



YouthWorks 2016: Online Pre-Registration and Certification Process

Youth Applicants

It's that time again – time for Baltimore City residents ages 14 to 21 to register for a summer job through YouthWorks! All YouthWorks 2016 applicants must complete two important steps:

1. PRE-REGISTER ONLINE between January 4 and March 11:

- If you are **NEW** to YouthWorks and have never pre-registered online for YouthWorks in the past, you must use your current, active email address to create an account at youthworks.oedworks.com. Creating an account does not mean you have pre-registered.
- If you are **RETURNING** to YouthWorks and pre-registered online for YouthWorks in the past (whether or not you completed certification and were placed in a summer job), you must access your existing youthworks.oedworks.com account by using the same email address you used to create your account.
- Whether you are **NEW** or **RETURNING** to YouthWorks, you must complete and submit the 2016 pre-registration form at youthworks.oedworks.com before March 11.

2. ATTEND AN IN-PERSON CERTIFICATION APPOINTMENT between January 25 and April 2:

- Once you submit your pre-registration form, you will receive a confirmation email with the date, time and location of your in-person certification appointment. You must attend this appointment to be eligible to be placed in a YouthWorks summer job.
- At your certification appointment, you will need to provide all necessary eligibility documents – birth certificate*, Social Security card*, proof of identification (a Maryland state photo ID, school ID or report card), a printed copy of your pre-registration form, a work permit if you are between the ages of 14-17**, and verification of family income.

*If you completed the certification process for YouthWorks in 2013, 2014, and/or 2015, your birth certificate and Social Security card are already on file.

**If you are between the ages of 14 and 17, you must have a work permit to be eligible to be placed in a YouthWorks summer job. Applications for work permits are accepted online at: <https://www.dllr.state.md.us/childworkpermit>. Complete the required information online (using YouthWorks as the employer), print the work permit, sign it, have your parent or guardian sign it, and bring it to your certification appointment.

ADDITIONAL INFORMATION:

- Following the certification appointment, YouthWorks staff will confirm each applicant's eligibility; review their age, zip code, career interests, and skills and abilities; and determine an appropriate, career-track job match.
- You are considered registered for the 2016 YouthWorks summer jobs program once you have attended your certification appointment and received a receipt.
- Please note that neither pre-registering online nor attending an in-person certification appointment guarantees you a YouthWorks summer job.

IMPORTANT 2016 DATES TO REMEMBER:

- **January 4 – March 11:** Online pre-registration period.
- **January 25 – April 2:** Certification appointment period. Certification appointments are held after school and on Saturdays in March and on April 2. You must be scheduled to attend a certification appointment; requests to reschedule a scheduled certification appointment must be made prior to March 11.
- **February 13, February 27, April 2, and April 9:** On these dates, we will hold job readiness training for YouthWorks applicants ages 16-21 who are selected for possible private-sector job placement through the YouthWorks Hire One Youth program. Applicants selected for Hire One Youth will receive a special invitation to one of these trainings.
- **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.