



Returning Residents Clean Jobs Training Program

Orientation Session 2: Launching the Program

May 12, 2025



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor



Overview

During this workshop, we will cover the following topics:

1. Grantee Staffing
2. Partnerships
3. Recruitment and Program Entry
4. Training Program Delivery

CEJA Team & Presenters

Presenters:

- Larry Dawson, CEJA Northern Regional Administrator
- Nate Keener, CEJA Central Regional Administrator

Support Team:

- Diana Fuller, CEJA Division Manager
- CEJA Grant Managers: Connor Bertrand



Chat Question

*Do you have your
organization's workplan?*





Grantee Staffing



Overview

- Staff Roles
- IDOC Requirements for Grantee Staff & Hiring
- Equity in Staff Culture
- Workplan: Staffing
- CEJA Reporting System: Staff Access



Staff Roles

Program
Administrator

Support
Service Staff

Instructor(s)

Transition
Staff

Data Entry
Staff

IDOC Requirements for Grantee Staff Hiring & Onboarding

Background
Checks

Drug
Screening

Required
Training

IDOC Requirements for Grantee Staff

Internal Procedures

Dress Code

Technology
& Equipment

Facility
Access

Lockdown
Procedures

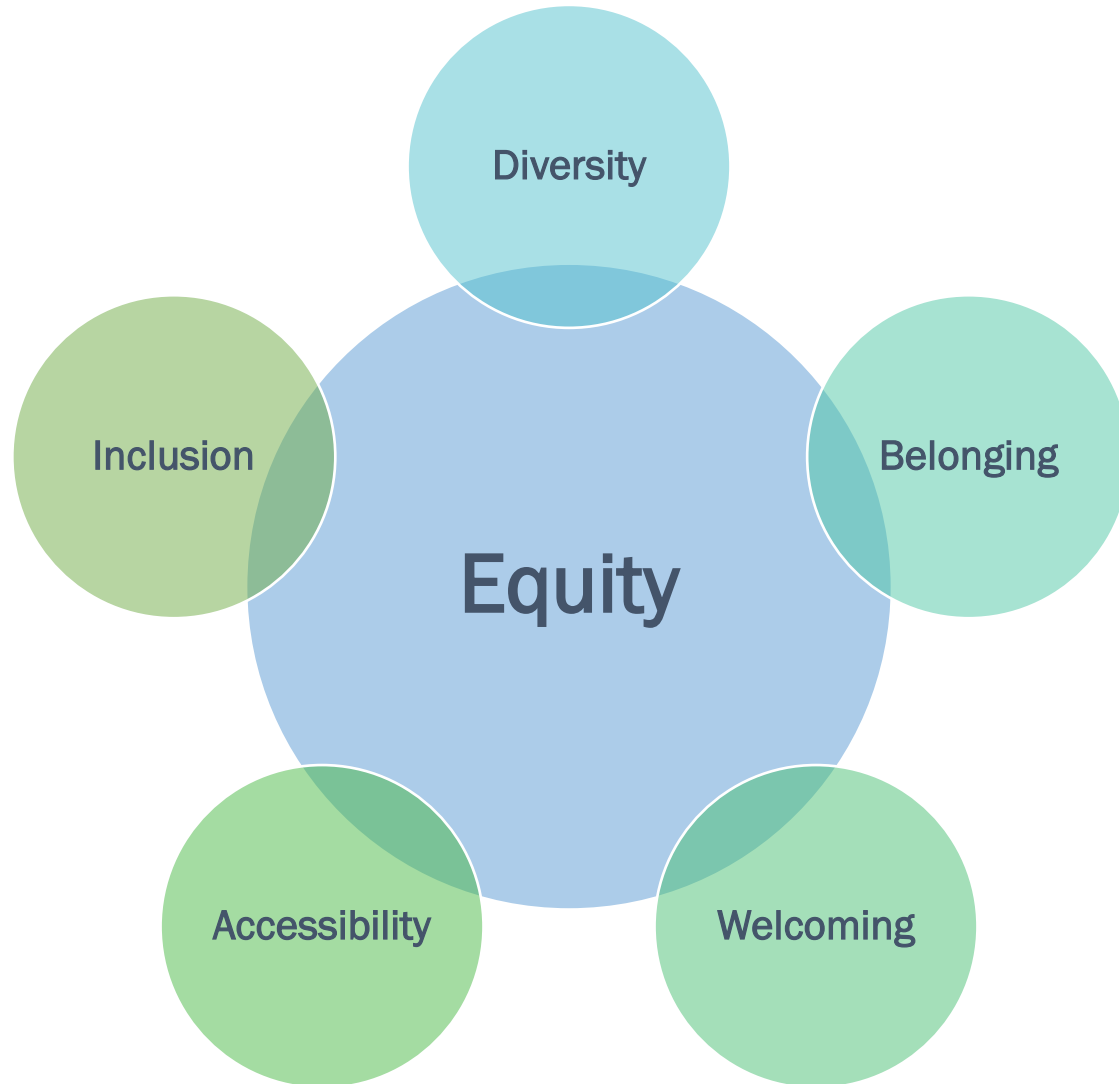
Considerations When Hiring Staff



Concerns & Incident Reporting



Equity Culture & Staff Training



All grantee team members must receive training in these six core equity areas.

DCEO will provide basic equity training, but it is the grantees' responsibility to ensure their staff is appropriately trained.

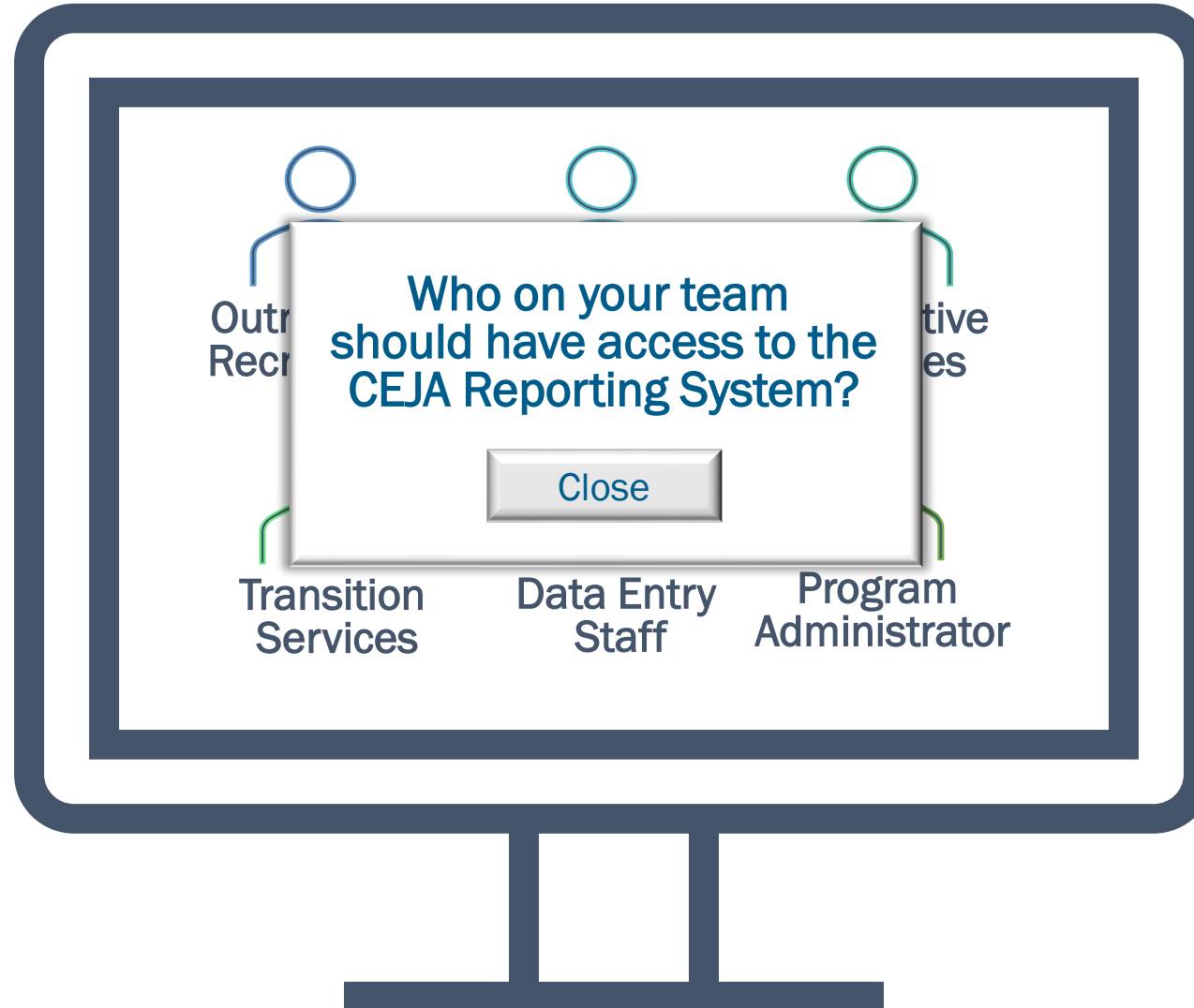
Staffing

- ☑ Is the staffing portion of the workplan complete? If not, what roles still need to be filled?
- ☑ Are all individuals/roles for this grant that are paid through your organization listed on the workplan?

**Let's Review
Your Workplan!**

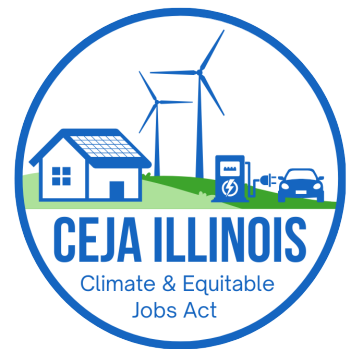


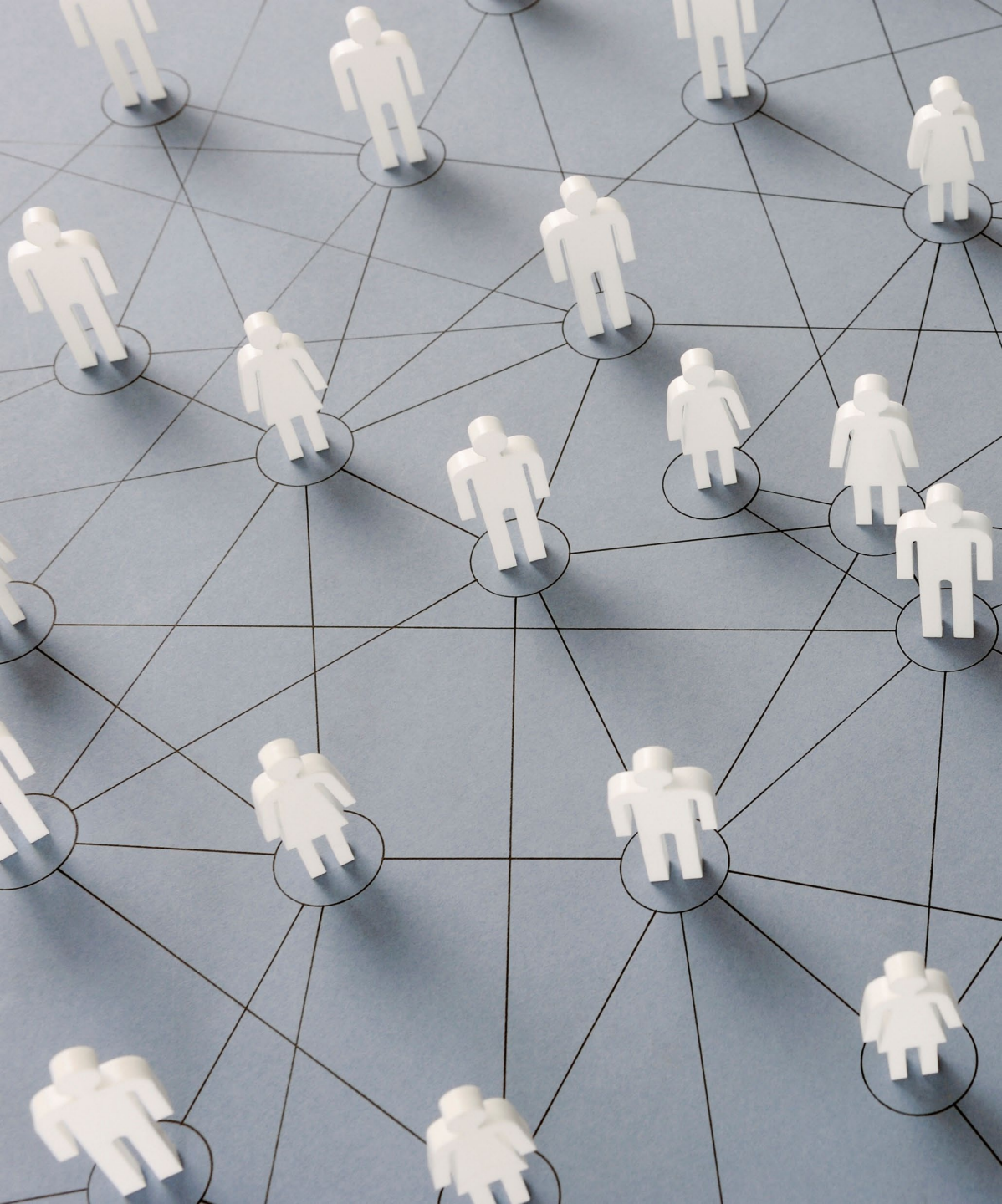
Staff Access to the CEJA Reporting System





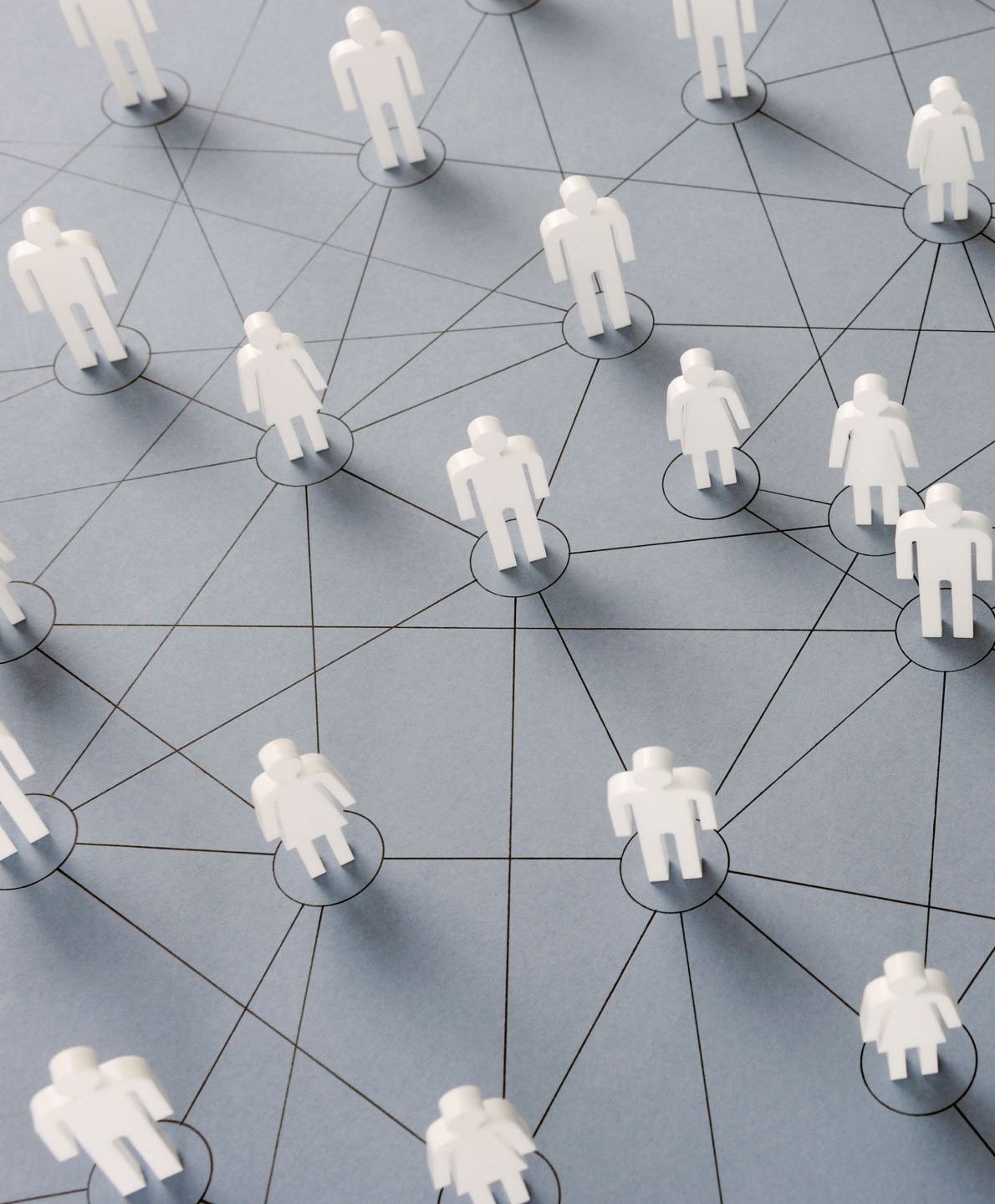
Questions?





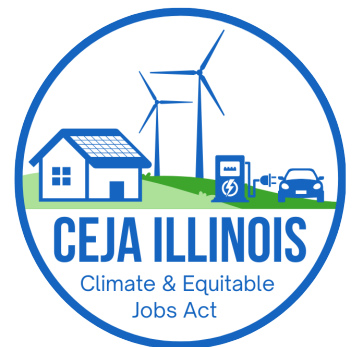
Partnerships



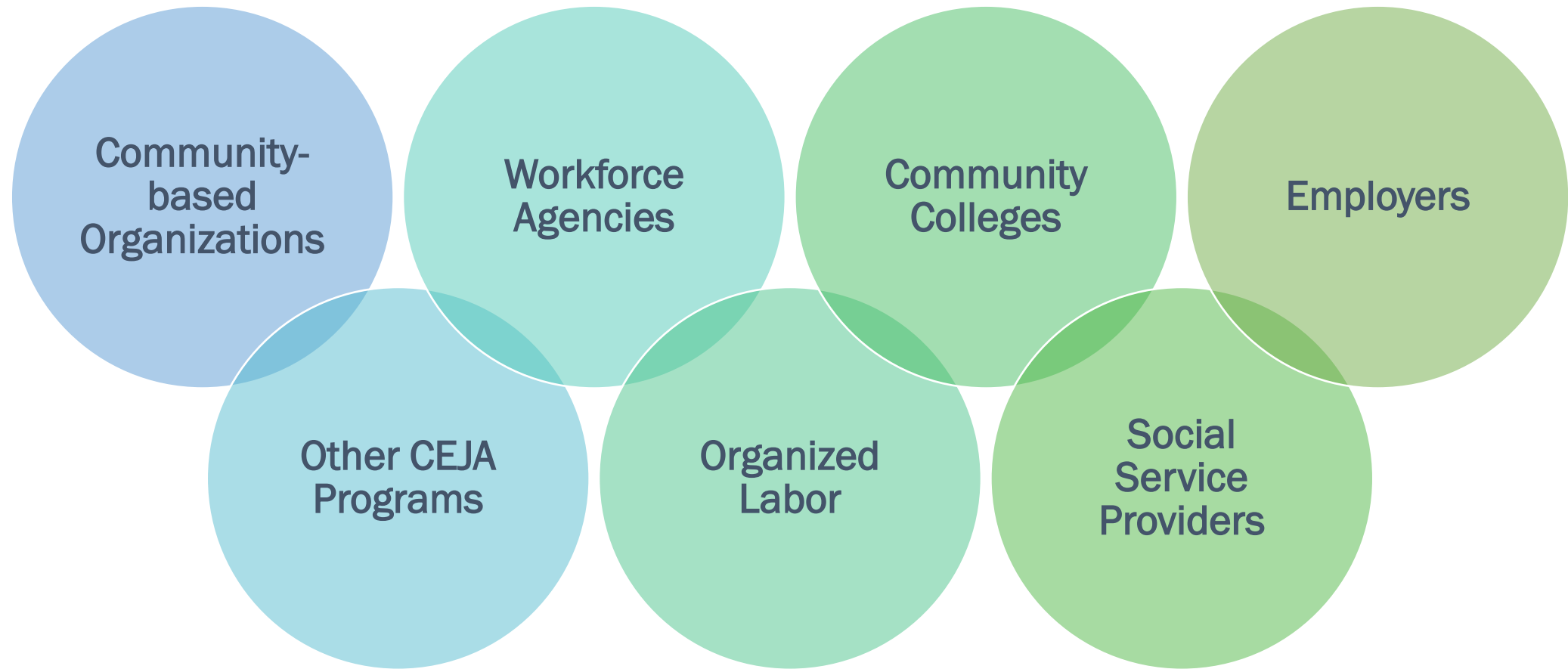


Overview

- Potential Partnerships
- Types of Partnerships
- IDOC Requirements
- Workplan: Partnerships
- CEJA Reporting System: Tracking Partnerships

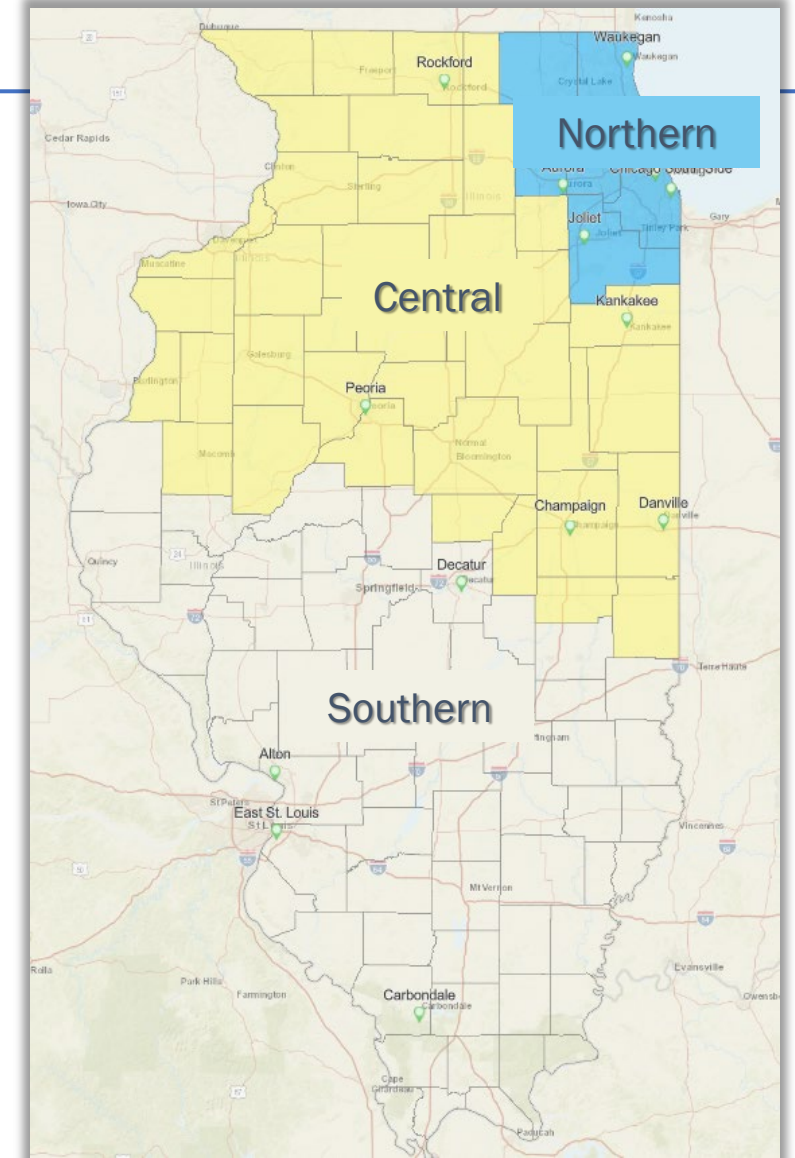


Potential Partners



CEJA Regional Administrators

- **Northern Illinois Regional Administrator**
Larry Dawson, Larry.Dawson@Illinois.gov
- **Central Illinois Regional Administrator**
Nate Keener, Nate.Keener@Illinois.gov
- **Southern Illinois Regional Administrator**
Michelle Cerutti, Michelle.Cerutti@Illinois.gov

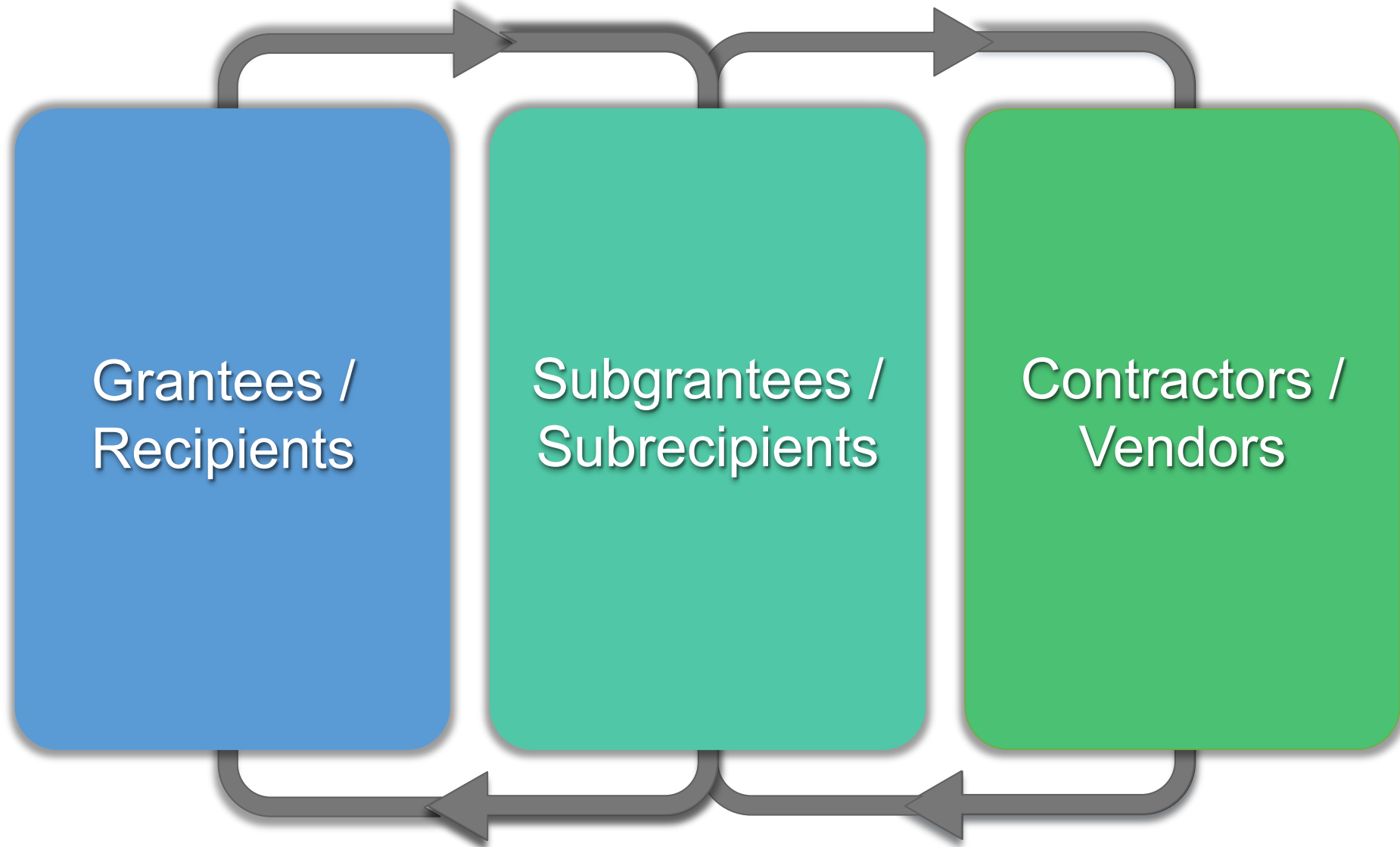


Statewide Partnerships

- Review the CEJA Map and connect with other CEJA programs
- Connect with the DCEO's Regional Economic Development (RED) Team's Regional Managers
- Utilize employer lists such as the Energy Equity Portal, Illinois Job Link, lists from ComEd or Ameren, among others
- DCEO CEJA Potential Partner List



Types of Partnership



IDOC Requirements for Partner Staff

If partner staff need access to the corrections facility, they will need to meet all standards required of grantee staff including background checks, drug screening, and required IDOC training.



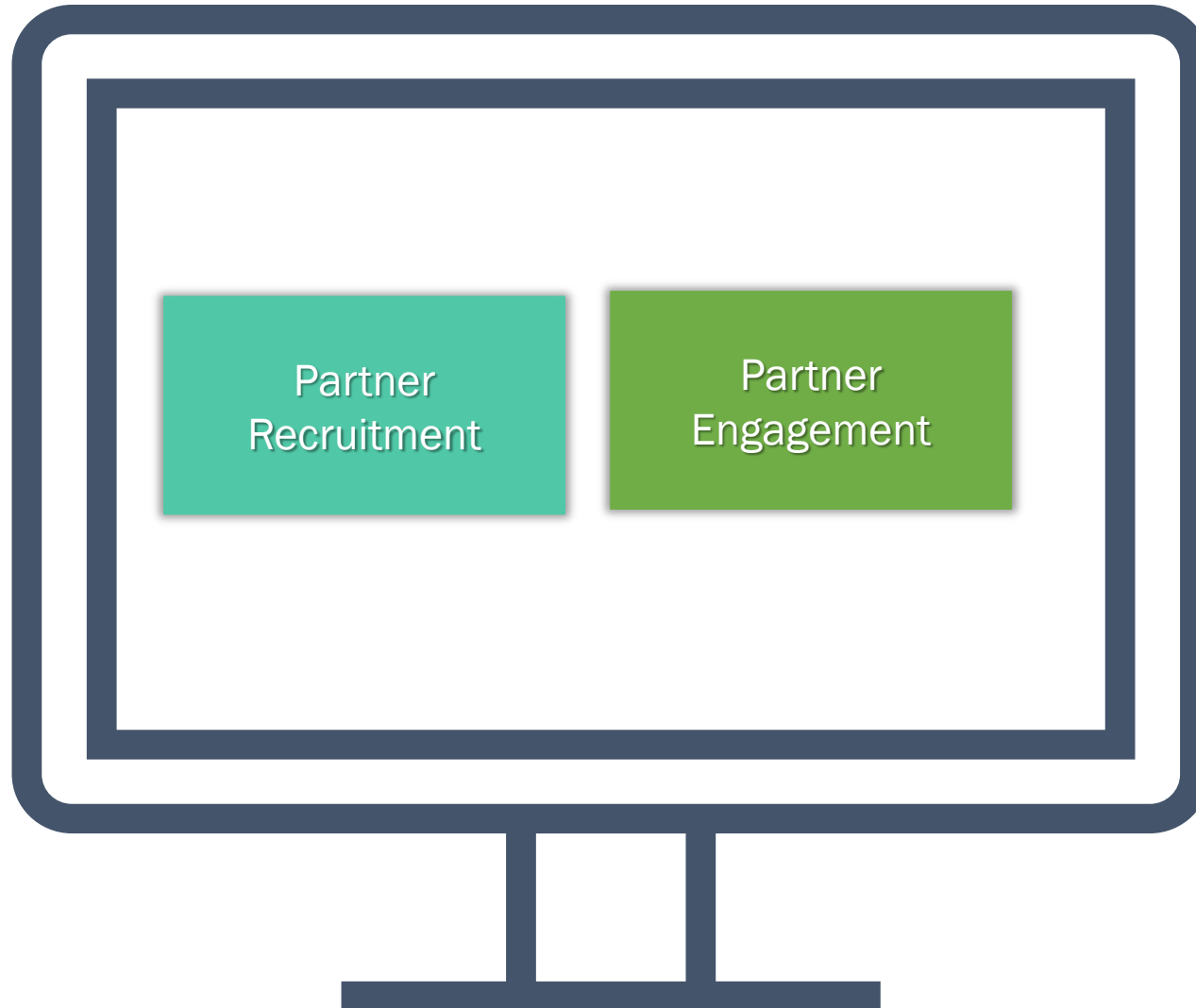
Partnerships

- ☑ Are partners listed on the workplan?
- ☑ Are roles/responsibilities of partners listed on the workplan?
- ☑ Are all staff members dedicated to this project through contracted partners listed?
- ☑ If applicable, are partner activities listed in the Implementation Timeline?

**Let's Review
Your Workplan!**



Partnership Data Tracked in the CEJA Reporting System





Questions?





 **Illinois**
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J.B. Pritzker, Governor


CEJA ILLINOIS
Climate & Equitable
Jobs Act

**Start your clean energy
career!**



Employment Skills Clean Energy Training Job-Specific Training Supportive Services

**Apply to join the
Returning Residents
Program during orientation**

Recruitment & Program Entry





The flyer features a background image of solar panels in a field. In the top left corner is the Illinois Department of Commerce & Economic Opportunity logo, with the text "Illinois Department of Commerce & Economic Opportunity" and "JB Pritzker, Governor". In the top right is a circular logo for "CEJA ILLINOIS" with the tagline "Climate & Equitable Jobs Act" and icons of a house, wind turbine, battery, and car. A large green arrow points to the right with the text "Start your clean energy career!". Below this are four circular icons: a resume, solar panels and a wind turbine, a person at a whiteboard, and two hands shaking. Each icon has a label below it: "Employment Skills", "Clean Energy Training", "Job-Specific Training", and "Supportive Services". At the bottom is a blue banner with the text "Apply to join the Returning Residents Program during orientation".

Illinois Department of Commerce & Economic Opportunity
JB Pritzker, Governor

CEJA ILLINOIS
Climate & Equitable Jobs Act

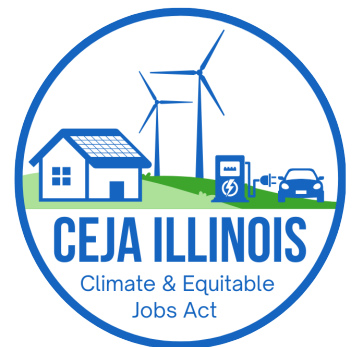
Start your clean energy career!

Employment Skills **Clean Energy Training** **Job-Specific Training** **Supportive Services**

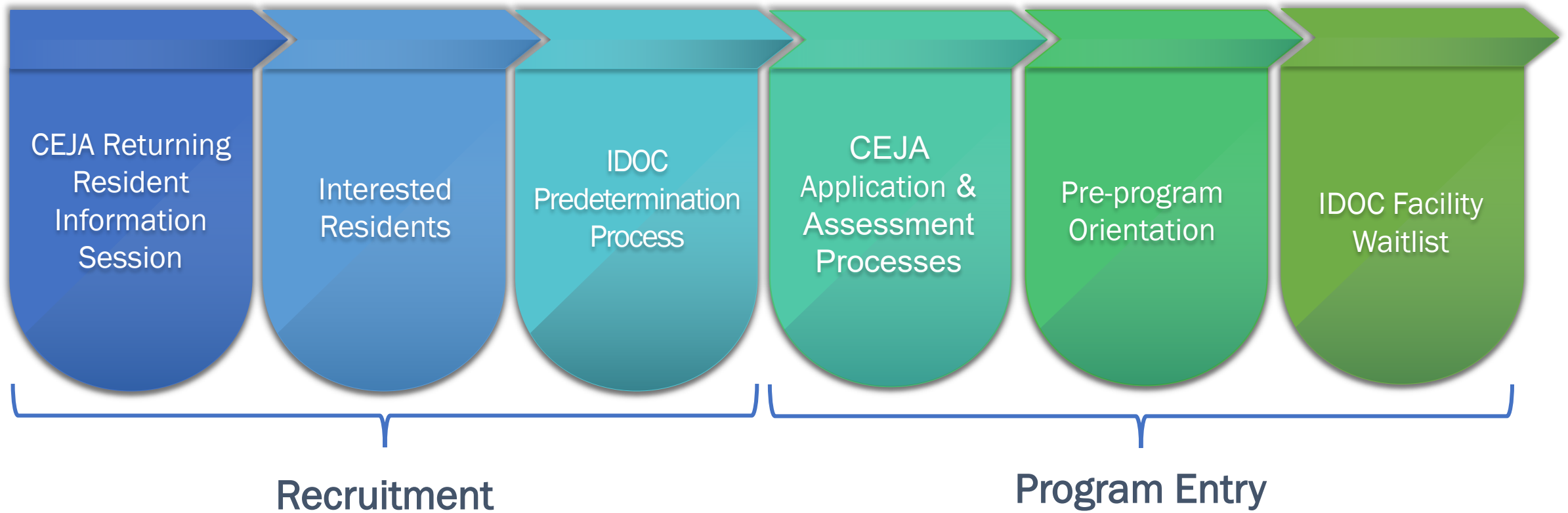
Apply to join the Returning Residents Program during orientation

Overview

- Recruitment & Entry Process
- Eligibility
- Application & Assessments
- Workplan: Recruitment & Entry Process
- CEJA Reporting System: Tracking Recruitment & Program Entry



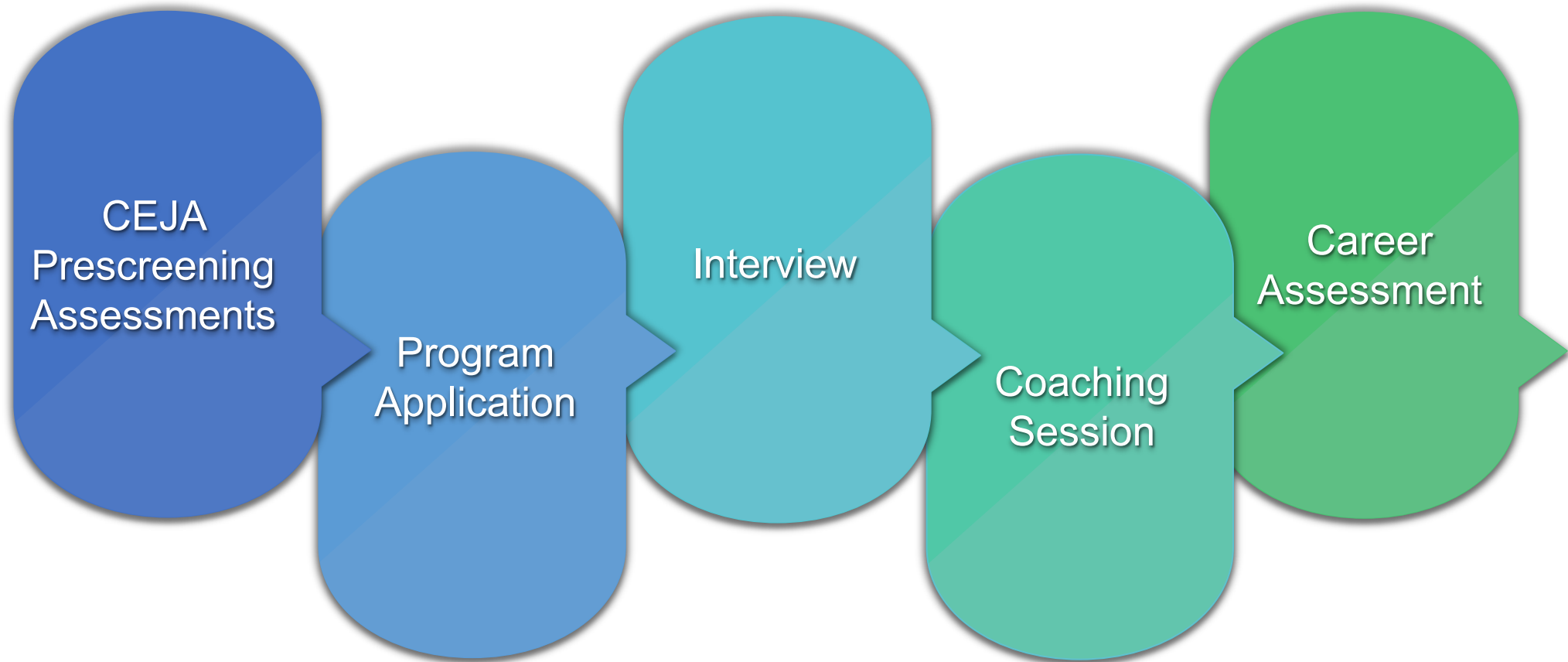
Recruitment & Entry Process



Eligibility

1. Age 17 or older
2. Within 36 months of release
3. Who consent in writing to program participation
4. Who are willing to follow all program requirements
5. Who meet program and testing requirements
6. Who do not pose safety and security risk and undergo and pass drug testing (administered by IDOC)
7. Who score equivalent to 6th grade proficiency or higher on Reading, Mathematics, and Language

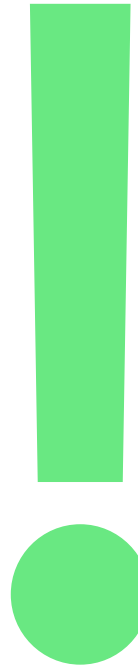
Application & Assessments



IDOC Recruitment Requirements

Grantee and partner staff must comply with all recruitment and program entry requirements by IDOC.

This may include locations for outreach materials, participation in facility events, enrollment decisions, among other items.



Enrollment Decisions

Applicants will either be accepted to the program or will be referred to an alternate program within IDOC.

The grantee is responsible for maintain their program's waitlist and determining enrollment decisions.

Accepted – Immediate Entry

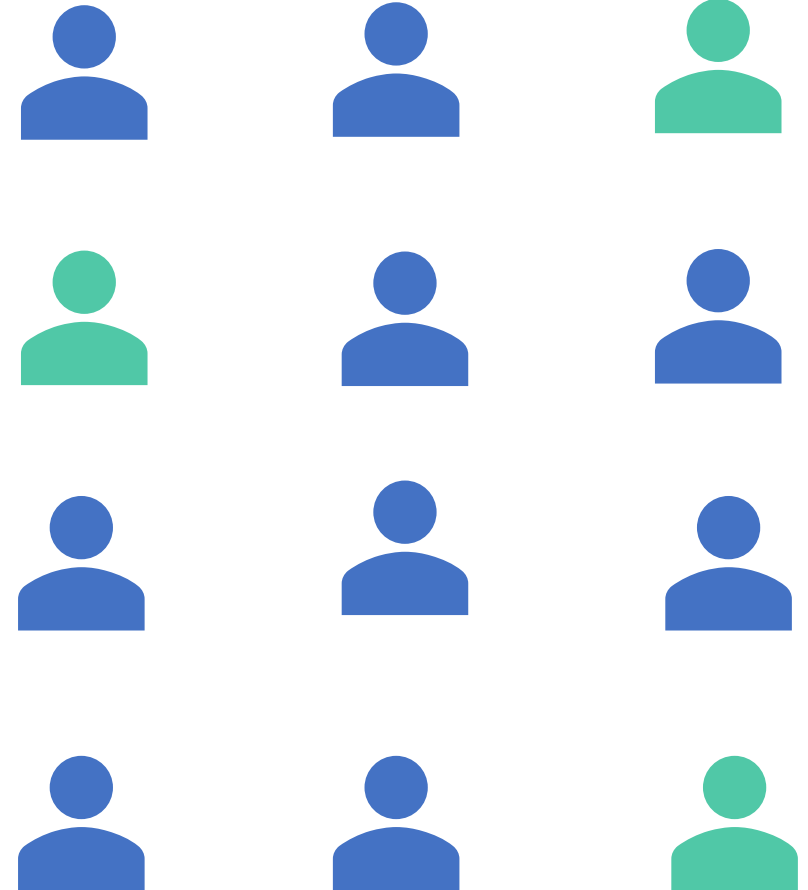
Accepted – Delayed Entry

Referred to Alternate Program

Participant Skimming

When applicants are accepted to a program because they are deemed more likely to succeed or may need fewer supportive services.

Grantees are not to engage in participant skimming including not factoring in applicant needs or criminal history.



Recruitment & Program Entry

- ☑ Does the workplan list the goal number of applicants?
- ☑ Does the workplan list the goal number of enrollees?
- ☑ Does the workplan provide an accurate timeline for recruitment efforts?

**Let's Review
Your Workplan!**

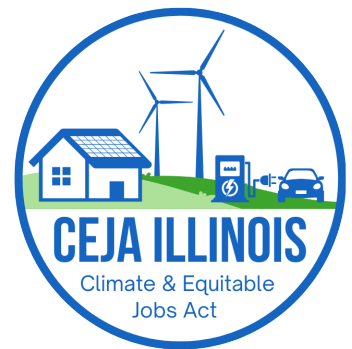


Recruitment and Program Entry Data Tracked in the CEJA Reporting System





Questions?





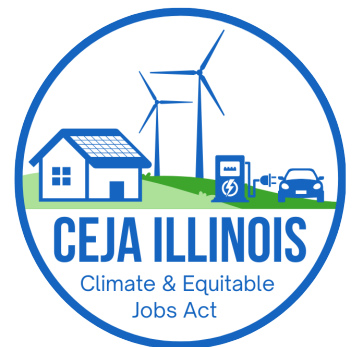
Training Program Delivery



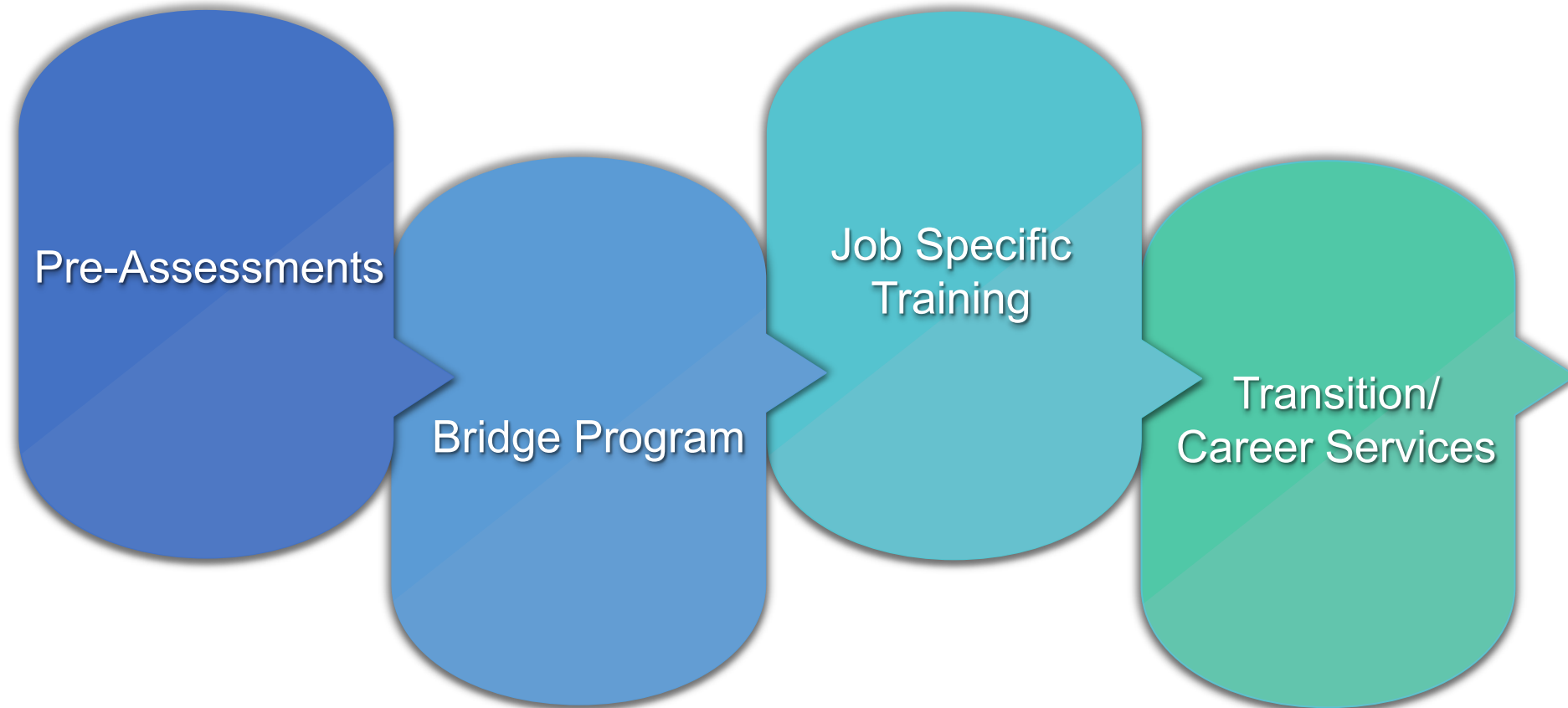


Overview

- Clean Jobs Curriculum Framework
- Assessments
- Student Support Services
- IDOC Requirements
- Workplan: Training Program
- CEJA Reporting System: Tracking



Clean Jobs Curriculum Framework



Training Assessments

Grantees are encouraged to use standard assessments that are developed through evidence-based industry-recognized providers or certificate granting institutions.

A variety of assessment strategies can help adjust to different learning styles.

Assessment Examples

- Reflective Writing Prompts
- Dialogue/Informal Interviews
- Aptitude Tests/Quizzes
- Role playing on the job scenarios
- Formal demonstrations with instructor evaluation and feedback

Student Support Services

Tutoring

Mentorship

Translation
Services

Other
Educational
Enrichment

Retesting

Makeup
Classes

Assistance with
Educational
Testing

IDOC Training Requirements Instruction

All core training must be completed in person within the facility.

Class schedules will need to be developed in partnership with the facility's Educational Facility Administrator (EFA).



IDOC Training Requirements

Equipment & Materials

- Technology is not allowed for residents
- Required materials must be delivered to the facility. Computers must be ordered through DoIT/IDOC Procurement.
- Tools/materials must be inventoried at the start and end of each day and be locked up when not in use.

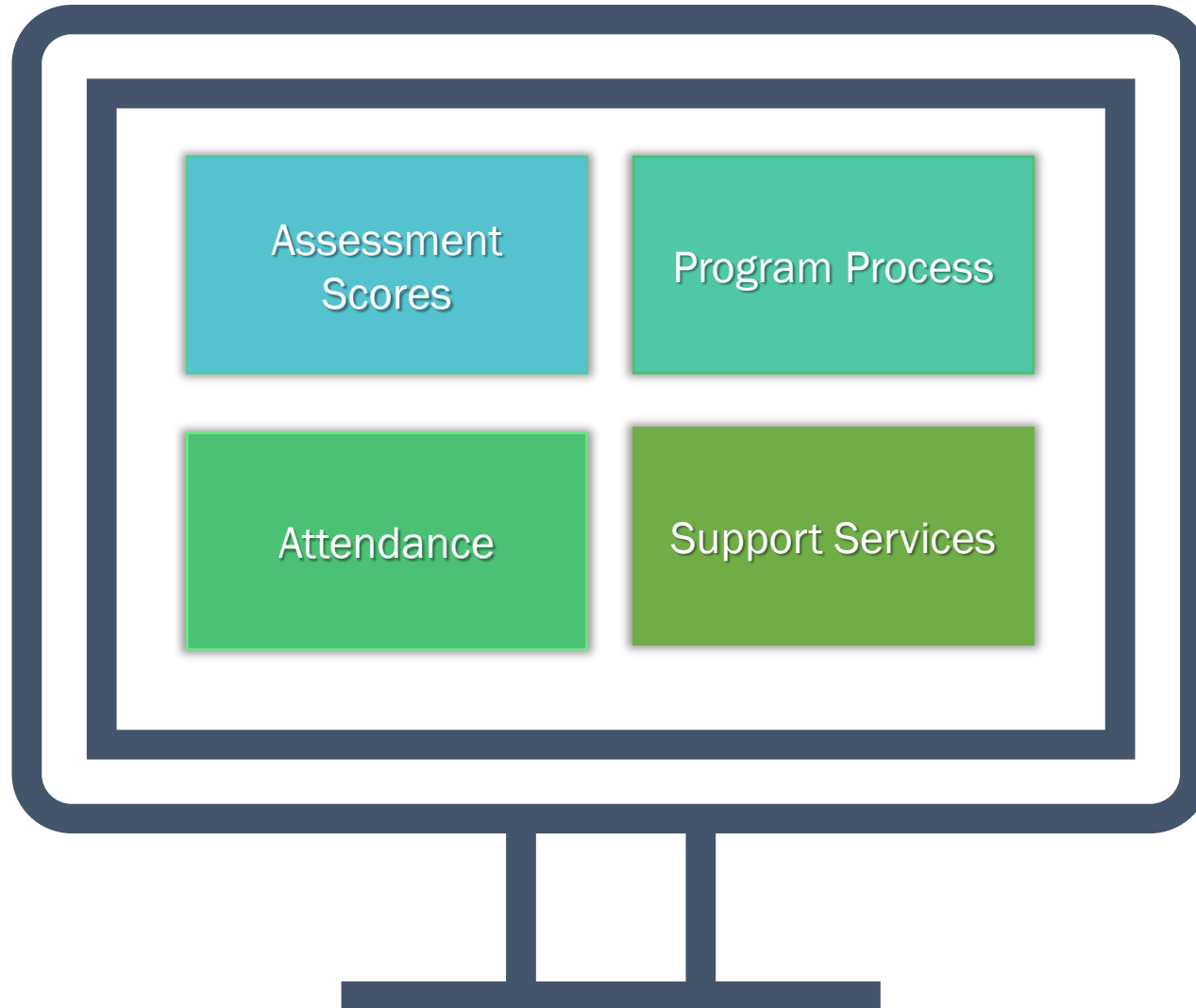
Training Program

- ☑ Are the job-specific training and curriculum plans complete?
- ☑ Do the training and curriculum plans include the following items:
 - ☑ Instructional hours
 - ☑ Industry credential to be earned
 - ☑ Schedule

**Let's Review
Your Workplan!**

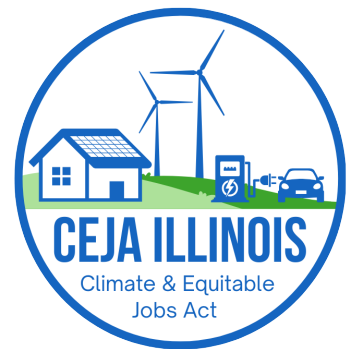


Training Data Tracked in the CEJA Reporting System





Questions?



Upcoming Orientation Sessions

Date	Session Topic	Preparation . . .
April 29, 11am-12pm	Returning Residents Orientation Session 1 Part B: Getting Set Up in the CEJA Reporting System	Complete!
May 12, 10am-12pm	Returning Residents Orientation Session 2 Part A	Chapters 6, 9, 4-7 Complete!
May 13, 11am-12pm	Returning Residents Orientation Session 2 Part B	
May 19, 1pm-3pm	Returning Residents Orientation Session 3 Part A	Chapter 8
May 20, 11am-12pm	Returning Residents Orientation Session 3 Part B	
June 3, 1pm-3pm	Returning Residents Orientation Session 4 Part A	Chapters 9-12

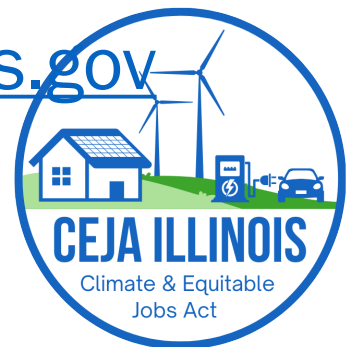
Contact Us

CEJA Grant Managers

- Returning Residents:
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CEJA Regional Administrators

- Northern Illinois: Larry Dawson, larry.dawson@illinois.gov
- Central Illinois: Nate Keener, nate.keener@illinois.gov
- Southern Illinois: Michelle Cerutti, michelle.cerutti@illinois.gov



Evaluation: Feedback



<https://forms.office.com/r/4MMHRWW5CS>



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