



# Career Plan Packet

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Last 4 Digits of Social Security Number \_\_\_\_\_

**Camden County One-Stop Career Center**  
**101 Woodcrest Road, Suite 127**  
**Cherry Hill, New Jersey 08003**  
**856.549.0600**  
**Onestop@camdencounty.com**  
**www.camdencounty.com**

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## Available Services

**Training Grant** – If you are eligible, the Resource Center can provide up to \$4,000 of tuition assistance for job training. In order to be considered for a training grant, the occupation you are considering needs to appear on the **Statewide Demand Occupation List** and the training facility must appear on the **New Jersey Eligible Training Providers List (ETPL)**. All providers must have **active training contracts with Camden County** and/or the State of New Jersey.

Eligibility is based on a number of criteria including family income and employment status. Different funding streams have different eligibility criteria and provide different levels of benefit but tuition benefits do not exceed \$4000. Your Career Counselor will determine your eligibility. **You may not be eligible if you already have demand skills.** Funding may be available for upgrades in your occupation but the program is only designed for career changes **if your previous occupation is no longer in demand.**

**Federal Pell Grant:** If you attend a program that accepts financial aid, you must apply for a Pell Grant before you can use our grant to pay for school. Apply on-line at **www.fafsa.ed.gov**. Your school Financial Aid Office can assist you with application questions.

**Additional Benefits during Training (ABT)** – New Jersey's Workforce Development Partnership (WDP) Program pays up to 26 weeks of Additional Benefits during Training (ABT) to help people complete approved training programs that last past the regular unemployment benefit period. A Career Counselor must approve these benefits **before** you enroll in a training program. You must also complete other requirements. Program only covers **full-time training** (minimum 12 college credits per semester or 20 hours per week in occupational training) that takes place in a **classroom setting**. You cannot be considered for ABT benefits or a training grant if you enroll in training without working with a Career Counselor.

**Work Search Waiver** – Your unemployment work search requirement can be waived if you enroll in a full-time training program **approved by a Career Counselor.** This benefit must be approved before you enroll.

**Tuition Free Waiver Program** – After completing your comprehensive assessment, your Career Counselor may be able to issue you a Tuition Free Waiver Voucher that may allow you 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 (not underemployed) to be eligible.

# Assessment Process

**Comprehensive Assessment** - A Certified Career Counselor will meet with you to review your education, training, work experience, interests & aptitudes, as well as other factors that could impact your future career choices. They will then assist you in developing a plan that will help you achieve your career goal. **If you currently have job demand skills, training may not be an option.** During the assessment, your counselor will ask for the following information to confirm that you have done a full job search using your existing skills:

- ✓ **Resume**
- ✓ **List of recent job search activity**

**Basic Skills Test** - We require CASAS testing (Comprehensive Adult Student Assessment System) to assess your basic reading and math skills. Training programs require at least a 9th grade reading and math level. If you have obtained **60 college credits** you may have the CASAS requirement waived by providing your transcript. Otherwise, your counselor will schedule appointment for your test. Sample test problems go to <https://casasportal.org/eTests>.

**Workforce Learning Link** – Our Learning Link provides self-paced, computerized, individual, and small group instruction in a classroom environment. Eligible customers (must have work authorization) who need assistance increasing their math and/or reading skills can attend.

**Career Scope** - (Interest and Aptitude Assessment) This assessment measures your interests and aptitudes providing a report with matching occupations and job titles. You and your Career Counselor will determine if this assessment would be appropriate for you.

**Eligibility** - In order to ensure that you meet the state and/or federal eligibility criteria to receive training funds you will complete an eligibility determination process with your Career Counselor. **This process involves reviewing all documents requested by your Career Counselor. Documents must be certified. A list of some of the acceptable documents (WIA Eligibility Documentation Checklist) is attached.** Common examples are listed below.

- ✓ Proof of Social Security Number (**Original Social Security Card**)
- ✓ Proof of address (**Current, valid Driver's License**)
- ✓ Proof of **Family Income** for the past six months (**Pay Stubs, UI statement and all other income**)
- ✓ Proof of age (**Birth Certificate**)
- ✓ Proof of citizenship (**Birth Certificate**)
- ✓ Certification of Work Authorization (**Driver's license & Social Security Card**)
- ✓ Selective Service registration card (**males born 1/1/1960 or later**)
- ✓ Veteran's Status (**DD-214**)
- ✓ Proof of legal name change (**Marriage Certificate**)
- ✓ For eligible programs, provide your financial aid application (FAFSA) results.

**Career Plan Packet** - The Career Plan is the document that may be used to help determine your suitability to receive the requested training grant. This plan must be completed in order for you to be scheduled to meet with a Career Counselor.

**Upload completed career plan packet (including printouts of two program descriptions and Provider Description)**

to: **OneStop@camdencounty.com**

# Terms Used in this Career Plan Packet

## **Career Scope Assessment Test**

The Career Scope is a computerized assessment that will provide you with detailed feedback on your interests and aptitudes and how these may influence your thinking about potential careers. After you have taken the assessment, you will be given a report that describes the various occupational areas you may want to consider based on your interests and aptitudes.

## **Classification of Instructional Programs (CIP Code)**

The CIP Code is a federally mandated code used for all training programs. The code is used to determine whether or not a training program and/or occupation is in demand.

## **Eligible Training Provider List (ETPL)**

Job training can only be sponsored at those schools listed on the New Jersey Eligible Training Providers List. To be eligible for funding through any federal, state, or local governmental source, training providers and training programs must be approved by the appropriate state agency. Only after they have been approved are they placed on the ETPL.

## **Federal Pell Grant**

Anyone who requests a training grant through this agency (for a program that accepts federal financial aid) must apply for a Pell Grant. The Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants may be awarded to eligible undergraduate students who have not earned a Bachelors or professional degree. (In some cases, a student enrolled in a post-baccalaureate teacher certification program might be eligible for a Pell Grant.) Pell Grants are considered the foundation of federal financial aid, to which aid from other federal and nonfederal sources may be added. Application information is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## **Comprehensive Adult Student Assessment System (CASAS)**

The CASAS is administered to adult learners enrolling in continuing education or who are seeking certain types of jobs. Although the CASAS is not a pass/fail test, receiving an adequate score on the test can mean the difference between being required to take remedial classes before receiving a training grant or not. The test is approximately 3 hours long and must be taken if you have less than 60 college credits as part of your eligibility for training.

## **Training Provider**

Any school listed on the New Jersey Eligible Training Providers List and has contracted with Camden County to provide training.

# Steps to the Career Planning Process

- **Complete Online Orientation, Career Planning and Equal Opportunity Form (EEO)**

This orientation is an overview on the Career Planning process and the steps necessary to apply for a training grant. This is a mandatory orientation if you are seeking funding through this agency.

- **Take a Good Look at Yourself**

Self-knowledge is the starting point for any career plan. Understanding your interests, skills and qualifications helps you select the right career goal and training program.

- What is your background and work history?
- What are you qualified to do? Identify any existing and transferrable skills - skills you have gathered through work experiences, hobbies or life experiences that can be used in other fields. Use these as the basis for your career plan.
- What interests you? What natural abilities do you have?
- Resources to explore connection between interests and occupations:
  - ✓ <https://www.onetonline.org>
  - ✓ **Career Scope** - If you are unsure of your career direction, your counselor can schedule this assessment for you.

Often people use a period of unemployment to explore the idea of a career change. While that may be the best option for you to ensure long-term job satisfaction, remember that **IF your previous occupation is no longer in demand our funded programs might help with career changes.**



- **Understand the Local Job Market**

Use online resources and networking to develop your understanding of local job market.

- What occupations are growing? What occupations are diminishing?
- Are there other fields where you can use your existing, transferrable skills?
- What are the salaries in this area? Are there job openings in the profession that you are interested in? Which companies are hiring? The more you know about local conditions, the better you are prepared to make a decision.

Find up-to-date, industry specific trends in New Jersey by using **NJ TALENT NETWORKS**. Find YOUR Talent Network website through the Department of Labor at:

<http://lwd.dol.state.nj.us/labor>

- **Educational Background**

Most businesses expect their employees to have a high school diploma or G.E.D. The basic skills that employers look for include reading, writing, and mathematics; as well as good interpersonal and communication proficiencies such as speaking and listening skills.

- **Choose a Career Goal**

To make an informed career decision, you need to know your options. Here are some tips on how to research a career goal and to determine whether or not it is a viable option for you.

- Do not assume that you will be able to find employment in your previous occupation and that employment research is unnecessary. Different companies have different requirements. If you have worked in one place for an extended period of time, you may find that your skill set is limited and needs to be updated.
- While the Internet can be a good place to start with your research, talking to people is probably your best source of information. Consider setting up informational interviews with people who do the kind of work you are considering. Talk to employers who are hiring and ask them about the qualifications necessary to gain employment. This will provide you with more realistic information to use to make your employment decision.
- If you are considering the possibility of training, be sure to research programs carefully. **Make sure that local employers hire people with the education or training that you are considering.**

- **Carefully Select Two (2) Training Providers**

The State of New Jersey requires every person who is interested in a training grant to **visit and compare TWO (2) training facilities** in order to make the best possible training decision. In order to determine if a training provider is an approved facility, **YOU MUST VISIT THE FOLLOWING WEBSITE AND PRINT, SCAN and UPLOAD THE PROGRAM and Provider DESCRIPTIONS after you complete your packet** for **both** schools you are comparing:

<http://www.njtrainingsystems.org>

1. On first screen, click the “Get Started and Search for Training” button.
2. Search Screen: Pick one option below.

**Option 1:**

- Enter (use drop down options) occupation
- Enter your zip code
- Enter 30-50 where it says “search within \_\_\_\_\_ miles of this zip code.”  
When you click “search” it will give you a list of all the training providers for that occupation within a 30-50 mile radius from your home.

**Option 2:**

If you already know the name of a training provider you are interested in:

- Enter name of school where it says “Enter a Keyword or Provider Name.”
- Enter your zip code
- Enter 30-50 where it says “search within \_\_\_\_\_ miles of this zip code.”  
When you click “search” it will give you a list of all approved programs offered by that school. Note that this search function is very particular. You have to use exact spelling.

3. Select the program you are interested in **Upload the program description and provider description. You will need to attach both documents when you submit your Career Plan Packet to Onestop@camdencounty.com.**
4. Contact both schools to speak with an admissions representative to learn more about the program.
5. Complete the **Occupational Training Research Worksheet** (pages 12-13) with information about **BOTH** programs. **Make sure the programs you are comparing have matching CIP CODES.** *The CIP Code is a federally mandated code used for all training programs.*

- **Is the Occupation IN DEMAND?**

You must visit the following website to determine if the occupation that you are interested in is **IN DEMAND**.

- **Click on the CIP Code in demand**
- **You can search by CIP code or by clicking control F to open search box**
- **When you have identified the training, upload the page to your document**

[https://nj.gov/labor/lpa/lbrdmand/LaborDemand\\_index.html](https://nj.gov/labor/lpa/lbrdmand/LaborDemand_index.html)

- **Contact Employers**

In order to be considered for training, you must identify a minimum of three potential employers who are hiring in the occupation that you are interested in pursuing. By researching employment opportunities you will have a better idea of the potential for employment when you complete training; you will have a better idea of the qualifications necessary to secure employment in that area of interest and you may uncover an actual opportunity for employment!

- Attached you will find the **Employer Contact Worksheets**. Complete each section for three (3) employment opportunities you uncover – jobs you would be eligible to apply for **after** you complete the requested training.
- Based on your evaluation, make your final training selection and list your preferred training provider on the **Final Training Selection Worksheet** that appears at the end of this packet.

- **Additional Options to Pay for School**

The One-Stop Career Center can potentially pay up to \$4,000 for training costs if you are determined to be eligible for a training grant. In some cases, this may not cover the full cost of 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. Examples of other resources include:

- **www.fafsa.ed.gov** - Free Application for Federal Student Aid (FAFSA).
- **www.hesaa.org** - Higher Education Student Assistant Authority.
- **www.state.nj.us./nj/education/aid** - State of NJ Financial Aid website.
- **www.acinet.org** - Select the Financial Aid Advisor link for information.

**Step 10: When submitting a completed Career Plan, make sure to include:**

- Program and Provider Descriptions
  - **Must be uploaded with career packet to be considered complete.**
- Make sure the programs have matching CIP codes.

**You will be contacted for an appointment with a Career Counselor.**

**For Counseling Appointment bring:**

- Eligibility Documents (from WIA Eligibility Checklist).
- All Household Wage Information from the past six (6) months.
- Board of Social Services referrals, as needed
- Transcripts
- Job Search Records & Resume
- Financial Aid (FAFSA) results, as needed

# Occupational Training Research Worksheet

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Occupation: \_\_\_\_\_

	<b>Training Selection #1</b>	<b>Training Selection #2</b>
<b>Name of School</b>	(write in Name of School 1 here)	(write in Name of School 2 here)
<b>School Contact Information</b>  Address City, State, Zip Phone # Contact Person	(write in School Contact Info here)	(write in School Contact Info here)
<b>Name of Program &amp; CIP Code</b>	(write in Program & CIP Code Here) Ex: Certified Nurse Aide - CIP - 513902	(write in Program & CIP Code Here) Ex: Certified Nurse Aide - CIP - 513902
<b>Program Description</b>	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.

	<b>Training Selection #1</b>		<b>Training Selection #2</b>	
<b>Credential Earned</b>	Ex: Certificate of Completion		Ex: Certificate of Completion	
<b>Start/End Dates</b>	Ex: Feb 15, 2012 - May 15, 2012		Ex: March 8, 2012 - June 5, 2012	
<b>Application Deadline Date</b>	Ex: Jan 31, 2012 (if available)		Ex: March 1, 2012 (if available)	
<b>Cost of Program</b> (including books, fees, materials, etc...)	Ex: \$ 940		Ex: \$ 1,300	
<b>Advantages</b>	Ex: Close to Home; Cost is under \$4,000 limit; Good program.		Ex: Cost is under \$4,000 limit; Good program.	
<b>Disadvantages</b>	Ex: None.		Ex: Cost is over \$4,000 training grant limit; Too far from home.	
<b>Financial Aid</b> Students enrolling in academic programs must apply for financial aid. Please consult your school with any questions.	<b>Pell Grant</b> <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>	\$	Have you applied:	<u>Circle One</u> Yes / No
	<b>State Grants</b> <a href="http://www.hesaa.org">www.hesaa.org</a>	\$	Have you applied:	<u>Circle One</u> Yes / No
	<b>Student Loan</b>	\$	Have you applied:	<u>Circle One</u> Yes / No

# Employer Contact Worksheet - 1

**DIRECTIONS:** 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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Employer Contact Worksheet - 2

**DIRECTIONS:** 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Employer Contact Worksheet - 3

**DIRECTIONS:** 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Final Training Selection Worksheet

After careful consideration my final training selection is:

School Selection: \_\_\_\_\_

School Address: \_\_\_\_\_

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: \_\_\_\_\_

## What to do next :

Research & Complete Career Packet	Upload Your Documents	Counseling Appointment
<ul style="list-style-type: none"> <li>• Visit two schools</li> <li>• Check state demand list</li> <li>• Complete three Employer Contact Worksheets</li> </ul>	<ul style="list-style-type: none"> <li>• Completed Career Packet</li> <li>• Two Program and Provider Descriptions</li> <li>• Send to: <a href="mailto:onestop@camdencounty.com">onestop@camdencounty.com</a></li> </ul>	<ul style="list-style-type: none"> <li>• Bring ALL eligibility documents (See WIA Documentation Checklist)</li> <li>• Bring resume and job search records</li> <li>• Bring transcripts and Career Plan Packet</li> <li>• Your Counselor will schedule CASAS test after appointment</li> </ul>