

## **WIA Students**

Please check with the workstudy at the reception desk before leaving on the last day of class to pick up your Certificate(s) of Completion. Please keep a copy for your records as you may be asked for it by your career manager.

Remember that you only have 90 days from the last day of class to take the certification exam with FTP. If the exam is not taken within 90 days, you must take the class again to restore FTP eligibility. Also, if you fail the exam, you have 90 days to retest, on us, provided you have followed the RSP for FTP. Refer back to the orientation material for more information regarding our methodology.

Don't forget to file your monthly reports with your career manager.

If you go beyond your expected completion date listed on your voucher (or expect to), contact your career manager for an extension.

If you plan to be out for a while, remember that must be documented in your student record. If we do not have documentation, and we cannot reach you for more than 45 days, you may be placed on our 'Inactive' list.

To remain on 'Active' status here at the Center, you should attend at least one class per month. Since each class is only 15 hours in the classroom, please make arrangements to attend one.

If you need help with anything relating to your program, call us or send an email. We are here to help you and can give you all the resources you need to succeed.