

## Referring to ABEA

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[www.abea.on.ca](http://www.abea.on.ca)

[email@abea.on.ca](mailto:email@abea.on.ca)

<p><b>Free</b> Information and Referral</p> <p>*Partially funded by the City of Hamilton</p>	<p>Fee for Service Assessment</p> <p>*Fees only apply with approval</p> <p>*Educational Planning assessments direct clients to appropriate programs with timelines</p>
<p>Refer clients who</p> <ul style="list-style-type: none"> <li>• want to explore options or have educational questions</li> <li>• need training information (i.e., short term courses, licenses)</li> <li>• are interested in general interest programs</li> </ul>	<p>Refer clients who</p> <ul style="list-style-type: none"> <li>• have been out of school for a long time</li> <li>• are unsure of their skills</li> <li>• may need upgrading</li> <li>• are looking to retrain</li> <li>• need a Grade 12/equivalent</li> <li>• need prerequisites for post-secondary programs</li> </ul>
<p><b>Process</b></p> <ol style="list-style-type: none"> <li>1. Submit an online referral form (Refer a Client on homepage at <a href="http://www.abea.on.ca">www.abea.on.ca</a>).</li> <li>2. ABEA will call the client within 24 hours to give information and to make a referral.</li> <li>3. ABEA will create an Information and Referral report and send it to you when completed (this allows you to track the results of the consultation for your files).</li> </ol> <p>Information is also available through <a href="http://WIN.Hamilton.ca">WIN Hamilton.ca</a>.</p>	<p><b>Process</b></p> <ol style="list-style-type: none"> <li>1. Submit an online referral form (Refer a Client on homepage at <a href="http://www.abea.on.ca">www.abea.on.ca</a>). Any questions please call us for assistance.</li> <li>2. We will call the client within 24 hours to go through a background interview and book an appointment.</li> <li>3. We will confirm the appointment date/time with you.</li> <li>4. We will give the client a reminder call the day before the appointment.</li> <li>5. We will confirm the client's attendance with you after the appointment time.</li> <li>6. We will forward the report to you when it is completed.</li> </ol>