

CDWA Event Registration Guide

Consumer Direct Care Network Washington (CDWA) is hosting face-to-face community hiring events across the state. Follow the instructions below to successfully register for an appointment. **Registration is required.** We ask that only the person who registers for an appointment attend. If more than one person needs an appointment, please register individually.

Please see the bottom of page 2 for important items to bring to your appointment.

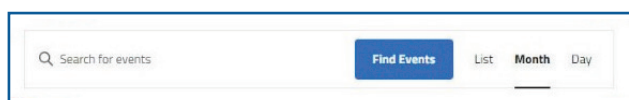
REGISTER FOR AN APPOINTMENT

- Visit ConsumerDirectWA.com and select **Resources** at the top of the page (Fig. 01).

- Click **Webinar and Events Calendar** (Fig. 02) or visit this link ConsumerDirectWA.com/Schedule/

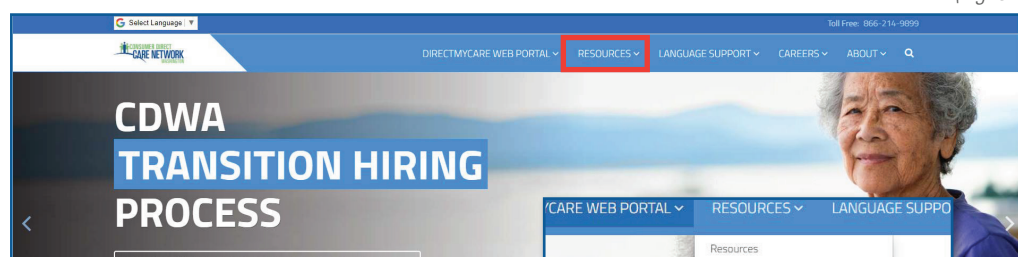
- Use the calendar to find an event you would like to attend. Click on the event to schedule an appointment (Fig. 03).

- You can also search for an event by name or location (Fig. 04).

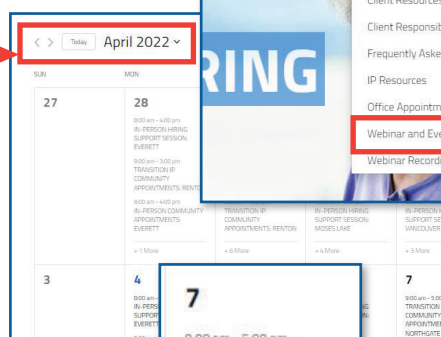


- Some dates have events that do not display on the main calendar. Click on the **+ More** link to see all events for the day (Fig. 05).

- After selecting an event, you will be directed to a registration page. Select your preferred appointment time from the drop down menu (Fig. 06).

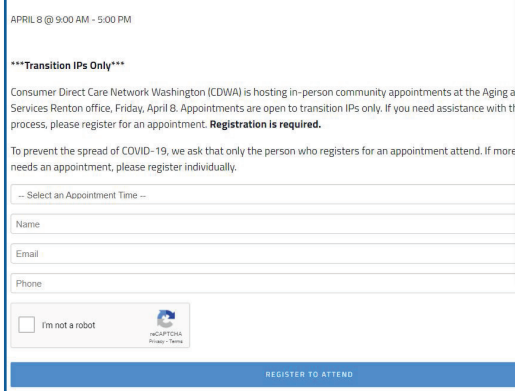


(Fig. 01)

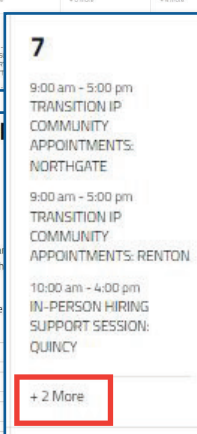


(Fig. 03)

TRANSITION IP COMMUNITY APPOINTMENTS:

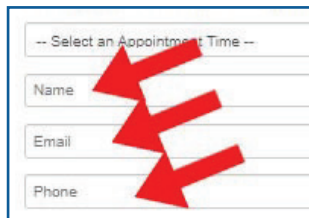


(Fig. 06)




(Fig. 05)

- Enter your **name, email, and phone number.**



- Check the **I'm not a robot** box.



- Click **Register to attend.**



- After registering, a confirmation message will appear. This message is bold at the bottom of the screen and includes your appointment time (Fig. 10).
- You will also receive an email confirming your appointment.
- Some events may be full. If an event is full, please select a different time or day for your appointment.

TRANSITION IP COMMUNITY APPOINTMENTS: RENTON

APRIL 8 @ 9:00 AM - 5:00 PM

*****Transition IPs Only*****

Consumer Direct Care Network Washington (CDWA) is hosting in-person community appointments at the Aging and Disability Services Renton office, Friday, April 8. Appointments are open to transition IPs only. If you need assistance with the CDWA hiring process, please register for an appointment. **Registration is required.**

To prevent the spread of COVID-19, we ask that only the person who registers for an appointment attend. If more than one person needs an appointment, please register individually.

Thank you for registering for an appointment at 9:00am PDT. You will receive a confirmation email shortly.

(Fig. 10)

WHAT TO BRING: PLEASE BRING THE FOLLOWING TO YOUR APPOINTMENTS

- **Forms of identification to complete your I-9. A list of acceptable documents can be found here:** www.uscis.gov/i-9-central/form-i-9-acceptable-documents
- **Login information to access your email**
 - ♦ Several steps of the hiring process require you to have access to your email

For more information about the **Consumer Directed Employer (CDE)** and **CDWA**, visit www.ConsumerDirectWA.com

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