



WRTP | BIG STEP
SERVING RACINE

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.
- ✔ Be an apprentice or journeyman OR must have completed a recognized pre-apprenticeship program (WRTP | BIG STEP and/or First Choice).

3

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

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.

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 ST; RACINE, WI 53403 | WRTP.ORG