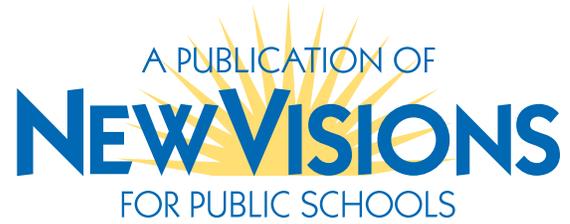


COLLEGE AND CAREER READINESS



Career Training Programs

Resource Guide



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I. INTRODUCTION & PURPOSE

Effective career guidance *in addition to* college guidance is integral to the secondary education experience. High schools are uniquely positioned to provide students with early career exploration opportunities and access to authentic work-based learning experiences, as well as mentors and role models in caring, supportive adults. Lack of career guidance leads to high school graduates who either are undecided about what career to pursue or make poorly informed decisions that they regret or abandon altogether. Consequently, success in the workplace or post-secondary education is less likely, and workers' skills and aspirations are not aligned with employer's needs.

Some recommendations for high school staff:

- Avoid having students make post-secondary decisions without direction. High school guidance staff should be educated on the many post-secondary opportunities for students so they in turn can make informed decisions.
- Know how to prepare students for multiple pathways and instill in students the importance of obtaining transferable skills.
- Use the summer for student career awareness experiences, including job shadowing, internships and apprenticeships.
- Develop partnerships with area businesses and community-based organizations offering career training services.
- Develop or realign career recruitment/image campaigns to speak to students' interests.
- Encourage effective student transitions with transition experiences, such as offering college-level courses in high school for college credit or industry certification and requiring a semester-long internship or part-time job senior year.

Preparing students for a variety of post-secondary pathways requires school staff to be knowledgeable about the range of resources available to students, from general professional skills development to rigorous industry-specific career training. To develop systems for exposing students to career options, schools must begin early by programming intentional career exploration in ninth grade covering resume development and interview skills. By 11th and 12th grades, students should have explicit work-based learning experiences.

Many post-secondary training programs are available to high school graduates here in New York City. Schools should consider developing relationships with community-based organizations, workforce development groups and local industries to assist in the development of these student experiences. The purpose of this guide is to provide high schools with information to help facilitate such partnerships.

II. USING THIS GUIDE

New Visions has identified several workforce development and nonprofit organizations offering career training services to youth and high school graduates. We have divided the groups into the following five categories:

1. general youth programs
2. industry-specific youth programs
3. general workforce development programs
4. college-based programs
5. small business support

We provide a short overview of the services each organization offers and encourage schools to use this information as a starting point to evaluate how different organizations fit various student needs.

<u>Summary:</u>	Requirements
	Cost & Deadline
	Contact

The summary is a brief description of the organization’s programs and services.

Many career training programs have specific age and education-level requirements for applicants, outlined in the requirements section. The cost & deadline section lists any cost to the participant and the application deadline. Use the contact information and Web site links to get more information.

III. GENERAL YOUTH PROGRAMS

Year Up NYC

<p><u>Summary:</u></p> <p>Year UP NY is a year-long training and corporate internship program that prepares urban young adults for professional careers and higher education. Our mission is to close the opportunity divide by providing urban talent with the skills, experience, and support that will empower them to reach their potential.</p> <p>Our participants have the opportunity to earn a stipend of up to \$260 per week and 10-16 free college credits, learn in-demand technical, financial, and professional skills for 5 months, and participate in 6 month corporate internships with Fortune 500 companies, such as American Express, Citi, Google, Bloomberg, JP Morgan Chase and others. Year Up NY also provides participants with a community of on-going career support and guidance.</p>	<p><u>Requirements:</u></p> <p>18- to 24-year-olds with a high school diploma or GED</p> <hr/> <p><u>Cost & Deadline:</u></p> <p>Applicants are admitted on a rolling basis. The first suggested deadline is December 15 and the final deadline is February 15.</p> <hr/> <p><u>Contact:</u></p> <p>http://www.yearup.org (212) 785-3340 (ext. 1338) Admissionsnyc@yearup.org 55 Exchange Place, Suite 403, New York, NY 10005</p>
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Federation Employment and Guidance Service Inc. (F-E-G-S)

<p><u>Summary:</u></p> <p>CareerFirsts provides youth with academic services such as tutoring, homework assistance and GED classes, and career development services including career exploration, job readiness training, job shadowing, internships and job placement. CareerFirsts also offers post-secondary education planning and supportive services including mentoring, counseling and personal skills development.</p> <p>The Bridge to Employment program provides young adults who are working toward their GED or are finishing high school with comprehensive employment services. Participants in the program work with a Career Specialist to design an individualized career plan.</p> <p>The Bronx Youth Center offers comprehensive programming including GED instruction, college and career preparation, job placement and counseling/case management for out of school, unemployed young adults.</p> <p>The Academy is a unique program designed to prepare young people again out of foster care for adulthood. The program offers individualized academic and employment services and supportive counseling that is aimed at teaching essential life skills.</p>	<p><u>Requirements:</u></p> <p>Requirements for programs vary.</p> <hr/> <p><u>Cost & Deadline:</u></p> <p>Programs are free and deadlines vary depending on program.</p> <hr/> <p><u>Contact:</u></p> <p>http://www.fegs.org Courtney Hawkins, Associate Vice President (212) 366-8531, chawkins@fegs.org 315 Hudson Street, First Floor, New York, NY 10013</p>
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Henry Street Settlement

<p><u>Summary:</u></p> <p>The Henry Street Settlement Workforce Development Center (WDC) offers job training, placement and retention services. The center has day and evening courses five days a week.</p>	<p><u>Requirements:</u></p> <p>For adults, out-of-school youth, public assistance recipients and small-business owners.</p>
	<p><u>Cost & Deadline:</u></p> <p>Vary. Short-term classes and programs offered year-round.</p>
	<p><u>Contact:</u></p> <p>http://www.henrystreet.org 99 Essex Street, Third Floor, New York, Ny 1002 Joan Staunton, director, workforce development (212) 478-5400 ext. 210 jstaunton@henrystreet.org</p>

Chinese-American Planning Council

<p><u>Summary:</u></p> <p>The CPC Career Center provides employment placement services, personalized assessment, counseling, workshops, and job referrals.</p> <p>CPC Youth Services:</p> <ol style="list-style-type: none"> 1) The In-School Youth Employment Program (ISYEP) provides work, community service and internship experience. Participants review resumes and interview skills in workshops on job searching and attend after-school academic classes. Mentors provide support. 2) The Summer Youth Employment Program (SYEP) provides paid work experience in business, childcare, health, government, film and art during July and August. <p>The Progressive Adolescent Vocational Exploration (PAVE) program includes weekly after-school workshops, trips and activities to familiarize participants with the work world and requirements for entry into specific fields.</p> <p>The Service Learning program is a community service program for high school students. Students involved in the program attend youth-led workshops, participate in activities such as park clean ups, coat drives, etc., and go on overnight trips.</p>	<p><u>Requirements:</u></p> <p>Career Center: Open to individuals 18 years or older.</p> <p>Youth Services: For Chinese immigrants, Chinese Americans and others ages 14 -21 who are NYC residents.</p> <p>PAVE: For current high school students.</p> <p>Service Learning: For current high school students.</p>
	<p><u>Cost & Deadline:</u></p> <p>Career Center and Youth Services are subsidized/free.</p> <p>ISYEP: September.</p> <p>SYEP: Late April.</p>
	<p><u>Contact:</u></p> <p>http://www.cpc-nyc.org/ Career Center: (212) 941-0041 165 Eldridge St., Second Floor, New York, NY 10002 YEP Brooklyn: Kirsti Pantin, (718) 492-0409 Brooklyn Youth Services, 4101 8th Ave., Fourth Floor, Brooklyn, NY 11232 YEP Manhattan: Peter Chang, (212) 334-0082 YEP, 165 Eldridge St., Basement, New York, NY 10002 YEP Queens: Edgar Pereira, (718) 358-8899 Youth Services, 136-18 39th Ave., Eighth Floor, Flushing, NY 11354 PAVE: (212) 941-0920 ext.123 150 Elizabeth St., New York, NY 10012</p>

NYC Department of Youth and Community Development (DYCD)

<p><u>Summary:</u></p> <p>The Young Adult Internship Program (YAIP) is a 14-week structured internship program. Participants attend a two- to four-week orientation facilitated by community-based organizations, are then placed in 10- to 12-week paid internships, and receive nine months of follow-up services to promote permanent placement and ongoing training.</p> <p>The Out-of-School Youth (OSY) program provides a range of services designed to help participants succeed in the workplace and in life. Offerings include occupational training, job placement, college counseling, GED prep and 12 months of follow-up services. Training is in industries such as construction, food service, tourism, healthcare and retail.</p> <p>The In School Youth Employment Program provides year-round services promoting skills attainment, drop-out prevention, and high school graduation. Work readiness and skill-building activities are included.</p> <p>NYC Ladders for Leaders offers high school and college students paid summer internships with corporations and businesses in NYC. Participants receive pre-employment training before starting their seven-week summer internships and also attend regular workshops throughout the summer that focus on work readiness, college orientation, health and leadership development.</p> <p>The Summer Youth Employment Program (SYEP) provides participants a seven-week summer job offering up to 25 hours a week at \$7.25 per hour. Jobs are available in government agencies, hospitals, summer camps, nonprofits, small businesses, law firms, museums, and sports and retail organizations.</p>	<p><u>Requirements:</u></p> <p>YAIP: NYC residents ages 16-24 who are not school, and not working.</p> <p>OSY: For 16- to 21-year-olds not working or in school.</p> <p>ISY: For high school juniors and seniors meeting low-income eligibility requirements.</p> <p>NYC Ladders for Leaders: For high school and college students.</p> <p>SYEP: For ages 14-24.</p> <p><u>Cost & Deadline:</u></p> <p>YAIP: Year round</p> <p>OSY: Year round</p> <p>ISY: School year</p> <p>Ladders for Leaders: Late fall</p> <p>SYEP: Spring</p> <p><u>Contact:</u></p> <p>www.nyc.gov/dycd</p> <p>DYCD Youth Connect: 1 (800) 246-4646</p>
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SCAN NY - Young Adult Internship Program

<p><u>Summary:</u></p> <p>The Young Adult Internship Program provides employment readiness workshops and extended paid internships.</p>	<p><u>Requirements:</u></p> <p>For young men and women ages 16-24 who are not currently employed.</p> <p><u>Cost & Deadline:</u></p> <p>Free and ongoing.</p> <p><u>Contact:</u></p> <p>http://www.scanny.org</p> <p>Santos Negron, program director</p> <p>(212) 534-7800 ext. 245, negron_santos@yahoo.com</p> <p>309 East 116th St., New York, NY</p>
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The Door - A Center of Alternatives, Inc.

<p><u>Summary:</u></p> <p>The EPOCH program helps participants achieve self-sufficient living. Participants receive individualized support services including placement in college, employment and/or training. Based on abilities and interests, participants enroll in EPOCH through one of three entry points: GED prep, the Straight-to-Work job readiness program or CITE, connecting them with educational and job placement opportunities. Door staff members provide ongoing support services with academics, leadership, health and social development.</p>	<p><u>Requirements:</u></p> <p>For New York City residents ages 12-21. EPOCH: For young people out of school and work.</p>
	<p><u>Cost & Deadline:</u></p> <p>Free and ongoing.</p>
	<p><u>Contact:</u></p> <p>http://www.door.org/index.html (212) 941-9090 ext. 3237 Street address: 555 Broome St., New York, NY 10013 Mailing address: 121 Avenue of the Americas, New York, NY 10013</p>

Vocational Foundation Inc. / The Way to Work

<p><u>Summary:</u></p> <p>Since 1936, The Way to Work, formerly know as Vocational Foundation Inc, has been committed to empowering New York City's young adults with the tools needed to achieve their highest potential. The organization provides a comprehensive, individualized approach to career training, GED preparation, professional and personal counseling, job placement and retention services. They are currently offering courses in Bank Teller with Basic Accounting, Medical Administrative Assistant, Administrative Office Technology and Security Guard and Public Safety.</p>	<p><u>Requirements:</u></p> <p>For ages 17-24</p>
	<p><u>Cost & Deadline:</u></p> <p>Registration deadlines vary depending on whether you are interested in the fall or spring session. No appointment is necessary for orientation and intake.</p>
	<p><u>Contact:</u></p> <p>http://www.waytoworknyc.org Joseph Gonzalez, recruitment (212) 823-1035, jgonzalez@vfinyc.org</p>

Cypress Hills Local Development Corporation

<p><u>Summary:</u></p> <p>YouthLEAD provides GED instruction and employment services for young people.</p>	<p><u>Requirements:</u></p> <p>For ages 17-24, not in school.</p>
	<p><u>Cost & Deadline:</u></p> <p>Free and ongoing.</p>
	<p><u>Contact:</u></p> <p>http://cypresshills.org/ (718) 235-8837 2836 Fulton St., Brooklyn, NY, 11207</p>

U.S. Department of Labor Job Corps

<p><u>Summary:</u></p> <p>Job Corps is a vocational and academic training program that integrates training in academic, vocational, employability skills and social competencies through classroom and practical learning experiences to prepare participants for long-term high-paying jobs. Hands-on training is offered in more than 100 career areas including automotive and machine repair, construction, finance and business services, health care, hospitality, information technology, manufacturing, and renewable resources. Participants are also offered the opportunity to earn a high school diploma or GED. For participants who already have a diploma, college preparation services are provided. Resources are available for English language learners. Successful participants receive a living allowance during training and a transition allowance after graduation. Depending on the career area and the self-directed learning pace, training can take from eight months to two years.</p>	<p><u>Requirements:</u></p> <p>For U.S. citizens or legal residents ages 16-24 meeting income requirements.</p> <p><u>Cost & Deadline:</u></p> <p>Free and ongoing.</p> <p><u>Contact:</u></p> <p>http://recruiting.jobcorps.gov/en/home.aspx (800) 733-JOBS, national_office@jobcorps.gov 200 Constitution Ave. NW, Suite N4463 Washington, DC 20210</p> <p>http://southbronx.jobcorps.gov (718) 731-7700 1771 Andrews Ave., Bronx, NY 10453-6803</p> <p>http://brooklyn.jobcorps.gov (718) 623-4000 585 DeKalb Ave., Brooklyn, NY 11205</p>
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Chinatown Manpower Project Inc.

<p><u>Summary:</u></p> <p>Chinatown Manpower Project offers programs in computer applications, entrepreneurship, job-related English as a Second Language (ESL), world-of-work orientation, and comprehensive employment services including career counseling, internships and job placement.</p> <p>The Out-of-School Youth Program provides continuing education and workforce entry services. In addition to basics such as reading, writing and math, the program teaches office computer operations and work readiness skills, offering tips on job preparation, interviews and workplace culture. It also provides support and referral services, for job placements, in addition to ESL and math tutoring, adult mentoring and career exploration, and medical, financial and legal services.</p> <p>The In-School Youth Program provides computer training, SAT verbal and math tutoring, ESL classes, and summer employment placements.</p>	<p><u>Requirements:</u></p> <p>For low-income immigrants and refugees in New York City. Out-of-School Youth Program: For recent immigrants ages 19-21 who are not in school. In-School Youth Program: For students ages 14-18.</p> <p><u>Cost & Deadline:</u></p> <p>Free and ongoing.</p> <p><u>Contact:</u></p> <p>http://www.cmpny.org/ (212) 571-1690, cmpinfo@cmpny.org Chinatown Manpower Project, Inc. 70 Mulberry St., New York, NY 10013</p> <p>Chinatown/Lower East Side Business Outreach Center, Inc. (212) 966-7328, bocinfo@cmpny.org 70 Mulberry Street, New York, NY 10013</p>
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Opportunities for a Better Tomorrow

<p><u>Summary:</u></p> <p>Youth Employment Training & GED is a 20-week business skills training program for young adults that provides courses in business English, business math, the world of work, office procedures, computer training, public speaking and communications, and GED preparation (if needed). Participants receive job placement assistance upon completion of the program. The program model simulates a real work environment. Most participants are placed in office-related positions in financial service firms, law firms, government, and other businesses in the public and private sector. Locations in Sunset Park and Bushwick/Williamsburg.</p> <p>Opportunity Knocks Young Adult Internship Program (O.K.) provides five weeks of rigorous business skills training. Upon completion, successful candidates are placed at internship sites across the city. Training provides computer skills, business etiquette, financial literacy, public speaking, written business communications, relationship building, critical thinking, research skills and interviewing techniques. The first two weeks of training are an unpaid trial period. If students are deemed appropriate for the program, they receive a stipend of \$7.25 an hour, 25 hours a week for 11 weeks. Available only at Bushwick/Williamsburg site.</p>	<p><u>Requirements:</u></p> <p>Youth Employment Training & GED For ages 17-21, with or without high school diploma or GED.</p> <p>O-Knocks Residents of Williamsburg, Bushwick or Greenpoint communities (CD1-CD4) ages 17-24, who are not in school and are not working.</p> <hr/> <p><u>Cost & Deadline:</u></p> <p>Free for qualified participants.</p> <p>Youth Employment Training & GED: Two cycles a year starting in February and September.</p> <p>O-Knocks: Three cycles a year starting in February, June and October.</p> <hr/> <p><u>Contact:</u></p> <p>http://www.obtjobs.org http://www.myspace.com/obtjobs http://www.facebook.com/obtjobs Sunset Park (718) 369-0303 783 4th Ave., Brooklyn, NY 11232 Bushwick/Williamsburg (718) 387-1600, info@obtjobs.org 25 Thornton St., Brooklyn, NY 11206</p>
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Harlem Congregations for Community Improvement, Inc. (HCCI)

<p><u>Summary:</u></p> <p>The Construction Trades Academy (CTA) provides training for the building maintenance and construction industries. Participants learn workplace etiquette and receive job placement assistance.</p> <p>HCCI's Career and Technology Center (CTC) houses its Job Readiness and Placement program. Training covers computer and office skills.</p> <p>Building Works provides training to young minorities in environmental remediation and construction. Graduates are able to conduct several types of environmental work, handle hazardous materials and remediation, abate asbestos and lead paint, and monitor confined space entry and environmental sites.</p> <p>Welfare-to-work training and placement classes aim to help participants achieve self-sufficiency without public assistance. Classes cover topics such as job searching and interviewing skills and job readiness training. The program also links participants with potential employers.</p>	<p><u>Requirements:</u></p> <p>CTA: For Harlem residents ages 18-25. Job readiness training: For low-income residents of Central Harlem and Upper Manhattan. Welfare-to-work: For public assistance recipients.</p> <hr/> <p><u>Cost & Deadline:</u></p> <p>Free and ongoing.</p> <hr/> <p><u>Contact:</u></p> <p>http://www.hcci.org/index.shtml 2821 Frederick Douglass Blvd., New York, NY 10039 (212) 281-4887</p>
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St. Nicks Alliance (formerly St. Nicholas Neighborhood Preservation Corporation)

<p><u>Summary:</u></p> <p>The Learning-to-Work Program provides participants with career experiences at Bushwick Community High School, individual assessment and planning, college counseling, career exploration, and paid internship opportunities in businesses, corporations and organizations.</p> <p>The Summer Youth Employment Program provides work readiness training and placement in seven-week internships at businesses, corporations and community organizations.</p> <p>The Workforce Development Center, formerly known as Williamsburg Works or "Willie Works," provides employment and training services for those wanting career advancement, long-term public assistance recipients and those who have never been employed. The center operates its own training programs and helps match participants with outside programs in their fields of interest.</p> <p>Through employer partnerships, First Job helps participants land jobs in the fields of their choice. Ongoing support and professional development opportunities included.</p> <p>The Career Path unit provides GED, ESL, adult basic education and computer literacy courses at a variety of times and locations.</p> <p>Environmental remediation technician training, providing certification in up to a dozen industry-recognized areas, is offered as a 12-week day program or a seven-week evening program.</p> <p>Commercial drivers license training is an eight-week daytime training enabling graduates to pass the Class B with hazardous materials and passenger endorsements. Job search assistance and attitudinal training for workplace success included.</p>	<p><u>Requirements:</u></p> <p>Learning-to-Work: For ages 17-21. Summer Youth Employment Program: For ages 14-21. All: For low- and moderate-income residents of North Brooklyn. Few barriers to enrollment.</p> <hr/> <p><u>Cost & Deadline:</u></p> <p>Free and ongoing.</p> <hr/> <p><u>Contact:</u></p> <p>www.stnicksalliance.org Division of Youth & Education (718) 302-6827 850 Grand St., Brooklyn, NY 11211</p> <p>Workforce Development (718) 302-2057 790 Broadway, Second Floor, Brooklyn, NY 11211</p>
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CAMBA, Inc.

<p><u>Summary:</u></p> <p>CAMBA's Next Step program offers eligible students a comprehensive training to meet individual's employment and educational goals. Students eligible for the program are enrolled in our Food Protection Manager Training that covers the New York City Department of Health and Mental Hygiene health codes standard for food establishments/workers throughout the New York City area. The Food Protection training lasts 3 weeks, at which point students are then scheduled for the DOH exam.</p> <p>After the Food Protection Course, students are then enrolled in both Basic Skills and Work Readiness Training. Training days are Mondays, Wednesdays and Fridays 9am-3pm. Basic Skills training last for 8 weeks and encompasses the 5 subject areas of the GED exam. Students that receive a test score on their practice GED are given a test date. Work readiness training focuses on the development of individuals to meet growing demands of the job market. Students receive resume writing, interview preparation and job placement assistance.</p>	<p><u>Requirements:</u></p> <p>Young adults aged 17-21 who are out of school.</p> <hr/> <p><u>Cost & Deadline:</u></p> <p>Free. Deadlines vary.</p> <hr/> <p><u>Contact:</u></p> <p>http://www.camba.org/ (718) 287-2600, Loreliel@camba.org 1720 Church Ave., Second Floor, Brooklyn, NY 11226</p>
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IV. INDUSTRY-SPECIFIC YOUTH PROGRAMS

Henkels & McCoy

<p><u>Summary:</u></p> <p>Henkels & McCoy is an engineering, network development and construction firm serving the communications, IT and utility industries. The firm operates workforce development programs for youth in and out of school, as well as a young adult internship program. Programs cover basic work readiness skills and allow participants to build their own computers to keep, learning software applications along the way. Participants also receive customer service/retail sales training and obtain a National Retail Federation credential. Post-program employment services, post-secondary education and long-term training placement provided.</p>	<p><u>Requirements:</u></p> <p>WIA Workforce Development Program: For out-of-school youth. WIA In-School Youth Program: For in-school youth.</p>
	<p><u>Cost & Deadline:</u></p> <p>Vary.</p>
	<p><u>Contact:</u></p> <p>http://www.henkels.com Suzanne Foran, (718) 974-5991, sforan@henkels.com 3100 47th Ave., First Floor, Long Island City, NY 11101</p>

Nontraditional Employment for Women (NEW)

<p><u>Summary:</u></p> <p>NEW prepares women for careers in the construction, utilities, transportation and “green” industries.</p> <p>Blue Collar Prep is a six-week full-time program introducing the building trades and covering construction apprenticeships, unions, job readiness and interview skills, sexual harassment and discrimination prevention, trades-focused math, health and safety, fitness, and hands-on carpentry, blueprint reading, basic electricity and painting.</p> <p>NEW at Night is held three evenings a week plus Saturdays for six weeks. Curriculum includes hands-on shop work, trades math and information on career opportunities in the apprenticeship system.</p> <p>The ReNEW program is a six-week full-time pre-apprenticeship training program preparing women for green collar careers. The ReNEW curriculum includes environmental literacy and environmental justice basics, introduction to green collar careers, and hands-on instruction and tools of the green collar trade. Upon graduation, participants are referred to energy efficiency and solar opportunities.</p>	<p><u>Requirements:</u></p> <p>For females at least 18 years old with a high school diploma or GED, willing and able to perform eight hours of physical work.</p>
	<p><u>Cost & Deadline:</u></p> <p>Free. Programs ongoing.</p>
	<p><u>Contact:</u></p> <p>http://www.new-nyc.org Samantha Pugh, director, workforce development (646) 257-5098, (212) 627-6252, spugh@new-nyc.org Manhattan location: 243 W. 20th St., New York, NY 10011 Brooklyn location: 220 36th St., Suite 411, Brooklyn, NY 11232</p>

Manhattan Neighborhood Network (MNN) Youth Channel

<p><u>Summary:</u></p> <p>The Youth Channel provides training and hands-on experience in public access television and video production, including internships and workshops in media literacy, public service announcements and animation, plus field production trainings.</p> <p>Y.M.I.C. provides training in media and community service. Participants learn media production, leadership, community outreach and media literacy skills, and they engage with grassroots arts and cultural organizations.</p>	<p><u>Requirements:</u></p> <p>Must be under age 25.</p> <p><u>Cost & Deadline:</u></p> <p>Internships and Y.M.I.C. program offered seasonally.</p> <p><u>Contact:</u></p> <p>http://www.youthchannel.org Isabel Castellanos, (212) 757-2670, isabel@youthchannel.org youth@youthchannel.org 537 W. 59th St., New York, NY, 10019</p>
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NPower NY Technology Service Corps

<p><u>Summary:</u></p> <p>The Technology Service Corps (TSC) trains youth to be skilled technology workers. The program offers a 22-week immersive IT training and Microsoft professional certification opportunities. It places graduates in full-time employment throughout New York City's nonprofit, business and public sectors. Participants practice skills by performing community-based service internships and volunteer work.</p>	<p><u>Requirements:</u></p> <p>For young adults ages 18-25 who live in New York City, are legally eligible to work in the U.S. and who have a high school diploma or GED.</p> <p><u>Cost & Deadline:</u></p> <p>Free. Late January.</p> <p><u>Contact:</u></p> <p>http://www.npowerny.org/technology-service-corps Patrick Cohen, (212) 444-7275, Patrick.Cohen@npowerny.org 3 MetroTech Center, Mezzanine, Brooklyn, NY 11201</p>
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Per Scholas Institute for Technology

<p><u>Summary:</u></p> <p>Computer Technician Training (A+ Certification) is a 15-week full-time program combining classroom and hands-on training experience with an internship. The curriculum covers the assembly, configuration, installation, upgrade and repair of personal computers, printers and copiers as well as network design, installation and troubleshooting. Instruction to Microsoft Windows operating systems and Microsoft Office software is also included.</p> <p>Per Scholas Institute also offers a college services component for individuals who obtain employment and are ready to consider college as their next step.</p>	<p><u>Requirements:</u></p> <p>For New York City residents who are currently unemployed or underemployed, ages 18-55, with a high school diploma or GED. Must be able to pass a basic reading and math test.</p> <p><u>Cost & Deadline:</u></p> <p>Free and ongoing.</p> <p><u>Contact:</u></p> <p>http://www.perscholas.org/training/index.html Linda Lopez, vice president of training and education (718) 991-8400, llopez@perscholas.org Bronx location: 1231 Lafayette Ave., Bronx, NY 10474 For Brooklyn, contact Vanessa Perez at (718) 991-8400.</p>
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Edward J. Malloy Initiative for Construction Skills

<p><u>Summary:</u></p> <p>The Edward J. Malloy Initiative for Construction Skills provides pre-apprenticeship training for entry into unionized building and construction trades apprenticeship programs. Successful graduates are referred to unionized building and construction trades apprenticeship programs that provide high wages benefits.</p>	<p><u>Requirements:</u></p> <p>For New York City public high school students and New York City Housing Authority and section 8 residents.</p>
	<p><u>Cost & Deadline:</u></p> <p>High school students: January.</p>
	<p><u>Contact:</u></p> <p>http://www.constructionskills.org Nicole Bertrán, vice president of program services, (212) 647-0700, nbertran@constructionskills.org 71 West 23rd St., Suite 501-03, New York, NY 10010</p>

Youth About Business Summer Business Camp

<p><u>Summary:</u></p> <p>The Summer Business Camp is a week-long residential program held at Columbia University. Students live in a college dormitory and are taught to research and analyze public companies. Students participate in a mock mergers and acquisitions case in small teams advised by a group of local executives (investment bankers, accountants, attorneys and marketing executives) who serve as their business consultants.</p> <p>Successful graduates can participate in the Wall Street Conference for Teens, a week-long residential conference that includes leadership seminars, luncheons and networking events at major Wall Street firms, and a visit to the New York Stock Exchange. The top three teams from each market participate in week-long championship camp. Winners receive shares of stock in a publicly traded company. Also, returning students have an opportunity to participate in an Advanced Camp that includes more complex transactions (public to private, venture capital, joint venture, restructuring) that takes place at a partner university outside of New York.</p>	<p><u>Requirements:</u></p> <p>For motivated public high school students.</p>
	<p><u>Cost & Deadline:</u></p> <p>The cost of the program is \$2600, which covers housing, meals, materials and recreation. Several New York City firms provide sponsorship support for local public school students' participation. The program cost for those students is \$200 for the Summer Business Camp and \$400 for the Wall Street Conference. Applications are due at the end of April.</p>
	<p><u>Contact:</u></p> <p>http://www.youthaboutbusiness.org/ (615) 299-8097, info@youthaboutbusiness.org</p>

V. GENERAL WORKFORCE DEVELOPMENT PROGRAMS

Career & Educational Consultants, Inc.

<p><u>Summary:</u></p> <p>Career & Educational Consultants, Inc. (CEC) provides workplace training. Participants develop computer skills, prepare for careers in a technology-based workplace, and receive career and academic counseling. CEC's job placement staff assists graduates in locating employment.</p> <p>In Metro Training Institutes, students can select courses on topics such as administrative skills, computerized bookkeeping, customer service, data entry and general office skills.</p>	<p><u>Requirements:</u></p> <p>For both employed and unemployed.</p> <hr/> <p><u>Cost & Deadline:</u></p> <p>Vary.</p> <hr/> <p><u>Contact:</u></p> <p>http://cecmetrotraining.com/ cecl328@attglobal.net MetroTech Brooklyn: (718) 858-8500 ext. 15 Manhattan center: (212) 564-0600 ext. 12 Corporate headquarters: (212) 308-2455</p>
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Consortium for Worker Education

<p><u>Summary:</u></p> <p>The Consortium for Worker Education (CWE) is a nonprofit organization and the workforce development arm of the New York City Central Labor Council, AFL-CIO.</p> <p>The Worker Service Center Program offers courses in adult basic education, computer literacy, ESL, GED and more.</p> <p>The CWE also operates a multi-purpose training center in Long Island City, Queens, which offers programs in subjects including artisan baking, culinary skills and pre-apprentice construction skills.</p> <p>The Jobs to Build On program (JtBO) provides adult education, workforce readiness, industry specific skills courses and job placement services.</p> <p>Courses are available days and evenings. Times and start dates vary with each organization.</p>	<p><u>Requirements:</u></p> <p>For NYC residents ages 18 and older. For job training and placement services, participants must be unemployed or underemployed (making less than \$10.70 per hour). No restrictions for participation in educational classes (GED, ESL, computers, etc.).</p> <hr/> <p><u>Cost & Deadline:</u></p> <p>Free and ongoing.</p> <hr/> <p><u>Contact:</u></p> <p>http://www.cwe.org/ (212) 647-1900 Headquartered at 275 7th Ave., 18th Floor, New York, NY 10001 CWE Training Center, Long Island City Artisan Baking Center (718) 392-0025 36-46 37th St., Long Island City, NY 11101 Jobs to Build On http://www.jobstobuildon.org/ Job training, preparation and placement courses are offered in each borough. Register to find the services nearest you.</p>
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Highbridge Community Life Center

<p><u>Summary:</u></p> <p>Certified Nurse Aide Training is a 22-week program that trains participants to become New York State-certified nurse's aides. Training includes a three-week internship. Graduates may take an advanced program in phlebotomy.</p> <p>HCLC also offers adult education classes in such topics as basic education, citizenship, English for speakers of other languages and GED. Schedules are flexible and include day, evening and weekend classes.</p>	<p><u>Requirements:</u></p> <p>Must be 18 and older and must take a placement exam.</p> <hr/> <p><u>Cost & Deadline:</u></p> <p>Free. Sessions run from September to December, January to June and July to August.</p> <hr/> <p><u>Contact:</u></p> <p>http://www.highbridgelifecenter.org/ (718) 681-2222 979 Ogden Ave., Bronx, NY 10452</p>
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The HOPE Program

<p><u>Summary:</u></p> <p>The HOPE program helps New Yorkers find and keep jobs. Students attend work readiness training from 9am-5pm, Monday through Friday, for 12 weeks. Lessons focus on interpersonal and communication skills, customer service, decision-making, work ethic and academics. All students also do an unpaid internship and receive placement, advancement and retention services. Graduates become social service workers, office assistants, food service workers, maintenance and custodial workers, customer service representatives, healthcare professionals and more. 70% of graduates of the 12-week program get employment. Students also have access to mental health services, breakfast and lunch and a computer lab.</p>	<p><u>Requirements:</u></p> <p>Must be 18 or older and drug and alcohol free for at least 4 months, without a severe and persistent mental illness, and ID to show they can work legally in the U.S. Students must have a recent TB test before starting class.</p> <hr/> <p><u>Cost & Deadline:</u></p> <p>Free and ongoing.</p> <hr/> <p><u>Contact:</u></p> <p>http://www.thehopeprogram.org/ (718) 852-9307, 1 Smith Street, Brooklyn, NY 11201</p>
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Workforce1 Career Centers

<p><u>Summary:</u></p> <p>Workforce1 Career Centers provide job seekers with services including job placement, career advisement, job search counseling, and skills training through workshops and one-on-one assistance with career advisors. Centers are located in Upper Manhattan, the Bronx, Queens, Brooklyn and Staten Island.</p>	<p><u>Requirements:</u></p> <p>For employed and unemployed New York City residents.</p> <hr/> <p><u>Cost & Deadline:</u></p> <p>Free with varying deadlines.</p> <hr/> <p><u>Contact:</u></p> <p>http://www.nyc.gov/html/sbs/wf1/html/home/home.shtml Bronx: (718) 960-7099, Bronx-Hunts Point: (718) 542-6777 Brooklyn: (718) 246-5219 Manhattan: (917) 493-7054 Queens: (718) 557-6755, Queens-LaGuardia: (718) 609-2130 Staten Island: (718) 285-8388</p>
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Catholic Charities Community Services

<p><u>Summary:</u></p> <p>Catholic Charities provides employment training and placement programs for individuals who are homeless, refugees or visually impaired. Specialized youth employment and training services are offered for participants who are out of school or aging out of foster care. Services include job skills training, GED prep, vocational training and job placement. The goal is to develop the concrete skills, experience and confidence needed for long-term self-sufficiency.</p> <p>Society of St. Vincent de Paul, Central Council (212) 755-8615 1011 1st Ave., New York, NY 10022</p> <p>St. Anthony's Shelter for Renewal (718) 993-5161 410 E. 156th St., Bronx, NY 10455</p> <p>Tolentine-Zeiser Community Life Center, Inc. (718) 933-6935 2345 University Ave., Bronx, NY 10468</p> <p>Youth Ministries for Peace & Justice, Inc. (718) 328-5622 1384 Stratford Ave., Bronx, NY 10472</p>	<p><u>Requirements:</u></p> <p>Vary.</p> <p><u>Cost & Deadline:</u></p> <p>Vary.</p> <p><u>Contact:</u></p> <p>http://www.catholiccharitiesny.org/ General helpline: (888) 744-7900 Catholic Charities (212) 371-1000 1011 1st Ave., New York, NY 10022 Christ House, Inc. (718) 665-8740 432 E. 142nd St., Bronx, NY 10454</p> <p>Covenant House (212) 613-0300 460 W. 41st St., New York, NY 10036 Create, Inc. (212) 663-1975 73 Lenox Ave., New York, NY 10026</p> <p>Grace Institute (212) 832-7605 1233 2nd Ave., New York, NY 10065</p> <p>Resource Center for Community Development, Inc. (718) 402-1212 421 E. 155 St., Bronx, NY 10455</p>
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Council of Jewish Organizations of Flatbush

<p><u>Summary:</u></p> <p>The Summer Youth Employment Program (SYEP) places teenagers in employment opportunities during July and August. Participants receive minimum wage for 25 hours of work per week for a period of seven weeks.</p> <p>The Leader Family Employment Center provides job seekers with individual counseling and workshops in resume writing, interviewing skills, career planning, job matching, ESL, basic computer literacy, Quickbooks for bookkeeping, referral to GED Classes (H.S. Diploma), and job referrals and placement.</p>	<p><u>Requirements:</u></p> <p>Summer Youth Employment Program: For ages 14-24. Leader Family Employment Center: For unemployed residents of Flatbush/Midwood, Boro Park, Marine Park and Sheepshead Bay.</p> <p><u>Cost & Deadline:</u></p> <p>Free and ongoing. SYEP application usually available in March.</p> <p><u>Contact:</u></p> <p>http://www.cojoflatbush.org/ Leader Family Employment Center (718) 377-2900 or (718) 758-2117 1550 Coney Island Ave., Second Floor, Brooklyn, NY 11230 Summer Youth Employment Program: (718) 252-4446</p>
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Covenant House New York

<p><u>Summary:</u></p> <p>The Regional Training Center (RTC) provides vocational, educational, job placement and job training services to Covenant House youth. Each participant is assigned a "retention specialist" to assist in job retention and career advancement. The program lasts for two years and gradually prepares participants for independent living.</p> <p>The program also offers structured, on-site training on topics such as bank telling, computer skills, culinary arts and nurse aide certification. Accompanying internships are available for most programs.</p> <p>Youth Build is a construction apprenticeship that provides a biweekly stipend.</p>	<p><u>Requirements:</u></p> <p>Open. RTC serves young people from all Community Resource Centers as well as the Crisis and Rights of Passage program.</p> <p><u>Cost & Deadline:</u></p> <p>Ongoing.</p> <p><u>Contact:</u></p> <p>http://www.covenanthouseny.org/ (800) 999-9999 460 W. 41st St., New York, NY 10036</p> <p>Outer borough locations: (718) 452-6730, 75 Lewis Ave., Brooklyn, NY 11206 (718) 725-9851, 159-17 Hillside Ave., Queens, NY 11432 (718) 294-7812, 81C Featherbed Lane, Bronx, NY 10452 (718) 876-9810, 70 Bay St., Staten Island, NY 10301</p>
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Northern Manhattan Improvement Corporation

<p><u>Summary:</u></p> <p>The Northern Manhattan Improvement Corporation (NMIC) offers services to help upper Manhattan residents improve their skills and secure employment. Specifically, they provide work readiness and vocational skills training, job placement assistance, post-employment retention services, career counseling and career upgrade services. NMIC also operates the Building Maintenance and Weatherization Training Program, a sector-based training opportunity for residents who are interested in occupations in construction, building maintenance and repair, weatherization and green construction fields. The 12-week training program combines classroom instruction and hands-on training at NMIC's construction lab with modules related to the basics of plumbing, electrical, sheetrocking, tiling, door and window installation and insulation, and energy efficiency and building retrofit.</p>	<p><u>Requirements:</u></p> <p>For Washington Heights and Inwood residents. Other requirements vary by service/program.</p>
	<p><u>Cost & Deadline:</u></p> <p>Free. Deadlines vary.</p>
	<p><u>Contact:</u></p> <p>http://www.nmic.org (212) 822-8300 Direct employment services: (212) 822-8314 Vocational training: (212) 822-8304 76 Wadsworth Ave., New York, NY 10033</p>

Fifth Avenue Committee, Inc.

<p><u>Summary:</u></p> <p>Programs include sector-based skills trainings, including Red Hook on the Road, a commercial driver training program, and Brooklyn Networks, a teledata cable installation training program. FAC also provides jobs for low-income individuals as they build skills to prepare for higher paying employment.</p> <p>Neighborhood Employment Services (NES) is a career counseling program operated out of two walk-in centers with on-site jobs counselors. NES also operates the FAC Center Computer Lab, providing hands-on training and Internet access for job seekers. It offers job coaching and counseling, resume and cover letter preparation, computer classes for beginner and intermediate users, independent job searching skills, access to job listings, interview practice, and referrals to GED and ESL classes, skills training programs, and certification and licensing programs.</p>	<p><u>Requirements:</u></p> <p>For low-income individuals who enroll in NES.</p>
	<p><u>Cost & Deadline:</u></p> <p>Free and ongoing.</p>
	<p><u>Contact:</u></p> <p>http://www.fifthave.org/ FAC Center 621 DeGraw Street, Brooklyn, NY 11217 (718) 237-2017 ext. 128 GED and ESOL classes held at: 294 Smith St., Brooklyn, NY 11231 (718) 624-3475</p>

VI. COLLEGE-BASED PROGRAMS

Borough of Manhattan Community College

<p><u>Summary:</u></p> <p>The Center for Continuing Education and Workforce Development offers training programs for individuals hoping to make a career change, expand their credentials, earn a GED or learn English.</p>	<p><u>Requirements:</u></p> <p>Must have a high school diploma or New York State high school equivalency diploma..</p>
	<p><u>Cost & Deadline:</u></p> <p>Rolling deadline. Matriculated students pay \$1,575 per semester (full time) or \$135 per credit (part time). Non-matriculated students pay \$180 per credit (full-time). Financial aid available.</p>
	<p><u>Contact:</u></p> <p>http://www.bmcc.cuny.edu/ce/ 25 Broadway, Eighth Floor, New York, NY 10007 General information: (212) 346-8420</p>

Kingsborough Community College

<p><u>Summary:</u></p> <p>The Kingsborough Center for Economic and Workforce Development (CEWD) provides employment skills and training for current students and supports employees in professional advancement. Training is offered in areas such as retail, health care, IT, construction, green jobs, and tourism and hospitality (including food service, food service management, ServSafe Alcohol, accessible tourism, and travel counselor certification).</p>	<p><u>Requirements:</u></p> <p>Open to New York City residents.</p>
	<p><u>Cost & Deadline:</u></p> <p>Spring, summer and fall sessions. Course fees vary.</p>
	<p><u>Contact:</u></p> <p>http://www.cewd.net/ Center for Economic and Workforce Development (CEWD) Kingsborough Community College (718)-368-6702, (718) 368-5052 to request a catalog 2001 Oriental Blvd, Brooklyn, NY 11235-2398 cewd@kbcc.cuny.edu</p>

LaGuardia Community College

<p><u>Summary:</u></p> <p>The Division of Adult and Continuing Education offers educational, business and professional programs. Academic courses include English language, GED, and reading, writing and math skills. Career programs allow participants to earn a professional license or certificate, receive training through vocational programs, sharpen job search skills, and receive job placement and referrals.</p>	<p><u>Requirements:</u></p> <p>Varies by course.</p>
	<p><u>Cost & Deadline:</u></p> <p>Course fees vary.</p>
	<p><u>Contact:</u></p> <p>http://www.lagcc.cuny.edu/ace/ (718) 482-7244, acereg@lagcc.cuny.edu 31-10 Thomson Ave., Long Island City, NY 11101</p>

Hostos Community College

<p><u>Summary:</u></p> <p>The Continuing Education & Professional Studies Department at Hostos Community College offers educational and career development opportunities including non-credit courses and certificate programs for adults and teens on weekday evenings and weekends.</p> <p>The Adult Learning Center offers programs in reading, writing, math and post-secondary educational preparation. Other courses include reading in Spanish, English as a Second Language and pre-GED/GED.</p>	<p><u>Requirements:</u></p> <p>Vary. Some, but not all, programs require a GED.</p>
	<p><u>Cost & Deadline:</u></p> <p>Vary. Some offerings are free; some have a course fee. The registration fee is \$20. Vouchers are accepted, and financial assistance options are outlined at: http://www.hostos.cuny.edu/contedu/summer/faq.html</p> <p>The Adult Learning Center is a free grant-funded program. Registration is ongoing.</p>
	<p><u>Contact:</u></p> <p>http://www.hostos.cuny.edu/contedu/ General: (718) 518-6656, cedu@hostos.cuny.edu Adult Learning Center: (718) 518-6723 500 Grand Concourse, Room B-208, Bronx, NY 10451</p>

Queensborough Community College

<p><u>Summary:</u></p> <p>The Queensborough Community College offers programs in accounting, computer information systems, marketing management, real estate insurance, office administration and technology, computer engineering, telecommunications technology, new media technology, digital art and design, laser and fiber optics technology, massage therapy, mechanical engineering technology, medical office assisting, computerized architectural and industrial design, music electronic technology, forensics, and nursing.</p> <p>The Continuing Education Program offers courses in ESL, computers, GED, accounting and bookkeeping, international trade, medical office billing, paralegal work, real estate, therapeutic touch, interior design, entomology, allied health, certified nursing aide, and substance abuse counseling.</p>	<p><u>Requirements:</u></p> <p>Vary</p>
	<p><u>Cost & Deadline:</u></p> <p>Vary Fall, spring and summer sessions.</p>
	<p><u>Contact:</u></p> <p>http://www.qcc.cuny.edu/default.asp http://www.qcc.cuny.edu/ContEd/ Janet Rhein, professional certifications/skills, jrhein@qcc.cuny.edu Continuing Education Program, (718) 631-6343 222-05 56th Ave. Room L-118P, Bayside, NY 11364</p>

NYC College of Technology (City Tech)

<p><u>Summary:</u></p> <p>The Division of Continuing Education offers non-credit and credit programs on campus and off site at business, industry and community locations. Program goals vary but include basic skill development, career change, professional development and more.</p>	<p><u>Requirements:</u></p>
	<p><u>Cost & Deadline:</u></p> <p>Vary.</p>
	<p><u>Contact:</u></p> <p>http://www.citytech.cuny.edu/continuinged/index.shtml (718) 552-1170, connect@citytech.cuny.edu 25 Chapel St., Fourth Floor, Brooklyn, NY 11201</p>

Bronx Community College

<p><u>Summary:</u></p> <p>The Office of Continuing and Professional Studies offers programs in workforce development, business essentials, human services, IT, building trades, and the allied health fields. It also offers programs in ESL, test preparation and academic skills-building. Additionally, Bronx Community College offers certificate and associate degree programs.</p>	<p><u>Requirements:</u></p> <p>Vary, but most courses are open.</p>
	<p><u>Cost & Deadline:</u></p> <p>Ongoing. Cost varies.</p>
	<p><u>Contact:</u></p> <p>http://www.bcc.cuny.edu/ (718) 289.5170, cps@bcc.cuny.edu Bronx Community College, Philosophy Hall Room 14 2155 University Ave., Bronx NY 10453</p>

Medgar Evers College

<p><u>Summary:</u></p> <p>The School of Professional and Community Development (SPCD) provides programs in career opportunities, career advancement, basic skills for higher education and community involvement.</p>	<p><u>Requirements:</u></p> <p>Vary.</p>
	<p><u>Cost & Deadline:</u></p> <p>Vary.</p>
	<p><u>Contact:</u></p> <p>http://www.mec.cuny.edu/ 1534 Bedford Ave., Second Floor, Brooklyn, NY 11225 Contact information varies by program. See above Web site or refer to: http://www.mec.cuny.edu/spcd/contact.asp</p>

College of Staten Island

<p><u>Summary:</u></p> <p>The Office of Continuing Education and Professional Development offers non-credit programs focusing on career-related skills. Courses are available in areas such as health care, social services, accounting and bookkeeping, legal studies, marketing, insurance, real estate, industry, computer skills, fitness, and language.</p>	<p><u>Requirements:</u></p> <p>Vary.</p>
	<p><u>Cost & Deadline:</u></p> <p>Vary. Some free job training programs available.</p>
	<p><u>Contact:</u></p> <p>http://www.library.csi.cuny.edu/continue/ (718) 982-2038, continue_ed@mail.csi.cuny.edu North Administration Building (2A) Suite 201 2800 Victory Boulevard, Staten Island, NY 10314</p>

VII. SMALL BUSINESS SUPPORT

ACCION USA

<p><u>Summary:</u></p> <p>At ACCION USA, we're committed to bringing affordable microfinance solutions to small business owners who need them. We're an organization with a nationwide reach that has helped thousands of small business owners grow and thrive. A recognized leader in U.S. microfinance, we help small business owners use microloans to build their businesses. ACCION USA is part of the U.S. ACCION Network, the largest domestic microlending network, with over \$272 million lent since inception in 1991. ACCION USA also offers volunteer and internship opportunities.</p>	<p><u>Requirements:</u></p> <p>For low- and moderate-income entrepreneurs. Other requirements vary by program.</p>
	<p><u>Cost & Deadline:</u></p> <p>Vary. Ongoing.</p>
	<p><u>Contact:</u></p> <p>http://www.accionusa.org/ (212) 387-0377</p>

Business Outreach Center Network

<p><u>Summary:</u></p> <p>The Business Outreach Center (BOC) Network is a small business development organization that focuses on under-served entrepreneurs. BOCs provide individualized counseling and assessment and then connect entrepreneurs to business assistance, financial and legal services. Participants receive guidance in starting and developing an enterprise. Follow up and networking opportunities are provided. Participants share technology and resources across community and cultural lines.</p>	<p><u>Requirements:</u></p> <p>Vary.</p>
	<p><u>Cost & Deadline:</u></p> <p>Vary.</p>
	<p><u>Contact:</u></p> <p>http://www.bocnet.org/boc/home.asp Central Office (718) 624-9115, info@vocnet.org 85 S. Oxford St., Second Floor, Brooklyn, NY 11217 Local centers located in Manhattan, Brooklyn Staten Island, the Bronx and Newark: http://www.bocnet.org/boc/where_to_find_us.asp</p>