistance Records

To be excused from TABE Test (submit one)

- Copy of Bachelor's Degree
- College Transcripts showing a Bachelor's degree or higher

If you are a Veteran (submit one)

- DD214
- Military Records

Proof of Residency (submit one)

if Driver's License Address is different from current address

- Anything showing your name and current address

To view Approved Training Programs:

- Go to: www.dlt.ri.gov
- Click on ► Jobs and Training
- Click on ► WIA Approved Training Programs