

Before You Come: Gather your Registration Documents!

When: Start now. You must bring ALL required documents to a Registration Day in order to register for class.

What to Bring: All WDLL students are required to provide an ID and documentation of DC residency. Some programs require additional documentation. See the reverse for documentation details.

To Enroll: Attend a Registration Day

When & Where: Registration days will be held at our four training locations. See below for exact dates and times for each site.

Registration Day	Entry Times	Location
Monday, May 1, 2017	9:30am or 1:30pm	Backus, PR Harris, Shadd, UMC
Tuesday, May 2, 2017	9:30am or 1:30pm	Backus, PR Harris, Shadd, UMC
Wednesday, May 3, 2017	9:30am or 1:30pm	Backus, PR Harris, Shadd, UMC
Thursday, May 4, 2017	1:30pm or 5:30pm	Backus, PR Harris, Shadd
	9:30am or 1:30pm	UMC
Monday, May 8, 2017	9:30am or 1:30pm	Backus, PR Harris, Shadd, UMC
Tuesday, May 9, 2017	9:30am or 1:30pm	Backus, PR Harris, Shadd, UMC
Wednesday, May 10, 2017	9:30am or 1:30pm	Backus, PR Harris, Shadd, UMC
Thursday, May 11, 2017	1:30pm or 5:30pm	Backus, PR Harris, Shadd
	9:30am or 1:30pm	UMC
Monday, May 15, 2017	9:30am or 1:30pm	Backus, PR Harris, Shadd, UMC
Tuesday, May 16, 2017	9:30am or 1:30pm	Backus, PR Harris, Shadd, UMC
Wednesday, May 17, 2017	9:30am or 1:30pm	Backus, PR Harris, Shadd, UMC
Thursday, May 18, 2017	1:30pm or 5:30pm	Backus, PR Harris, Shadd
	9:30am or 1:30pm	UMC

What to Bring: WDLL Required Docs (ID and DC Residency) and additional documents for program of interest if you have them.

What happens at a Registration Day?

The following activities are available on a Registration Day. Everyone starts with #1. Individuals who have completed items #2 and #3 can start with the next applicable step in the process.

1. Check in and return WDLL Required Documents
2. Attend an Information Session
3. Take the CASAS Assessment
4. Take Additional Assessments (if applicable)
5. Speak with a Program Document Specialist about Additional Documents (if applicable)
6. Speak with an Advisor
7. Register for Class*

*This step can only be completed if all required documentation is submitted that day!

WDLL Registration Locations

Backus | 5171 South Dakota Ave NE | 202.274.7209

PR Harris | 4600 Livingston Rd SE | 202.274.6999

Marion Shadd | 5601 East Capitol St SE | 202.274.5617

UMC | 1310 Southern Ave SE | 202.574.6854

Revised on April 20, 2017

How long will I be at a Registration Day?

The length of the process varies based on what items are completed and the number of people attending a registration day. In general, if you need to take the CASAS, plan to be at a registration day for at least 5.5 hours (for example, 9:30am – 2:30pm). If you've already taken the CASAS, plan to be at a registration day for 1.5 hours (for example, 1:30pm – 3:00pm).

Registration Documents Details

WDLL Required Documents: The **number of documents** required from **each** grouping is listed in parentheses. Documents can count for more than one grouping. **Documents must be originals;** copies will not be accepted.

Identification (One)

- DC Driver's License (valid, not expired)
- DC Non-Driver ID Card (valid, not expired)
- Passport (US or Other, valid not expired)

DC Residency (Two)

- DC Driver's License/Non-Driver ID Card:** The ID must be unexpired and list the enrolling student's name and a DC address. The temporary ID printed by the DMV for the REAL ID is accepted as long as it is unexpired.
- Certified Copy of DC State Tax Return (2016/2015 returns):** The prospective student must be listed as the filer or a dependent on the return and bear a DC address. Prospective students can request a certified copy of their DC tax returns from the DC Office of Tax and Revenue, Individual Income Tax Service Center (202-727-4829, 1101 4th St SW, Suite W270, Washington, DC 20024). This is free.
- DC State Benefits Transcript:** All benefits statements must list the name of the prospective student as the addressee or as a member of the household/dependent, show receipt of public benefits from that agency, and bear a DC address. State benefits include TANF assistance, SNAP (food stamps) benefits, DC Unemployment assistance, and SSI benefits.
- DC Voter Registration Profile:** This is a printout of the **online voter registration profile**. It may be found here: https://www.dcboee.org/voter_info/reg_status/
- DCPS or DCPCS Transcript with Graduation Date within past 12 months:** Recent graduates of DC Public and Public Charter schools can qualify as a DC resident based on their classification as a DC resident for secondary schooling. The transcript is required to confirm graduation and to confirm residency status.

Additional Documents: The courses listed below require additional documentation. Please see supplemental form for additional details or call your local site for more information.

- Advanced Medical Billing*
- Advanced Medical Coding*
- Child Development Associate (CDA)
- Dialysis Technician
- Direct Support Professional
- EKG Technician
- Electronic Health Records*
- Introduction to Healthcare*
- Introduction to Medical Billing and Coding*
- Medical Assistant*
- Medical Office Administrative Assistant*
- Medical Terminology and Anatomy*
- Network+
- Nursing Assistant
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy Technician
- Security+

*The only additional document required is a High School diploma, transcript, or GED credential