



RACINE WORKS PROGRAM CERTIFICATION PROCESS

1

Individuals who believe they qualify for the RWP certification will contact WRTP/BIG STEP at 262-619-6560.

2

WRTP/BIG STEP staff will screen the individual to determine if they are eligible for the RWP certification.

- ✔ City of Racine Resident.
- ✔ Not worked for the last 15 days OR worked less than 1200 hours in the past 12 months OR meets the Income Eligibility Guidelines outlined by the City of Racine.
- ✔ Have completed a pre-apprentice program and/or currently hold an apprentice or journeyman status.

3

When the individual is determined to be eligible for the RWP certification, they will complete electronic WRTP/BIG STEP paperwork.

**CONTACT WRTP | BIG STEP
AT 262-619-6560**

If an individual does not have access to the electronic devices required to complete this certification process WRTP/BIG STEP will offer alternative assistance to these individuals.

RACINE GATEWAY CAMPUS 1001 S MAIN STREET RACINE, WI 53403 | WRTP.ORG

4

The individual will provide WRTP/BIG STEP with all required personal documents.

- ✔ State issued ID or driver's license.
- ✔ Mail sent to the individual at their City of Racine address.

5

WRTP/BIG STEP staff will schedule a virtual certification appointment with the individual via ZOOM .

6

Upon review and confirmation of the individual's paperwork and personal documents, WRTP/BIG STEP will create and notarize an official RWP certificate for the individual.

7

Copies of the new RWP certificate will be sent to the individual and any contractor and/or union hall the individual requests.