

Overview of NOVAworks' Referral-to-Training Process

1.

Register with
NOVAworks

2.

Attend the Career
Exploration workshop

3.

Complete the *Career
Exploration Guide* (CEG)

AT ANY POINT IN THE PROCESS

Meet with a training advisor to:

- Ask questions about available training
- Get assistance with completing the CEG
- Review a completed CEG
- Discuss next steps

[Request to meet with a training advisor](#)

For quick access to online learning options, sign up for an [orientation](#).

Prepare:

- Career Exploration Guide*
- 3 informational interviews
- 10 relevant job ads
- Resume

EDD/UI: If you are collecting unemployment, notify EDD of your **interest in training within 16 weeks** of the start of your claim. Print or write down your confirmation number and date for your records.



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