Workforce Development

Increase your earning potential

Learn a new skill
Whether you’re just starting out, in between jobs, looking to change your career or interested in learning a new skill, we have you covered. We want to work with you to find the best path to achieve your goals, including how to fund it. Get started today!
FALL 2017 WORKFORCE DEVELOPMENT

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Unemployed and Ready to Work?

We Can Help!

We are pleased to announce that the New Jersey Community College Consortium has been awarded the Ready to Work Grant. This grant is designed to help long-term unemployed workers rapidly return to work at NO COST to them.

Program Services are available at your local community college and may include:

- Free Work-Based Training
- Resume Writing, Interviewing, & Networking Techniques
- Individual Career Counseling
- Job Placement Assistance
- Supportive Services
- Salary Reimbursements to Hiring Employers

Acceptance Criteria:

- New Jersey Residents
- Unemployed/Underemployed for 6+months
- Have a High School Diploma/GED or higher
- Minimum age of 18 years old
- Priority Service for Veterans

If you meet the above criteria and are Ready to Work, please register today at http://rtwnj.org
Certified Clinical Medical Assistant

The Certified Clinical Medical Assistant Program trains students in the clinical and administrative procedures used by entry-level medical assistants working in hospitals, clinics, doctor’s offices and other health care settings. The clinical curriculum covers patient intake, vital signs, laboratory procedures, specialty examinations and clinical procedures, including phlebotomy, diagnostic testing and electrocardiography (ECG).

An externship in a working health care facility provides the hands-on practice and experience needed for permanent employment readiness. Graduates of this program are eligible to take certification examinations for Certified Clinical Medical Assisting, Phlebotomy Technician, and EKG Technician, administered by the National Healthcare Association.

CERT-CCMA-Mult02 (morning)
9/11/17–1/28/18 9 a.m.–2:30 p.m. (17 weeks) M-T-W-Th
CERT-CCMA-Mult03 (evening)
9/18/17–2/28/18 5–9 p.m. (21 weeks) M-T-W-Th
Investment: $3,999 (textbooks not included)
Location: 10 Buck Street, Millville

Certified Phlebotomy Technician

The Phlebotomy Technician Program trains students to perform a variety of blood collection methods using proper techniques and precautions used by entry-level medical assistants working in hospitals, clinics, doctor’s offices and other health care settings. The curriculum covers anatomy and physiology, blood and cell composition, blood sampling procedures, and laboratory safety.

An externship in a working health care facility provides the hands-on practice and experience needed for permanent employment readiness. Graduates of this program are eligible to take the certification examinations for Phlebotomy Technician, administered by the National Healthcare Association.

CERT-PHLEB-02 (morning)
10/2/17–10/25/17 9 a.m.–1 p.m. (4 weeks) M-T-W-Th
CERT-PHLEB-03 (morning)
11/27/17–12/20/17 9 a.m.–1 p.m. (4 weeks) M-T-W-Th
CERT-PHLEB-01 (evening)
9/18/17–10/11/17 5–9 p.m. (4 weeks) M-T-W-Th
Investment: $1,800 (textbooks not included)
Location: 10 Buck Street, Millville

Certified Pharmacy Technician

The Pharmacy Technician Program trains students to learn the basics of filling prescriptions, counting pills, measuring medications and labeling products. The training will also provide students with a broad understanding of medical and pharmaceutical terminology, and the study of the effects of medications on the human body.

An externship in a pharmacy setting provides the hands-on practice and experience needed for permanent employment readiness. Graduates of this program are eligible to take the certification examinations for Pharmacy Technicians, administered by the Pharmacy Technician Certification Board.

CERT-PHARM-01 (morning)
9/18/17–12/11/17 9 a.m.–1 p.m. (12 weeks) M-T-W-Th
CERT-PHARM-02 (evening)
10/16/17–1/18/18 5–9 p.m. (12 weeks) M-T-W-Th
Investment: $3,899 (textbooks not included)
Location: 10 Buck Street, Millville

According to the US Bureau of Labor and Statistics, employment for CCMAs is projected to grow much faster than the national average, with forecasts of up to 23 percent from 2014 to 2024, ranking medical assistants among the fastest growing occupations over the decade.

• Small class sizes
• Short-term programs
• Hands-on externships
• Instructors from the field

856-776-2372
Certified Nursing Assistant (CNA)

The Certified Nursing Assistant Program teaches students how to provide daily basic care for patients. A CNA provides physical and emotional support for patients in nursing homes, hospitals and other various settings. A CNA must be able to provide personal assistance to individuals who are unable to care for themselves and help them regain and maintain daily functions. Classroom learning is taught in a “simulated” long term care classroom setting and clinical is instructed at a locally designated long term care facility outside of the school. This course gives students the full academic and hands-on skills required to pass the state licensing exams.

CERT-CNA-01 (evening)
10/2/17–11/15/17 4–9 p.m. (6 weeks) M-T-W-Th
Investment: $3,300 (textbooks included)
Location: CCTEC, 3400 College Drive, Vineland

Dental Assisting Program

The Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions – Dental Assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics – Administrative Aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical Aspects include: introduction to oral anatomy; dental operatory; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. An externship in a dental office provides the hands-on practice and experience needed for permanent employment readiness. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program.

CERT-DENTA-01 (evening)
10/2/17–11/29/17 6–9:30 p.m. (9 weeks) M & W
Investment: $1,999 (Textbooks Included)
Location: Millville Arts and Innovation Center

Dialysis Technician

The Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Additionally, they may also be involved in the training of patients for at-home dialysis treatment.

CERT-DIAL-01 (evening)
10/17/17–12/7/17 6–9:30 p.m. (8 weeks) T & Th
Investment: $1,999 (Textbooks Included)
Location: Millville Arts and Innovation Center

ALLIED HEALTH-ONLINE

Medical Billing & Coding

The Medical Billing and Coding course offers the skills needed to perform complex coding and billing procedures. Content includes CPT (Introduction, Guidelines, Evaluation, and Management), specialty fields (such as surgery, radiology, and laboratory), ICD-10 (Implementation and Guidelines), and basic claims processes for insurance reimbursements. Also includes an optional clinical externship at a local healthcare provider!

Sessions/Location: ONLINE
Investment: $1,899

ICD-10-CM

Effective October 1, 2015, the U.S. healthcare system has moved from ICD-9 to ICD-10 for service coding purposes. The ICD-10-CM Program includes a detailed review of ICD-10-CM (diagnostic coding), the differences between ICD-9 and ICD-10, hands on exercises and case studies and much more.

Sessions/Location: ONLINE
Investment: $1,299

ICD-10-PCS

The Centers for Medicare and Medicaid Services (CMS) and the National Center for Health Statistics (NCHS), two departments within the U.S. Federal Government’s Department of Health and Human Services (DHHS) provide guidelines for coding and reporting using the International Classification of Diseases, 10th Revision, Procedure Coding System (ICD-10-PCS). The ICD-10-PCS Program includes a detailed ICD-10-PCS review with hands-on exercises and case studies.

Sessions/Location: ONLINE
Investment: $1,299

These online classes have continuous enrollment! For more online courses, visit www.cccnj.edu/online-courses
Certified Production Technician (CPT)
The Manufacturing Skills Standard Classification (MSSC) was established in 2003 to provide a national certification for the production technician. The objective has been to deliver modern skills for the “industrial athlete.” The MSSC CPT program is geared to both entry level and experienced workers who desire good frontline positions in manufacturing. The course has been described as manufacturing “boot camp.” Most students pass at least 3 of the 4 modules on initial attempts. Those top performers passing all assessments earn the coveted CPT emblem which can be placed on digital resumes and uniforms. The CPT distinction is a nationally-recognized credential.

The four learning modules in the CPT Course:
Module 1: Safety
Module 2: Quality
Module 3: Manufacturing Practices and Processes
Module 4: Maintenance

CERT-CPT-01 (morning)
10/16/17–12/14/17 9 a.m.–3 p.m. M-T-W-Th-F
Investment: $6,000
Location: STEAMWorks, 46 E. Commerce St., Bridgeton

Transportation, Logistics & Distribution (TLD)
The Manufacturing Skill Standards Council (MSSC) credentialing system leading to a CLT covers core competency areas, as defined by MSSC’s industry-led, nationally-validated skills standards for higher skilled, frontline material handling workers across all supply chain facilities: factories, warehouses, distribution centers and transporters. Individuals are assessed for two credentials: the foundational-level Certified Logistics Associate (CLA) certificate and mid-level Certified Logistics Technician (CLT) Certification. CLA is a prerequisite for CLT.

The Global Logistics Associate (GLA) is an internationally-recognized certification program that acknowledges the completion of rigorous coursework in logistics and supply chain for entry level positions. This certification program focuses on the general knowledge of transportation/logistics and the associated functions necessary for the delivery of goods.

CERT-TLD-01 (morning)
10/23/17–12/14/17 9 a.m.–3 p.m. M-T-W-Th-F
Investment: $6,000
Location: TBD

Welding
Students will have the ability to develop the skills in the following areas: shielded metal arc welding, gas metal arc welding, gas tungsten arc welding, plasma arc welding, and oxyfuel gas cutting. Upon completion of the program, students will have the opportunity to take the AWS D1.1 certification. Students will also receive a certificate from the Cumberland County Board of Vocational Education in Welding.

CERT-WELD-01 (evening)
9/25/17–12/13/17 4–9 p.m. M-T-W-Th
Investment: $5,250
Location: Cumberland County Technical Education Center

Automotive Technology
Students will have the ability to develop the skills in the following areas: suspension and steering, brakes, electronic systems, engine performance, engine repair, transmissions, trans-axle, manual train and axles and heating and air conditioning. Completion of the program will prepare the student to take the ASE certification exam for Automotive Technology and Light Repair.
You may also substitute high school, trade school or community college automotive training for up to 6 months of the 1 year requirement. Satisfactory completion of a qualifying co-op or apprenticeship program completely fulfills the 1 year requirement. Students will also receive a certificate of completion from the Cumberland County Board of Vocational Education. Under the Clean Air Act, 609 certification will also be made available for repairing or servicing air conditioners.

**CERT-AUTOTEC-01 (evening)**
9/11/17-12/14/17 4-9 p.m.  M-T-W-Th
Investment: $4,450
Location: Cumberland County Technical Education Center

**Black Seal Boiler Operator**
This four-week theory course (no hands-on) will prepare individuals for the Low Pressure Black Seal License Examination given by the New Jersey Department of Labor and Workforce Development, Bureau of Boiler and Pressure Vessel Compliance. The course will cover boiler room equipment and the safe and the efficient operation of low pressure steam/ hot water systems.

**PRODEV-BOIL-01 (evening)**
10/2/17-10/25/17 6-8 p.m.  8 Sessions  M & W
Investment: $349
Location: 10 Buck Street, Millville

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**Success Story**
Seven students graduated from the CPT program in March 2017, and following the graduation ceremony, they went right to work on their job hunt by attending an on-site job fair. The graduates filled out applications and spoke with potential employers.

The Rutgers Food Innovation Center (FIC) had a strong interest in student Daniel J. Wootten, Jr. His performance in class and on exams really set him apart from his peers. Upon completion of the program, he began a part-time job with FIC and he is looking forward to growing his career there.

“The CPT course would be beneficial to someone already in a manufacturing position, as well as those looking to make a career change.” —Daniel J. Wooten, Jr.

Daniel brought a variety of employment experiences from grounds maintenance to food service with him to the CPT course. He stated that he found the variety of information contained in the course (Safety, Maintenance, Quality and Procedures) was very useful. When asked what the most exceptional part of the course was; he replied, “I really appreciated the attention to detail from the course instructor, Mr. Gerald Bose.”

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90% of our students received grant funds for their program during the Spring 2017 semester! Call 856-776-2371 to find out if you qualify, and look over the grant options on page 9.
PROFESSIONAL DEVELOPMENT

70% SAY SPANISH CRUCIAL

70% of employers anticipate that the demand for language proficiency in Spanish will be a crucial part of their search for employees that can help them meet the needs of their customers.

• Skill enhancement
• Career development

856-776-2372

Substitute Teacher Training Seminar

Our one-day training seminar prepares substitute teachers for the classroom, or provides a refresher to substitute teachers currently employed by local school districts. Students must have 60 college credits in order to apply to become substitute teachers. The program covers professionalism in and out of the classroom. Other types include topics such as classroom management, professional interactive relationships, instructional techniques, and lesson plans, gaining and sustaining appropriate rapport with students, and the application and certification process.

PRODEV-SUB-01 (morning)
October 7, 2017 9 a.m.–3 p.m. (1 session) $99
Location: Main Campus, Vineland, Academic Building, Room A14

Real Estate License Prep

Designed to provide the student with the necessary information to sit for the New Jersey Real Estate Salesperson licensure exam. Topics include property rights, contracts, leases, deeds and title transfer, mortgages, settlement procedures, appraising, and administrative regulations. This course will satisfy the state requirements for coursework in real estate. Course does not include the Real Estate Exam. Prereq: Must be 18 years of age or older, High School Diploma or Equivalency and no criminal history background.

PRODEV-REPREP-01 (morning)
9/9/17–12/16/17 9 a.m.–3 p.m. (14 sessions) $499
Location: Main Campus, Vineland, Academic Building, Room A30

Spanish in the Workplace for Professionals

Learn workplace Spanish quickly and easily, honing your basic conversational skills and mastering key workplace words and phrases. Learn at your own pace as all courses are online.
This is a great online learning opportunity for small businesses and individuals. Specific learning for professional fields from Banking and Medical Practices to Public Service. There is even a fundamentals course.
To register visit https://goo.gl/DikZRx
$165 per course

Stress Reduction Techniques for Self-Care

Discover easy-to-learn self-regulation tools and resiliency-building practices. You will be able to use the tools to build resiliency before, during and after challenges. Did you know your responses to events or situations can deplete or renew your resiliency? Using Coherent Communication™ techniques will improve your listening skills with your clients and co-workers.

Workshop topics:
• Skills for building resilience in the face of change and uncertainty
• Intelligent energy self-regulation techniques
• New research on how attitudes and emotions affect clients, co-workers and family
• How to better access intuition for improved decision-making

Facilitated for Massage Therapists, by a Massage Therapist and HeartMath® Certified Trainer: HeartMath’s Resilience Advantage™ - Skills for Personal and Professional Effectiveness. HeartMath is a registered trademark of Quantum Tech, Inc. For all HeartMath trademarks go to www.heartmath.com/trademarks.
11/8/17 8 a.m.–5 p.m. 6 CEs
Location: University Center
**ENRICHMENT ACTIVITIES**

25 COMPUTERS WITH INDUSTRY SOFTWARE

*Use top-of-the-line equipment while learning a new skill: 3D printer, laser cutter, CNC router, audio equipment and more.*

- Be creative
- Access new technology
- Develop a hobby

856-378-7883

**CNC Router Class**

This class will cover both design and project creation in wood using a NEXT WAVE Shark CNC [Computer Numerical Control] Router. Students will learn how to set up, run and troubleshoot the CNC machine. Projects will be designed and previewed using the companion software, VCarve Desktop by Vectric. Included in this hands-on approach to learning to use the Shark CNC router are the use of shop carpentry tools and equipment for project creation, information on the selection of materials and cutting bits, safety principles and best practices. Enrollment in the course also entitles the student to use the facility during non-class times to support practice with the VCarve software and to allow independent design time. The class will meet every other week to allow students design time and independent use of software tutorials. Successful completion of this class will qualify the individual to use the CNC router at the STEAMworks facility without additional supervision. Class size is limited to 8 students.

Class fees include materials used for class projects. Materials for individual projects will be supplied by the student.

**CNCINTR-01 (evening)**
9/12, 26, 10/10, 24, 11/7, 21  
6:30–9:30 p.m. (6 sessions)  
Investment: $199

Location: STEAMWorks, Bridgeton

**Beginning Guitar**

This course is designed to acquaint the student with the rudiments of guitar technique. We will explore the playing of single-note melodies, chordal accompaniment, the solo chord melody style, and finger picking. The course will emphasize the playing of songs in tablature rather than getting bogged down in musical notation and theory. (Bass guitar cannot be accommodated) STUDENTS NEED TO BRING THEIR OWN GUITAR.

**GUITAR-01 (evening)**
9/21/17–11/16/17  
Time: 7–8 p.m. (9 sessions)  
Days: Th  
Investment: $175

Location: STEAMWorks, Bridgeton

**Principles of Audio Engineering**

Upon completion of this course, students will be able to produce, record, mix, master, and export their industry standard MP3, M4a or WAV audio. Students are provided access to the recording studio at times specified by the instructor. You will need access to a MIDI controller, headphones or speakers, microphone setup and recording booth. Any materials brought to class must be on a thumb drive and it is the responsibility of the student to remove your equipment after class. Students will have access to the studio based on a schedule of facility availability that will be communicated each week in class for the next session. Students would be certified as an Audio Studio User at STEAMWorks at the completion of the class. Class size is limited to 6 students.

**AUDIOIN-01 (evening)**
9/20/17–11/1/17  
6:30–9:30 p.m. (7 sessions)  
W  
Investment: $399

Location: STEAMWORKS, Bridgeton

**Technology Fundamentals**

This class is for the novice who wants to learn a little about everything. Learn the basics of creating and storing documents. Creating and maintaining passwords and social media accounts. Using the internet, photo apps and the wonders of Google.
Mobile devices are not required but students are encouraged to bring any devices that they are currently using. (Phone, laptop, tablet) Learn about applications, cookies, emojis, and more in a fun atmosphere. Great class for seniors or anyone who is new to technology.

Basic Social Media Skills, Computer Basics, File Management, Word Processing, Internet Explorer

ENRICH-TECHFUN-01 (day)
11/20/17–12/11/17 10 a.m.–12 p.m. (4 sessions) M
ENRICH-TECHFUN-02 (evening)
9/21/17–10/12/17 6–8 p.m. (4 sessions) Th
Investment: $49
Location: STEAMWorks, Bridgeton

SAT Prep Course

This SAT Prep class prepares students for SAT exams. The class is divided into Math and Verbal Prep. Students taking the November 4 exam and any following the Nov. 4 exam will benefit most from this course. Take one or both depending on the needs of the student. Students will take practice exams, do drills in Mathematics, Critical Reading, Writing and Essay sections of the SAT and learn strategies and hidden tricks to help them improve their score on the exam. (SAT Prep Book Review and SAT Test fees not included in registration price. Please call 856-776-2372 for book ISBN information.

ENRICH-SATV-01 (evening-Verbal)
9/13, 15, 20, 22 5:30–8:30 p.m. (4 sessions) T-Th
ENRICH-SATm-01 (evening-Math)
9/19, 21, 26, 28 5:30–8:30 p.m. (4 sessions) M-W
Investment: $199 (for each section)
Location: TBD

STEPS to Success

Strategic Techniques to Enrich Personal Self-worth

A goal is a wish until you make a plan. This class is designed to teach ways that can help you take your life to the next level and to assist in removing personal limitations. Topics covered include personal assessment; goal setting; communication; building self-confidence and developing interpersonal relationships. We will use techniques in meditation, planning, and assessment to develop personal enrichment skills that can benefit students both personally and professionally. Recommended reading for the class is *The Success Principles* by Jack Canfield other recommended readings will be shared as the class progresses.

Class size limited to 10 spaces.

ENRICH-STEPS-01 (evening)
10/4, 11, 18, 25 6:30–9:30 p.m. W
Investment: $199
Location: STEAMWorks, Bridgeton

PROJECT NIGHTS AT STEAMWORKS

**September – Rolling Pins and Cutting Boards**
Add your unique touch to baked items or create a signature board for your kitchen. These also make great gifts for the culinary connoisseur in your life. Cost includes choice of a cutting board or a rolling pin. Class is limited to 10 people.

9/20/17 7 p.m. Wed. $40

**October – Laser Etch a pumpkin**
Come in and design a one-of-a-kind jack-o-lantern this Halloween or just put a beautiful fall design you can use throughout the season. We will have suggested fall designs or you can create something unique of your own. This can be a great family activity. (An adult must accompany anyone under 18.) Cost includes one pumpkin for each registration paid.

10/12/17 6:30–9:30 p.m. Thur. $40

**Holiday Cards and Ornaments in Wood**
We will have a selection of projects using craft paper and wood to create unique holiday cards and ornaments. This can be a great family activity. (An adult must accompany anyone under 18.) Cost of class includes materials.

11/18/17 12–2 p.m. Sat. $40

**Winter Mugs and Platters**
Be the host with the most this holiday season or give a personalized gift that will keep them talking well into the New Year. A variety of winter and holiday designs from which to choose to make your project truly memorable. (Please indicate at registration if you will be creating a set of mugs or a platter.)

12/13/17 7 p.m. Wed. $40

**Group or Team Project Appointments**
Looking for a group or team-building activity to create something unique and memorable? Contact STEAMWorks and set up a time for your group to create something unique with the laser etcher. Let us help you choose materials and design ideas for your group. Great for teams, scouting groups, bridal parties or just a group of friends who would like to get together and do something a little different.

Prices vary based on projects. Call 856-378-7883.
ADULT BASIC EDUCATION (ABE)

112 STUDENTS 71% GAINED EFL

The HSE program helps students receive their high school diploma and achieve Educational Functioning Level (EFL)

Please contact Patti Gilmore, Program Coordinator, or Annette Vargas, HiSet Administrator.

856-200-4531 pgilmore@cccnj.edu & avargas@cccnj.edu

High School Equivalency Exam (HSE)

Attention students ages 16 and up who did not graduate from high school, this program is for you! Wherever you are – whatever your level – we can prepare you to take the High School Equivalency (HSE) exam. Fear of math? We’ve got you covered. Hate to write? We’ll make it fun. Whatever you think your road block to earning a high school diploma is, we can help you overcome it.

There is no charge for these preparation classes. You must commit to attend Monday through Thursday with a minimum of 12 hours per week for 8 weeks. Upon completion, you can register online to take the HSE Exam (formerly known as the GED test). Cumberland County College offers the HiSet Exam on the college campus.

• Day classes are held on CCC’s campus at the Center for Workforce and Economic Development (CWED), by Parking Lot K
• Evening classes are held at Vineland Public Library, 1058 E. Landis Avenue, Vineland
• Evening classes are held at the Forest Lakes Family Success Center (Commercial Township) 2009 Spring Garden Road, (two 8-week classes annually)

CCC HISET High School Equivalency Testing

The HiSet High School Equivalency Exam is offered at Cumberland County College in English or in Spanish. Exams are given bi-monthly on campus. To register for the exam, go to the HiSet website: http://hiset.ets.org/test_takers, sign in/create account or view video tutorial. For additional information contact Annette Vargas at 856-200-4531

English as a Second Language (8 Week Course)

The ESL program offered through Cumberland County College’s Workforce and Continuing Education Department will provide instructions on 4 levels. Each course will run for 8 weeks, 12 hours per week with a program total of 96 hours of instructions. The ESL program curriculum is part of the National Geographic Learning/Cengage Learning which is a leading expert in the field of Adult English Language Learning. The Stand Out series is a six-level, standards-based, ESL series for adult education with a proven track record of successful results.

Once you successfully complete your HSE, continue your education to find gainful employment by visiting www.cccnj.edu/workforce
WAYS TO REGISTER
• Complete the online form www.cccnj.edu/workforcereg
• Complete the paper form
• Call us at 856-378-7883
• In person at the Paula J. Ring Education Center, 10 Buck St., Millville

GRANTS & PAYMENT
Payment arrangements for all classes must be made at the time of registration. Payment plan confirmations or payment in full must be received prior to the first day of class. Many classes have a limited number of seats, so please register early. Non-credit classes are not eligible for Financial Aid. However, you may be eligible to receive funding.

Ready to Work Grant
This grant, provided by the New Jersey Community College Consortium, is designed to help long-term unemployed workers rapidly return to work at No Cost to them. To be eligible you must be a New Jersey resident, unemployed/underemployed for 6+ months, have a high school diploma/GED or higher, and be a minimum of 18 years old. If you meet the criteria, register at http://rtwnj.org and once you receive your pre-acceptance letter via email, bring that email into our office and we’ll register you.

Displaced Homemakers Grant
A displaced homemaker is defined as an individual who has worked in the home for a number of years and through death, disablement or divorce of a spouse, finds themselves as the primary source of household income for her/himself and/or her/his children. Cumberland County College has received a grant that provides services to displaced homemakers to assist them in transitioning back into the workplace. Call us to find out what services are available for which you may qualify. Call 856-776-2385 and ask for our grant intake coordinator.

GI Bill
Students who have served in the military and have saved through the GI Bill can apply those funds to non-credit training. In some cases spouses may also be eligible.

MyCAA
The Military Spouse Career Advancement Accounts (MyCAA) program provides up to $4,000 (over 2 years) of Financial Assistance for military spouses who are continuing their education by pursuing a license, certification, or Associate degree in a portable career field and occupation. Contact a Spouse Education and Career Opportunities (SECO) Consultant at 1-800-342-9647.

Center for Workforce and Economic Development Grant
There are opportunities for individuals who are recently displaced by reaching out to the Cumberland Workforce and Economic Development Center. The Department of Workforce Development is located in the Cumberland County Center for Workforce & Economic Development on the main Cumberland County College campus.
(856) 696-5660, M-F, 8:30 a.m.- 4:30 p.m., except legal holidays

FACTS- Pay-as-You-Go
For classes that cost more than $500, students may finance the cost over the time frame of the class. There is a one-time fee of $25 to use this service.

Sallie Mae Career Training Smart Loan
This is a loan from Sallie Mae that you must apply for online. Once approved, bring your approval letter to our office and we’ll register you.
www.salliemae.com/student-loans/career-training-smart-option-student-loan/

Workforce Development
Registration Form / Fall 2017

LAST

FIRST

MIDDLE INITIAL

ADDRESS

CITY

STATE

ZIP CODE

CELL PHONE

HOME PHONE

EMAIL

BIRTHDATE

SOCIAL SECURITY #

How did you hear about our programs?
❑ Community Education Brochure
❑ CCC Website
❑ Social Media
❑ Friend/Relative
❑ Newspaper ad
❑ Other __________________________________________________

COURSE# _________________________________________________________

COURSE TITLE _____________________________________________________

DATES ____________________________________________________________

COST _____________________________________________________________

CANCELLATIONS AND REFUNDS
Non-Allied Health Cancellations: Cancellations must be made 5 business days prior to the first day of class to receive a refund of the course price, less a $10 processing fee. After that time, there are no refunds. If a last minute cancellation occurs, we suggest you send someone in your place. Cumberland County College makes no guarantee that all scheduled classes will run. Classes may be canceled due to low enrollment whether scheduled at the Vineland campus or any off site location.

Allied Health Care Refund Policy:
100% Refund for withdrawals before first day of class. 50% refund for withdrawals during first week. No refunds after first week.

By signing here, I understand and agree to the above terms and conditions.

If you have further questions or need help with course information or costs, please call 856-378-7883 and someone will be happy to assist you.
**Business Training—Grant Funded**

- Training for Managers & Non-managers  
- Technical Training  
- ESL & Spanish in the Workplace  
- Soft Skills Training

For more information on eligibility or to register, please contact Cindy Phillips at 856-776-2371 or cphillips@cccnj.edu

### Business Training Grants

**NJBIA Basic Employability Skills**

**Workforce Training Grant**

The NJBIA Grant allows employers to provide training programs that improve basic skills and enhance the employability skills of employees. For companies to participate in the program, they must be registered NJ business or in compliance with New Jersey tax law. Since the inception of the NJBIA Grant, over 8,000 companies within the State of NJ have sent over 122,000 employees to take advantage of this training. Training sessions can be held at Cumberland County College or at the employer’s facility. Employers must have 10 employees registered for a class to host at their facility.

**Ready To Work (RTW) Grant**

The RTW Grant helps business find the right workers with the right skill sets, and it will reimburse you for up to 90% of the skilled worker’s salary or wage cost during the training period. Companies who are looking to hire in the advanced manufacturing, life sciences, information technology or allied health fields have the opportunity receive up to $10,000 for every new hire. The RTW Grant also allow for incumbent workers to receive additional training to enhance their technical skills.

### Business Training Courses

- Microsoft Office Software Products  
- Soft Skills Workshops (Verbal, Written and Customer Service Communications)  
- English as a Second Language  
- Spanish in the Workplace  
- Basic Mathematics and Measurement

**Eligibility Requirements:**

1) Employees must be employed at least 20 hours per week.  
2) Employees must work for a NJ employer  
3) Employees must supply company’s FEIN number.

**Small Business?**

If your company has only 2 or 3 people who need training on a specific topic, Cumberland County College will locate other small businesses that are in need of the same training and will host a class for all participants. Cumberland County College is committed to fostering relationships among the business community and providing high quality programs that develop employee’s skills.

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**Our Partners**

[Logos of various organizations]
Looking for Qualified Employees?

We Can Help

Funded in whole by the USDOL & NJLWD, the New Jersey Community College Consortium has been awarded the Ready to Work Grant. At NO COST* to you, we can assist with:

1. Recruiting Qualified Candidates
2. Candidate Screening & Aptitude Assessment
3. Candidate Training at Your Local Community College
4. Up to a $10,000 Salary Reimbursement per New Hire

*Contact us today for further information or visit our website at:
(609) 393-9000
info@njworkforce.org

or contact Daniel Lim at dlim@njworkforce.org
Direct #: 609-503-4654 • Cell #: 856-701-9905

New Jersey Community College Consortium
For Workforce & Economic Development
330 West State Street, Trenton, NJ 08618
(609) 393-9000 | www.njworkforce.org
Career Planning Opportunities

Information Sessions Every Friday!
Call 856-696-5660, ext. 3001 to reserve your space.

Sign up for the information session prior to the start of the program in the lobby of The Center for Workforce and Economic Development, 3322 College Drive, Vineland.

Transportation, Logistics & Distribution
9 a.m.
Certified Logistics Associate (CLA), Certified Logistics Technician (CLT), Forklift Driver/Safety Training Certification, Warehouse picker/packing, Material Handling, Order Delivery/Pickup, Customer Service, Dispatching, Supervision and more!

Advanced Manufacturing
10:30 a.m.
There are five primary components of the advanced manufacturing sector: Food, Chemical, Machinery, Fabricated Metal Products and Computer and Electronic Manufacturing. Certified Production Technician Training classes forming now!

Healthcare
1:30 p.m.
Certified Nurse Aide, Licensed Practical Nurse, Registered Nurse, Dental Assistant, Clinical Medical Assistant/Phlebotomy/EKG Tech, Medical Administration w/ Electronic Health Records

These programs are brought to you through a partnership between Cumberland County College and the Cumberland County Center for Workforce and Economic Development.