

WRTP | BIG STEP

LEARN MORE ABOUT THE RACINE WORKS PROGRAM



WHAT ARE THE RACINE WORKS PROGRAM (RWP) CERTIFICATION REQUIREMENTS?

All RWP certification applicants MUST:

- ✓ Currently live within the City of Racine. To check City of Racine residency, visit: www.gis.cityofracine.org/RacineGIS.
- ✓ Classify themselves as either underemployed (worked less than 1200 hours in the past 12 months) or unemployed (laid off for the last 15 consecutive days).
- ✓ Be an apprentice or journeyman with a local union OR must have completed a recognized pre-apprenticeship program (WRTP/BIG STEP and/or First Choice).

I KNOW OF SOMEONE THAT IS ELIGIBLE FOR THE RACINE WORKS PROGRAM AND WOULD LIKE TO GET THEM CERTIFIED FOR MY PROJECT.

STEP 1. Contact WRTP/BIG STEP to complete an initial screening for eligibility.

STEP 2. If the individual is determined to be eligible for RWP certification, WRTP/BIG STEP staff will work with you and the individual to complete the certification process. (See the certification process flyer for more information.)

STEP 3. Upon completing the certification process, WRTP/BIG STEP will provide you with copies of the RWP certification for your records.

****Note:** The individual MUST be RWP-certified before starting work on the City of Racine project in order for you to count the hours worked toward the Racine Works Program**

I NEED HELP FINDING SOMEONE WHO IS CERTIFIED BY THE RACINE WORKS PROGRAM FOR MY PROJECT

STEP 1. Contact WRTP/BIG STEP if you are struggling to locate individuals that meet the RWP certification requirements.

****Union Contractors:** It is important to first check in with any of your affiliated unions for RWP-certified or RWP eligible candidates.**

STEP 2. WRTP/BIG STEP will have you complete a Job Order Form that will outline the details of your position and all requirements.

STEP 3. Submit your complete job order form to WRTP/BIG STEP staff.

STEP 4. WRTP/BIG STEP staff will screen RWP certified participants and locate individuals who meet your workforce needs. Your company name is kept confidential during this process.

STEP 5. Once interested and eligible candidates are located, WRTP/BIG STEP staff will provide you with resumes for review.

STEP 6. WRTP/BIG STEP staff will work with you to set up interviews with candidates you would like to move forward with.

STEP 7. Once a candidate is hired, WRTP/BIG STEP will provide you with all RWP certification documentation for your records.

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To learn more about WRTP/BIG STEP, scan the QR code with your phone's camera. No app necessary!

