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## TRAINING PROGRAM DETAILS

Region: 3
■ Industry: Business Management and Administration
Program Name: Administrative Program
Agency: Tri-County Urban League
 Career Information: Information about this career ( <a href="https://apps.il-work-net.com/cis/Clusters/OccupationDetails/100073?parentId=110400">https://apps.il-work-net.com/cis/Clusters/OccupationDetails/100073?parentId=110400</a> )
■ Background Check: Must not be a registered sex offender, Must NOT have a violent felony conviction
Description: The Administrative Program is designed to provide SNAP recipients with the required skills and knowledge for job placement in mid-skill level employment in the Administrative Support Sector. Students enrolled in this career training program will receive work-readiness training, academic instruction (if needed), and specialty training in the various areas of administrative support including, but not limited to, Clerk/Typist, Customer Service and Data Entry.
Length of Training ( <i>The length of your training may be longer if you need classes to improve your math or reading skills.</i> ): 16 weeks
How Program is Offered: Labs, Day Classes, Online Classes
Pre-requisites: Math: => 8th Grade Reading: => 8th Grade Degree: N/A Language: N/A
■ Remediation / Bridge Program: Yes
Goals: High School Equivalency, Credential, Certificate of Completion, Industry Recognized Credential/Certification

## DISCUSSION QUESTIONS &amp; CONSIDERATIONS

- What would you do if you could start your dream job tomorrow?
- How much time are you willing to commit to improve your future?
- Do you meet the minimum requirements? If you have less than a high school equivalency degree, you may need to complete remediation training before entering training. Some programs require a credential before entering the training program.
- See how the program is offered. Does it include work experience? If so, when? Is the training offered in two locations? For example, is classroom training at one location and worksite training at a different location?
- Be honest about your background. If a background check is required, it will be checked out. The same is

■ What is the minimum drug test requirement for participants? Must be currently drug free and can pass a drug test.
■ Can the participant have more than 3 tickets in 3 years? Yes
■ Is a valid drivers license required? No
■ Vision Requirement: Vision corrected with glasses or contacts is acceptable.
■ Which tests are participants required to pass? TB Test, Hepatitis Screening, Drug Test
Lifting Requirement: Less Than 25 pounds
Standing Requirement: 6 hours
Required to sit for long periods? No
Age Range: 18-40
Appearance Requirement: Must cover tattoos during work hours
Taste/Smell Requirement: No taste or smell requirements
Language: English



## TRANSPORTATION

This training location is accessible by: Bus, Driving

true for medical and drug tests.

## DISCUSSION QUESTIONS & CONSIDERATIONS

- Is distance/time to travel reasonable?
- Is the training accessible by public transportation?




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## TRAINING PROGRAM DETAILS

Region: 3
■ Industry: Health Science
Program Name: Health Program
Agency: Tri-County Urban League
 Career Information: Information about this career ( <a href="https://apps.il-work-net.com/cis/Clusters/OccupationDetails/100140?parentid=110800">https://apps.il-work-net.com/cis/Clusters/OccupationDetails/100140?parentid=110800</a> )
■ Background Check: Must not be a registered sex offender, Must NOT have a violent felony conviction, Must NOT have a non-violent felony conviction, Must not have a misdemeanor conviction within the past 7 years
Description: The Health Program is designed to provide SNAP recipients with the required skills and knowledge for job placement in mid-skill level employment in the Health sector. Students enrolled in this career training program will receive work-readiness training, academic instruction (if needed), and specialty training in the various areas of health including, but not limited to, Nursing, Healthcare Support and Pharmacy Aide.
Length of Training ( <i>The length of your training may be longer if you need classes to improve your math or reading skills.</i> ): 16 weeks
How Program is Offered: Labs, Day Classes, Online Classes
Pre-requisites: Math: => 8th Grade Reading: => 8th Grade Degree: N/A Language: N/A
■ Remediation / Bridge Program: Yes

## DISCUSSION QUESTIONS &amp; CONSIDERATIONS

- What would you do if you could start your dream job tomorrow?
- How much time are you willing to commit to improve your future?
- Do you meet the minimum requirements? If you have less than a high school equivalency degree, you may need to complete remediation training before entering training. Some programs require a credential before entering the training program.
- See how the program is offered. Does it include work experience? If so, when? Is the training offered in two locations? For example, is classroom training at one location and worksite training at a different location?
- Be honest about your background. If a background check is required, it will be checked out. The same is

Goals: High School Equivalency, Credential, Certificate of Completion, Industry Recognized Credential/Certification
■ What is the minimum drug test requirement for participants? Must be willing to make changes to be able to pass a drug test.
■ Can the participant have more than 3 tickets in 3 years? Yes
■ Is a valid drivers license required? No
■ Vision Requirement: Vision corrected with glasses or contacts is acceptable.
■ Which tests are participants required to pass? TB Test, Hepatitis Screening, Drug Test
Lifting Requirement: 50 pounds
Standing Requirement: 6 hours
Required to sit for long periods? No
Age Range: 18-35
Appearance Requirement: Must cover tattoos during work hours
Taste/Smell Requirement: No taste or smell requirements
Language: English



## TRANSPORTATION

This training location is accessible by: Bus, Driving

true for medical and drug tests.

## DISCUSSION QUESTIONS & CONSIDERATIONS

- Is distance/time to travel reasonable?
- Is the training accessible by public transportation?




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## TRAINING PROGRAM DETAILS

Region: 3
■ Industry: Hospitality and Tourism
Program Name: Hospitality Program
Agency: Tri-County Urban League
 Career Information: Information about this career ( <a href="https://apps.il-work-net.com/cis/Clusters/OccupationDetails/100102?parentId=110900">https://apps.il-work-net.com/cis/Clusters/OccupationDetails/100102?parentId=110900</a> )
■ Background Check: Must not be a registered sex offender, Must NOT have a violent felony conviction, Must NOT have a non-violent felony conviction
Description: The Hospitality Program is designed to provide SNAP recipients with the required skills and knowledge for job placement in mid-skill level employment in the Restaurant/Hotel Sector. Students enrolled in this career training program will receive work-readiness training, academic instruction (if needed), and specialty training in the various areas of hospitality including, but not limited to Culinary Arts Management and Restaurant Management.
Length of Training ( <i>The length of your training may be longer if you need classes to improve your math or reading skills.</i> ): 16 weeks
How Program is Offered: Day Classes, Online Classes
Pre-requisites: Math: => 8th Grade Reading: => 8th Grade Degree: N/A Language: N/A
■ Remediation / Bridge Program: Yes

## DISCUSSION QUESTIONS &amp; CONSIDERATIONS

- What would you do if you could start your dream job tomorrow?
- How much time are you willing to commit to improve your future?
- Do you meet the minimum requirements? If you have less than a high school equivalency degree, you may need to complete remediation training before entering training. Some programs require a credential before entering the training program.
- See how the program is offered. Does it include work experience? If so, when? Is the training offered in two locations? For example, is classroom training at one location and worksite training at a different location?
- Be honest about your background. If a background check is required, it will be checked out. The same is

Goals: High School Equivalency, Credential, Certificate of Completion, Industry Recognized Credential/Certification
■ What is the minimum drug test requirement for participants? Must be willing to make changes to be able to pass a drug test.
■ Can the participant have more than 3 tickets in 3 years? Yes
■ Is a valid drivers license required? No
■ Vision Requirement: Vision corrected with glasses or contacts is acceptable.
■ Which tests are participants required to pass? TB Test, Hepatitis Screening, Drug Test
Lifting Requirement: 50 pounds
Standing Requirement: 6 hours
Required to sit for long periods? No
Age Range: 18-35
Appearance Requirement: Must cover tattoos during work hours
Taste/Smell Requirement: No taste or smell requirements
Language: English



## TRANSPORTATION

This training location is accessible by: Bus, Driving

true for medical and drug tests.

## DISCUSSION QUESTIONS & CONSIDERATIONS

- Is distance/time to travel reasonable?
- Is the training accessible by public transportation?




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## TRAINING PROGRAM DETAILS

Region: 3
■ Industry: Manufacturing
Program Name: Manufacturing Program
Agency: Tri-County Urban League
 Career Information: Information about this career ( <a href="https://apps.il-work-net.com/cis/Clusters/OccupationDetails/100048?parentId=111300">https://apps.il-work-net.com/cis/Clusters/OccupationDetails/100048?parentId=111300</a> )
■ Background Check: Must not be a registered sex offender, Must NOT have a violent felony conviction
Description: The Manufacturing Program is designed to provide SNAP recipients with the required skills and knowledge for job placement in mid-skill level employment in the Manufacturing Sector. Students enrolled in this career training program will receive work-readiness training, academic instruction (if needed), and specialty training in the various areas of hospitality including, but not limited to, Machinist, CNC Machine Operator, Machine Tool Technology, Maintenance Mechanic Technology and Welding.
Length of Training <i>(The length of your training may be longer if you need classes to improve your math or reading skills.):</i> 8 weeks
How Program is Offered: Labs, Day Classes
Pre-requisites: Math: => 8th Grade Reading: => 8th Grade Degree: N/A Language: N/A
■ Remediation / Bridge Program: Yes
Goals: High School Equivalency, Credential, Certificate of Completion, Industry Recognized Credential/Certification

## DISCUSSION QUESTIONS &amp; CONSIDERATIONS

- What would you do if you could start your dream job tomorrow?
- How much time are you willing to commit to improve your future?
- Do you meet the minimum requirements? If you have less than a high school equivalency degree, you may need to complete remediation training before entering training. Some programs require a credential before entering the training program.
- See how the program is offered. Does it include work experience? If so, when? Is the training offered in two locations? For example, is classroom training at one location and worksite training at a different location?
- Be honest about your background. If a background check is required, it will be checked out. The same is

■ What is the minimum drug test requirement for participants? Must be currently drug free and can pass a drug test.
■ Can the participant have more than 3 tickets in 3 years? No
■ Is a valid drivers license required? Yes
■ Vision Requirement: Vision corrected with glasses or contacts is acceptable.
■ Which tests are participants required to pass? No Tests
Lifting Requirement: 50 pounds
Standing Requirement: 6 hours
Required to sit for long periods? No
Age Range: 18-40
Appearance Requirement: No appearance requirements
Taste/Smell Requirement: No taste or smell requirements
Language: English



## TRANSPORTATION

This training location is accessible by: Bus, Driving

true for medical and drug tests.

## DISCUSSION QUESTIONS & CONSIDERATIONS

- Is distance/time to travel reasonable?
- Is the training accessible by public transportation?






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## TRAINING PROGRAM DETAILS

Region: 3
■ Industry: Transportation, Distribution, and Logistics
Program Name: Transportation/Logistics Program
Agency: Tri-County Urban League
 Career Information: Information about this career ( <a href="https://apps.il-work-net.com/cis/Clusters/OccupationDetails/100341?parentId=111600">https://apps.il-work-net.com/cis/Clusters/OccupationDetails/100341?parentId=111600</a> )
■ Background Check: Must not be a registered sex offender, Must NOT have a violent felony conviction
Description: The Transportation/Logistics Program is designed to provide SNAP recipients with the required skills and knowledge for job placement in mid-skill level employment in the Transportation & Logistics. Students enrolled in this career training program will receive work-readiness training, academic instruction (if needed), and specialty training in the various areas of transportation & logistics including, but not limited to, Automotive Technology, GM-ASEP, CDL training and Forklift Certification.
Length of Training <i>(The length of your training may be longer if you need classes to improve your math or reading skills.):</i> 8 weeks
How Program is Offered: Labs, Day Classes
Pre-requisites: Math: => 8th Grade Reading: => 8th Grade Degree: N/A Language: N/A
■ Remediation / Bridge Program: Yes
Goals: High School Equivalency, Credential, Certificate of Completion, Industry Recognized Credential/Certification

## DISCUSSION QUESTIONS &amp; CONSIDERATIONS

- What would you do if you could start your dream job tomorrow?
- How much time are you willing to commit to improve your future?
- Do you meet the minimum requirements? If you have less than a high school equivalency degree, you may need to complete remediation training before entering training. Some programs require a credential before entering the training program.
- See how the program is offered. Does it include work experience? If so, when? Is the training offered in two locations? For example, is classroom training at one location and worksite training at a different location?
- Be honest about your background. If a background check is required, it will be checked out. The same is

■ What is the minimum drug test requirement for participants? Must be currently drug free and can pass a drug test.
■ Can the participant have more than 3 tickets in 3 years? No
■ Is a valid drivers license required? Yes
■ Vision Requirement: Vision corrected with glasses or contacts is acceptable.
■ Which tests are participants required to pass? No Tests
Lifting Requirement: 50 pounds
Standing Requirement: 6 hours
Required to sit for long periods? No
Age Range: 18-40
Appearance Requirement: No appearance requirements
Taste/Smell Requirement: No taste or smell requirements
Language: English



## TRANSPORTATION

This training location is accessible by: Bus, Driving

true for medical and drug tests.

## DISCUSSION QUESTIONS & CONSIDERATIONS

- Is distance/time to travel reasonable?
- Is the training accessible by public transportation?