



YouthWorks 2016: Online Pre-Registration and Certification Process

Worksite Applicants

It's that time again – time for organizations like yours to sign on to serve as YouthWorks summer job worksites for Baltimore City youth between the ages of 14 and 21!

- In 2016, YouthWorks will have two, five-week sessions – the first will run **June 27 to July 29**, and the second **July 11 to August 12**.
- All organizations that wish to support YouthWorks in 2016 by serving as worksites must register online beginning **January 4**.
- The registration deadline for worksites that would like to be part of the first YouthWorks session (June 27 to July 29) is **April 1**.
- Worksites that would like to request that a specific YouthWorks applicant be placed with your organization must submit the applicant's YouthWorks certification receipt to YouthWorks before **April 8**.
- YouthWorks participants are scheduled to work five hours each day (excluding lunch), five days a week, for a total of 25 hours per week for five weeks. Youth will ear \$8.75 per hour.

FOR NEW WORKSITE APPLICANTS:

- If you have never registered your organization online as a YouthWorks worksite, you must create an account at youthworks.oedworks.com using a current, active email address.
- Once you have created an account, you will need to provide a sample job description for each YouthWorks position, a prospective work schedule for each YouthWorks position, and the resume of the staff member at your organization who will supervise YouthWorks participants.

FOR RETURNING WORKSITE APPLICANTS:

- If you have registered your organization online as a YouthWorks worksite in the past, you must access your existing youthworks.oedworks.com account by using the same email address you used to create your account last year.
- Once you have logged into your account, you will need to review your organization's information (including the sample job descriptions for each YouthWorks position; prospective work schedule for each YouthWorks position; and the resume of the staff member at your organization who will supervise YouthWorks participants) and submit any updates as needed.

Please note:

- If you cannot complete the registration form at any point, you can stop, save the information, and return to the form at a later time by logging onto youthworks.oedworks.com using your email address and account password.
- Once you have submitted your registration form, you will receive a confirmation email from YouthWorks. If you do not receive this confirmation email within five days of submitting your registration form, your registration is not complete. Contact ywhelpdesk@oedworks.com for assistance.
- Additional information about the YouthWorks worksite registration process can be found in the “Frequently Asked Questions” section of youthworks.oedworks.com.

IMPORTANT 2016 DATES TO REMEMBER:

- **January 4:** Online registration for worksites opens.
- **April 1:** Registration deadline for worksites that would like to be part of the first YouthWorks session (June 27 to July 29)
- **April 8:** Last day for worksites to submit youth certification receipts to request the placement of specific YouthWorks applicants with their organization.
- **June 27 – July 29:** First five-week YouthWorks session. *(Please note: Monday, July 4, 2016, is a holiday and youth will not be paid for this day.)*
- **July 11 – August 12:** Second five-week YouthWorks session.
- **July 22:** First pay day for first session YouthWorks participants.
- **August 5:** First pay day for second session YouthWorks participants.