

WELCOME TO MASSHIRE

METRO NORTH CAREER CENTER

Career Advising and Training Information Session

We'll get started in a few minutes!

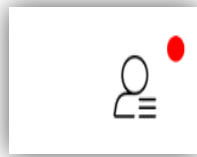
MassHire Program & Services are funded in part by US Department of Labor (USDOL) Employment and Training Administration grants as well as non-federal funded grants. Additional details furnished upon request.



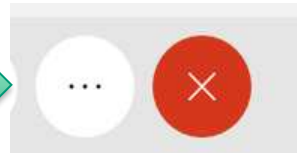
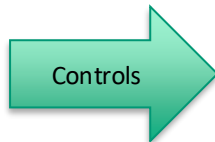
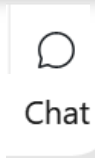
MASSHIRE
METRO NORTH
CAREER CENTER

Your Controls

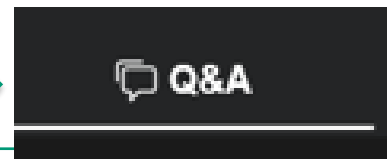
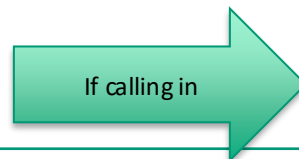
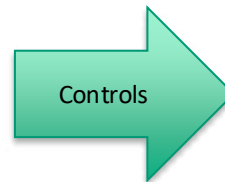
Note that you are muted upon entering the session



Click on the Participant button to find the **Chat** button



More Options Leave Event



WHY ARE YOU HERE ?

To learn about the basic, individual and training services available and how to access those services.

Wagner Peyser – Basic Services

A federally funded program that is universally available for all individuals.

Who is eligible for Wagner Peyser services?

Anyone looking for career and job search assistance.

Basic Services Available through Wagner-Peyser

Career Center – Self Service

Computers and Printer for Job Search in Career Center Resource Room
YouTube video tutorials

<https://www.youtube.com/@masshiremetronorthcareerce9733/videos>

Various information posted on website including job listings, labor market information and other resources

<https://masshiremncareers.com/jobseekers/getting-started/>

Staff Assisted Services

Resume critiques, interviewing guidance, career assessments, labor market information, and more (*via in person, phone, email or Zoom*)

Email jobsearchhelp@mhmnc.com or call one of our career centers

Workshops (Virtual/In-Person) Job Fairs (Virtual/In-Person)

Job Search, Interviewing Skills, Resume/Cover Letter Writing, LinkedIn, Networking, Career Assessment, Computer Skills, (including Microsoft Word, Excel, PowerPoint, Outlook), Career Panels, Job Fairs, Recruitments and more

- Register and Update JobQuest profile for job search matches
- Fully completing your information including your basic, education and work history allows MassHire staff to best assist you on your pathway to reemployment.
- Use assessment tools and register for webinars online
- **JobQuest can be found at:**
<https://jobquest.dcs.eol.mass.gov/jobquest/LandingPage.aspx>
- **LINK TO MHMNCC Career Advising and Training Information Session webpage:** <https://masshiremncareers.com/career-development-options-cdo/>

WIOA – Individual Services

A federally funded program with *specified eligibility requirements*.

The Workforce Innovation and Opportunity Act (WIOA), a federal act, was signed into law on July 22, 2014.

WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

Who is Eligible for WIOA?

- 18 Years of Age or older
- Individual legally authorized to work in U.S.
- Meet Selective Service criteria
- **Priority of Service**
 - Veterans and Eligible Spouses
 - Recipients of Public Assistance
 - Other Low-Income Individuals
 - Individuals who Lack Basic Skills
- **Programs Under WIOA**
 - Adult
 - Dislocated Worker



Selective Service Requirement

- All individuals assigned male at birth and born on or after 1/1/1960 *SHOULD HAVE* registered with Selective Service prior to age 26.
- Go to www.sss.gov and *print out the online verification or for Veterans, provide a copy of your DD214.*
- For naturalized citizens, your Naturalization Certificate or US Passport is proof of selective service compliance.
- If there is a good reason why you did not register or it is an error, you can apply for a status information letter through the website.
- The MassHire Metro North Career Centers will consider a Waiver for those whose failure to register was not willful.



WIOA is a PARTNERSHIP

Your Success is Our Success!

Participation is a **long-term commitment, up to 12 months after employment, with a minimum of contact every 30 days or more as needed to reach your goals.**

The primary goal is *employment*.

Individual Career Planning Services are a part of this program. One-on-one career planning meetings, assessments, job search assistance, labor market research, setting goals and checking on progress of those goals and more.

Training Services are a part of this program. You will work with your Career Advisor to revise your resume, strategize your job search and determine your training needs and interests if applicable.

Even after you obtain employment, your Career Advisor will be available to assist you with ongoing job retention support up to 12 months, including work towards a promotion or to find a new job if necessary.

Individual Career Planning Services

- We offer the opportunity to work 1-to-1 with a career advisor on your career path!
- Counselors will assist you with your job search, career assessments, labor market information, interviewing skills, development of a Career Plan, salary negotiation, and more!
- Your Counselor will work with you until you are employed.
- 12 month follow up to support job retention with a minimum of contact every 30 days.

Are You Interested in Training?



Training Programs currently approved for WIOA funding are listed at

<https://jobquest.dcs.eol.mass.gov/jobquest/>

The maximum funding in the Metro North region is:
\$8,000 for Skills training programs and
\$10,000 for combined Educational and Skills training programs
(example: English for Speakers of Other Languages PLUS Medical Billing)

**You must apply for all other available sources of funding first
before receiving WIOA funds.**

If selected training cost exceeds the maximum, you and the training provider need to determine
if remaining balance can be paid by grant or scholarship.

No Cost to Customer

TRAINING FUNDING IS NOT GUARANTEED

Seeking Training Funds can be a 4–8-week process, inclusive of Intake and Eligibility

Education Level Priorities



Training funds are limited. Individuals with the highest need receive priority.

*WIOA training funds are not available for individuals with a Master's degree or above education level (Degrees from other countries may be considered an exception if U.S. employers do not consider them equal to a U.S. degree)

*Individuals with a Bachelor's degree need to be able to show that they are unable to become employed with the degree alone as well as tie the training to in-demand occupations locally. **Examples:** Degree is outdated, no experience related to the degree, physically unable to perform the job anymore, documented job search that includes updating resume and interviewing skills and review of appropriate job postings with no employment results, etc.

*Individuals with less than a Bachelor's degree are priority and will be considered based on an assessment of the individual's education and work history, career assessment results, education assessment results, local labor market information and review of training for in demand occupation.



Service Delivery Area (SDA)

To receive WIOA training services you must either reside in or last worked in one of the following towns that make up the Metro North Region.

Exceptions: Veterans or their eligible spouses and individuals receiving services from one of our WIOA partners including: DTA, MassAbility, MCB, SCSEP, JobCorps, Youthbuild, ACLS providers or WIOA OSY providers.

- Arlington
- Belmont
- Burlington
- Cambridge
- Chelsea
- Everett
- Malden
- Medford
- Melrose
- North Reading
- Reading
- Revere
- Somerville
- Stoneham
- Wakefield
- Watertown
- Wilmington
- Winchester
- Winthrop
- Woburn

How to Explore Training Options

Use  **MASSHIRE JobQuest**

- Training course Must Be **Approved for Individual Training Account (ITA) Metro North** region.
- If you are collecting Unemployment Insurance (UI) benefits training must be **Approved for ITA Metro North AND Section 30**.
- You must contact training providers to determine if you meet their requirements to be eligible for potential enrollment, in addition to determine if the training provider is a good fit for your needs.
- You will need to compare at least two training providers to find the best fit for your career plan taking into consideration time, location, cost and learning style.



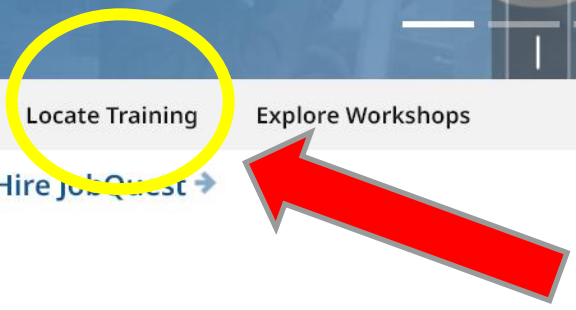
MassHire Virtual Pathway

Plan, Act, Get to Work!

We want to make it easier for you to find a job. Register for MassHire, Attend a Career Center Seminar, Create your Career Action Plan, Build a resume, Enroll in workshops, Search for jobs. The MassHire Virtual Pathway will guide your action steps!



REGISTER NOW



Locate Training

The job training programs available through the MassHire JobQuest system include training opportunities currently approved for ITA, Section 30, Trade and FutureSkills. Use the 'Approved Funding Regions' map to find training approved for funding by that region.

To search by the location where the training is being held use the 'Training Location' search box.

Keyword

Provider Name

Course Name

Targeted Occupation 

Approved Course Type

Training Location

Approved Funding Regions

Select regions using the map or checkboxes

- No Geographic Preference
- Metro North
- Berkshire County
- Metro South West
- Boston
- North Central Mass
- Bristol
- North Shore
- Brockton
- South Shore
- Cape & Islands



Locate Training

The job training programs available through the MassHire JobQuest system include training opportunities currently approved for ITA, Section 30, Trade and FutureSkills. Use the 'Approved Funding Regions' map to find training approved for funding by that region.

To search by the location where the training is being held use the 'Training Location' search box.

Keyword <input type="text" value="medical assistant"/>	Provider Name <input type="text" value="Enter a Provider Name"/>	Course Name <input type="text" value="Enter a Course Name"/>
Targeted Occupation <input type="text" value="Enter a Targeted Occupation"/>	Approved Course Type <input style="border: none; border-bottom: 1px solid #ccc; padding-bottom: 5px;" type="text" value="Any Course Type"/> ▼	Training Location <input type="text" value="Enter Massachusetts City or ZIP Code"/>



Approved Funding Regions

Select regions using the map or checkboxes

- | | |
|---|---|
| <input type="checkbox"/> No Geographic Preference | <input checked="" type="checkbox"/> Metro North |
| <input type="checkbox"/> Berkshire County | <input type="checkbox"/> Metro South West |
| <input type="checkbox"/> Boston | <input type="checkbox"/> North Central Mass |
| <input type="checkbox"/> Bristol | <input type="checkbox"/> North Shore |
| <input type="checkbox"/> Brockton | <input type="checkbox"/> South Shore |



Training Search Results

SHOWING RESULTS 1 - 20 OF 27:

Show 20 results per page



Medical Assistant Program



 1241 Fall River Avenue Seekonk, MA

Course Approved for: ITA, Section 30, Trade

Targeted Occupations:

31909200 - Medical Assistants

Provider Name: [MotoRing Technical Training Institute](#)

Medical Assistant Program

MotoRing Technical Training Institute



RESTART SEARCH

BACK TO RESULTS

Approved For: ITA(North Shore, Metro North, Boston, South Shore, Brockton, Bristol, Greater New Bedford, Cape and Islands, Berkshire, Franklin Hampshire, Hampden, North Central, Central, Greater Lowell, Merrimack Valley, Metro South/West), Section 30(Statewide), Trade(Statewide)



☆ Course ID:1054908

📍 Seekonk, MA 02771



TRAINING DESCRIPTION

Days 30 Wk Program/900Hrs, Evenings 75 Wk Program/900Hrs Certifications available include: First Aid, CPR, EKG, Phlebotomy. RMA available if requirements are met. An instructional program that trains individuals to support physicians by providing assistance during patient examinations, treatment administration, monitoring by keeping patient,related health record information and by performing a wide range of practice related duties. Students participate in a 160hr internship,often results in a job offer.Graduates who successfully secure documented training related employment within 90 days of graduation receive a tool bonus. Financial aid is available,for those who qualify. For info Mitchell Lavoie mlavoie@mtti.edu. 5083366611.

COURSE CONTACT

Name

Mitchell Lavoie

Title

Admissions
Representative

Email

COST INFORMATION

Total Cost/Student: \$6,000.00

Note: Cost may include one or more of the following: Tuition, Books, Equipment/Tools, Fees, Health Insurance, Other Insurance, Test for Certification, Uniforms, or Other Charges.

Is Financial Aid Available? Yes



Remember you MUST Apply for Financial Aid first if you are able

Is this course a distance learning course? Yes

Does the curriculum lead to the completion of a training program? Yes

Does the curriculum require students to interact with instructors? Yes

Does the curriculum require students to take periodic tests? Yes

Does the curriculum require students to come onto campus or other approved facility for test and meetings with instructors? Yes

Refund Policy

In full compliance with state and DPL Regulations.

PERFORMANCE SUMMARY

Are You Collecting Unemployment?

You May Be Eligible for DUA's Section 30 / TOP (Training Opportunities Program)

Your work search requirements may be waived while attending full-time, approved training:

- You *may* be eligible for up to an additional 26 weeks of unemployment benefits while attending "full time - 20 or more hours per week" Section 30 approved training.
- Submit your Section 30 application to Department of Unemployment Assistance (DUA) by the 20th payable week of Unemployment Insurance (UI) benefits.
- Training must be approved by the Department of Unemployment Assistance (DUA).
- Training must enhance skills for jobs that are in demand.
- **Department of Unemployment Assistance (DUA) does not pay for the training.**

For more information:

- <https://www.mass.gov/training-opportunities-program-top>
- Contact the TOP unit : (617) 626-5521

Interested in TOP (Training Opportunities Program) WHAT YOU SHOULD KNOW...



TOP Section 30 Application is REQUESTING UI BENEFITS EXTENSION and waiver of work search requirements approval from Department of Unemployment Assistance (DUA).



Seeking training funds grants to pay for training IS A SEPARATE MassHire CAREER CENTER PROCESS.

For more information on the TOP Program:

- <https://www.mass.gov/training-opportunities-program-top>
- Contact the TOP unit : (617) 626-5521

TOP Section 30



Department of Unemployment Assistance (DUA)



Training Opportunity Program (TOP)

Approval Process:

Submit Section 30 (TOP) application to DUA

If receiving UI benefits and you qualify with DUA, *you can*:

- Collect unemployment benefits without searching for a job
- Extend your unemployment benefits to up to 26 weeks

Is the training free? NO. You may pay for training or find scholarships or grants.

Seeking Training Funds



Seeking Training Funds Grant

Approval Process:

Participate with MassHire Metro North Counselor

Funding for training is not guaranteed and is a 3–6-week process for both approval and availability.

- Begin 3–6-week process with initial intake and eligibility
- Assigned to work with a Career Counselor
- If you have less than a Bachelor's degree, complete math and reading assessment
- Complete comprehensive assessment
- Up to 12-month commitment to work with MassHire
- Complete training proposal

Applying for the Training Opportunities Program (TOP)

NOVAK, CASTIEL
15000124
91 CANAL DR
BELCHERTON MA 01007-9643

Welcome, NOVAK, CASTIEL
You last logged in on Saturday, Feb 22, 2025 5:38:15 PM

Dashboard Action center Additional services

Filter this page

Current UI benefits
Benefit begin: 09-Feb-2025
Eligibility through: 07-Feb-2026

Benefit details > [Close your claim](#)
\$615.00 per week from 09-Feb-2025 to 07-Feb-2026
> [File an appeal](#)
> [File a wage correction](#)
> [View more benefit details](#)

Claim for week ending 08-Mar-2025 > [Request benefits](#)
File your weekly certification in order to receive benefits.
Status
Ready to request benefits

Claim for week ending 15-Mar-2025 > [Request benefits](#)
File your weekly certification in order to receive benefits.
Status
Ready to request benefits

Claim for week ending 01-Mar-2025

Training Opportunities Program > [Apply for the Training Opportunities Program](#)
You may be eligible for extra benefits
Weeks remaining to apply: 18

TOP – Training Opportunities Program

Training Opportunities Program

If you need to acquire new skills in order to become re-employed, you may be eligible for the Training Opportunities Program (TOP). To participate in TOP, you must submit a completed application to the Department of Unemployment Assistance (DUA).

If you meet the eligibility requirements:

- TOP allows DUA to waive your active work search.
- You will continue to receive your unemployment benefits while in DUA approved training.
- TOP will allow you to receive up to 26 weeks of additional benefits if your training extends beyond the duration of your initial unemployment claim.

Note: DUA does not fund your training costs.

The TOP application requires that you ask your training provider to provide information to DUA in order to determine your eligibility. You can use the TOP application to fill in your information, then give the application to your training provider to fill in the information they must provide.

Once the application has been filled out by you and your training provider, you can return to this screen to submit the application or you can send it in the mail to:

MA DUA/ Scanning Dept.
100 Cambridge St, 4th Floor, Suite 400
Boston, MA 02114

You can use the links below to print the TOP application or to submit a completed TOP application.

[View TOP application](#)

[Click here to submit a completed TOP application](#)

TOP application - 8 pages

Department of Unemployment Assistance

Commonwealth of Massachusetts
Executive Office of Labor & Workforce Development



Training Opportunities Program (TOP) Application

If you qualify for TOP, you can...

- Do full-time training from an approved training program,
- Collect unemployment benefits while you are in training without doing job searches, and
- Potentially get up to 26 weeks of additional benefits (Retraining Extended Duration (RED) benefits) if you use all your regular unemployment benefits before you finish your training.

How to Apply to TOP

1. Complete the attached application.

- You fill out Parts A and B.
- If your training is based on completing hours or apprenticeships, have a representative of the training program fill out Part C. This training program must provide at least 20 hours per week of supervised instruction, and you must complete it in 2 years (3 years if you need to do an apprenticeship or basic skills program)
- If your training is a credit-based program like a college or university, have a representative of the training program fill out Part D. This training must provide at least 20 hours per week of supervised, in-class instruction and be the equivalent of 12 semester credits for each period.

2. Return your completed application to DUA no later than the 20th paid week of your claim.

You can:

- **Complete and submit** your application to your online account: <https://mass.gov/uima>, or
- **Mail a copy** of your completed application to:
Department of Unemployment Assistance,
Attn: Special Programs Dept.
100 Cambridge St, Suite 400,
Boston, MA 02114

3. If your application is complete and sent by the deadline...

we will send you a notice to tell you if you qualify for TOP.

Questions?

Special Programs/TOP Department
Department of Unemployment Assistance
Call us: 617-626-5521

You can either complete and submit your application through your online account: <https://mass.gov/uima>

or

Mail a copy to:
Department of
Unemployment Assistance
Attn: Special Programs Dept.
100 Cambridge St. Suite 400
Boston, MA 02144

Questions: Please call
617-626-5521.

Training Research and Justification

Complete the Training Proposal – which includes the following:

- If you have less than a Bachelor's degree, you will need to take the Virtual WorkKeys assessment, which is a test of basic reading and math skills.
- Complete an interview with your counselor to determine that training is necessary to be employed at self-sufficient wages including a review of your current job search activities.
- Review and update resume and practice interviewing skills if staying in the same field and/or have a Bachelor's degree to determine if this is a barrier to employment.
- If you are entering a new career, you will take career assessments to guide the process.
- You have the skills and qualifications necessary to complete the training program.
- Conduct Labor Market research to show there are job opportunities in the occupation of your training interest.
- Conduct an informational interview, two info interviews if a career transition.
- Compare at least two training providers / courses.

Non-WIOA funded training options

- There are other non-WIOA funded training options available. These options usually do not have residency requirements and have their own eligibility requirements.
- Examples include training in Manufacturing, Carpentry, Welding, Plumbing, Electrical, Early Childhood Education, EMT, CNA, Facilities Maintenance, Cybersecurity and more.
- You will receive a list the current non-WIOA funded training options after this session. Each program will have the contact information listed if you would like to pursue those programs.



Are you a MassAbility consumer?

We have an existing partnership with MassAbility. If you are currently a consumer working with MassAbility, please let MassHire Career Center staff know at your Intake/Eligibility appointment.

Through our partnership there are training funds available for shared customers, and we can guide you to determine if you might be eligible.

Customer



The Career Center is here to serve you!

We appreciate your feedback as it will assist us in improving our services. However, if you believe that you have been denied service or treated in an unfair or inappropriate manner, you have the right to file a complaint. Our grievance process can be found at <https://masshiremncareers.com/career-development-options-cdo/>

Complaint Officers

Cambridge	Woburn	Chelsea	Malden
Kim Ware 617-661-7867 x 240	Sean Barnes 781-932-5500	David Lopez 617-884-4333	Dolores Castillo 781-605-1501



Where Do I Go From Here?



If you would like to move forward with Individualized Career Advising or if you are seeking to explore Training Programs:

- At the end of this training, I will unmute you to give you an Intake appointment. ***Please look for the notice on your device after I call your name!***
- Your patience is appreciated until I can schedule you.
- Once you have been given an intake appointment, you can leave the session.
- All applicable documents, including this PowerPoint presentation can be found at <https://masshiremncareers.com/career-development-options-cdo/>
- Note that this link will be emailed to you after this session today.
- You will receive a DocuSign with an Intake form to complete as well as to upload eligibility documents.
- During your scheduled intake appointment an intake counselor will review with you your intake and eligibility requirements.

If you are interested in training, you can begin using JobQuest to research your training program options.

- Select two training programs of interest.
 - Begin working on a Training Proposal found via the link above.
 - **Complete and submit DocuSign when you receive it. If you have questions, be ready to ask them at your Intake appointment.**
- Thank you for attending this session today!***