



Your Job Corps Toolkit



NORTHLANDS JOB CORPS, VT

This opportunity for 16 to 24 year-olds includes Personal Career Planning, Quality Education & Training, Social Skills Instruction, Campus Housing & Meals, Basic Health/Dental Care, Spending Allowance, Clothing Allowance, Work Based Learning Experience, Job Placement & More! If needed, a student can also earn a GED or High School Diploma and get a Driver's License.

**NO COST CAREER TECHNICAL TRAINING
FOR ELIGIBLE 16 -24 YEAR OLDS
LEADING TO EMPLOYMENT**

NORTHLANDS OUTREACH & ADMISSIONS OFFICES

800-733-JOBS (5627) • OFFICE 802-877-0121



Northlands Job Corps Center is operated by Education and Training Resources, a proud partner of the U.S. Department of Labor, Office of Job



COVID-19 ALERT

NORTHLANDS JOB CORPS CENTER COVID ALERT

Covid-19 remains in our communities and on our Job Corps Centers. Job Corps follows the CDC recommendations and closely monitors the community threat levels around all Job Corps campuses. We highly encourage all students and staff to get vaccinated. Centers may implement mask wearing indoors at any Community Level if the center has an outbreak. Any student who tests positive for COVID-19, will be placed in isolation and retested at 5 days. All Job Corps students who are determined to be a close contact to someone with COVID-19 must wear a well-fitting mask around other people for 10 days after their last close contact.

We ask all students and staff to continue to social distance, wash your hands and follow the center policies on Covid -19.



CAREER TECHNICAL TRADES

NORTHLANDS JOB CORPS OFFERS THE FOLLOWING CAREER TECHNICAL TRAININGS

- Auto Mechanics
- Building Construction Technology
- Clinical Medical Assistant*
- Culinary Arts
- Office Admin
- Urban Forestry
- Welding
- Advanced Training Welding



WHAT IS JOB CORPS?

Job Corps is the only federally funded program of its kind for young adults under the age of 25. This opportunity includes up to two years of career technical, academic and social skills training in addition to clothing, housing, food, equipment, basic medical and dental care, and even a bi-weekly living allowance. Successful students can leave with an academic diploma, a vocational certification that is recognized nationwide, a driver's license, and the social skills that all employers desire in new employees.

The Career Development Services System (CDSS) is Job Corps' approach to providing seamless services to students, including recruitment, education, career training, job assistance and transitional support services after graduation. Upon being accepted into the Job Corps program, each student works with staff to develop an individualized Personal Career Development Plan (PCDP) to stay on track for success.

WHAT YOU'LL FIND AT JOB CORPS

- Career Technical Training in your chosen field
- Hands-on experience with real employers
- High School Diploma and State High School Equivalency programs
- eLearning
- Community College Partnerships
- Apprenticeship Programs
- Driver Education Program
- Mentoring and tutoring programs that pair you with center staff, career counselors and community leaders
- Help finding a job or pursuing higher education
- Assistance for up to 12 months after you graduate
- Recreational, Student Government and Leadership programs.



WHO IS ELIGIBLE

Job Corps is seeking motivated, committed and responsible young people who are between 16 and 24 years of age for consideration of admission into the program. In addition to meeting the age requirements, to be eligible for Job Corps, applicants must:

- Meet income requirements.
- Be a United States citizen, U.S. national, legal resident, permanent resident alien or other lawfully admitted alien.
- Not be on probation unless the agency having jurisdiction 1) will permit the applicant to leave the state while enrolled in Job Corps; 2) will not require personal, face-to-face supervision of the applicant during enrollment in Job Corps; 3) reports that the applicant has responded positively to supervision.
- Not have unpaid court imposed financial obligations.
- Not have any pending court actions or appearances.
- Have signed consent from a parent or guardian if the applicant is under 18 years of age.
- Complete a 4-step enrollment process.

INCOME ELIGIBILITY REQUIREMENTS

Admission to Job Corps requires that a student be income eligible. To be income eligible, one must receive some form of public assistance or show proof of self or family household income that meets federal income guidelines depending on family size. Other eligibility guidelines for income include being a foster child or being homeless. Your Admissions Counselor will determine eligibility according to the guidelines given by the federal government. Please bring one of the following as proof of income: PROOF OF INCOME FOR INDIVIDUAL OR FAMILY: Current or Most Recent Consecutive Paystubs totaling 1 month's pay & showing GROSS WAGES, tax information, Social Security benefits, pensions or alimony or Statement from Employer or Notarized Letter or DOCUMENTATION OF EXCLUDABLE INCOME: Public Assistance such as Supplemental Security Disability Income (SSDI), Temporary Assistance for Needy Families (TANF), Emergency Aid to the Elderly, Disabled and Children (EAEDC), Temporary Cash Assistance (TCA), Temporary Assistance Programs (TAP) and Food Stamps.





CAREER DEVELOPMENT SERVICES SYSTEM (CDSS)

1. Outreach and Admissions (OA)

Attend orientation and determine eligibility status, training selection and Center availability. Complete an application and interview.

2. Career Preparation Period (CPP)

Your first 4 to 6 weeks on Center. You will adjust to Center life, have a complete wellness physical, and take a TABE test. You will participate in MyPACE, a comprehensive career planning system. You will not be placed in your trade during this phase but will shadow and make a final trade selection.

3. Career Development Period (CDP)

You will enter your selected trade and start academics if needed. You will build employability skills, independent living skills and develop your career success skills (CSS).

4. Career Transition Period (CTP)

Graduates will work with Career Transition Specialists (CTS) on their transition plan to include employment searches, college selection or military enrollment. CTS Staff will contact graduates at least once within every 30 days for a year.



CAREER TECHNICAL SKILLS TRAINING

Job Corps will take you all the way from the starting block to the finish line. Here's how:

1. During your interview you will be asked to shadow three career technical skills that you want to learn while in Job Corps. To find out what career technical training options are offered in our Region, please refer to the enclosed yellow "Career Technical Training" list. Your Admissions Counselor will discuss current openings and availability.
2. You and your counselor create a Personal Career Development Plan (PCDP). This will outline your educational and career technical skills goals while at Job Corps.
3. We train you in the latest skills that today's jobs require so you'll be ready when great opportunities come your way.
4. We will help you get the job! Our resume writing, interview and job search training will help you put your best foot forward for employers.

Job Corps offers a self-paced program where you learn at a speed that matches your ability. You may be in a rush, but it takes about a year to gain the knowledge and skills needed to start a career and a new life. Our most successful students stay in the program between one and two years.

We will teach you about work and life 24 hours a day, seven days a week. You will develop professional skills to help you obtain and maintain your job.

Success requires you to master technical skills, be a team player and follow instructions from your boss. We'll share these secrets to success...and more!

ACADEMIC EDUCATION AND MORE

All students will take the Adult Basic Education Test (TABE) during the first 14 days at Job Corps. This will determine your math and reading proficiencies, prior academic achievement, skill levels and interests so that appropriate individualized career development services may be provided. Even if you have a high school diploma, you still may have to take math and/or reading to build your skills.

Students will take a TABE in Reading and Math. If scores are below 567 in Reading and/or below 566 in Math, you will have an opportunity to study and retake the test. You will work with a center counselor to determine what the best is for you and how to reach your educational goals.

You can take a practice TABE test at:

www.TABEprep.com

www.Test-Guide.com/TABE/



CAREER SUCCESS STANDARDS

During your Job Corps enrollment, you will develop your Career Success Standards (CSS)

- Workplace relationships and ethics
- Interpersonal skills
- Personal growth and development
- Independent living
- Career and personal planning
- Communications
- Multi-cultural awareness
- Information management



ZERO TOLERANCE FOR VIOLENCE & DRUGS

The **Center Discipline Policy** is to provide each student a **safe and secure** environment in which to live and learn. The Center has adopted a policy of **Zero Tolerance for Violence and Drugs**. Any violation of this policy will be dealt with severely through the Behavior Management System. Generally, any student that engages in fighting will not be permitted to remain in the program.

Disciplinary offenses that result in immediate termination:

- Possession of a gun or an illegal weapon on Center or under Center supervision.
- Assault with intent to do bodily harm to a student or staff member, with or without the use of a weapon.
- Sexual assault, with or without bodily harm.
- Threat of assault with intent to intimidate or coerce any staff member or student.
- Robbery or extortion.
- Arson on or off Center.
- Arrest for a felony on or off Center.

Disciplinary offenses that require a mandatory Center Review Board and may result in termination:

- Fighting (other than assault).
- Theft or possession of stolen goods.
- Inciting a disturbance or creating disorder.
- Hazing, initiation and harassment (without assault).
- Loan Sharking.
- Destruction of Government or private property.
- Arrest for a misdemeanor on or off Center.
- Gang activity including wearing of gang colors, clothing, or making signs or handshakes
- Arrest for drug use, possession, or sale off Center without Center supervision.
- Inhalation of volatile intoxicating substances on Center or under Center supervision.
- Use, possession or sale of alcohol on Center.
- A pattern of inappropriate behavior.

WHAT EXACTLY DO WE MEAN BY DRUG FREE?

Job Corps requires all students be “Drug Free”. Failure of the initial drug test is a critical predictor of negative program outcomes. Students with a positive initial test are four times more likely to separate from Job Corps within the first 60 days as compared to students with a negative initial test. Only 37% of students with a positive initial drug test graduate from the program.

A urine test is done on each student upon his or her arrival to the Job Corps Center. This urine test looks for chemicals in the body such as **Marijuana, THC, Alcohol, Opiates,** and **Narcotics**. This test will also determine the amounts of these drugs that are in your body, which will give us an idea of how much you used drugs and how often.

The drugs most commonly found in Job Corps students’ urine are **Marijuana** and **THC** (a chemical in Marijuana). When students have Marijuana in their bodies, it takes time for the body to get rid of the drug. If you smoke a lot, you may not be able to reduce your level of substance to **0 nanograms** by the time you leave for center.

If you are currently using or have used drugs within the past 4 weeks **BE HONEST** with your counselor. Our goal is for you to be successful. Your counselor will delay the submission of your application with enough time for you to rid all traces of chemicals from your system. Remember, delaying your application for a few weeks is much better than being immediately terminated from the program for a positive drug test.

DRUGS – WHAT SHOULD YOU DO?

If you have been using drugs—you must STOP NOW if you want to get into Job Corps!! Even if you stop now, you may still have drugs in your system by the time you arrive. **BE HONEST!!** Discuss current or previous drug use with your Counselor to come up with a realistic departure timeline for you.

If you have not been using drugs—DON’T START! Coming in with a negative drug test makes your life easier! You are 63% more likely to graduate from the program than a student who tested positive.

Job Corps is a training program, **not a treatment program**. It is aimed at helping at-promise youth who are serious about their futures. In addition, most students will be required to pass drug tests upon graduation from Job Corps to gain employment. Requiring students to be drug-free will make them better learners and better prepared for the workplace upon graduation.

CENTER SMOKING POLICY

Northlands Job Corps Center is a smoke free center. Cigarettes are not permitted at Northlands Job Corps Center. This includes E-cigarettes, pipes, vapes, hand rolled cigarettes, cigars, black and milds, chewing tobacco are not permitted at any time on any Center.

OTHER BENEFITS

HOLIDAYS, VACATIONS AND WEEKENDS

After students have been on Center for 2-4 weeks (depending on the Center), students may apply for a weekend pass to go home. With this pass, a student may leave on Friday after 4:00 p.m. and return Sunday by curfew. Students must supply appropriate transportation to and from home on weekends and holidays, at their own expense. Students under the age of 18 MUST have parental consent to leave on a weekend pass. Most Federal recognized holidays are observed. There is an extended winter break at the end of December / beginning of January. Students will also be able to earn accrued leave to plan for their own leave (such as a summer vacation).

DRIVERS LICENSE

Drivers' Education is considered an employability issue and is therefore offered at all Centers. Original copies of your birth certificate and social security are required for drivers education.

BASIC LIVING ALLOWANCES

Students will receive a basic living allowance every two weeks (minus taxes) as follows: 1-182 paid day = \$45.00. 183 days or more = \$70.00.

TRANSITION PAYMENT

Students who complete a vocation and/or High School Equivalency (HSE) class will be eligible for transitional pay as follows:

- Graduate with a HSE or Diploma only (attained while at Job Corps): \$200.00 (less taxes)
- Graduate with trade completion only (no HSE or Diploma): \$500.00 (less taxes).
- Graduate with combined HSE or Diploma and completed trade: \$1200 (less taxes).

CLOTHING ALLOWANCE

You will be provided uniforms (for academics and trade) and an opportunity to purchase employable clothing (for interviews) prior to completion. The allowance equals \$225.00 over two years. The cost of your uniforms will be taken out of your clothing allowance. Students who attend an advanced training program will receive an additional \$100.00 clothing allowance.

CHILD CARE ALLOWANCE

Students with dependent children may send home money to help care for their children. After 57 paid days in Job Corps, a student can contribute \$5, \$10, or \$15. Job Corps will match 5 times the student contribution. Student contributions are deducted from the basic living allowance.

MEDICAL & DENTAL CARE

Routine medical and dental care is provided for students. Physical and dental exams are provided to all incoming students. Job Corps does not provide medical insurance.

ADVANCED TRAINING/COLLEGE PROGRAM

After completion of at least one vocation, students can continue their education and training by applying for college, one of our advanced training programs or pursue an apprenticeship.

LIFE ON AND OFF CENTER

Job Corps offers a safe environment that promotes your growth and development.

EVENING and WEEKEND ACTIVITIES

Gyms, recreation halls, sporting events and visits to tourist sites are a few ways to stay busy at Job Corps when you're not training. On weekends, students also travel to malls, movies and concerts.

RECREATION

Sports, Physical Fitness, Tournaments, Arts & Crafts, and Social Activities are all included within your federal scholarship at Job Corps. Talk to your Admissions Counselor about what specific sports programs, clubs and organizations are offered at the Center you will be going to.

SAFETY

Job Corps is committed to offering all students a safe, drug-free environment. That's why we have a Zero Tolerance Policy for violence, alcohol and drugs. Violent behavior, such as robbery and physical or sexual assault, and the use or possession of drugs, alcohol or weapons will result in **termination from the program, without the possibility of re-enrolling.**

VISITATION

If you live on center, you may be allowed to visit home and your parent or guardian may schedule a visit to the center. Passes may be given for weekend visits with family, overnight trips off center, holidays and emergency situations.

