



Reskilling Virginians for In-Demand Jobs

**Sign up instructions** can be located here: <https://vaready.org/signup-instructions/>

Link to the **VA Ready Sign up and Certification forms** can be located here:  
<http://scholars.vaready.org>

## STEP ONE: Make an Account

Click on the blue “Make an Account” button. Clicking the “Make an Account” button will bring up the registration form, which only takes a minute to fill out and allows you to create an account. After creating an account you will get an email and pop up message that will tell you to log into your account to fill out the sign up form

[Log in](#) [Make Account](#)

[Forgot Password?](#)

### Register

Please complete the registration information below. Your username will be your email address. Once you submit your registration, you will receive a confirmation email from [info@vaready.org](mailto:info@vaready.org). Be sure to check your Spam folder if you do not see the confirmation in your Inbox. Required information is marked with an asterisk.

Login Profile	
Email*	<input type="text" value="xxxxxxxx@gmail.com"/>
Password* 	<input type="password"/>
Confirm Password*	<input type="password"/>
Role	<input type="text" value="Nominator"/>
Status	<input type="text" value="Active"/>
Contact Information	



Reskilling Virginians for In-Demand Jobs

## STEP TWO: Log in to your account

Once you have created your account, you can then log into the system by:

1. Clicking the Login button (which is to the left of Make an Account)



[Forgot Password?](#)

2. Enter in your account email and password from when you made an account.

### Log in to the VA Ready System. x

Welcome to the VA Ready System. Please enter your email address and password to log in. If you are a new user, please [register](#).

Email Address

Password

[Log in](#)

[Forgot Password?](#)

Close



## Reskilling Virginians for In-Demand Jobs

### 3. After you have entered the system, please choose the VA Ready Sign Up form option from the dropdown list and click “Create.”

Before you start your VA Ready sign up application you will need to have your community college class registration email in order to complete your application as final. You will need to upload it to your eligibility questionnaire. This email states your class name, start date, and end date.

#### VA Ready Eligibility Requirements

- You are enrolled in a VA Ready supported FastForward course
- **You are signing up prior to or within the 5 calendar days of your class starting (1st calendar day is the first day of class. You must submit your VA Ready sign up application as *final* prior to your class starting or within the first 5 calendar days of your class starting to be eligible for VA Ready.)**
- You are domiciled in Virginia
- You are looking to increase your skill set by earning a credential for an in demand job in a growth sector

**Please Note: You may only receive the \$1000 Achievement Award once for completing one course. You may not take another VA Ready supported course and receive another \$1000.**

### 3. Fill out the Sign up form.

- a. The Sign up form includes an eligibility questionnaire on the first tab. As part of the eligibility questionnaire you must upload the community college class registration email that comes from the community college.
  - b. Once you answer the eligibility questionnaire correctly, you will be able to see the remaining 2 tabs (Enrollment Information and Confirmation) of the Sign up form.
  - c. Fill out each tab and click “next tab” when each section is completed.
  - d. There are detailed directions of each tab below
4. Once you have completed all four tabs (See below) you may submit your Sign up form as final. All VA Ready Sign up forms must be submitted as *final* prior to your class starting or within the first 5 calendar days of your class starting to be eligible for VA Ready.



## Reskilling Virginians for In-Demand Jobs

Below are the Eligibility requirements that each student must obtain to participate in VA Ready (students will see these requirements upon first viewing the application)

Please read all questions carefully and answer as completely as possible. Required information is marked with an orange asterisk and must be completed in order for your application to be considered. Your application must be "Submitted as Final" prior to the start date for your course.

### VA Ready Eligibility Requirements

- You are enrolled in a VA Ready supported FastForward course
- **You are signing up prior to or within the 5 calendar days of your class starting (1st calendar day is the first day of class. You must submit your VA Ready sign up application as *final* prior to your class starting or within the first 5 calendar days of your class starting to be eligible for VA Ready.)**
- You are domiciled in Virginia
- You are looking to increase your skill set by earning a credential for an in demand job in a growth sector

**Please Note: You may only receive the \$1000 Achievement Award once for completing one course. You may not take another VA Ready supported course and receive another \$1000.**

Please save your work periodically. The system will time out your session after fifteen (15) minutes of inactivity.

## Screenshots of each tab of the sign up form

### Tab 1 (Eligibility):

The first question the scholar will answer will be where they are receiving credentials: from VCCS or Sentara College of Health Sciences?

Please save your work periodically. The system will time out your session after fifteen (15) minutes of inactivity.

Eligibility Applicant

Save

Admin Save

Next Tab >>

**Credentials**

Where are you receiving your credentials from?\*

Select

Select

Virginia Community College

Sentara College of Health Sciences

Next T

Sa



## Reskilling Virginians for In-Demand Jobs

Then, a scholar will continue on to an eligibility questionnaire. In order to view the rest of the application the following questions must be answered.

### Answering the eligibility questions

The student is looking to increase their skill set by earning a credential in an in-demand job in a growth sector, they are domiciled in VA, they have contacted a community college to enroll, proof of community class registration must be uploaded, and that they are signing up for VA Ready before their course begins **or** within the first 5 days of the course beginning.

Credentials	
Where are you receiving your credentials from?*	<input type="text" value="Virginia Community College"/>
VAReady Eligibility	
Are you looking to increase your skill set by earning a credential for an in demand job in Virginia's growth sector? <i>Virginia's growth sector is determined by Virginia's leading employers in the following industries: Cyber/IT, Healthcare, and Skilled Trades. All VA Ready supported credentials fall within Virginia's growth sectors.*</i>	<input type="text" value="Yes"/>
Have you been living full time in Virginia for at least 1 year? <i>This is considered as domiciled in Virginia. Domicile is defined as your present, fixed home is located in Virginia and has been for at least 1 year. This home is where you return following temporary absences and where you intend to stay. If you are domiciled in another state than Virginia and/or you live in Washington DC then click no.*</i>	<input type="text" value="Yes"/>
Have you enrolled in a VA Ready supported FastForward course at a community college?*	<input type="text" value="Yes"/>
Community College Class Registration Email In the upload section please provide VA Ready with a copy of the email you received once you registered for your class at the community college. This email should show the class name, start dates, and end dates.*	<input type="text" value="Choose File"/> No file chosen <a href="#">ExampleofemailScholarsrecievewhentheysignupfo raVCCSclass.pdf</a> <a href="#">Download</a>   <a href="#">Remove</a>
Are you signing up for VA Ready prior to your class starting <u>or</u> within the first 5 calendar days of your class starting? (1st calendar day is the first day of class. You must submit your VA Ready sign up application as <u>final</u> prior to your class starting or within the first 5 calendar days of your class starting to be eligible for VA Ready.)*	<input type="text" value="Yes"/>

If the questions are not answered in the correct format then the student's application will be saved as a draft, and the student will be deemed as 'ineligible.' However, they can make edits and re-submit the application as final to be deemed as 'eligible' and unlock the rest of the application.



Reskilling Virginians for In-Demand Jobs

## Tab 2 (Applicant):

Tab 2 is the applicant information page where we collect demographic information and learn about how the student heard of VA Ready.

Applicant Information	
Prefix	<input type="text" value="Select"/>
First Name*	<input type="text" value="Mary"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text" value="Wilcox"/>
Suffix	<input type="text"/>
E-mail Address*	<input type="text" value="mary.wilcox@vaready.org"/>
Phone Number*	<input type="text" value="(123) 456-2345"/>
Address	
Address*	<input type="text" value="TEST ADDRESS"/>



Reskilling Virginians for In-Demand Jobs

City*	<input type="text"/>
State*	Virginia ▼
Zip*	<input type="text"/>

**Voluntary Information**

Completion of the information below is completely optional. None of this data has any impact on your eligibility to become a VA Ready Scholar VA Ready sincerely requests your completion as the data collected is for internal use only and will be used to inform VA Ready on how to better market and provide future resources.

Gender*	Female ▼
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**Race/Ethnicity\***

- |  |   |
|--|---|
| <input type="checkbox"/> Black / African American        | <input checked="" type="checkbox"/> White                   |
| <input type="checkbox"/> Hispanic or Latino              | <input type="checkbox"/> Asian                              |
| <input type="checkbox"/> American Indian / Alaska Native | <input type="checkbox"/> Native Hawaiian / Pacific Islander |
| <input type="checkbox"/> Middle Eastern                  | <input type="checkbox"/> Other Race, Ethnicity, or Origin   |
| <input checked="" type="checkbox"/> Prefer not to answer |   |



## Reskilling Virginians for In-Demand Jobs

Age <i>If you prefer not to disclose your age, please input N/A*</i>	<input type="text" value="99"/>
Are you a U.S. Military Veteran or Transitioning Military member?*	<input type="text" value="Prefer not to answer"/>
Are you a Military Spouse or member of a military family?*	<input type="text" value="Prefer Not To Answer"/>
Please indicate which branch of the military you are affiliated with?*	<input type="text" value="Prefer not to answer"/>
Previous Employment Sector*	<input type="text" value="Education/Training"/>
Previous Job*	<input type="text" value="NA"/>
Education Level*	<input type="text" value="Graduate or Professional Degree"/>
Are you unemployed at the moment?*	<input type="text" value="No"/>
<b>How did you first hear about VA Ready?</b>	
Please check all that apply*	
Newspaper article (print or virtual)	<input type="checkbox"/>
TV	<input type="checkbox"/>
Radio	<input type="checkbox"/>
Social Media (Facebook, Twitter, Instagram, LinkedIn, etc)	<input checked="" type="checkbox"/>



Reskilling Virginians for In-Demand Jobs

### Tab 3 (Enrollment Information):

Tab 3 is where the student would list what community college they are enrolled in, select the program, and provide a start and end date of their course.

As of Jan 27 at noon, the VA Ready Sign up works in the following manner. The student's application will be automatically withdrawn if they sign up (submit their application as final) after the 5 *calendar* day mark. Our system will compare the class start date with the date the application is being submitted as final. If this falls outside of the 5 calendar day window then they will be sent an email saying that they do not qualify. We won't make any exceptions to this eligibility criteria so it is vital that students come to us within this timeframe. We have made several changes to our sign up form so that this eligibility requirement is very clear.

<b>FastForward Program</b> <i>BEFORE signing up to be a VA Ready Scholar, you must already be enrolled in a FastForward Program. If you are not enrolled, please go to the <a href="#">FastForward website</a> and scroll to the bottom of the page to request more information. A FastForward coach will reach out and help you get enrolled.</i>	
By clicking this Checkbox, I certify that I am already enrolled in a FastForward program.	<input checked="" type="checkbox"/>
<b>Community College Enrollment Information</b> Please provide us with your community college enrollment information below.	
Select your community college*	Tidewater
Select your credential program*	Phlebotomy Technician
Program Start Date*	02-04-2021
Program End Date*	03-24-2021



## Reskilling Virginians for In-Demand Jobs

### Tab 4 (Confirmation):

Tab 4 is where the applicant will read and check off that they are agreeing to the scholar agreement.

#### VA Ready Scholar Agreement

I understand that the VA Ready mission is to support out-of-work Virginians and those whose employment has been disrupted due to COVID-19 by working with businesses throughout Virginia and the Virginia Community College System to train motivated Virginians for in-demand jobs in growing industry sectors.

I also understand VA Ready has identified approximately 30 specific non-credit training programs that qualify for the FastForward grant program.

As an out-of-work Virginian or someone whose employment has been disrupted due to COVID-19, I want to fully engage in VA Ready's retraining program and understand that I also must enroll in one of VA Ready's selected programs and enroll in FastForward to be a VA Ready Scholar.

As a VA Ready Scholar, I understand that upon successfully demonstrating with VA Ready and confirming with my community college and FastForward that I have completed the requirements for the credential associated with my selected training program, I will receive a \$1,000 Credential Achievement Award from VA Ready and have access to the VA Ready Job Exchange on the VA Ready website.

In addition, I understand that eligibility to become a VA Ready Scholar is not restricted by any other criteria than those listed herein and VA Ready is not providing me tuition assistance or a scholarship, nor is VA Ready guaranteeing me employment in any respect, with any employer.

I understand that the VA Ready Credential Achievement Awards are made on an objective and nondiscriminatory basis, and VA Ready does not discriminate on the basis of race, religion, color, age, gender, disability, national origin, veteran, other protected status, or any other basis prohibited by law.

I confirm my understanding with the above statements.\*



#### With this understanding:

I agree to be a VA Ready Scholar, and by signing this agreement, I confirm and/or agree the following:

- o I confirm that my employment has been disrupted due to COVID-19.
- o I confirm that I am enrolled in the FastFast Forward program at a Virginia Community College in a VA Scholar approved course that begins after August 1, 2020.
- o I agree to be in contact with VA Ready during the course of my program so that I can be made aware of additional offerings and services of VA Ready that could support me in my training program and my search for employment following the achievement of my credential.
- o I give permission to VA Ready to have access to information regarding my credential achievement status and my enrollment in a Virginia community college and FastForward program.
- o I give permission to VA Ready to provide information regarding my VA Ready Scholar status to the Virginia Community College System.
- o I agree to provide feedback to VA Ready on its program.
- o I understand that, upon completion of my program, I will be provided with access to the Job Exchange at VA Ready and may apply for job opportunities listed on the Job Exchange, but understand that VA Ready is not guaranteeing me with employment in any respect with any employer and is not requiring that I accept employment with any employer.
- o I understand that if I do not achieve the credential and confirm my achievement with VA Ready for the VA Ready approved course, I will not be entitled to receive the \$1,000 VA Ready Credential Achievement Award.
- o I agree with the storage and handling of my data in accordance with VA Ready's privacy policy and terms of service.

I acknowledge that I have read and agreed to all the above statements and agree that filling out my information below constitutes my acceptance and signature of this agreement.\*





Reskilling Virginians for In-Demand Jobs

**Once you have completed all four tabs (See below) you may submit your Sign up form as final. All VA Ready Sign up forms must be submitted as *final* prior to your class starting or within the first 5 calendar days of your class starting to be eligible for VA Ready.**

Additional Information on the Certification Form (to be filled out at the conclusion of the course and after the Scholar takes the credential exam):

For Directions on how the Scholar **uploads their credential and PDF from the VCCS Acknowledgement of Credential email** click the link below: <https://vaready.org/upload-instructions/>

### **STEP THREE: UPLOAD YOUR CREDENTIAL (AFTER SUCCESSFULLY FINISHING YOUR CREDENTIALING EXAM)**

Once you have completed your course and passed your credential exam, you can then log back into the system to upload your completed credential from the accreditation body and the PDF from the VCCS Acknowledgement of Credential email (the VCCS PDF will not be available to the scholar until after they have taken the exam).

1. As soon as your Sign up form is reviewed and approved by the VA Ready team, you'll be granted access to the Certification form. The Certification form is where you'll be uploading the necessary materials to confirm that you have completed your program and successfully passed your credential exam. Note: If you don't have all of the details already you may save the form as a Draft and you can come back any time in the future to finish.
2. Begin this process by clicking the "Certification" button underneath the "VA Ready Sign Up" program on the main page.
3. To complete this form you will need a picture of your completed credential from the accrediting body, the PDF from the "VCCS Acknowledgement of Credential" email, and necessary information to complete the tax and banking information.