

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 (e.g., Google, IBM, Udemy), meet with a Sunnyvale [training advisor](#) first.

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.



Sunnyvale: 408-730-7232 • San Mateo: 650-581-0058