



Camden  
County  
One-Stop  
Career  
Center  
Training  
Orientation



camden county  
Making It Better, Together.

11/14/2022



# Welcome



## Welcome to the Camden County One Stop Career Center Orientation Process

**One-Stop Career Center services are being held both in person or virtually. If participating in person, it is important to follow approved social distancing and other CDC-recommended procedures to insure the health and safety of all.**

**This presentation will help you understand the eligibility process and complete the online requirements. If you prefer an in person appointment, complete a registration form, gather all documents for eligibility, and return them to the One Stop; you will be contacted and scheduled to see a career counselor.**

**The following is an online version of the Orientation. You can upload and complete a Career Plan Packet and other items required, by going to [www.camdencounty.com](http://www.camdencounty.com). Complete these forms and submit them to our One-Stop Front Desk or 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. Please take advantage of your local One Stop for assistance with services.*



# Resource Center Services



## 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 <https://studentaid.gov/h/apply-for-aid/fafsa>



# 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:

<https://studentaid.gov/h/apply-for-aid/fafsa> - Free Application for Federal Student Aid.

<https://www.hesaa.org/Pages/Default.aspx> - Higher Education Student Assistance Authority.

<https://www.nj.gov/njyrs/education/financial-aid/> - State of NJ Financial Aid

<https://finaid.org/about/contact/financialaidadvisors/> - select the Financial Aid Advisor link for information.





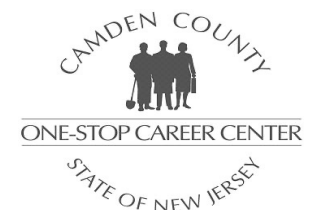
# Resource Center Services



## 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 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 the One-Stop***, paperwork will be submitted to ***New Jersey Unemployment Claims***, at the UI Office, for Additional Benefits during Training (ABT)
- You must be actively participating in a ***full-time*** training that takes place in a **classroom setting**.
- 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, the 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 In-person or Online Orientation and Career Plan Packet.**
- 2. Create a Job Search account online and search for work that you can do with your current skills. You should also 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 schools with matching occupational programs and/or CIP codes

Visit: <https://training.njcareers.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 - 510902	(write in Program & CIP Code Here) Ex: Certified Nurse Aide - CIP - 510902
	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.



<https://www.nj.gov/labor/labormarketinformation/contact-us/selfservice.shtml>

## 1. Click: “New Jersey Training Explorer”


OFFICIAL SITE OF THE STATE OF NEW JERSEY Govern  
NJ.gov | Services | Agencies | FA

Department of Labor and Workforce Development

### Labor Market Information

Home Demographics Employment and Wages Industry and Economy Tools and Resources **Contact Us**

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#### TRAINING PROVIDERS

NJDOL has a new system for processing your applications, payments, and reports. The new system, called Intelligrants (IGX), along with training videos for training providers is available [here](#).


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You can access instructions to register your organization and program(s) or start your initial application on Intelligrants (IGX) [here](#).  
You can find Private Career School Procedures [here](#).




#### STUDENTS

NJ Training Explorer allows career seekers to explore training programs that meet their professional goals and personal requirements. You can find information about training programs, government funding/tuition assistance, and other resources on the [New Jersey Training Explorer](#) website.

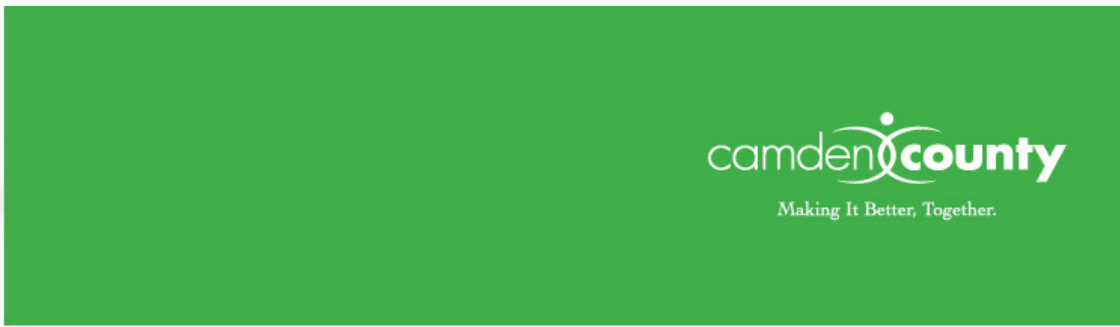


#### BACK TO THE MAIN COEI P

For more information about the Cer Occupational Employment Inform (COEI), click [here](#).







## 2. Pick a search option:

*You have the option to search by In Demand Occupations, a specific training or you can enter the training provider in the search bar*

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



OFFICIAL SITE OF THE STATE OF NEW JERSEY Governor Phil Murphy • Lt. Governor Sheila  
 NJ.gov | Services | FAQs | Translate | Get Updates | Se

### Training Explorer

Home [Find Training](#) [In-Demand Occupations](#) [Tuition Assistance](#) [FAQ](#) [Training Provider Resources](#) [Career Services](#)

Find training to better prepare you for a promotion, better job, or even a career change

[Search](#)



#### Helpful how-to's



For Training Seekers

[Learn More](#)



For Counselors and Coaches

[Learn More](#)



For Training Providers

[Learn More](#)



## 19 results found for "Nursing Assistant"

Sort by  
Best Match

Search Nursing|Assistant

Update Results

Clear Filters

### Miles from Zip Code

Miles  
10 from 08003

### Filter by County

Search

Show In-Demand Trainings Only

Cost Max Cost \$

### Class Format

In-Person  
 Online

### Time to Complete

Days  
 Weeks  
 Months  
 Years

### Filter by Provider Services

Wheelchair accessible  
 Childcare assistance  
 Offers evening courses  
 Job placement assistance

### Filter by Languages

Arabic  Chinese  
 French  French Creole

License Practicul Nursing \$15,700.00

Pinnacle School of Nursing  
Turnersville,  
6-12 months to complete  
"...Career track: Licensed Practical and Licensed Vocational Nurses, Nursing Assistants..."  
In Demand Compare

Practical Nursing -Hybrid \$31,150.00

Prism Career Institute 82.1% employed  
Cherry Hill, Camden County  
13 months-2 years to complete  
"...Career track: Licensed Practical and Licensed Vocational Nurses, Nursing Assistants..."  
In Demand Compare

Pinnacle School of Nursing \$14,690.00

Pinnacle School of Nursing  
Turnersville,  
6-12 months to complete  
"...Nursing..."  
In Demand Compare

Certified Nurse Aide (ALH-122) \$989.00

Camden County College  
Blackwood, Camden County  
3-5 months to complete  
"...that will enable them to assist residents under the direct supervision of a registered nurse. Students must have..."  
Compare



TRAINING OPPORTUNITY

## Certified Nurse Aide (ALH-122)

Camden County College

Avg Salary after Program	Program Employment Rate
--	--

Description
This course uses the mandated New Jersey curriculum for nurse aide personnel in long-term care facilities, designed and regulated by the New Jersey Department of Health. The 90-hour course consists of lecture, simulated laboratory and clinical exposure. This course exposes the student to long-term care settings that will enable them to assist residents under the direct supervision of a registered nurse. Students must have a 2-step PPD and a note from a physician indicating good health and the ability to perform the job functions. A uniform is required, consisting of dress/pants, top, and white shoes.

Quick Stats
📋 Prerequisites: 18 years old or older
🕒 Completion time: 3-5 months

Associated Occupations
Nursing Assistants

Share this Training
🔗 <a href="#">Copy a link to this training opportunity &gt;</a>
🖨️ <a href="#">Save and print this training opportunity &gt;</a>
💰 <a href="#">Learn more about funding options and One-Stop Centers &gt;</a>

Cost	
Total Cost	\$989.00
Tuition	\$428.00
Fees	\$511.00
Books & Materials	\$50.00
Supplies & Tools	\$0.00
Other	\$0.00

Provider Details
📍 Camden County College
📍 200 College Drive Blackwood, NJ 08012
👤 Michelle Barnhill Administrative Assistant (856) 227-7200 Ext: 4469
🌐 <a href="http://www.camdenc.edu">www.camdenc.edu</a>

Provider Services
🕒 This provider offers evening courses
♿ The facility is wheelchair accessible
Services are subject to provider details, contact this provider for more information on services

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

**4. Contact two schools, speak with a representative about the programs.**

**5. Complete the Occupational Worksheets in Your Career Plan Packet for jobs related to your training choice**





Avg Salary after Program

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Program Employment Rate

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### Description

This course uses the mandated New Jersey curriculum for nurse aide personnel in long-term care facilities, designed and regulated by the New Jersey Department of Health. The 90-hour course consists of lecture, simulated laboratory and clinical exposure. This course exposes the student to long-term care settings that will enable them to assist residents under the direct supervision of a registered nurse. Students must have a 2-step PPD and a note from a physician indicating good health and the ability to perform the job functions. A uniform is required, consisting of dress/pants, top, and white shoes.

### Quick Stats

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### Associated Occupations

[Nursing Assistants](#)

### Share this Training

- 🔗 [Copy a link to this training opportunity >](#)
- 🖨️ [Save and print this training opportunity >](#)
- 💰 [Learn more about funding options and One-Stop Centers >](#)

### Cost

<b>Total Cost</b>	<b>\$989.00</b>
<hr/>	
Tuition	\$428.00
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Books & Materials	\$50.00
Supplies & Tools	\$0.00
Other	\$0.00

### Provider Details

- 🏫 Camden County College
- 📍 200 College Drive  
Blackwood, NJ 08012
- 👤 Michelle Barnhill  
Administrative Assistant  
(856) 227-7200 Ext: 4469
- 🌐 [www.camdencc.edu](http://www.camdencc.edu)

### Provider Services

- 🕒 This provider offers evening courses
- ♿ The facility is wheelchair accessible

Services are subject to provider details, contact this provider for more information on services



# Demand List



## Is The Occupation In Demand? Remember...the program **MUST** be considered “In Demand”!

**Find Out Here:**

<https://www.nj.gov/labor/career-services/tools-support/demand-occupations/>

1. After entering the website, click on the **“2022 Labor Demand Occupations List”**.
2. After identifying your occupational title, find the **Demand Status** and 6-digit **CIP CODE** listed for your program.



# Demand Occupations List

## Career Services

Home [Find a Job](#) **Tools and Support** [Education and Training](#) [Specialized Support](#) [Business Services](#) [Contact Us](#)

Looking for in-person career services support? Walk into any One-Stop Career Center, or request an appointment here.

[Home](#) / [Tools and Support](#) / Demand Occupations List

## Demand Occupations List



The Labor Demand Occupations List highlights occupations expected to have the most openings in the future. The list includes occupations that are expected to have a greater need for workers than there are qualified people to fill those jobs. This list can be used to help make career and training decisions.

While the Demand Occupations List can serve as a starting point for making career decisions, [contact your local One-Stop Career Center](#) for more information regarding program and training availability.

### Related topics

[Search for Employment](#)

[Industry-Valued Credentials List](#)

### Reference materials

[2022 Labor Demand Occupations List](#)

[Methodology for 2022 Labor Demand Occupations List](#)

### For Workforce Development Boards

[Local and Regional Waivers](#)



# Demand Occupations List

☰ 1 of 4 🔍 Nursing 1/2 ^ v X

## List of Demand Occupations New Jersey, 2022

\* Occupations that are italicized classify as "WIOA In Demand"  
2022

Demand Status	SOC + Occupation	2020 Employment	2020 Annual Salary	2018-2028 Projected Change %	Average Annual Openings	Minimum Educational Requirements
<i>Added</i>	25-2022 <i>Middle School Teachers, Except Special and Career/Technical Educa</i>	25,670	\$74,950	3.3	2,090	Bachelor's degree
<i>Remained</i>	25-3021 <i>Self-Enrichment Education Teachers</i>	8,380	\$54,840	13.7	1,550	High school diploma or equivalent
<i>Remained</i>	25-9031 <i>Instructional Coordinators</i>	3,690	\$79,460	8.8	460	Master's degree
<i>Remained</i>	27-2022 <i>Coaches and Scouts</i>	6,100	\$55,760	14.1	1,870	Bachelor's degree
<i>Remained</i>	27-4011 <i>Audio and Video Equipment Technicians</i>	1,590	\$54,380	9.6	320	Postsecondary non-degree award
<i>Remained</i>	29-1021 <i>Dentists, General</i>	2,390	\$177,570	5.4	160	Doctoral or professional degree
<i>Remained</i>	29-1069 <i>Physicians and Surgeons, All Other</i>	15,150	\$215,980	7.0	650	Doctoral or professional degree
<i>Remained</i>	29-1071 <i>Physician Assistants</i>	2,350	\$131,210	32.2	290	Master's degree
<i>Remained</i>	29-1122 <i>Occupational Therapists</i>	4,070	\$98,750	16.5	440	Master's degree
<i>Remained</i>	29-1123 <i>Physical Therapists</i>	6,960	\$100,740	20.0	540	Doctoral or professional degree
<i>Remained</i>	29-1126 <i>Respiratory Therapists</i>	4,120	\$74,710	21.9	270	Associate's degree
<i>Remained</i>	29-1127 <i>Speech-Language Pathologists</i>	5,020	\$100,330	23.6	560	Master's degree
<i>Remained</i>	29-1141 <i>Registered Nurses</i>	78,590	\$85,720	11.3	5,780	Bachelor's degree
<i>Remained</i>	29-1171 <i>Nurse Practitioners</i>	5,800	\$130,890	28.2	560	Master's degree
<i>Remained</i>	29-2032 <i>Diagnostic Medical Sonographers</i>	2,550	\$81,840	21.3	250	Associate's degree
<i>Remained</i>	29-2034 <i>Radiologic Technologists and Technicians</i>	5,390	\$71,450	9.6	410	Associate's degree
<i>Remained</i>	29-2052 <i>Pharmacy Technicians</i>	10,400	\$35,700	6.6	880	High school diploma or equivalent
<i>Remained</i>	29-2056 <i>Veterinary Technologists and Technicians</i>	2,930	\$40,320	4.8	270	Associate's degree
<i>Added</i>	29-2057 <i>Ophthalmic Medical Technicians</i>	2,370	\$48,340	14.4	190	Postsecondary non-degree award
<i>Remained</i>	29-2061 <i>Licensed Practical and Licensed Vocational Nurses</i>	15,590	\$57,590	7.3	1,550	Postsecondary non-degree award
<i>Remained</i>	31-1120 <i>Home Health and Personal Care Aides</i>	56,630	\$28,860	39.6	10,760	High school diploma or equivalent
<i>Remained</i>	31-1011 <i>Home Health Aides</i>					
<i>Remained</i>	39-9021 <i>Personal Care Aides</i>					
<i>Remained</i>	31-1014 <i>Nursing Assistants</i>	44,560	\$33,030	5.5	7,120	Postsecondary non-degree award
<i>Remained</i>	31-2022 <i>Physical Therapist Aides</i>	3,390	\$28,800	20.5	530	High school diploma or equivalent
<i>Remained</i>	31-9011 <i>Massage Therapists</i>	2,440	\$46,280	27.7	670	Postsecondary non-degree award
<i>Remained</i>	31-9091 <i>Dental Assistants</i>	8,020	\$45,370	8.9	1,410	Postsecondary non-degree award
<i>Remained</i>	31-9092 <i>Medical Assistants</i>	17,360	\$37,920	20.7	2,790	Postsecondary non-degree award







# Demand List



## Remember, Program **MUST** be on the “In Demand” List!

- When searching for a training type use “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 **cannot** 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 full-time 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 or credential 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

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



# 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:***

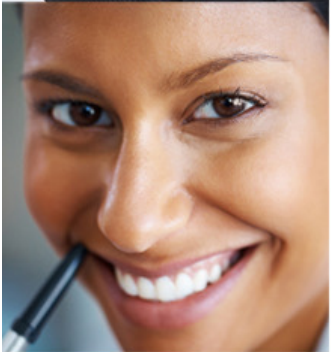
- Your completed Career Plan Packet with:
  - Your two Training Providers with descriptions
  - Completed Employer Contact Worksheets; *and*
  - Your program Demand List page.

**Submit your documents in-person at the Front Desk of the Camden County One Stop or by email to:**

**[onestop@camdencounty.com](mailto:onestop@camdencounty.com)**



***Incomplete submissions will not be processed.***





# Job Search

## 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://glassdoor.com>





# 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 educational and career goals.
- 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 instruct you on how to proceed.







# Assessment Process



During your comprehensive assessment, your counselor will also determine whether 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 or more** 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. **Please note:** *All youth-eligible participants are required to take this assessment.*



# Assessment Process



## Workforce Learning Link

- Computerized instruction in a classroom setting is available **free of charge** for those who need 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 “**Eligibility Checklist**”.
- Please bring the **Original** documents to your first scheduled counseling appointment.



# Eligibility Process

## List of acceptable documents:

### 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 TANF & GA and/or SNAP).





# 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

101 Woodcrest Rd. Suite 105 Cherry Hill, NJ 08003 Phone: 856-549-0800 Fax: 856-218-2178

### 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 Track          |
| <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 Plan 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 Plan 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 Plan Packet	Deliver or Upload Your Documents	Counseling Appointment
<ul style="list-style-type: none"><li>✓ Complete your Career Plan Packet</li><li>✓ Contact 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 Plan Packet</li><li>✓ Two Programs with Descriptions</li><li>✓ Deliver to the Front Desk or Send to: <a href="mailto:onestop@camdencounty.com">onestop@camdencounty.com</a></li></ul>	<ul style="list-style-type: none"><li>✓ Bring all documents as required from the Checklist.</li><li>✓ Bring Resume and Job Search Records</li><li>✓ Bring Transcripts if applicable</li></ul>



The Road to **Success** is Hard Work

camden<sup>o</sup>county  
Making It Better, Together.





# Tell Us How We're Doing...



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



# Online Survey

**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](http://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.

