

Welcome to the Western Maryland Consortium's virtual orientation. We are located at 33 W. Washington Street, Hagerstown, MD. Our phone number is 301-791-3164.

Western Maryland Consortium is one of the nation's One-Stop Career Centers and provides services under the Workforce Innovation and Opportunity Act (WIOA). WMC can offer each of you, provided you meet our eligibility, a personal career counselor to work with you one-on-one. Together you will create an individual plan tailored to meet your personal needs to get you back into the workforce full-time employment. It is our goal, and it should also be your goal to find full-time employment.

Some of the services that the WMC can offer you are:

- Career Assessment: By completing the O-Net Interest Profiler you can explore careers that match your individual interest.
- Resume and Cover Letter review and writing: We have Certified Professional Resume Writers on our staff that can help create or update your resume.
- 3-part Mock Interviews: To help you prepare and give you confidence in your interview.
- WMC has a computer lab where individuals can do everything from job search to basic and advanced computer training.
- Legal Services – We work with a representative from Maryland Legal Aid to provide expungement services.
- GED/NEDP (National External Diploma Program) – We offer GED and NEDP to help you get your high school diploma or equivalent.
- Work Keys – We offer Work Keys certification to help enhance your resume and help get your foot in the door with an employer.

Some of the more popular training courses offered are:

- Office Associates Program with three-level certificate from HCC consisting of Intro to QuickBooks, QuickBooks Payroll and QuickBooks Intermediate.
- Medical Billing and Coding
- CNA/GNA Training
- Accounting and Bookkeeping
- Cybersecurity
- CDL Training

A complete list of approved training opportunities can be found at this link. You will click on "I want to search for WIOA training" and then you can search by training providers name, county, training type, or keyword.

- Are you looking to get your diploma? The WMC has an onsite teacher/tutor from Hagerstown Community College from Tuesday – Thursday to help prepare you for the GED exam and we also have an onsite testing center.
- OJT – WMC works closely with local companies who are in search of new talent to add to their workforce.

- Skilled Trades include Plumbing, HVAC, Electrical, Construction and Welding.
- Project Management Professional – must have post-secondary education.

Let's go over the required documentation that you will need to bring with you when you meet one-on-one with your career counselor.

- If you are receiving food stamps and have your food stamp award letter that is dated within the last six months, it will verify the following:
 - Address
 - Citizenship
 - Residency
 - Income
 - Family Size
 - Public Assistance
- Social Security Card
- Proof of Citizenship which could include birth certificate, voter registration card, or current passport.
- Males born after 1/1/1960 must be registered for selective service. If you are a veteran, we will need a copy of your DD214 or your military ID.
- Proof of Residency which could include a driver's license with your current address or with an address change card from the DMV or a piece of mail with your current address on it (must be dated within the last 30 days).
- Income verification for the past 6 months – we will need to have income verification from everyone who lives in your household who is related by blood or marriage.
- Family Size – please provide a current lease that shows all members of your household, food stamp award letter, or birth certificates for all members of your household.
- Proof of public assistance which could include award letter or SNAP benefits card along with a recent receipt that must show date of purchase.
- Proof of disability.
- Separation letter from your last employer
- High school diploma, GED or your last degree earned.
- If you were self-employed, please provide us with your quarterly tax forms.
- Resume – if you have a resume, even if it is not up to date, please bring it with you.

***Remember – having all your documents with you when you come to your initial appointment will help you move more swiftly through the eligibility process and into training and your new career.