

Camden
County
One-Stop
Career
Center
Training
Orientation



camden  county

Making It Better, Together.



Welcome

Welcome to the Camden County One Stop Career Center Orientation Process



All One-Stop Career Centers are currently closed in response to efforts to contain the COVID-19 pandemic. Upon reopening we will follow approved social distancing and other CDC-recommended procedures to insure the health and safety of all.

This presentation will help you to understand the eligibility process and complete the online requirements. When the office reopens, we will contact you to schedule an appointment with a career counselor.

Following is an online version of our orientation. You will be able to upload and complete a Career Packet and other items. These things must be completed and submitted to our One-Stop email account. *Incomplete forms will not be accepted.*



Is Your Registration Form Complete?

Your acknowledgment verifies that you received this information:

- ✓ **Equal Opportunity is the Law**
- ✓ **Your Right to File a Complaint**
- ✓ **Types of Complaints and Filing Requirements**





Welcome

What to expect during this presentation:

Description of:

- Available Services
- Assessment Process
- Eligibility and Required Documents
- Step-by-Step Instructions for the Career Plan Packet

Residency: *All counties have a One-Stop dedicated to assisting customers to obtain employment.*

Resource Center Services

Page 3

Federal Pell Grant

- You ***MUST*** apply for a **Federal Pell Grant** ***before*** you use our grant to pay for school.
- Applies to all academic and some occupational programs.
- Apply on-line at www.fafsa.ed.gov



Resource Center Services

Additional Options To Pay For School

The One-Stop Career Center can potentially pay up to \$4,000.00 for training costs if you are determined to be eligible for a training grant. This may **not** cover full tuition, books, and supplies. If you are attending an academic program at an accredited college or university, you may be eligible for additional grants or financial aid:

www.fafsa.ed.gov - Free Application for Federal Student Aid.

www.hesaa.org - Higher Education Student Assistance Authority.

www.state.nj.us/nj/education - State of NJ Financial Aid

www.acinet.org - select the Financial Aid Advisor link for information

Resource Center Services

Additional Benefits during Training (ABTs)

ABT's are a continuation of your exhausted **New Jersey** Unemployment Insurance benefits **during training**, up to a maximum of 26 weeks **or** the length of training, **whichever is less.**

- **Approved Full-time enrollment is required.**
- **There are many eligibility criteria for this program.**
- **Your counselor will determine your eligibility.**



Resource Center Services



High School Requirement

You must have graduated from high school or attained a high school equivalency to be eligible for training.

Our Workforce Learning Link can help you meet this requirement with free classroom, computerized and virtual instruction on site at the One-Stop.



Resource Center Services



Work Search Waiver

- When you enroll in a training program ***approved by our office***, we will submit paperwork for ***New Jersey Unemployment Claims*** to the UI Office to waive your work search requirement.
- You must be actively participating in a ***full-time*** training.
- Full-time is **12 academic credit hours at a college or university or 20 hours per week** in occupational training.





Resource Center Services



Tuition Waiver Program

- After completing your comprehensive assessment with your assigned Counselor, your counselor may be able to issue you a **Tuition Waiver** Voucher.
- You may be able to take job demand courses that are provided by public New Jersey colleges or universities.
- **Fees, supplies, and book costs will still be your responsibility.**
- You must be unemployed for this service.



Resource Center Services

You must...

1. Complete the Online Orientation and Career Packet.
2. Create A Job Search account online and search for work that you could do with current skills. You should upload a resume to that website.
3. Take A Good Look At Yourself. Look at the occupation you are considering to see how you fit with it at: <https://www.onetonline.org/>



Complete Your Packet

Training Decision...

4. Understand the local job market **before** you make a training decision.

Make sure that local employers are hiring people with...

5. The Educational Background you possess.

and

6. The Career Goal or Training that you are considering.



Complete Your Career Plan Packet



Occupational Training Research Worksheet

Name: _____ Date: _____

Occupation: _____

Training Providers:

7. You must Compare and Select TWO (2) training providers with matching program CIP codes

Visit: www.njtrainingsystems.org to find training providers.

| | Training Selection #1 | Training Selection #2 |
|--|--|--|
| Name of School | (write in Name of School 1 here) | (write in Name of School 2 here) |
| School Contact Information Address City State Zip Phone # Contact Person | (write in School Contact Info here) | (write in School Contact Info here) |
| Name of Program & CIP Code | (write in Program & CIP Code Here) Ex: Certified Nurse Aide - CIP - 513902 | (write in Program & CIP Code Here) Ex: Certified Nurse Aide - CIP - 513902 |
| | Ex: Nurse Aide in Long-Term Care facility. Regulated by the NJ Department of Health. | Ex: Nurse Aide in Long-Term Care facility. Regulated by the NJ Department of Health. |



www.njtrainingsystems.org

1.

NJ training opportunities
new jersey's guide to training & education programs

HOME | VIEW MY LIST | SEARCH | RESOURCES | CONTACT US | FAQs | LOGIN

Get the training you need to get the job you want

get started & search for training

Need help getting started? [Click here to learn how to use this site.](#)

REGISTERED PROVIDERS LOGIN

If you are a training provider, and want to open a school in New Jersey, you must apply to become a Private Vocational/Technical School. Please [click here for the Training Evaluation Unit's webpage to download the application packet and view relevant information.](#)

For information on eligibility to receive training grants while unemployed, please contact the [One Stop Career Center](#) in your local area. To view the list of Training Programs for Demand Occupations, visit the [Department of Labor and Workforce Development's Labor Market Information web page.](#)

New Jersey Training Opportunities website will allow you to search for schools and organizations that provide occupational education and job training opportunities. Your search results will provide you with information on the various programs offered by each training provider, and allow you to compare programs and providers based on information such as the location and length of training, the costs and any special services that may be offered. This site's newest features give you the ability to compare training providers by employment outcomes and the starting salary after graduation. Another section of the site will allow students and employers to comment on training programs they have used and allow you, the user, to view those comments.

The website currently contains training providers, both in-state and out-of-state, that have applied to be included on the New Jersey State Eligible Training Provider list, and have been approved by the appropriate State agency. Currently, all those who apply and who are licensed by an appropriate agency of the state or federal government are considered eligible. Please note that all of the descriptive information regarding training programs and providers was offered by the training providers themselves. Contact the provider directly if you have any questions or concerns about the information listed, or inform us that you are having some problem. Please click on "Resources" link for the **"legal statement"** at the bottom of the page.

■ **do you need career information?**
[learn about what's out there.](#)

■ **are you looking for a job?**
[find the right opportunity for you.](#)

■ **are you a training provider?**
[manage your programs and info here. Password required.](#)

what students are saying

"This facility is a great place to learn. You can't ask for a better place!" (TechnologyForce Institute, Inc.)



2. Pick a search option:

Follow instructions in
your Career Packet
to search this site.
*See the examples that
follow.*

Search by Occupation or Training Type | Search by Map or Zip | Advanced Search

Search By Occupation or Training Type

To start your search please select an occupation or training type.
For In Demand Occupations training programs choose from Additional Search Criteria below.

Select Occupation

Truck Drivers, Heavy and Tractor-Trailer

OR

Select From Related Programs

Select Major Area of Training

Search

Optional Search Criteria

*Note by adding optional search criteria you may get more accurate search results

Enter your Zip Code: 08103 Search within 50 miles of this zip code.

Enter a Keyword or Provider Name: search for exact phrase

NEW Additional Search Criteria

Return Only Programs for the Green Economy

Select Targeted Industries: Any

inDemand Return Only Programs for In Demand Occupations

Search Reset



NJ training opportunities

new Jersey's guide to training & education programs

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| | | |
|--|---|------------------------------|
| <p> <u>HVAC Apprentice Level 1</u> Camden County College - Continuing Education Blackwood, Camden</p> | <p>inDemand</p> <p>Average Program Rating(1-6): N/A (0)</p> <p>Add Your Comments</p> | <p>156</p> <p>\$1,200.00</p> |
| <p> <u>HVAC Apprentice Level 2</u> Camden County College - Continuing Education Blackwood, Camden</p> | <p>inDemand</p> <p>Average Program Rating(1-6): N/A (0)</p> <p>Add Your Comments</p> | <p>156</p> <p>\$1,050.00</p> |
| <p> <u>HVAC Apprentice Level 3</u> Camden County College - Continuing Education Blackwood, Camden</p> | <p>inDemand</p> <p>Average Program Rating(1-6): N/A (0)</p> <p>Add Your Comments</p> | <p>156</p> <p>\$1,050.00</p> |
| <p> <u>HVAC Apprentice Level 4</u> Camden County College - Continuing Education Blackwood, Camden</p> | <p>inDemand</p> <p>Average Program Rating(1-6): N/A (0)</p> <p>Add Your Comments</p> | <p>156</p> <p>\$1,050.00</p> |
| <p> <u>HVAC I and II</u> National Career Institute - East Orange - PVS East Orange, Essex</p> | <p>inDemand</p> <p>Average Program Rating(1-6): N/A (0)</p> <p>Add Your Comments</p> | <p>400</p> <p>\$5,000.00</p> |
| <p> <u>HVAC I and II</u> National Career Institute - Jersey City - PVS Jersey City, Hudson</p> | <p>inDemand</p> <p>Average Program Rating(1-6): N/A (0)</p> <p>Add Your Comments</p> | <p>400</p> <p>\$5,000.00</p> |



3. Upload and attach the “Program Description” and “Provider Description” for BOTH programs.

4. Contact both schools, Speak with a representative about the programs.

5. Complete the Occupational Worksheets in Your Career Packet

| Program Description | Provider Description | Program Results | Program Comments | Return to Results | Add to my List | | | | | | | | | | | | | | | | |
|--|----------------------|-----------------|------------------|-------------------|----------------|---------------|-----|-----------------------------|-----|-------------------------------------|----|------------------------|-----|------------------------------|-----|--|-----|--------------------------------------|-----|--------------------------|-----|
| <p>Program Description</p> <p>Program Name: HVAC Apprentice Level 1 Provider Name: Camden County College - Continuing Education CIP Name: Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Techn (470201)</p> <p>Average Program Rating: N/A (0) Add Your Comments</p> <p>inDemand</p> <p>Description Of The Program: Apprentice courses are designed to aid apprentices both in theory and practical experiences to meet the requirements of US and NJ Departments of Labor. Emphasis in the classroom is placed on those areas not normally covered in routine job performance. The student's sponsoring employer provides the actual field (on-the-job) experience. Apprentices are required to take a minimum of 144 hours of classroom instruction per year and complete 2000 hours of on-the-job training for the length of the apprenticeship, which runs for three years. The apprenticeship courses are available only for employees of sponsoring businesses. Topics covered during classroom instruction include: basic theory and fundamentals, safety, trade math, blueprint reading, motors and controls, advance theory, compressors, condensers, evaporators and refrigerants (CFC Certification), trouble shooting and repair.</p> <p>Description of Unique Features Of The Program: Apprentices MUST be registered with the US Department of Labor, Office of Apprenticeship, and with the NJ Department of Labor and Workforce Development. Registering for adult education programs with the College DOES NOT automatically enroll students as apprentice. All registered apprentices who successfully complete the on-the-job and related training requirements are eligible to receive Certificates of Completion from both the U.S. Department of Labor and the New Jersey Department of Labor and Workforce Development. Class location: Camden County Technical School 343 Berlin Cross Keys Rd., Sicklerville, NJ 08081</p> <p>Degree, License, or Credential Offered by the Program: Degree: Certificate of Completion Credential: License:</p> <p>Special Features</p> <table border="1"> <tr> <td>WIA Eligible:</td> <td>Yes</td> </tr> <tr> <td>Child Care Offered On Site:</td> <td>Yes</td> </tr> <tr> <td>Assistance In Obtaining Child Care:</td> <td>No</td> </tr> <tr> <td>Wheelchair Accessible:</td> <td>Yes</td> </tr> <tr> <td>Career Counseling Available:</td> <td>Yes</td> </tr> <tr> <td>Customized Training Services Provider:</td> <td>Yes</td> </tr> <tr> <td>Distance Learning Services Provider:</td> <td>Yes</td> </tr> <tr> <td>Spanish Spoken By Staff:</td> <td>Yes</td> </tr> </table> | | | | | | WIA Eligible: | Yes | Child Care Offered On Site: | Yes | Assistance In Obtaining Child Care: | No | Wheelchair Accessible: | Yes | Career Counseling Available: | Yes | Customized Training Services Provider: | Yes | Distance Learning Services Provider: | Yes | Spanish Spoken By Staff: | Yes |
| WIA Eligible: | Yes | | | | | | | | | | | | | | | | | | | | |
| Child Care Offered On Site: | Yes | | | | | | | | | | | | | | | | | | | | |
| Assistance In Obtaining Child Care: | No | | | | | | | | | | | | | | | | | | | | |
| Wheelchair Accessible: | Yes | | | | | | | | | | | | | | | | | | | | |
| Career Counseling Available: | Yes | | | | | | | | | | | | | | | | | | | | |
| Customized Training Services Provider: | Yes | | | | | | | | | | | | | | | | | | | | |
| Distance Learning Services Provider: | Yes | | | | | | | | | | | | | | | | | | | | |
| Spanish Spoken By Staff: | Yes | | | | | | | | | | | | | | | | | | | | |

| | |
|--|-----|
| Assistance In Obtaining Child Care: | No |
| Wheelchair Accessible: | Yes |
| Career Counseling Available: | Yes |
| Customized Training Services Provider: | Yes |
| Distance Learning Services Provider: | Yes |
| Spanish Spoken By Staff: | Yes |
| Other Languages Spoken By Staff: | No |
| Evening Courses: | Yes |
| Financial Aid Assistance Available: | No |
| Linked to 1-stop system: | Yes |
| Personal on-site job placement assistance: | No |
| Access to America's Job Bank: | Yes |

Program Cost & Basic Information:

| | |
|------------------------|------------|
| Total Cost Of Program: | \$1,200.00 |
| Tuition | \$900.00 |
| Fees | \$0 |
| Books & Materials | \$300.00 |
| Supplies & Tools | \$0 |
| Other | \$0 |

| | |
|-------------------------------|--|
| Pre-requisites For Admission: | Students must be working in the field. Student s employer must be a registered apprenticeship sponsor. |
| Total Clock Hours: | 156 |
| Total Credit Hours: | 0 |
| Calendar length of program: | 6 -12 months |

| | |
|----------------------------|--|
| Licensing Agency: | Commission on Higher Education |
| Type Of Training Provider: | Two-year, Technical and Community Colleges |

Individual To Contact For More Program Information:

Contact: Kaina Hanna

Phone: (856) 874-6004 Ext:



NJ training opportunities

new jersey's guide to training & education programs

- HOME
- VIEW MY LIST
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- LOGIN

- Program Description
- Provider Description**
- Program Results
- Program Comments
- Return to Results
- Add to my List

Provider Description

Provider Name: Camden County College - Continuing Education
Program Name: HVAC Apprentice Level 1

Location Of Training Program:

Continuing Education 200 College Drive Blackwood NJ 08012 [Click For Map And Directions](#)
www.camdencc.edu [Click For NJ Transit](#)

Individual To Contact For School Information: Kaina Hanna
 Continuing Education 200 College Drive Blackwood NJ 08012
 (856) 874-6004 Ext.
 khanna@camdencc.edu

Licensing Agency: Commission on Higher Education
Non-Governmental Accrediting Organization:

Special Features:

| | |
|------------------------------------|-----|
| Wheelchair Accessible: | Yes |
| WIA Eligible: | Yes |
| Child Care Offered On Site: | Yes |

Transportation:

| | |
|----------------------|----------------|
| Bus Routes: | 452, 403, 400 |
| Train Routes: | None available |



- Program Description
- Provider Description
- Program Results**
- Program Comments
- Return to Results
- Add to my List

Results

Program Name: HVAC Apprentice Level 1
Related Programs: [?](#) Architecture and Construction
Provider Name: Camden County College - Continuing Education

Average Program Rating:
N/A (0)

[Add Your Comments](#)

Show results for: [6 months after training](#) ▼

| | Program Name ? (click for details) | Related Programs (click for details) | Training Provider (click for details) |
|--|---|---|--|
| Employment Rate ? | 81% | 85% | 78% |
| Average Quarterly Wage ? | \$8,329.00 | \$10,034.00 | \$8,224.00 |
| Estimated Yearly Wage ? | \$33,316.00 | \$40,136.00 | \$32,896.00 |

[Click here to display the number of students](#) [?](#)

For a full description of the methodology used to calculate these results [click here](#).
 Program results reflect data with an exit date up to: 11/16/2017



Program Description

Provider Description

Program Results

Program Comments

Return to Results

Add to my List

Results

Program Name: HVAC Apprentice Level 1

Related Programs: [?](#) Architecture and Construction

Provider Name: Camden County College - Continuing Education

Average Program Rating:

N/A (0)

[Add Your Comments](#)

Show results for: 1 year after training

| | Program Name ? (click for details) | Related Programs (click for details) | Training Provider (click for details) |
|--|---|---|--|
| Employment Rate ? | 78% | 87% | 82% |
| Retention Rate ? | 96% | 95% | 95% |
| Average Quarterly Wage ? | \$8,936.00 | \$9,634.00 | \$8,179.00 |
| Estimated Yearly Wage ? | \$35,744.00 | \$38,536.00 | \$32,716.00 |

[Click here to display the number of students](#) [?](#)

For a full description of the methodology used to calculate these results [click here](#).

Program results reflect data with an exit date up to: 11/16/2017





Demand List



Is The Occupation In Demand? Remember...Program **MUST** Be Considered “In Demand”!

Find Out Here:

https://nj.gov/labor/lpa/lbrdmand/LaborDemand_index.html

1. After entering the website, click on the “**Demand Occupations List**” link.
2. Click on the “**CIP CODES IN DEMAND**” hyperlink tab.
3. After identifying your occupation title, find the **CIP CODE** listed on your program.



Demand Occupations List

Governor Chris Christie • Lt. Governor Kim Guadagno

NJ Home | Services A to Z | Departments/Agencies | FAQs

Search



STATE OF NEW JERSEY
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT



Unemployment Benefits

Temporary Disability

Select Language

- ▶ LWD Home
- ▶ Employer Accounts
- ▶ Employer Handbook
- ▶ Family Leave Insurance
- ▶ Individuals with Disabilities
- Labor Market Information**
 - ▶ Data Tools
 - ▶ Data Reports
 - ▶ Demographics
 - ▶ Employment & Wages
 - ▶ Find Employers
 - ▶ Industry & Economy
 - ▶ Census
 - ▶ Census - ACS
 - ▶ Publications
 - Labor Demand Occupations**
 - ▶ Hurricane Sandy Joint Economic Data Operations
- ▶ Safety & Health
- ▶ Social Security Disability Programs
- ▶ Temporary Disability
- ▶ Unemployment Insurance
- ▶ Wage & Hour

[LWD Home](#) > [Labor Market Information](#) > [Labor Demand Occupations](#) > Demand Occupations List

Demand Occupations List

Find occupations "in demand" across the State, and identify training programs for "in demand" jobs to help accomplish your goals. The Demand Occupations List brings together information about current job openings, trends and projections in employment and labor supply, and other current indicators of the labor market.

Statewide Demand Occupations List

The Demand Occupations List can help career counselors and their clients find relevant skills training programs; shows you where skills gaps are present in the current economy, as well as the size of the skills shortage; and, anticipated employer need for trained workers in the listed fields.

[Demand Occupations List](#)
[SOC to CIP Crosswalk](#)
[CIP Codes in Demand](#)



Message for Career Counselors

Use this list as a **starting point** when approving individual training programs in the Workforce Development Partnership (WDP) Act, Workforce Investment Act (WIA), and all other occupational training initiatives within New Jersey's Workforce Investment System.

The Demand Occupations List is NOT meant to be a final, stand-alone authority for approval or denial of training in Workforce Development Partnership or any other program. When making training decisions, it is also important to consider the individual's:

- employability development plan,
- local and regional labor market conditions,

Exceptions to Demand Approval

[View list of Training Programs Excepted Statewide](#)

[View list of Training Programs Excepted by WIB Area](#)

If a Workforce Investment Board (WIB) believes that an occupation is not listed as in demand in its area, it can designate such an occupation as being in demand and allow program participants under its jurisdiction to be placed in training, after consultation with the Department of Labor and Workforce Development. This is done in accordance with the procedures outlined in the Department's [To Work Bulletin 2005-01](#) dated April 14, 2005. [Download the Exceptions Forms](#)

Demand Occupations List

- 46.0302 Electrician.
- 46.0303 Lineworker.
- 46.0401 Building/Property Maintenance.
- 46.0402 Concrete Finishing/Concrete Finisher.
- 46.0403 Building/Home/Construction Inspection/Inspector.
- 46.0404 Drywall Installation/Drywaller.
- 46.0406 Glazier.
- 46.0408 Painting/Painter and Wall Coverer.
- 46.0410 Roofer.
- 46.0412 Building/Construction Site Management/Manager.
- 46.0413 Carpet, Floor, and Tile Worker.
- 46.0414 Insulator.
- 46.0415 Building Construction Technology.
- 46.0502 Pipefitting/Pipefitter and Sprinkler Fitter.
- 46.0503 Plumbing Technology/Plumber.
- 46.0504 Well Drilling/Driller.
- 46.0505 Blasting/Blaster.
- 46.0599 Plumbing and Related Water Supply Services, Other.
- 47.0201 Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician.**
- 47.0303 Industrial Mechanics and Maintenance Technology.
- 47.0600 Vehicle Maintenance and Repair Technologies, General.
- 47.0603 Autobody/Collision and Repair Technology/Technician.



Find ✕



Demand List

camden county

Making It Better, Together.

Remember, Program **MUST** Be Considered “In Demand”!

- When searching for a training type “ Nursing Assistant” instead of “CNA”
- You must search using full words.
- Based on your evaluation, make your final training selection and list your preferred training provider on the **Final Training Selection Worksheet**.



Complete Your Packet

Final Training Selection Worksheet

After careful consideration my final training selection is:

School Selection: _____

School Address: _____

School Phone #: _____

Contact Person: _____

Course Selection: _____

Start Date: _____ End Date: _____

Total # of Hours: _____ Total Cost: _____

Is Financial Aid Available? Yes / No If Yes, how much? _____

I understand that my Career Plan does not guarantee that I will receive a grant for training through the Camden County One-Stop Career Center (CCOS). I understand that this package will be reviewed by the Management team and that I will be referred to next appropriate step in the process based upon my Career and Employment Plan. I also understand that if I start training prior to receiving written approval for a grant, I will not receive the grant funding through the CCOS and I will be responsible for all training costs.

Signature _____ Date: _____

Print Name: _____

After you have completed this Career Plan Packet in its entirety, please bring the Packet and supporting documents (***) to the Career Club for review. Career Club takes place every **Monday and Wednesday at 1:30pm** in the One-Stop Career Center - Suite 105.

*** Supporting Documents should include the following:

1. Completed Career Plan Packet
2. The Program Description print outs for each of the two (2) schools that you have considered for your training - see Page 5 for clarification.
3. The In-Demand print out for the training/occupation that you have chosen - see Page 6 for clarification.
4. For academic programs, please provide your financial aid application / information.

“Final Training Selection Worksheet”

Career Planning

■ Completing Your Career Plan Packet Continued:

Select **TWO** Training Providers!

- You should **contact and compare both** training facilities.
- Even if you have already decided on a training provider, we ask you to find *and* contact another school to make the best decision possible.
- This is a ***one-time-only*** training grant. It is important that you make the best decision possible because you **can not** change your mind **after** training has begun to ask for a different program.
- Follow instructions in your packet to find training providers who have contracts with the state of New Jersey.





Complete Your Packet



How to Complete Your Career Plan Packet Continued:

Is the occupation in demand **locally**?

- Research local job openings in the field you are considering.
- Make sure you understand the requirements of the position and the rate of pay.
- Will the employer accept the certificate you plan to obtain?
- If you complete the training would you be eligible to apply for that job or are there other qualifications (i.e. experience) you would need?





Complete Your Packet



Employer Contact Sheets

You are **required** to complete **The Three Employer Contact Worksheets** located in your **packet**. This allows you to explore jobs you could apply for **AFTER** you complete training.

It is best to speak with employers however you can use internet postings to find this information.



Employer Contact Worksheet - 1

INSTRUCTIONS: List three (3) prospective employers. Explain that you are not looking for a job; you are there to learn more about the kind of job for which you are considering classroom training. Fill out a worksheet for each employer.

Potential Employer: _____

Job Title: _____

Job Description: _____

Job Requirements (for example - special licensure, certification, etc...): _____

Special Skills necessary for Job (for example - knowledge of special machinery, education, etc...): _____

Working Conditions: Hours per week: _____ Hourly Wages: \$ _____

Likelihood of securing employment: _____

Notes / Other: _____



Career Plan Packet



The Career Plan Packet is the document that will be used to help determine your suitability and eligibility to receive a training grant.

You must complete and submit the following:

- Your completed Career Packet,
- Your two Training Program and Provider Descriptions, and
- Your program Demand List page by email to:

onestop@camdencounty.com

Incomplete submissions will not be processed.





Assessment Process



Comprehensive Assessment

- A Certified Vocational Counselor will meet with you to review your education, training, work experience, interests and aptitudes, as well as, other factors that could impact your future career choices. Counselors will work with you in a joint effort to develop a plan that will help you achieve your career goal.
- During your comprehensive assessment, your counselor will ask for information about your ***required current job search efforts***.
- **If you are between the ages of 16-24**, your process may differ slightly. You will meet with a youth counselor who will determine your status and will then instruct you on how to proceed.



Assessment Process

Job Search

Have you completed a diligent job search?

Job search websites...what are your favorites?

You *must* register on a preferred job search site and conduct your job search. Your counselor will *require* proof of your search. Here are website examples:

- <https://www.indeed.com>
- <https://www.monster.com>
- <https://www.careerbuilder.com>
- <https://glassdoor.com>

Assessment Process

Job Search Continued

Use New Jersey TALENT NETWORKS to understand current trends in employment.

- Strategic partnerships of employers, educators and workforce development professionals working together to strengthen the workforce for their industries.
- <http://lwd.dol.state.nj.us/labor/index.html>
- Goal is to connect NJ employers with trained employees in seven key industry sectors in NJ.





Talent Network Industry Sectors

Advanced
Manufacturing

Financial
Services

Health Care

Life Sciences

Technology &
Entrepreneurship

Transportation,
Logistics &
Distribution

Retail &
Entertainment



Assessment Process

During your comprehensive assessment, your counselor will also determine whether or not you need to take the Comprehensive Adult Student Assessment System (**CASAS**).

- The training programs require high school acceptable levels and CASAS will determine if you demonstrate these levels.
- If you have **60 college credits** you can have the **CASAS** requirement waived by providing a college course transcript.
- Your counselor will schedule you for an appointment to take the assessment.



Assessment Process

Workforce Learning Link

- Computerized instruction in a classroom setting is available **free of charge** for anyone who needs help increasing their CASAS scores.
- Your counselor can assist you to sign up for this program.

Career Scope

- An interest and aptitude assessment.
- Provides a report with suggested occupations and job titles.
- Your counselor will determine if this assessment is appropriate for you.
Please note: *All youth-eligible participants are required to take this assessment.*

Eligibility Process

- During your appointment with your certified career counselor, you will complete an **eligibility certification process** to see if you meet state and/or federal eligibility guidelines.
- This process involves reviewing documents listed on the “**List of Acceptable Proofs**”.
- Please bring **Original** documents to your first scheduled counseling appointment.

Eligibility Process

List of acceptable proofs:

WIOA Eligibility Documentation Checklist

- All documents must be certified ... ***no copies!***
- Unemployment verification from UI office (including pay history).
- Obtain Referrals from case managers (Required for GA & TANF).

Eligibility Documentation Checklist

When you first see your Career Counselor you must bring *original copies* of all applicable documents to complete your eligibility.



CAMDEN COUNTY ONESTOP CAREER CENTER ELIGIBILITY CHECKLIST

APPLICANT NAME _____ DATE _____

In accordance with federal and state regulations, the Camden County One-Stop Career Center requires the following documents to determine program eligibility under the Workforce Innovation and Opportunity Act (WIOA):

PHOTO IDENTIFICATION (UNEXPIRED) IS REQUIRED FOR ALL APPLICANTS

Social Security Number:

- Social Security Card *(original with signature)*

Proof of Address (provide one of the following):

- | | |
|---|--|
| <input type="checkbox"/> NJ Driver's License/NJ State ID <i>(unexpired)</i> | <input type="checkbox"/> Utility Bill <i>(current month)</i> |
| <input type="checkbox"/> Rental/Lease agreement | <input type="checkbox"/> Letter from Social Service Agency |
| <input type="checkbox"/> Mail with recent postmark <i>(within 15 days of date of eligibility)</i> | |

Proof of Family Income for Past 6 Months (provide all applicable documents):

- | | |
|---|--|
| <input type="checkbox"/> Unemployment Statement/Payment History | <input type="checkbox"/> Pay Stubs |
| <input type="checkbox"/> Public Assistance/Food Stamps Records | <input type="checkbox"/> Child Support/Alimony |
| <input type="checkbox"/> Self-Employment <i>(Schedule C)</i> | <input type="checkbox"/> Census Tract |
| <input type="checkbox"/> Pension Statement <i>(private/government/military retirement)</i> | |
| <input type="checkbox"/> Social Security Award Letter <i>(old age/survivor's benefits/disability)</i> | |
| <input type="checkbox"/> All other income documentation related to the prior six-month period | |

Age Verification (provide one of the following):

- | | |
|--|--|
| <input type="checkbox"/> Birth Certificate <i>(with seal)</i> | <input type="checkbox"/> Driver's License/NJ State ID <i>(unexpired)</i> |
| <input type="checkbox"/> Hospital Record of Birth <i>(with seal)</i> | <input type="checkbox"/> Passport <i>(undamaged/unexpired)</i> |
| <input type="checkbox"/> School ID/Official School Records | <input type="checkbox"/> Federal, State, or Local Gov't I.D. |
| <input type="checkbox"/> Public Assistance Records | <input type="checkbox"/> DD-214 <i>(Transfer or Discharge Record)</i> |

Proof of Citizenship (provide one of the following):

- | | |
|---|--|
| <input type="checkbox"/> Birth Certificate <i>(with seal)</i> | <input type="checkbox"/> U.S. Passport <i>(undamaged/unexpired)</i> |
| <input type="checkbox"/> Naturalization Certificate <i>(with seal)</i> | <input type="checkbox"/> Certificate of Citizenship <i>(with seal)</i> |
| <input type="checkbox"/> Consular Report of Birth Abroad <i>(with seal)</i> | <input type="checkbox"/> Permanent Resident Card <i>(unexpired)</i> |

Proof of Family Size:

- | | |
|--|---|
| <input type="checkbox"/> Birth Certificate(s) of children <i>(with seal)</i> | <input type="checkbox"/> Marriage Certificate |
| <input type="checkbox"/> Public Assistance/Social Service Records | <input type="checkbox"/> Court/Divorce Decree |

Certification of Work Authorization:

- Authorization to Work Status *(complete reverse side of form)*

Selective Service (males born on 01/01/1960 or later – provide one of the following):

- | | |
|--|---|
| <input type="checkbox"/> Selective Service Registration Card | <input type="checkbox"/> Acknowledgement Letter |
| <input type="checkbox"/> Selective Service Verification Form | <input type="checkbox"/> SSS.Gov Website Registration |
| <input type="checkbox"/> Post Office Receipt of Registration | <input type="checkbox"/> DD-214 Report of Separation |

Veteran's Status:

- DD-214

Proof of Legal Name Change (provide one of the following):

- | | |
|---|---|
| <input type="checkbox"/> Marriage Certificate | <input type="checkbox"/> Court Document |
|---|---|

A Review!

A complete Career Packet will include...

1.) ... checking the state website to determine if the occupation is In- “ _____ .”

2.) How many employer contact worksheets to check local demand? _____

3.) Comparing how many training providers? _____



A Review! Answers...

A complete Career Packet will include...

- 1.) ... checking the state website to determine if the occupation is In- “Demand”
- 2.) How many employer contact worksheets to check local demand? Three
- 3.) Comparing how many training providers? Two





What To Do Next in the Process:

| Research & Complete Career Packet | Upload Your Documents | Counseling Appointment |
|--|---|---|
| <ul style="list-style-type: none">✓ Complete your Career Packet✓ Contact Two Schools✓ Check State Demand List✓ Complete Three Employer Contact Worksheets | <ul style="list-style-type: none">✓ Completed Career Packet✓ Two Program and Provider Descriptions✓ Send to: onestop@camdencounty.com | <ul style="list-style-type: none">✓ Bring all documents as required from the Checklist.✓ Bring Resume and Job Search Records✓ Bring Transcripts if applicable |

The Road to **Success** is Hard Work

camden county
Making It Better, Together.



Tell Us How We're Doing...



Tell Us How We're Doing Camden County One-Stop Resource Center



Thank you for visiting the One-Stop Resource Center.
Please help us improve by taking a minute to tell us about the services you received so far. We appreciate your feedback and want to be sure we meet your expectations.

You can take the survey from anywhere,
please visit: www.surveymonkey.com/s/onestopcc

The Camden County One-Stop Career Center is an equal opportunity employer / program and auxiliary aids and services are available upon request to individuals with disabilities.

