

YOUR ROAD TO WORK

FFY19



Vendors & Courses Offered





October 1, 2018 – September 30, 2019

SNAP E&T is a program of RI DHS, administered by LISC RI






COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p>Amos Culinary Education (ACE)</p> <p>The ACE program is a 16-week culinary program that gives you classroom, kitchen and real world experiences with practicum rotations and internships in culinary arts.</p>	<p><i>Three sessions to choose from:</i> 9/10/18 – 12/21/18 2/4/19 – 5/24/19 7/8/19 – 10/25/19 Total Hours: 560</p>	<p>You can enroll in ACE if you:</p> <ul style="list-style-type: none"> • Are willing to work! • Have a 5th grade reading level (you will be tested), exceptions may be made • Can lift 50 pounds • Can stand for an 8 hour shift • Can follow verbal and written instructions • Are willing to take random drug tests 	<p>You will learn:</p> <ul style="list-style-type: none"> • Food safety and sanitation • Basic nutritional science • Recipes and menu development • Cooking tools and equipment • Kitchen knife skills • Kitchen management • Food preparation, storage and handling • Measurement and conversion • Customer service • The history and diversity of food preparation <p>And, to make sure you are ready for work, you will learn:</p> <ul style="list-style-type: none"> • How to be your best on the job • How to handle life challenges that can get in the way of work • How to manage your money so that you can become financially stable 	<p>You will earn:</p> <p>Industry certifications including -</p> <ul style="list-style-type: none"> • ServSafe • TIPS • Guest Service Gold • CPR/First Aid <p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> • A uniform and the books you'll need for class • All of your certifications paid for • Riptiks and/or gas cards if you don't have transportation, to make sure you can get to class • Help finding a job that's right for you
 <p>Amos House Maintenance/ Carpentry Training</p> <p>This is a 16-week program that gives you classroom and hands-on experience in carpentry, maintenance and construction. The curriculum is based on the National Center for Construction Education and Research (NCCER).</p>	<p><i>Three sessions to choose from:</i> 9/10/18 – 12/21/18 2/4/19 – 5/24/19 7/8/19 – 10/25/19 Total Hours: 512</p>	<p>You can enroll in Maintenance/Carpentry Training if:</p> <ul style="list-style-type: none"> • You are willing to work • You have 6th grade reading and math skills (you will be tested) exceptions may be made • You are able to lift things, stand, bend and carry materials • You can follow verbal and written instructions • You are willing to take random drug tests 	<p>You will learn:</p> <ul style="list-style-type: none"> • Construction of stairs • Installation of doors/windows • Framing/Drywalling • Floor systems • Hand/power tool safety • Blueprint reading <p>And, to make sure you are ready for work, you will learn:</p> <ul style="list-style-type: none"> • How to be your best on the job • How to handle life challenges that can get in the way of work • How to manage your money so that you can become financially stable 	<p>You will earn:</p> <p>Industry certifications including -</p> <ul style="list-style-type: none"> • OSHA 10 • 8-hour Lead Renovator/Remodeler • CPR/First Aid <p>As a SNAP E&T participant you will get:</p> <ul style="list-style-type: none"> • Riptiks If you don't have transportation, to make sure you can get to class • A uniform and the books you'll need for class • All your certifications paid for • Help finding a job that's right for you! • Continued support after you are employed





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 <p>Customer Service / Call Center</p> <p>This 6-week training program provides training in customer service, communication skills, digital literacy, call center basics, and sales that will prepare you for a wide variety of positions within the retail, customer service, call center and hospitality industries.</p>	<p><i>Four sessions to choose from:</i></p> <p>9/24/18 – 11/23/18 1/14/19 – 3/15/19 4/15/19 – 6/14/19 7/8/19 – 9/6/19</p> <p>Total Hours: 270</p>	<p>You can enroll in Customer Service/Call Center if:</p> <ul style="list-style-type: none"> You have basic computer skills 8th grade reading level is recommended but not required 	<p>You will learn:</p> <ul style="list-style-type: none"> Customer service skills Call center basics What the center work environment is like How to communicate clearly How to manage your stress How to display the right attitude How to appropriately handle customer challenges and complaints How to address customer and prospect needs How the the sales process works Strategies to generate and close sales Understanding the call center work environment Appropriate techniques for greetings, closings, holds, transfers and call backs How to control voice tone to boost effective call center communication Work-readiness so you can succeed on the job How to manage your money so that you can become more financially stable If you need help improving your reading you can receive instruction in Literacy 	<p>You will earn:</p> <ul style="list-style-type: none"> Northstar Digital Literacy (Microsoft Office Certification) Customer Service Certification <p>As a SNAP E&T participant you will get:</p> <ul style="list-style-type: none"> An assessment of your skills and employment goals Case management Career coaching Access to financial coaching Job placement assistance Riptiks and/or gas cards if you don't have transportation to make sure you can get to class
 <p>Job Search</p> <p>If you want to find a job or get a better job, you can get job coaching and other services through Amos House's Financial Opportunity Center.</p>	<p>This class does not have a start or end date. You can get help finding a job and use the available services when you are ready and at your own pace.</p> <p>Total Hours: 12</p>	<p>You can enroll in Job Search at Amos House if you:</p> <ul style="list-style-type: none"> Are willing to work! Are a guest in Amos House's Transitional Program 	<p>You will learn:</p> <ul style="list-style-type: none"> How to create a professional resume Interview skills and practice them Basic computer skills so you can fill out online job applications <p>During your weekly meetings with a Job Coach, you will:</p> <ul style="list-style-type: none"> Contact employers for information about jobs Complete job applications Follow-up on applications you have already submitted Plan your action steps for the coming week 	<p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> An assessment of your skills and employment goals One-on-one time with a case manager Help planning your job and career goals and completing an employment plan Riptiks and/or gas cards if you don't have transportation, to make sure you can get to class






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 <p>Construction Pre-Apprenticeship Program</p> <p>Construction Pre-apprenticeship is a 200-hour hands-on training that teaches you the skills you'll need to enter a building trade apprenticeship program with a job in the construction industry.</p>	<p>Participants must attend one of the following orientation dates to enroll in Building Futures:</p> <p>January 8th, 2019 – 10am January 9th, 2019 – 5:00pm January 10th, 2019 – 2:00pm</p> <p>Total Hours: 200</p>	<p>You can enroll in Construction Pre-apprenticeship if you:</p> <ul style="list-style-type: none"> • Have a high school diploma or GED • Are a US citizen or are authorized to work in US • Are between 18-35 years old • Are physically able to do the work • Live in Rhode Island 	<p>You will learn:</p> <ul style="list-style-type: none"> • Basic construction skills • Hands-on introduction to different building trades • Construction math skills • Introductory welding skills • Construction math • Preparation for apprenticeship entrance exams and interviews • How to manage your money so that you can become financially stable 	<p>You will earn:</p> <p>OSHA 10 certificate Aerial Lift certificate</p> <p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> • An assessment of your job skills and interests • One-on-one case management • Career guidance • Support as you transition to a job • Riptiks and/or gas cards if you don't have transportation, to make sure you can get to class
 <p>Graduate Service Learning</p> <p>During this 10-week training you will learn everything about building a house by constructing affordable, single-family homes!</p>	<p>10/1/18 – 9/30/19</p> <p>Total Hours: 400</p>	<p>You can enroll in Graduate Service Learning if you:</p> <ul style="list-style-type: none"> • Successfully graduate from the Building Futures Construction Pre-Apprenticeship program 	<p>You will learn:</p> <ul style="list-style-type: none"> • A variety of skills used to build a single family home! 	<p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> • One-on-one case management • Financial education • Career guidance • Support as you transition to an apprenticeship program • Riptiks and/or gas cards if you don't have transportation, to make sure you can get to class
 <p>Job Retention</p> <p>Job retention services will give you the support you need to stay employed.</p>	<p>You'll start depending on when you get a job!</p> <p>Total Hours: 6 hours over a three month period (90 days)</p>	<p>You can enroll in Job Retention if:</p> <ul style="list-style-type: none"> • You are a Building Futures graduate • You've been accepted into an apprenticeship • You've been placed into construction employment 	<p>You will learn:</p> <ul style="list-style-type: none"> • About wage increases and promotions that might be available to you • How to address personal and financial barriers that you may have while in your new job • How to tackle challenges you may face in your new job 	<p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> • Ongoing case management • Job coaching • Entrance fees • Tools • Work clothing • Apprenticeship class books • Riptiks and/or gas cards if you don't have transportation, to make sure you can get to work





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 <p>Customer Management and Support Training</p> <p>Customer Management and Support Training at CCF gives you two choices for training in the financial services industry, Banking or Call Center. Both have jobs waiting with employers for successful graduates. First, you will get a comprehensive assessment of your skills and interests, and career counseling so that you can choose the training that's right for you. You will also need to interview with CCF to be sure that you are a good fit for this program. Many of your classes will be taught by teachers from Roger Williams University.</p>	<p><i>Three sessions to choose from:</i></p> <p>10/22/18 – 12/28/18 3/4/19 – 5/10/19 7/15/19 – 9/20/19</p> <p>Total Hours: Call Center: 32 Banking: 42</p>	<p>You can enroll in Customer Management and Support Training if:</p> <ul style="list-style-type: none"> You have a High School Diploma or GED You have an 8th grade reading and math educational level (you will be tested) You can pass a criminal background check You participate in an interview for consideration into the program 	<p>You will learn:</p> <ul style="list-style-type: none"> Customer service skills How to communicate clearly Stress management How to display the right attitude How to appropriately handle customer challenges and complaints How to address customer and prospect needs Knowledge of the sales process Strategies to generate and close sales Understanding the call center work environment Understanding how individual call center performance is measured Appropriate techniques for greetings, closings, holds, transfers and call backs How to control voice tone to boost effective call center communication 	<p>You will earn:</p> <p>Training certificates from Roger Williams University or Rhode Island College</p> <p>As a SNAP E&T participant you will get:</p> <ul style="list-style-type: none"> A thorough assessment of your job skills and interests Ongoing help from a case manager Career Counseling Books and materials needed for class Riptiks and/or gas cards if you don't have transportation to make sure you can get to class
 <p>Education & Work Readiness</p> <p>CCF's Education and Work Readiness training will be tailored to your individual skills and needs.</p>	<p><i>Three sessions to choose from:</i></p> <p>10/22/18 – 12/28/18 3/4/19 – 5/10/19 7/15/19 – 9/20/19</p> <p>Total Hours: 135</p>	<p>You can enroll in Education and Work Readiness if:</p> <ul style="list-style-type: none"> You are ready and willing to learn! 	<p>You will learn:</p> <ul style="list-style-type: none"> MS Office (computer) training Math and reading through online courses The skills you'll need to be your best on the job What business writing is and how to do it How to write a resume Interviewing skills How to manage your money so that you can become more financially stable 	<p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> A thorough assessment of your job skills and interests Ongoing help from a case manager Career counseling Riptiks and/or gas cards if you don't have transportation to make sure you can get to class





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 <p>Industry Exploration: Health Care, Insurance, Banking and Retail</p> <p>Participants will be exposed to a basic overview of each industry in order to gain a familiarity with common terms, an idea of each industry's goods and services, and common customer communications. Participants will roleplay call center customer interactions for each industry.</p>	<p>Three sessions to choose from: 10/22/18 – 12/28/18 3/4/19 – 5/10/19 7/15/19 – 9/20/19 Total Hours: 22</p>	<p>You can enroll in Industry Exploration if:</p> <ul style="list-style-type: none"> You have a High School Diploma or GED You have an 8th grade reading and math educational level (you will be tested) You can pass a criminal background check You take part in an interview for consideration into the program 	<p>You will learn:</p> <ul style="list-style-type: none"> Basics of Health Care Basics of Banking Basics of Insurance Basics of Retail 	<p>You will earn:</p> <p>Certificates of Completion will be issued from the Northern RI Career Academy.</p> <p>As a SNAP E&T participant you will get:</p> <ul style="list-style-type: none"> A thorough assessment of your job skills and interests Ongoing help from a case manager Career counseling Riptiks and/or gas cards if you don't have transportation to make sure you can get to class
 <p>Job Search Training</p> <p>When you enroll in Job Search, a career counselor will help you so that the jobs you apply for are the right jobs for you!</p>	<p>Three sessions to choose from: 10/22/18 – 12/28/18 3/4/19 – 5/10/19 7/15/19 – 9/20/19 Total Hours: 108</p>	<p>You can enroll in Job Search if:</p> <ul style="list-style-type: none"> You have successfully completed CCF's Customer Management and Support Training 	<p>You will learn:</p> <ul style="list-style-type: none"> How to find jobs that are right for you How to tailor your resume to each job you apply for How to write a cover letter for each job you apply for Interview and communication skills The importance of teamwork How to dress for success 	<p>You will get:</p> <ul style="list-style-type: none"> Ongoing case management Evaluations on what you learned in the component you completed Career counseling Job coaching and advising Job search support
 <p>Job Retention</p> <p>Once you get a job, CCF's Career Counselor will help you keep it!</p>	<p>You'll start depending on when you get a job Total Hours: Varies</p>	<p>You can enroll in Job Retention if:</p> <ul style="list-style-type: none"> You complete one of the trainings above You find a job as a result of your training 	<p>You will learn:</p> <ul style="list-style-type: none"> About wage increases and promotions that might be available to you Ways to address any personal and financial barriers that you may have while in your new job How to manage your money so that you can become more financially stable 	<p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> Job coaching Career pathway planning Support from a case manager RIPTIKS and/or gas cards if you don't have transportation to make sure you can get to work




COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p>Certified Nursing Assistant (C.N.A.)</p> <p>This training will prepare you for jobs in the health care field. You will get both classroom instruction and hands-on practice at an area nursing home. This training gets you ready to take the CNA State Licensing Exam.</p>	<p>You'll enroll in one of these sessions: 10/22/18 – 12/6/18 1/7/19 – 2/22/19 3/4/19 – 4/19/19 4/29/19 – 6/14/19 7/1/19 – 8/16/19 9/2/19 – 10/18/19</p> <p>Total Hours: 189</p>	<p>You can enroll in C.N.A. if:</p> <ul style="list-style-type: none"> You have a 6th grade reading level (you will be tested) You can read, write and speak in English You can pass a criminal background check (some types of charges are okay) 	<p>In the classroom you will learn:</p> <ul style="list-style-type: none"> Anatomy and Physiology Diet and Nutrition Safety and Infection Control Medical Ethics and Terminology Patient Documentation and Reporting <p>In the lab you will learn:</p> <ul style="list-style-type: none"> Communication Skills Assisting Patients with Daily Activities Techniques for Feeding Patients Cardiopulmonary Resuscitation (CPR) and First Aid Proper Hygiene Taking and Recording of Vital Signs Correct Procedures on Moving and Adjusting Patients 	<p>You will earn:</p> <ul style="list-style-type: none"> If you pass the State licensing exam you will become a Certified Nursing Assistant CPR certification <p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> Test and certifications paid for Books and uniforms Riptiks and/or gas cards if you don't have transportation to make sure you can get to class
 <p>Job Retention</p> <ul style="list-style-type: none"> Weekly check-ins with personalized support after you complete training and get a job. 	<p>10/1/18 – 9/30/19</p> <p>Total Hours: 24 hours over three months (90 days)</p>	<p>You can enroll in Job Retention if:</p> <ul style="list-style-type: none"> You completed a training component and are employed 	<p>You will learn:</p> <ul style="list-style-type: none"> Career awareness Financial literacy and budgeting Networking Stress management 	<p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> Riptiks and/or gas cards if you don't have transportation to make sure you can get to work





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 <p>Learning Center Adult Education</p> <p>One-on-one and small group instruction at The Learning Center helps you meet your educational goals.</p> <p>You have two choices:</p> <ul style="list-style-type: none"> • Adult Basic Education • Preparing for a Job Training 	<p>Open enrollment for this program takes place every two weeks between:</p> <p>10/1/18 and 9/30/19</p> <p>Total Hours: Varies depending on each person's progress</p>	<p>You can enroll in the Learning Center if:</p> <ul style="list-style-type: none"> • You are willing and ready to learn! 	<p>You will learn:</p> <p>In <i>Adult Basic Education (ABE)</i></p> <ul style="list-style-type: none"> • Computer skills • How to build your reading, writing and math skills • Prepare to study for a High School credential <p>In <i>Preparing for Job Training</i></p> <ul style="list-style-type: none"> • Computer skills • A variety of skills you'll need to enroll in a job training program 	<p>You will earn:</p> <ul style="list-style-type: none"> • Northstar Digital Literacy Certificate <p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> • Riptiks and/or gas card if you don't have transportation to make sure you can get to class.
 <p>Roads to Success Employment Program</p> <p>Roads to Success Program is a job readiness program. First, you will meet with a Job Specialist to plan a program that fits your needs and goals. Then, you will get help as you carry out your employment plan.</p>	<p>Training does not have set dates. You will be able to use this service at your own pace.</p> <p>Total Hours: Vary – it's at your own pace</p>	<p>You can enroll in this training if:</p> <ul style="list-style-type: none"> • You are ready and willing to find a job! 	<p>You will learn (depending on the plan you develop and the topics you choose with the Job Specialist):</p> <ul style="list-style-type: none"> • Career awareness • How to write a professional resume • Effective interviewing skills • How to network to let people know your skills and interests and that you are looking for work • How to apply for jobs online • Stress management <p>During weekly meetings you will:</p> <ul style="list-style-type: none"> • Complete job applications • Follow-up on applications you've already sent in • Contact potential employers • Plan your steps for the next week! 	<p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> • Riptiks and/or gas cards if you don't have transportation to make sure you can get to class




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 <p>Education & Training</p> <p>Classes provide an opportunity to improve skills needed as workers, students, family members and citizens in Rhode Island and the US.</p> <p>What classes you take at DIIRI depends on your needs, skill level and employment goals.</p> <p>Your choices are:</p> <ul style="list-style-type: none"> • English as a Second Language (ESL) so you can speak, read and write in English • Adult Basic Education to improve your reading, writing and math skills • High School Equivalency (HSE) such as GED 	<p><i>Four sessions to choose from:</i></p> <p>10/1/18 – 12/14/18 1/3/19 – 3/22/19 4/1/19 – 6/21/19 7/1/19 – 9/30/19</p> <p>Total Hours: 200</p>	<p>You can enroll in Education and Training if:</p> <ul style="list-style-type: none"> • Beginning ESL classes – no requirements • ABE classes – 5th grade reading level (you will be tested) • High School Equivalency (HSE) such as GED (ABE) – 6th grade reading level (you will be tested) 	<p>You will learn:</p> <ul style="list-style-type: none"> • How to use a computer to get you ready for the workforce • Job counseling to help you connect with employers • Career goal setting • Resume writing • Cover letter writing • Reference letter writing • How to interview • How to be your best on the job <p>Plus, you will:</p> <ul style="list-style-type: none"> • Participate in job fairs • Get help with your job search 	<p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> • Riptiks and/or gas cards if you don't have transportation to make sure you can get to class • Help paying for childcare (if you qualify and can't get it through CCAP) • Your testing, training certifications and registration fees paid • All of your books and training materials free




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 <p>Customer Service</p> <p>Participants receive customer service training with emphasis on team building, conflict management and customer satisfaction. This training leads to certifications.</p>	<p>Monthly beginning October, 2018 – September, 2019</p> <p>Total Hours: Schedules will vary based on participant need</p>	<p>You can enroll in Customer Service if:</p> <ul style="list-style-type: none"> You are enrolled in the Works Wonder program You are a youth affected by foster care 	<p>You will learn:</p> <ul style="list-style-type: none"> Team building Conflict management Customer service skills 	<p>You will earn:</p> <ul style="list-style-type: none"> Hospitality Certification Customer Service Certification <p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> Riptiks and/or gas cards if you don't have transportation to make sure you can get to class Help paying for childcare while you are enrolled (if you qualify) Uniforms Books Interview clothing so you can look your best!
 <p>Job Retention</p> <p>For participants enrolled in Works Wonders who get a job we will check in with you and your employer to give you real time feedback on your job performance. You will work with a job coach to learn workplace appropriate behavior and how to handle conflicts that may arise.</p>	<p>Begins when you get a job.</p> <p>October, 2018 – September, 2019</p> <p>Total Hours: Hours will vary depending on the individual's need over three months (90 days)</p>	<p>You can enroll in Job Retention if:</p> <ul style="list-style-type: none"> You are enrolled in the Works Wonder program and get a job 	<p>You will learn:</p> <ul style="list-style-type: none"> Appropriate workplace behavior How to handle conflicts in the workplace How to address issues that come up that may impact your job performance 	<p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> One-on-one job coaching to help you keep your job Riptiks and/or gas cards if you don't have transportation to make sure you can get to work Help paying for childcare while you are enrolled (if you qualify)





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 <p>Job Search Training</p> <p>Works Wonders™ is a career development and employment program that provides skills based training, one-on-one career coaching, and paid work-based learning opportunities. You will work with an Employment Specialist to explore your career interests and then build an education and career plan. You will learn new skills and have the opportunity to practice them in a job setting.</p>	<p><i>Enrollment is monthly beginning:</i></p> <p>October, 2018 – September, 2019</p> <p>Total Hours: 12-14</p>	<p>You can enroll in Job Search Training if:</p> <ul style="list-style-type: none"> You are a youth affected by foster care 	<p>You will learn:</p> <ul style="list-style-type: none"> How to develop short and long term goals Skills and strategies for self-advocacy How to write a professional resume How to search for jobs using internet search engines How to complete job applications and assessments Interview skills How to keep a job Skills to maintain professional relationships at work 	<p>You will earn:</p> <ul style="list-style-type: none"> Certificate of completion for Works Wonders training <p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> An in-depth assessment of your career interests and skills Books Interview clothing Riptiks and/or gas cards if you don't have transportation to make sure you can get to class Help paying for childcare while you are enrolled (if you qualify)




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 <p>Culinary Arts</p> <p>This training gives basic education in reading, writing and math based on real world examples while you learn the basics of Culinary Arts. Training takes place in the classroom and hands-on in the kitchen. You'll work in groups and alone to reach your personal and employment goals. You'll learn skills to help you be your best on the job. You also will be placed in a five-week internship with an employer. And, you'll get wrap around support that lasts a full year after you graduate.</p>	<p><i>Three sessions to choose from:</i> 9/4/18 – 12/7/18 1/14/19 – 4/18/19 5/6/19 – 8/9/19 Total Hours: 385</p>	<p>You can enroll in Culinary Arts if:</p> <ul style="list-style-type: none"> • You read, write, speak and understand English • Have a 5th grade reading level (you will be tested) • Have the physical ability to perform culinary tasks 	<p>You will learn:</p> <ul style="list-style-type: none"> • To prepare salads, stocks, soups & sauces • How to cut meats • How to use knives properly • About recipes • All about kitchen equipment • All about ingredients • How to handle customers in a snack bar business <p>You will also learn work readiness skills like:</p> <ul style="list-style-type: none"> • Professional behavior • Teamwork and collaboration • Good communication <p>And much more!</p>	<p>You will earn:</p> <ul style="list-style-type: none"> • ServSafe Manager Certificate • AHA First Aid/CPR <p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> • Help paying for childcare while you are enrolled (if you qualify) • A uniform if your new job requires it • All of your training certificates paid • Riptiks and/or gas cards if you don't have transportation to make sure you can get to class • Interview clothing so you can look your best! <p>In addition you will get wrap around supports like:</p> <ul style="list-style-type: none"> • Case management • Help getting all of the income supports you qualify for like food stamps • Job coaching to help you understand your career options and set goals • Financial coaching to learn how to manage your money • A five-week internship with an employer • Follow up for one year, with full access to support services





COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p>Direct Support Professional Training</p> <p>This training prepares students for employment in the Social Assistance field, providing support and care to individuals with developmental disabilities in day centers and group homes.</p>	<p>Three sessions to choose from: 10/15/18 – 12/7/18 2/18/19 – 4/26/19 5/13/19 – 6/19/19 Total Hours: 200</p>	<p>You can enroll in Direct Support Professional Training if:</p> <ul style="list-style-type: none"> You can read, write, speak & understand English You can read at an 8th grade level (you will be tested) You have a High School Diploma or equivalent You can pass a BCI check 	<p>You will learn:</p> <ul style="list-style-type: none"> Basic Human Needs Types of Disabilities Food and Nutrition Health/Safety Communication Skills 	<p>You will earn:</p> <ul style="list-style-type: none"> First Aid/CPR Certification Behavioral Health Certificate (3 CEU from RI College) <p>As a SNAP E&T participant you will get:</p> <ul style="list-style-type: none"> Help paying for childcare while you are enrolled (if you qualify) All of your training certificates paid Interview clothing so you can look your best! A uniform if your new job requires it If you qualify, Riptiks and/or gas cards if you don't have transportation to make sure you can get to class <p>In addition to training you will get wrap around supports like:</p> <ul style="list-style-type: none"> Case management Help getting all of the income supports you qualify Job coaching to help you understand your career options and set goals Financial coaching to learn how to manage your money A sixty hour internship with an employer Follow up for one year, with full access to support services
 <p>English for Speakers of Other Languages (ESOL)</p> <p>Genesis Center offers English classes to Speakers of Other Languages using real life examples. As you learn English, you will learn the skills you need to be your best on the job. This class is offered year round. You can attend classes in the morning, afternoon or evening.</p>	<p>Three sessions to choose from: 9/10/18 – 12/20/18 1/14/19 – 6/21/19 7/8/19 – 8/23/19 Total Hours: 180</p>	<p>You can enroll in ESOL at Genesis if:</p> <ul style="list-style-type: none"> You are an adult who wants to learn to speak English, beginner through advanced, so that you can reach your employment goals 	<p>You will learn:</p> <ul style="list-style-type: none"> Speaking, listening, reading and writing Grammar Pronunciation Work Readiness Skills Career Exploration Life Skills How to manage money so that you can become more financially stable 	<p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> All of your training certificates paid Riptiks and/or gas cards if you don't have transportation to make sure you can get to class A uniform if your new job requires it Interview clothing so you can look your best!



COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p>Health Careers</p> <p>This training gives students the basics to secure jobs in the acute care, long-term care, in-home care, and pharmacy health care settings.</p>	<p>Seven sessions to choose from: 9/4/18 – 11/2/18 10/15/18 – 12/7/18 11/13/18 – 1/18/19 1/28/19 – 3/5/19 2/11/19 – 4/5/19 4/15/19 – 6/7/19 6/17/19 – 8/9/19</p> <p>Total Hours: 280</p>	<p>You can enroll in Health Careers if:</p> <ul style="list-style-type: none"> You can read, write, speak & understand English You are at a 3rd grade reading level (you will be tested) You can pass a BCI check High School Credential required for Pharmacy Technician 	<p>You will learn:</p> <ul style="list-style-type: none"> Basic Human Needs Food and Nutrition Body Systems and Mechanics Infection Control Fire Safety and Injury Prevention Housework HIPAA <p>You will also learn work readiness skills like:</p> <ul style="list-style-type: none"> Professional behavior Teamwork and collaboration Good communication And much more! 	<p>You will earn:</p> <ul style="list-style-type: none"> AHA First Aid/CPR ServSafe Food Handler certification CNA-focused classes include RI CNA Certificate Pharmacy Technician classes include CVS Learning Module Completion <p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> Help paying for childcare while you are enrolled (if you qualify) All of your books, materials and training certificates paid Interview clothing so you can look your best! A uniform if your new job requires it Riptiks and/or gas cards if you don't have transportation to make sure you can get to class <p>In addition you will get wrap around supports like:</p> <ul style="list-style-type: none"> A sixty hour internship with an employer Case management Help getting all of the income supports you qualify for Job coaching to help you understand your career options and set goals Financial coaching to learn how to manage your money Follow up for a year, with full access to support services




COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p>Medical Assistant</p> <p>This training prepares students for employment as a Medical Assistant in one of our employer partners' medical facilities.</p>	<p>Two sessions to choose from: 9/10/18 – 1/11/19 1/28/19 – 5/24/19 Total Hours: 560</p>	<p>You can enroll in this training if:</p> <ul style="list-style-type: none"> You can read, write, speak & understand English You have a High School Diploma/Equivalent You can read at the 8th grade level (you will be tested) You can pass a BCI check 	<p>You will learn:</p> <ul style="list-style-type: none"> Medical terminology How to use medical equipment Hygiene procedures Taking vitals such as blood pressure Measuring patient height/weight Patient Rights <p>You will also learn skills like:</p> <ul style="list-style-type: none"> Customer Service Team building and conflict resolution Office skills Technology and data entry 	<p>You will earn:</p> <ul style="list-style-type: none"> AHA First Aid/CPR certification <p>As a SNAP E&T participant you will get:</p> <ul style="list-style-type: none"> Help paying for childcare while you are enrolled (if you qualify) All of your training certificates paid Interview clothing so you can look your best! A uniform if your new job requires it If you qualify, Riptiks and/or gas cards if you don't have transportation to make sure you can get to class <p>In addition you will get wrap around supports like:</p> <ul style="list-style-type: none"> Case management Help getting all of the income supports you qualify for like food stamps Job coaching to help you understand your career options and set goals Financial coaching to learn how to manage your money A six-week internship with an employer Follow up for one year, with full access to support services
 <p>National External Diploma Program (NEDP)</p> <p>Participants complete the program at their own speed earning a state and nationally recognized high school diploma.</p>	<p>Three sessions to choose from: 9/10/18 – 12/20/18 1/14/19 – 6/21/19 7/8/19 – 8/23/19 Total Hours: 460</p>	<p>You can enroll in NEDP at Genesis if:</p> <ul style="list-style-type: none"> You can read, write and have math skills at a secondary school level 	<p>You will learn:</p> <p>Reading, writing, math and workforce readiness skills in eight content areas:</p> <ul style="list-style-type: none"> Cultural Literacy Health Literacy Civic Literacy Consumer Awareness Financial Literacy 21st Century Workplace Geography and History Science 	<p>You will earn:</p> <p>State and nationally recognized high school diploma</p> <p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> Childcare co-pays while you are enrolled (if you qualify) All of your, books, materials and training certificates paid Riptiks and/or gas cards if you don't have transportation to make sure you can get to class





The Institute for the Study and Practice of Non-Violence


265 Oxford Street, Providence 401-785-2320

COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p>“Let’s Make this Work” - Work Readiness</p>	<p>10/1/18 – 8/31/19 (Participants are enrolled on a rolling basis) Total Hours: 800</p>	<p>You can enroll in “Let’s Make This Work” if:</p> <ul style="list-style-type: none"> • You are age 18-24 • You are ready and willing to work! • You pass a screening and successfully interview 	<p>You will learn:</p> <ul style="list-style-type: none"> • Employment soft skills such as goal setting, time management, personalities, communications, assertiveness and much more • The style of learning that works best for you • Personal development • Basic life skills • Finance management • Computer literacy training • You will also review your work history (if you have one), identify your work skills, and look at your strengths and weaknesses. You will then take steps to make any needed changes in order to increase employment opportunities. 	<p>You will earn:</p> <ul style="list-style-type: none"> • Recognized certification in Non-violence Training • Certification in Cardio-Pulmonary Resuscitation (CPR) • Three certifications in Hospitality and Customer Service • Mentor Certification <p>As a SNAP E&T participant you will get:</p> <ul style="list-style-type: none"> • If you qualify, Riptiks and/or gas cards if you don’t have transportation to make sure you can get to class • Help paying for childcare while you are enrolled (if you qualify) • Test/Certification/Registration Fees • Training Materials/Books • A uniform if your new job requires it <p>In addition to training you’ll also get:</p> <ul style="list-style-type: none"> • Career and needs assessment • Intensive case management • Ongoing evaluations • Follow up support after you complete training with a Mentor





COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p>Basic Employment Program</p> <p>The Basic Employment Program at OpenDoors is a six-day, 18-hour class that meets on Tuesdays, Wednesdays, and Thursdays for two weeks. This class will prepare you for your job search. It is offered every two weeks so that you can begin when you are ready.</p>	<p>10/1/18 – 9/30/19 (Open enrollment for this program takes place every two weeks.)</p> <p>Total Hours: 18</p>	<p>You can enroll in the Basic Employment Program if:</p> <ul style="list-style-type: none"> You are ready and willing to find a job! 	<p>You will learn:</p> <ul style="list-style-type: none"> How to write a great resume How to prepare for an interview How to look and act during an interview Common interview questions How to talk about your criminal record and incarceration during an interview How to address things like gaps in work and getting fired in your work history Basic computer skills needed to search for jobs online and fill out applications Basic computer emailing How to avoid employment scams like those on Craigslist Using netWORKri.org and EmployRI.org How to fill out paper applications and what to say about the question on applications about your criminal record Basic money management and budgeting so that you can begin to work on becoming more financially stable 	<p>As a SNAP E&T participant you will get:</p> <ul style="list-style-type: none"> Monthly RIPTA passes if you don't have transportation to make sure you can get to class
 <p>Job Retention Services</p> <p>Job Retention provides continuing case management to help you keep your job. Scheduling will be flexible, so it does not conflict with your work hours. If you are having difficulties at work, your case manager can meet with you and your employer to help come up with a plan to address them.</p>	<p>10/1/18 – 9/30/19</p> <p>Total Hours: Varies over a three month (90 day) period</p>	<p>You can enroll in Job Retention if:</p> <ul style="list-style-type: none"> You get a job You show you are committed by attending two case management sessions 	<p>You will learn:</p> <ul style="list-style-type: none"> Proper workplace etiquette Conflict resolution Budgeting Career planning and advancement How to stabilize your employment 	<p>As a SNAP E&T participant you will get:</p> <ul style="list-style-type: none"> Weekly meetings with a case manager for your first 90 days on the job Monthly RIPTA passes if you don't have transportation to make sure you can get to work




COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p>Job Search</p> <p>During Job Search, you will meet one-on-one with a case manager at least two times a month for an hour. Twice a week you will meet as a group for 1.5 hours.</p>	<p>10/1/18 – 9/30/19 (Open enrollment for this program takes place every two weeks.)</p> <p>Total Hours: Varies per client</p>	<p>You can enroll in the Job Search Program if:</p> <ul style="list-style-type: none"> You have completed the Basic Employment Program or Completed a Pre-Release Program offered by OpenDoors in the ACI 	<p>You will learn:</p> <ul style="list-style-type: none"> Interviewing skills Your job cover letters Your resume Online applications <p>During your one-on-one sessions, you will also get help on issues that were identified during your assessment such as:</p> <ul style="list-style-type: none"> A referral to substance abuse counseling A referral to a program that offers basic education or high school diploma preparation And any issues that may come up while you are looking for a job 	<p>As a SNAP E&T participant you will get:</p> <ul style="list-style-type: none"> Monthly RIPTA passes if you don't have transportation to make sure you can get to class



COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p>English as a Second Language (ESL)</p> <p>Intensive ESL instruction for all levels (beginner through advanced). Evening and weekend classes offered at certain locations.</p>	<p><i>Three sessions to choose from:</i> 9/17/18 – 12/14/18 1/14/19 – 3/22/19 4/1/19 – 6/14/19</p> <p>Total Hours: 52</p>	<p>You can enroll in ESL if:</p> <ul style="list-style-type: none"> • You are at least 18 years old • You want to learn English so that you can reach your employment goals 	<p>You will learn:</p> <ul style="list-style-type: none"> • Speaking, listening, reading and writing in English • Grammar • Pronunciation • Work Readiness skills 	<p>You will earn:</p> <ul style="list-style-type: none"> • Northstar Digital Literacy Certification <p>As a SNAP E&T participant you will get:</p> <ul style="list-style-type: none"> • An assessment of your skills and employment goals • Case management • Your certification fee paid for • Riptiks and or gas cards if you don't have transportation so you can get to class
 <p>GED Classes and Services</p> <p>This class is for intermediate and advanced English Language Learners who wish to prepare to take the GED. You will be taught the subject areas needed to pass the GED exam using real world examples that will help you prepare for employment.</p>	<p><i>Three sessions to choose from:</i> 9/17/18 – 12/14/18 1/14/19 – 3/22/19 4/1/19 – 6/14/19</p> <p>Total Hours: 52</p>	<p>You can enroll in GED Classes and Services if:</p> <ul style="list-style-type: none"> • You read at or above the 6th grade level (you will be tested) 	<p>You will learn:</p> <ul style="list-style-type: none"> • Math skills • Reading skills • Writing skills • GED test preparation • Problem-solving • Time management • Job Search skills • Resume writing • Computer basics 	<p>You will earn:</p> <ul style="list-style-type: none"> • Northstar Digital Literacy Certification <p>As a SNAP E&T participant you will get:</p> <ul style="list-style-type: none"> • An assessment of your skills and employment goals • Case management • All of your books and materials and your certification paid for • Riptiks and or gas cards if you don't have transportation so you can get to class





COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p>OneStop Technology Classes</p> <p>Digital Literacy courses offered at the Providence, RI netWorkri location.</p> <p>You will learn basic skills needed to perform tasks on computers and online. The ability of adults to perform these tasks can be assessed through online, self-guided modules. Included are basic computer digital literacy standards and modules in six main areas: Basic Computer Use, Internet, Windows Operating System, Mac OS, Email, and Word Processing (Word).</p> <p>When individuals pass the assessments at approved sites, they can obtain the Northstar Digital Literacy Certificate. This provides a credential for employment.</p>	<p>Three sessions to choose from: 9/17/18 – 12/14/18 1/14/19 – 3/22/19 4/1/19 – 6/14/19</p> <p>Total Hours: 24</p>	<p>You can enroll in a digital literacy course if:</p> <ul style="list-style-type: none"> You are motivated and ready to learn 	<p>You will learn:</p> <ul style="list-style-type: none"> Basic Computer Use Internet Windows Operating System Mac OS Email Word Processing 	<p>You will earn:</p> <ul style="list-style-type: none"> Northstar Digital Literacy Certificate <p>As a SNAP E&T participant, you will get:</p> <ul style="list-style-type: none"> Riptiks and or gas cards if you don't have transportation so you can get to class Access to the Learning Lounge where you can get academic and technology support along with an assessment of your progress




Rhode Island Regional Adult Learning


191 Social Street, 3rd Floor, Suite 11, Woonsocket 401-762-3841

COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p>Woonsocket Even Start Adult Basic Education (ABE)</p> <p>ABE program provides reading, writing, math and digital literacy skills needed to prepare for the NEDP or GED or entrance into an occupational skills training.</p>	<p>10/1/18 – 6/30/19 Total Hours: 360</p>	<p>You can enroll in this program if you:</p> <ul style="list-style-type: none"> • Have low levels of literacy 		<p>As a SNAP E&T participant you will get:</p> <ul style="list-style-type: none"> • The books you'll need for class and all of your certifications paid for • Ongoing case management and career counseling • NorthStar Digital Literacy Certificate • GED Diploma once you pass the GED test
 <p>English for Speakers of Other Languages (ESOL)</p> <p>Woonsocket Even Start</p> <p>ESOL with Woonsocket Even Start provides instruction in reading, writing, listening, speaking, math and digital literacy necessary to enter into a training program, enter NEDP or GED preparation, or find employment.</p>	<p>10/1/18 – 6/30/19 Monday & Wednesday 9:30 – 12:30 Tuesday & Thursday 9:30 – 12:30 Total Hours: 180</p>	<p>You can enroll in ESOL if:</p> <ul style="list-style-type: none"> • Are 18 years of age or older • You want to improve your English so that you can reach your career goals 		<p>As a SNAP E&T participant you will get:</p> <ul style="list-style-type: none"> • The books you'll need for class and all of your certifications paid for • Ongoing case management and career counseling • NorthStar Digital Literacy Certificates




COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p>Transition to College (TTC)</p> <ul style="list-style-type: none"> Transition to College is a, which prepares adults to enter college. Transition to College is college preparatory course for students who have graduated from high school and know that college is in their future. TTC provides students with more intense academic preparation before beginning a college program. 	<p>1/1/19 – 6/30/19 7/1/19 – 12/31/19</p> <p>Total Hours: 240</p>	<p>You can enroll in TTC if:</p> <ul style="list-style-type: none"> You have a high school diploma You are a U.S. citizen and/or have permanent residency You are a Rhode Island resident You have basic computer skills 	<p>You will learn:</p> <ul style="list-style-type: none"> Career exploration Reading, writing and math for college College study and survival skills 	<p>As a SNAP E&T participant you will get:</p> <ul style="list-style-type: none"> Ongoing counseling with an academic advisor Help from a mentor during the Transition to College course and after you enter college The books you'll need for class and all of your certifications paid for NorthStar Digital Literacy Certificates




COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p>Adult Basic Education/GED</p> <p>Skill Building and GED classes are open enrollment. You can start at a time that works for you. You will learn in the classroom and one-on-one with teachers And you will work at your own speed.</p> <p>Also available:</p> <p>GED Fast Track: An Adult Secondary Education (ASE) course for students with advanced academic skills that quickly reviews key topics and skills needed to earn a GED.</p>	<p>10/1/18 – 9/30/19 Open enrollment</p> <p>Total Hours: 12/week</p> <p>Morning and afternoon sessions Monday through Thursday</p>	<p>You can enroll in Adult Basic Education/ GED if:</p> <ul style="list-style-type: none"> Your test scores in reading and math show you are at the right skill level: 5th grade – Reading 3rd grade- Math An in-depth assessment shows you are ready You are motivated You can commit to coming to class on time, and all of the time 	<p>You will learn:</p> <ul style="list-style-type: none"> Math skills Reading skills Writing skills GED test preparation Study skills Problem-solving Time management Job Search skills Resume writing Computer basics Goal setting How to better manage your money so that you can be more financially stable 	<p>You will earn:</p> <ul style="list-style-type: none"> Northstar Digital Literacy Certificate GED certificate <p>As a SNAP E&T participant you will get:</p> <ul style="list-style-type: none"> All of your certificates paid GED test fees paid Interview clothing so you can look your best!



COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p>Process Tech Program</p> <p>This boot-camp-style training will rapidly teach you the skills you'll need to find a job as a Process Technologist in the bioscience, pharmaceutical, environmental, chemical manufacturing, and beverage brewing industries</p> <p>Training will combine classroom and hands-on instruction with instrumentation and software. You must interview for this training and receive an assessment to identify your career goals. Taught by CCRI instructors.</p>	<p>10/1/18 – 12/8/18 Total Hours: 300</p>	<p>You can enroll in the Process Tech Program if:</p> <ul style="list-style-type: none"> You have a high school diploma or equivalent 	<p>You will learn:</p> <ul style="list-style-type: none"> Chemical processing and government regulations Safety and workplace responsibilities Physical properties and determinations Chemical calculations; handling chemicals Pressure and vacuum Sampling Fluid mechanics and plumbing Computer control and monitoring systems Standard operating procedures; basic electricity Process operations <p>You will also receive training in:</p> <ul style="list-style-type: none"> Soft skills/work readiness to help you succeed on the job 	<p>You will earn:</p> <ul style="list-style-type: none"> Process Technologist Certificate <p>As a SNAP E&T participant you will get:</p> <ul style="list-style-type: none"> An assessment of you skills and employment goals Training materials and books needed for the program Your certification fee paid Riptiks and/or gas cards if you don't have transportation to help you get to class



COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p>Work Readiness Training</p> <p>The first half of Year Up's program is the Learning and Development phase, during which you receive classroom instruction and develop marketable skills in a high-growth career field, such as information technology and business operations. They also learn important soft skills necessary for succeeding in the workplace.</p> <p>In the second half of the year, you will apply what you have learned and gain valuable work experience by interning with one of our over 25 corporate partners in the Providence region.</p>	<p>Learning and Development 9/4/18 – 7/26/19</p> <p>Internship 3/5/19 – 1/31/2</p> <p>Total Hours: 1,700</p>	<p>You can enroll in Work Readiness Training if:</p> <ul style="list-style-type: none"> You have a High School Diploma/GED 	<p>You will learn:</p> <ul style="list-style-type: none"> Technology operations Business operations Business writing Critical thinking Time management Workplace norms Personal Finance Many other key work and life skills <p>In the second half of the year, during your internship, you will spend:</p> <ul style="list-style-type: none"> 4 ½ days at your internship site each week ½ day each week at Year Up taking more professional development workshops 	<p>You will earn:</p> <ul style="list-style-type: none"> Up to 30 college credit recommendations through our partnership with the American Council on Education (ACE) Helpdesk Institute (HDI) <p>As a SNAP E&T participant you will get:</p> <ul style="list-style-type: none"> Riptiks and/or gas cards if you don't have transportation to make sure you can get to class and your internship <p>In addition you will get wrap around supports like:</p> <ul style="list-style-type: none"> Case management Job coaching to help you understand your career options and set goals



SNAP E&T is a program of RI DHS,
administered by LISC RI



Nondiscrimination Statement:
www.fns.usda.gov/usda-nondiscrimination-statement