

# YOUR ROAD TO WORK

FY24

Vendors &  
Courses Offered





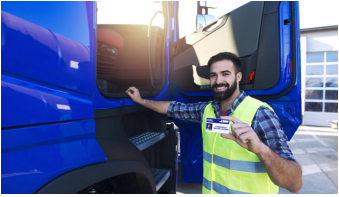

October 1, 2023–September 30, 2024






LISC RI


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


COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Amos Culinary Education (ACE)</b></p> <p>The ACE program is a 11-week culinary program that gives you classroom, kitchen and real-world experiences with practicum rotations in culinary arts.</p>	<p><i>Five sessions to choose from:</i></p> <p>11/13/23 – 2/2/24            11/10/24 – 3/29/24            3/20/24 – 6/7/24            5/29/24 – 8/16/24            9/4/24 – 11/22/24</p> <p><b>Hours/week:</b> 30  <b>Total hours:</b> 150</p> <p><b>Participants must complete Workforce Essentials before enrolling in Amos House Culinary Education</b></p>	<p>You can <b>enroll</b> in ACE if you:</p> <ul style="list-style-type: none"> <li>• Are willing to work!</li> <li>• Have a 5th grade reading level (you will be tested), exceptions may be made</li> <li>• Can lift 50 pounds</li> <li>• Can stand for an 8 hour shift</li> <li>• Can follow verbal and written instructions</li> <li>• Are willing to take random drug tests</li> </ul>	<p>You will <b>learn:</b></p> <ul style="list-style-type: none"> <li>• Food safety and sanitation</li> <li>• Basic nutritional science</li> <li>• Recipes and menu development</li> <li>• Cooking tools and equipment</li> <li>• Kitchen knife skills</li> <li>• Kitchen management</li> <li>• Food preparation, storage and handling</li> <li>• Measurement and conversion</li> <li>• Customer service</li> <li>• The history and diversity of food preparation</li> </ul> <p>And, to make sure you are ready for work, you will <b>learn:</b></p> <ul style="list-style-type: none"> <li>• How to be your best on the job</li> <li>• How to handle life challenges that can get in the way of work</li> <li>• How to manage your money so that you can become financially stable</li> </ul>	<p>You will <b>earn:</b></p> <p>Industry certifications including -</p> <ul style="list-style-type: none"> <li>• ServSafe Food Handler</li> <li>• ServSafe Allergen</li> <li>• TIPS</li> <li>• ServSafe Manager - As required by employer</li> </ul> <p>As a SNAP E&amp;T participant, you will <b>get:</b></p> <ul style="list-style-type: none"> <li>• A uniform and the books you'll need for class</li> <li>• All of your certifications paid for</li> <li>• Riptiks and/or gas cards if you don't have transportation, to make sure you can get to class</li> <li>• Help finding and keeping a job that's right for you</li> <li>• Case management</li> </ul>
 <p><b>Amos House Building Trades</b></p> <p>This is a 11-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>Five sessions to choose from:</i></p> <p>11/13/23 – 2/2/24            11/10/24 – 3/29/24            3/20/24 – 6/7/2024            5/29/24 – 8/16/24            9/4/24 – 11/22/24</p> <p><b>Hours/week:</b> 30  <b>Total hours:</b> 180</p> <p><b>Participants must complete Workforce Essentials before enrolling in Amos House Building Trades</b></p>	<p>You can <b>enroll</b> in Building Trades Training if:</p> <ul style="list-style-type: none"> <li>• You are willing to work</li> <li>• You have 9th grade reading and math skills (you will be tested) exceptions may be made</li> <li>• You are able to lift things, stand, bend, climb and carry materials (up to 50 lbs)</li> <li>• You can follow verbal and written instructions</li> <li>• You are willing to take random drug tests</li> </ul>	<p>You will <b>learn:</b></p> <ul style="list-style-type: none"> <li>• Construction of stairs</li> <li>• Installation of doors/windows</li> <li>• Framing/Drywalling</li> <li>• Floor systems</li> <li>• Hand/power tool safety</li> <li>• Blueprint reading</li> <li>• Basic plumbing and electrical</li> </ul> <p>And, to make sure you are <b>ready for work</b>, you will <b>learn:</b></p> <ul style="list-style-type: none"> <li>• How to be your best on the job</li> <li>• How to handle life challenges that can get in the way of work</li> <li>• How to manage your money so that you can become financially stable</li> </ul>	<p>You will <b>earn:</b></p> <p>Industry certifications including -</p> <ul style="list-style-type: none"> <li>• OSHA 10 or OSHA 30</li> <li>• 8-hour Lead Renovator/Remodeler</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get:</b></p> <ul style="list-style-type: none"> <li>• Riptiks If you don't have transportation, to make sure you can get to class</li> <li>• A uniform and the books you'll need for class</li> <li>• All your certifications paid for</li> <li>• Help finding and keeping a job that's right for you!</li> <li>• Continued support after you are employed</li> <li>• Case management</li> </ul>

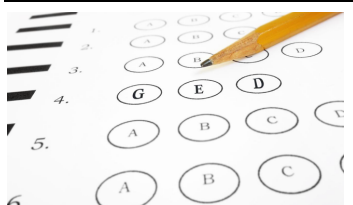
COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>CDL</b></p> <p>Students will attend a 4-week prep class which will include math and reading, test-taking strategies and industry-specific topics. After the student obtains a CDL permit, they will begin the driver training with the RI Teamsters.</p>	<p><i>Five sessions to choose from:</i></p> <p>11/13/23 – 3/15/24                      1/10/24 – 5/10/24                      3/20/24 – 7/19/24                      5/26/24 – 9/27/24                      9/4/24 – 12/3/24</p> <p><b>Hours/week:</b> 30  <b>Total hours:</b> 240</p> <p><b>Participants must complete Workforce Essentials before enrolling in Amos House CDL</b></p>	<p>You can <b>enroll</b> in CDL if:</p> <ul style="list-style-type: none"> <li>You want to learn to drive a tractor trailer</li> <li>You have a clean driving record of at least 2 years</li> <li>You have the ability to pass DOT physical test</li> <li>You have the ability to pass DOT drug test</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>Contextualized math and literacy</li> <li>Test taking strategies</li> <li>Industry-specific terms and prepare to take the CDL test</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>Commercial Driver's Permit</li> <li>Commercial Driver's License</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>An assessment of your skills and employment goals</li> <li>Case management</li> <li>Career coaching</li> <li>Access to financial coaching</li> <li>Job placement assistance</li> <li>Riptiks and/or gas cards if you don't have transportation to make sure you can get to class</li> </ul>
 <p><b>Customer Service</b></p> <p>Customer service students will receive 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>Five sessions to choose from:</i></p> <p>11/13/23 – 1/19/24                      1/10/24 – 3/8/24                      3/20/24 – 5/17/24                      5/29/24 – 7/26/24                      9/4/24 – 10/1/24</p> <p><b>Hours/week:</b> 20  <b>Total hours:</b> 100</p> <p><b>Participants must complete Workforce Essentials before enrolling in Amos House Customer Service</b></p>	<p>You can <b>enroll</b> in Customer Service if:</p> <ul style="list-style-type: none"> <li>You want to work in the customer service field</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>Customer service skills</li> <li>Call center basics</li> <li>What the center work environment is like</li> <li>How to communicate clearly</li> <li>How to manage your stress</li> <li>How to display the right attitude</li> <li>How to appropriately handle customer challenges and complaints</li> <li>How to address customer and prospect needs</li> <li>How the sales process works</li> <li>Strategies to generate and close sales</li> <li>Understanding the call center work environment</li> <li>Appropriate techniques for greetings, closings, holds, transfers and call backs</li> <li>How to control voice tone to boost effective call center communication</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>Northstar Digital Literacy (Microsoft Office Certification)</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>An assessment of your skills and employment goals</li> <li>Case management</li> <li>Career coaching</li> <li>Access to financial coaching</li> <li>Job placement assistance</li> <li>Riptiks and/or gas cards if you don't have transportation to make sure you can get to class</li> </ul>

COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Job Retention</b></p> <p>Participants that have successfully completed a vocational training and/or Job Search and have gotten a job will be placed in Job Retention. Each participant will receive help with transportation, meet with a financial coach and an employment coach to help them manage their money and keep their job.</p>	<p>10/1/23 – 9/30/24</p> <p><b>Total hours:</b> 1-4 per month</p>	<p>You can <b>enroll</b> in Job Retention at Amos House if you:</p> <ul style="list-style-type: none"> <li>• Successfully complete a vocational training or Job Search</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>• Conflict resolution in the workplace</li> <li>• Managing your money</li> <li>• Career coaching</li> </ul>	<p>As a SNAP E&amp;T participant, you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• Monthly meetings with your employment and financial coaches</li> <li>• Help with transportation to be sure you can get to work</li> </ul>
 <p><b>Job Search</b></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><b>Total hours:</b> Varies</p>	<p>You can <b>enroll</b> in Job Search at Amos House if you:</p> <ul style="list-style-type: none"> <li>• Are willing to work!</li> <li>• Are a guest in Amos House's Transitional Program</li> <li>• Actively looking for work</li> <li>• Referred by DHS SNAP ET program</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>• How to create a professional resume</li> <li>• Interview skills and practice them</li> <li>• Basic computer skills so you can fill out online job applications</li> </ul> <p>During your weekly meetings with a Job Coach, you will:</p> <ul style="list-style-type: none"> <li>• Contact employers for information about jobs</li> <li>• Complete job applications</li> <li>• Follow-up on applications you have already submitted</li> <li>• Plan your action steps for the coming week</li> </ul>	<p>As a SNAP E&amp;T participant, you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• An assessment of your skills and employment goals</li> <li>• One-on-one time with a case manager</li> <li>• Help planning your job and career goals and completing an employment plan</li> <li>• Riptiks and/or gas cards if you don't have transportation, to make sure you can get to class</li> </ul>




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 <p><b>Workforce Essentials</b></p> <p>This 3-week training program provides training in work-preparation skills, including understanding employer expectations, resume development and interview skills, communication skills, conflict resolution, self-awareness, and professionalism. Students will develop individual learning plans based on their career goals and industry pathway.</p>	<p><i>Five sessions to choose from:</i></p> <p>11/13/23 – 12/6/23            1/10/24 – 2/2/24            3/20/24 – 4/12/24            5/29/24 – 6/21/24            9/4/24 – 9/27/24</p> <p><b>Hours/week:</b> 30  <b>Total hours:</b> 90</p> <p>Participants must pre-register one week prior to start of class</p>	<p>You can <b>enroll</b> in Workforce Essentials if:</p> <ul style="list-style-type: none"> <li>You have an employment goal</li> </ul>	<p>You will <b>learn</b>:</p> <p>Workforce Essentials:</p> <ul style="list-style-type: none"> <li>Contextualized math and literacy instruction.</li> <li>Digital literacy skills</li> <li>How to manage your money so that you can become more financially stable</li> <li>Understanding employer expectations</li> <li>Professionalism</li> <li>Work-readiness so you can succeed on the job</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>Northstar Digital Literacy (Microsoft Office Certification)</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>An assessment of your skills and employment goals</li> <li>Case management</li> <li>Career coaching</li> <li>Access to financial coaching</li> <li>Job placement assistance</li> <li>Riptiks and/or gas cards if you don't have transportation to make sure you can get to class</li> </ul>



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 <p><b>Refugee Adult Job Training Program</b></p> <p>Beautiful Day's Refugee Adult Job Training Program provides job training and readiness skills to refugees recently resettled in Rhode Island who need extra support before they are ready to succeed in permanent jobs. Our trainees improve their English, gain exposure to American work culture, and grow in confidence as they work in our kitchen producing and packaging our gourmet granolas, coffees and hummus and selling them in farmers markets.</p>	<p><i>Four sessions to choose from:</i></p> <p>9/5/23 – 12/22/23            1/15/24 – 4/26/24            4/29/24 – 8/30/24            9/3/24 – 12/20/24</p> <p><b>Hours/week:</b> 25  <b>Total hours:</b> 300</p>	<p>You can <b>enroll</b> if:</p> <ul style="list-style-type: none"> <li>• You are Ready to Work</li> <li>• Refugee living in Rhode Island</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>• Job Readiness Skills, Food Safety</li> </ul>	<p>As a SNAP E&amp;T Participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• Ongoing case management</li> <li>• Potential: Serve Safe Food Handler Certification</li> </ul>


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 <p><b>Certified Nursing Assistant</b></p> <p>Lecture: This course helps develop the technical skills, compassion, communication, and critical thinking skills necessary to function effectively in a health care setting. A humanistic approach to caregiving is a theme during lecture to ensure students practice this approach throughout their career.</p> <p>Skill Lab: Students will learn the 23 skills necessary to take the National Nursing Assistant Assessment Program (NNAAP) Examination. Students will receive in-person instruction in a nursing lab to prepare for the skills evaluation portion of the NNAAP examination.</p> <p>Clinical: Students will work in a in a real health care-setting, supervised by a CCRI CNA instructor that is a registered nurse, by applying the knowledge gained through lectures and skill labs acting as a Nursing Assistant.</p> <p>Successful completion of each component of the CNA training program positions the student to receive a 120 temporary CNA license through Rhode Island Department of Health and the opportunity to sit for the NNAAP Examination within a year of class completion date.</p>	<p><i>Six sessions to choose from:</i></p> <p>1/16/24 – 4/5/24                  2/6/24 – 4/26/24                  2/27/24 – 5/16/24                  5/14/24 – 8/6/24                  9/10/24 – 12/2/24                  9/10/24 – 12/20/24</p> <p>Classes take place at the Lincoln campus.</p> <p>Class is a combination of remote classroom learning with hands-on technical skills.</p> <p><b>Hours Per Week:</b> 20  <b>Total hours of training:</b> 240</p> <p>Preregistration required: Yes – 6 weeks before start of class                  Orientation required: Yes – 4 weeks before start of class</p>	<p>You can <b>enroll</b> if:</p> <ul style="list-style-type: none"> <li>• High School Credential</li> <li>• You pass English literacy test</li> <li>• Pass a background check</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>• You pass English literacy test</li> <li>• Diet and Nutrition</li> <li>• Safety and Infection Control</li> <li>• Assisting Patients with Daily Activities</li> <li>• Techniques for Feeding Patients</li> <li>• Basic Life Support Cardiopulmonary Resuscitation (CPR) and First Aid</li> <li>• Correct Procedures on Moving and Adjusting Patients</li> <li>• Anatomy and Physiology</li> <li>• Patient Documentation and Recording</li> <li>• Communication Skills</li> <li>• Proper Hygiene</li> <li>• Taking Vital Signs</li> <li>• Medical Ethics and Terminology</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>• American Heart Association BLS/CPR Certification</li> <li>• Certified Nursing Assistant Training Program Certificate</li> <li>• 120 Day Temporary CNA State License</li> <li>• Eligibility for RI Nursing Assistant licensing examination</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• Help paying for childcare while you are enrolled (if you qualify)</li> <li>• All of your training certificates paid</li> <li>• A uniform if your new job requires it</li> <li>• If you qualify, Riptiks and/or gas cards if you don't have transportation to make sure you can get to class</li> </ul> <p>In addition to training you will <b>get</b> wrap around supports:</p> <ul style="list-style-type: none"> <li>• Employment Coaching with Recruiter</li> <li>• Case Management</li> <li>• Help getting all of the income supports you qualify</li> </ul>



COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>GED</b> Students work at their own pace to develop their skills in literacy, math, science and social studies to prepare for the GED exam.</p>	<p>Three sessions to choose from:                      10/23/23 – 12/22/23                      1/22/24 – 3/22/24                      4/1/24 – 5/31/24</p> <p>Classes take place at the Providence campus.</p> <p><b>Hours/week:</b> 17  <b>Total hours:</b> 136</p>	<p>You can <b>enroll</b> in GED if:</p> <ul style="list-style-type: none"> <li>• Must be at least 18 years old</li> <li>• Not have High School Diploma</li> </ul>	<p>Work on skills in the areas of:</p> <ul style="list-style-type: none"> <li>• Literacy</li> <li>• Math</li> <li>• Science</li> <li>• Social Studies</li> </ul>	<p>Certification:</p> <ul style="list-style-type: none"> <li>• GED</li> </ul> <p>Benefits:</p> <ul style="list-style-type: none"> <li>• Transportation Assistance</li> <li>• Books</li> </ul>






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 <p><b>Job Retention</b></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.</p> <p><b>Total hours:</b> Varies</p>	<p>You can <b>enroll</b> in Job Retention if:</p> <ul style="list-style-type: none"> <li>You complete one of the trainings</li> <li>You find a job as a result of your training</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>About wage increases and promotions that might be available to you</li> <li>Ways to address any personal and financial barriers that you may have while in your new job</li> <li>How to manage your money so that you can become more financially stable</li> </ul>	<p>As a SNAP E&amp;T participant, you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>Job coaching</li> <li>Career pathway planning</li> <li>Support from a case manager</li> <li>RIPTIKS and/or gas cards if you don't have transportation to make sure you can get to work</li> </ul>
 <p><b>Job Search Training</b></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><i>One session available:</i></p> <p>4/15/24 – 4/19/24</p> <p><b>Hours/week:</b> 36</p> <p><b>Total hours:</b> 36</p>	<p>You can <b>enroll</b> in Job Search if:</p> <ul style="list-style-type: none"> <li>You are ready to work.</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>How to find jobs that are right for you</li> <li>How to tailor your resume to each job you apply for</li> <li>How to write a cover letter for each job you apply for</li> <li>Interview and communication skills</li> <li>The importance of teamwork</li> <li>How to dress for success</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>Certificate of Completion from Northern RI Career Academy</li> </ul> <p>You will <b>get</b>:</p> <ul style="list-style-type: none"> <li>Ongoing case management</li> <li>Evaluations on what you learned in the component you completed</li> <li>Career counseling</li> <li>Job coaching and advising</li> <li>Job search support</li> <li>Case management</li> </ul>
 <p><b>Workforce Readiness and Vocational Training</b></p> <p>CCF's Workforce Readiness and Vocational training will be tailored to your individual skills and needs.</p>	<p><i>Two sessions to choose from:</i></p> <p>2/26/24 – 4/12/24</p> <p>9/16/24 – 11/1/24</p> <p><b>Hours/week:</b> 35</p> <p><b>Total hours:</b> 245</p>	<p>You can <b>enroll</b> in Education and Work Readiness if:</p> <ul style="list-style-type: none"> <li>You are ready and willing to learn!</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>Math and reading through online courses</li> <li>The skills you'll need to be your best on the job</li> <li>What business writing is and how to do it</li> <li>How to write a resume</li> <li>Interviewing skills</li> <li>How to manage your money so that you can become more financially stable</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>Certificate of Completion from Northern RI Career Academy</li> </ul> <p>As a SNAP E&amp;T participant, you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>A thorough assessment of your job skills and interests</li> <li>Ongoing help from a case manager</li> <li>Career counseling</li> <li>Riptiks and/or gas cards if you don't have transportation to make sure you can get to class</li> </ul>



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 <p><b>Job Search</b></p> <p>Each participant meets with an Employment Specialist to design a program based on individual needs and goals.</p>	<p>Open enrollment for this program takes place every two weeks between: 10/1/23 – 9/30/24</p> <p><b>Total hours:</b> Varies depending on each person's progress.</p> <p>Participants must pre-register one week prior to training.</p>	<p><b>Prerequisite:</b> You can <b>enroll</b> in Job Search if:</p> <ul style="list-style-type: none"> <li>You are ready to work</li> </ul>	<p><b>You will learn:</b></p> <ul style="list-style-type: none"> <li>Career Awareness</li> <li>Resume writing</li> <li>Interviewing Skills</li> <li>Networking</li> <li>Applying for jobs online</li> <li>Stress Management</li> </ul>	<p>As a SNAP E&amp;T participant, you will <b>get:</b></p> <ul style="list-style-type: none"> <li>Riptiks and/or gas card if you don't have transportation to make sure you can get to class.</li> <li>Case management</li> </ul>
 <p><b>Learning Center Adult Education</b></p> <p>One-on-one and small group instruction at The Learning Center helps you meet your educational goals.</p> <p>You have <b>two choices:</b></p> <ul style="list-style-type: none"> <li>Adult Basic Education</li> <li>Preparing for a Job Training</li> </ul>	<p>Open enrollment for this program takes place every two weeks between: 10/1/23 – 9/30/24</p> <p><b>Total hours:</b> Varies depending on each person's progress.</p> <p>Participants must pre-register one week prior to training.</p>	<p>You can <b>enroll</b> in the Learning Center if:</p> <ul style="list-style-type: none"> <li>You are willing and ready to learn!</li> </ul>	<p><b>You will learn:</b></p> <p>In <i>Adult Basic Education (ABE)</i></p> <ul style="list-style-type: none"> <li>Computer skills</li> <li>How to build your reading, writing and math skills</li> <li>Prepare to study for a High School credential</li> </ul> <p>In <i>Preparing for Job Training</i></p> <ul style="list-style-type: none"> <li>Computer skills</li> <li>A variety of skills you'll need to enroll in a job training program</li> </ul>	<p>As a SNAP E&amp;T participant, you will <b>get:</b></p> <ul style="list-style-type: none"> <li>Riptiks and/or gas card if you don't have transportation to make sure you can get to class.</li> <li>Case management</li> </ul>

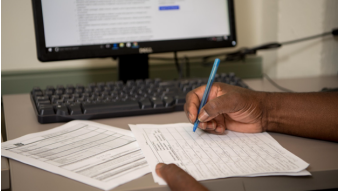
COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Roads to Success Employment Program</b></p> <p>Roads to Success Program is a job readiness program. First, you will meet with a Job Specialist to plan a program that fits your needs and goals. Then, you will get help as you carry out 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><b>Total hours:</b> Vary</p>	<p>You can <b>enroll</b> in this training if:</p> <ul style="list-style-type: none"> <li>You are ready and willing to find a job!</li> </ul>	<p>You will <b>learn</b> (depending on the plan you develop and the topics you choose with the Job Specialist):</p> <ul style="list-style-type: none"> <li>Career awareness</li> <li>How to write a professional resume</li> <li>Effective interviewing skills</li> <li>How to network to let people know your skills and interests and that you are looking for work</li> <li>How to apply for jobs online</li> <li>Stress management</li> </ul> <p>During <b>weekly meetings</b> you will:</p> <ul style="list-style-type: none"> <li>Complete job applications</li> <li>Follow-up on applications you've already sent in</li> <li>Contact potential employers</li> <li>Plan your steps for the next week!</li> </ul>	<p>As a SNAP E&amp;T participant, you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>Riptiks and/or gas cards if you don't have transportation to make sure you can get to class</li> <li>Case management</li> </ul>

COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Administrative Professional Training</b> (morning classes)</p> <p>Class prepares students for entry-level administrative jobs as administrative assistants, customer service representatives, office staff, receptionists and more.</p>	<p><i>Two sessions to choose from:</i>                      10/10/23 – 12/7/23                      4/16/24 – 6/6/24</p> <p><b>Hours per week:</b> 20  <b>Total Hours:</b> 160</p>	<p><b>Prerequisite:</b> CASAS score of 215</p> <p>Orientation four weeks prior to start of class</p>	<p>You will <b>learn:</b></p> <ul style="list-style-type: none"> <li>• Communication - face to face, phone, email, social media</li> <li>• Customer Service -</li> <li>• Office Technology - Word, Excel, PowerPoint, Outlook, etc.</li> <li>• Data and Privacy</li> <li>• Basics of Business</li> <li>• Money-personal finance and dealing with money at work</li> <li>• Task management, planning, etc.</li> <li>• Soft skills</li> <li>• Resumes, interviews, cover letters, and other job application considerations</li> <li>• Work Safety / OSHA</li> <li>• Rights</li> <li>• Ethics</li> </ul>	<p>As a SNAP E&amp;T participant, you will <b>get:</b></p> <ul style="list-style-type: none"> <li>• Riptiks if you don't have transportation to make sure you can get to class</li> <li>• Help paying for childcare (if you qualify and can't get it through CCAP)</li> <li>• Your testing, training certifications and registration fees paid</li> <li>• All of your books and training materials free</li> <li>• Case management</li> </ul>
 <p><b>Administrative Professional Training</b> (evening classes)</p> <p>Class prepares students for entry-level administrative jobs as administrative assistants, customer service representatives, office staff, receptionists and more.</p>	<p>1/16/24 – 3/7/24</p> <p><b>Hours per week:</b> 20  <b>Total Hours:</b> 160</p>	<p><b>Prerequisite:</b> CASAS score of 215</p> <p>Orientation four weeks prior to start of class</p>	<p>You will <b>learn:</b></p> <ul style="list-style-type: none"> <li>• Communication - face to face, phone, email, social media</li> <li>• Customer Service -</li> <li>• Office Technology - Word, Excel, PowerPoint, Outlook, etc.</li> <li>• Data and Privacy</li> <li>• Basics of Business</li> <li>• Money-personal finance and dealing with money at work</li> <li>• Task management, planning, etc.</li> <li>• Soft skills</li> <li>• Resumes, interviews, cover letters, and other job application considerations</li> <li>• Work Safety / OSHA</li> <li>• Rights</li> <li>• Ethics</li> </ul>	<p>As a SNAP E&amp;T participant, you will <b>get:</b></p> <ul style="list-style-type: none"> <li>• Riptiks if you don't have transportation to make sure you can get to class</li> <li>• Help paying for childcare (if you qualify and can't get it through CCAP)</li> <li>• Your testing, training certifications and registration fees paid</li> <li>• All of your books and training materials free</li> <li>• Case management</li> </ul>


COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>ESOL and GED</b></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"> <li>• English as a Second Language (ESL) so you can speak, read and write in English</li> <li>• Adult Basic Education to improve your reading, writing and math skills</li> <li>• High School Equivalency (HSE) such as GED</li> </ul>	<p><i>Admissions is on a rolling basis with classes meeting at a variety of times including evenings.</i></p> <p>9/11/23 – 8/24/24</p> <p><b>Total hours:</b> Varies</p> <p>Participants must pre-register, complete a CASAS test and other assessment, and attend an orientation prior to starting training.</p>	<p>You can <b>enroll</b> in Education and Training if:</p> <ul style="list-style-type: none"> <li>• Beginning ESL classes – no requirements</li> <li>• ABE classes – no requirements</li> <li>• High School Equivalency (HSE) such as GED (ABE) – no requirements</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>• How to use a computer to get you ready for the workforce</li> <li>• Job counseling to help you connect with employers</li> <li>• Career goal setting</li> <li>• Resume writing</li> <li>• Cover letter writing</li> <li>• Reference letter writing</li> <li>• How to interview</li> <li>• How to be your best on the job</li> </ul> <p>Plus, you will:</p> <ul style="list-style-type: none"> <li>• Participate in job fairs</li> <li>• Get help with your job search</li> </ul>	<p>As a SNAP E&amp;T participant, you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• Riptiks if you don't have transportation to make sure you can get to class</li> <li>• Help paying for childcare (if you qualify and can't get it through CCAP)</li> <li>• Your testing, training certifications and registration fees paid</li> <li>• All of your books and training materials free</li> <li>• Case management</li> </ul>
 <p><b>Teacher Assistant Training</b> (morning classes)</p> <p>Students learn the skills necessary to work with children and assist teachers in classroom management.</p>	<p>1/16/24 – 3/21/24</p> <p><b>Hours per week:</b> 20</p> <p><b>Total hours:</b> 200</p>	<p><b>Prerequisite:</b> CASAS score of 215</p> <p>Orientation four weeks prior to start of class</p>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>• Classroom Management, Soft Skills and Job Readiness</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>• ParaPro Certification</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• Riptiks if you don't have transportation to make sure you can get to class</li> <li>• Help paying for childcare (if you qualify and can't get it through CCAP)</li> <li>• Your testing, training certifications and registration fees paid</li> <li>• All of your books and training materials free</li> <li>• Case management</li> </ul>


COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Teacher Assistant Training</b> (evening classes)</p> <p>Students learn the skills necessary to work with children and assist teachers in classroom management</p>	<p><i>Two sessions to choose from:</i> 10/10/23 – 12/14/23 4/16/24 – 6/20/24</p> <p><b>Hours per week:</b> 20 <b>Total hours:</b> 200</p>	<p><b>Prerequisite:</b> CASAS score of 215</p> <p>Orientation four weeks prior to start of class</p>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>• Classroom Management, Soft Skills and Job Readiness</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>• ParaPro Certification</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• Riptiks if you don't have transportation to make sure you can get to class</li> <li>• Help paying for childcare (if you qualify and can't get it through CCAP)</li> <li>• Your testing, training certifications and registration fees paid</li> <li>• All of your books and training materials free</li> <li>• Case management</li> </ul>



COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Basic Education</b></p> <p>Participants will receive case management, career counseling, transition planning and math tutoring</p>	<p>10/1/23 – 9/30/24</p> <p><b>Total hours of training per week:</b> 23</p> <p><b>Total component hours:</b> Varies</p>	<p>You can <b>enroll</b> in Basic Education if:</p> <ul style="list-style-type: none"> <li>• Out of school youth ages 18 and older, or an emancipated minor with an Alternative Learning Agreement</li> </ul>	<p>You will receive basic education support to assist with the GED Ready and GED tests.</p>	<p>You can <b>earn</b>:</p> <ul style="list-style-type: none"> <li>• GED</li> </ul> <p>As a SNAP E&amp;T participant, you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• One-on-one case management</li> <li>• Basic education support</li> <li>• Riptiks and/or gas cards if you don't have transportation, to make sure you can get to class</li> </ul>
 <p><b>Job Retention</b></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>10/1/23 – 9/30/24</p> <p><b>Total hours:</b> Hours will vary depending on the individual's need over three months (90 days)</p>	<p>You can <b>enroll</b> in Job Retention if:</p> <ul style="list-style-type: none"> <li>• You are enrolled in the Works Wonder program and get a job</li> <li>• You are a youth affected by foster care</li> <li>• Ages 18-24</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>• Appropriate workplace behavior</li> <li>• How to handle conflicts in the workplace</li> <li>• How to address issues that come up that may impact your job performance</li> </ul>	<p>As a SNAP E&amp;T participant, you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• One-on-one job coaching to help you keep your job</li> <li>• Riptiks and/or gas cards if you don't have transportation to make sure you can get to work</li> <li>• Help paying for childcare while you are enrolled (if you qualify)</li> <li>• Case management</li> </ul>


COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Job Search Training</b></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:</i> 10/1/23 – 9/30/24</p> <p><b>Total hours:</b> Vary</p>	<p>You can <b>enroll</b> in Job Search Training if:</p> <ul style="list-style-type: none"> <li>• You are a youth affected by foster care</li> <li>• Enrolled in Works Wonders</li> <li>• Ages 18-24</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>• How to develop short and long term goals</li> <li>• Skills and strategies for self-advocacy</li> <li>• How to write a professional resume</li> <li>• How to search for jobs using internet search engines</li> <li>• How to complete job applications and assessments</li> <li>• Interview skills</li> <li>• How to keep a job</li> <li>• Skills to maintain professional relationships at work</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>• Certificate of completion for Works Wonders training</li> </ul> <p>As a SNAP E&amp;T participant, you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• An in-depth assessment of your career interests and skills</li> <li>• Books</li> <li>• Interview clothing</li> <li>• Riptiks and/or gas cards if you don't have transportation to make sure you can get to class</li> <li>• Help paying for childcare while you are enrolled (if you qualify)</li> </ul>





COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Certified Nursing Assistant (CNA)</b></p> <p>Our 12-week CNA Training Program helps adults learn the skills and earn the certifications they need to get a job in healthcare facilities throughout RI. Certified Nursing Assistants are hired at a range of different places, such as hospitals, long-term care facilities, adult day centers and homecare agencies. These jobs have the potential for full-time employment and benefits, as well as advancement and increased wages with continued training and education. Training participants receive the following resources free of charge: Professional Career Instruction; First Aid/CPR Certificate; Career Coaching; Preparation for State Exam; Alzheimer's Certificate; Financial Coaching; Internship at Local Facility; Literacy and Math Practice; Case Management. Students gain an understanding of HIPAA, common medical conditions, nutrition, and safety. Classes combine work readiness with content areas in a contextualized approach to building skills. Part of our LISC "Bridge to Career Opportunities" program that integrates wrap-around supports (Case Management/Income Supports, Employment Counseling, and Financial Coaching) to help trainees increase financial stability, and basic education instruction to bridge the skills gap and promote success in career pathway attainment Follow up for 18 months after graduation, with full access to support services. 120-hour internship with an employer-partner.</p>	<p><i>Three sessions to choose from:</i></p> <p>10/02/23 – 12/22/23 1/22/24 – 4/12/24 4/22/24 – 7/12/24</p> <p><b>Hours of training per week: 27.5</b></p> <p><b>Total hours: 330</b></p> <p>Participants must pre-register and attend an orientation four weeks prior to start of class.</p>	<p>You can <b>enroll</b> in CNA if:</p> <ul style="list-style-type: none"> <li>• Secondary Reading Level</li> <li>• Must pass a BCI</li> <li>• Must be vaccinated against COVID-19</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>• Anatomy and Physiology</li> <li>• Diet and Nutrition</li> <li>• Safety and Infection Control</li> <li>• Medical Ethics and Terminology</li> <li>• Patient Documentation and Reporting</li> <li>• Communication Skills</li> <li>• Assisting Patients with Daily Activities</li> <li>• Techniques for Feeding Patients</li> <li>• Cardiopulmonary Resuscitation (CPR) and First Aid</li> <li>• Proper Hygiene</li> <li>• Taking and Recording of Vital Signs</li> <li>• Correct Procedures on Moving and Adjusting Patients</li> </ul> <p>You will <b>also learn</b> work readiness skills like:</p> <ul style="list-style-type: none"> <li>• Professional behavior</li> <li>• Teamwork and collaboration</li> <li>• Good communication</li> <li>• And much more!</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>• First Aid/CPR Certification</li> <li>• Eligibility for RI Nursing Assistant licensing examination</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• Help paying for childcare while you are enrolled (if you qualify)</li> <li>• All of your training certificates paid</li> <li>• Interview clothing so you can look your best!</li> <li>• A uniform if your new job requires it</li> <li>• If you qualify, Riptiks and/or gas cards if you don't have transportation to make sure you can get to class</li> </ul> <p>In addition to training you will <b>get</b> wrap around supports:</p> <ul style="list-style-type: none"> <li>• Case Management</li> <li>• Financial Coaching</li> <li>• Employment Coaching</li> <li>• Help getting all of the income supports you qualify</li> <li>• A 40-hour internship with an employer</li> <li>• Follow-up for 18 months, with full access to support services</li> </ul>


COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Culinary</b></p> <p>Job training to prepare participants for employment as a Prep Cook, Line Cook, or Caterer. Trainees learn to prepare salads, stocks, soups &amp; mother sauces; fabricate meat cuts; develop knife skills; interpret &amp; convert recipes; identify &amp; use kitchen equipment and ingredients; serve customers in a micro bakery/snack bar business; develop work readiness skills; and work in groups and alone to achieve personal &amp; professional goals. Class is a "Bridge to Career Opportunities" program that includes wrap-around assistance (Case Management/Income Supports, Employment Counselor, and Financial Coach) to help participants improve financial stability and Basic Education instruction to bridge the skills gap and promote success in employment. Follow up for 18 months after graduation, with full access to support services. Five-week internships with an employer-partner.</p>	<p>Three sessions to choose from:                      9/19/23 – 12/16/23                      1/23/24 – 4/21/24                      5/22/24 – 8/25/24</p> <p>Dates subject to change, please contact Genesis Center to verify.</p> <p><b>Hours/week:</b> 27.5  <b>Total hours:</b> 357.5</p> <p>Participants must pre-register and attend an orientation three weeks prior to start of class.</p>	<p>You can <b>enroll</b> in Culinary Arts if:</p> <ul style="list-style-type: none"> <li>You read, write, speak and understand English</li> <li>Have a 5<sup>th</sup> grade reading level (you will be tested)</li> <li>Have the physical ability to perform culinary tasks</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>To prepare salads, stocks, soups &amp; sauces</li> <li>How to cut meats</li> <li>How to use knives properly</li> <li>About recipes</li> <li>All about kitchen equipment</li> <li>All about ingredients</li> <li>How to handle customers in a snack bar business</li> </ul> <p>You will <b>also learn</b> work readiness skills like:</p> <ul style="list-style-type: none"> <li>Professional behavior</li> <li>Teamwork and collaboration</li> <li>Good communication</li> <li>And much more!</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>ServSafe Manager Certificate</li> <li>AHA First Aid/CPR</li> </ul> <p>As a SNAP E&amp;T participant, you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>Help paying for childcare while you are enrolled (if you qualify)</li> <li>All of your training certificates paid</li> <li>Interview clothing so you can look your best!</li> <li>A uniform if your new job requires it</li> <li>If you qualify, Riptiks and/or gas cards if you don't have transportation to make sure you can get to class</li> </ul> <p>In addition, you will <b>get</b> wrap around supports:</p> <ul style="list-style-type: none"> <li>Case Management</li> <li>Financial Coaching</li> <li>Employment Coaching</li> <li>Help getting all of the income supports you qualify</li> <li>A five-week internship with an employer</li> <li>Follow-up for 18 months, with full access to support services</li> </ul>


COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Spanish Culinary</b></p> <p>This 6-week training in Spanish is a shorter version of our traditional culinary training program. Instruction will be in Spanish and cover the competencies needed to attain a ServSafe Food Safety Managers Certificate. The test is available in Spanish.</p>	<p><i>Two sessions to choose from:</i></p> <p>1/22/24 – 2/23/24 4/29/24 – 6/7/24</p> <p><b>Hours per week:</b> 27.5</p> <p><b>Total hours:</b> 165</p>	<p><b>Prerequisite:</b> Spanish Reading Proficiency, Desire to work in culinary field</p>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>● To prepare salads, stocks, soups &amp; sauces</li> <li>● How to cut meats</li> <li>● How to use knives properly</li> <li>● About recipes</li> <li>● All about kitchen equipment</li> <li>● All about ingredients</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>● ServSafe Food Managers Certification</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>● Childcare co-pays while you are enrolled (if you qualify)</li> <li>● All of your, books, materials and training certificates paid</li> <li>● Riptiks and/or gas cards if you don't have transportation to make sure you can get to class</li> </ul>
 <p><b>Dental Assistant</b></p> <p>12-week training program helps adults learn the skills and earn the certifications needed to get a job in Rhode Island.</p>	<p><i>Three sessions to choose from:</i></p> <p>10/16/23 – 3/1/24 2/26/24 – 6/28/24 6/17/24 – 10/18/24</p> <p><b>Hours/week:</b> 27.5</p> <p><b>Total hours:</b> 385</p> <p>Participants must pre-register and attend an orientation four weeks prior to start of class.</p>	<p>You can <b>enroll</b> in Dental Assistant at Genesis if:</p> <ul style="list-style-type: none"> <li>● You have a high school credential and can read at a Secondary level</li> <li>● Must pass a BCI</li> <li>● Must be vaccinated against COVID-19</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>● First Aid/CPR</li> <li>● Radiology</li> <li>● Dental Anatomy</li> <li>● Sanitation and Safety</li> <li>● Dental Procedures</li> <li>● HIPPA regulations</li> <li>● Financial Literacy</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>● First/CPR Certificate</li> <li>● Dental Radiology Certification</li> </ul> <p>As a SNAP E&amp;T participant, you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>● Childcare co-pays while you are enrolled (if you qualify)</li> <li>● All of your, books, materials and training certificates paid</li> <li>● Riptiks and/or gas cards if you don't have transportation to make sure you can get to class</li> </ul>

COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Digital Literacy/HSE/GED</b></p> <p>The HSE/GED is a competency-based program that provides participants with an adult high school diploma through completion of a program model that permits participants to complete the program at their own speed. Participants who complete the program earn a state and nationally recognized high school diploma that can help them qualify for better employment opportunities and postsecondary education/training. This course uses Northstar digital literacy training modules and assessments, as well as individualized, student-responsive training developed by teachers, to meet students where they are in their beginning digital literacy and guide them to mastery of the digital skills needed to successfully search for, enter, and retain employment and complete more advanced job trainings.</p>	<p><i>Four sessions to choose from:</i></p> <p>9/12/23 – 12/15/23            1/9/24 – 4/21/24            4/24/24 – 6/15/24            7/10/24 – 8/17/24</p> <p><b>Hours/week:</b> 10  <b>Total hours:</b> 120</p> <p>Participants must pre-register and attend an orientation three weeks prior to start of class.</p>	<p>You can <b>enroll</b> in GED at Genesis if:</p> <ul style="list-style-type: none"> <li>• You have a reading score of 232 and a math score of 218</li> <li>• You will be tested</li> </ul>	<p>You will <b>learn</b>:</p> <p>Reading, writing, math and workforce readiness skills in these:</p> <ul style="list-style-type: none"> <li>• Cultural Literacy</li> <li>• Health Literacy</li> <li>• Civic Literacy</li> <li>• Consumer Awareness</li> <li>• Financial Literacy</li> <li>• 21st Century Workplace</li> <li>• Geography and History</li> <li>• Science</li> <li>• Basic computer skills</li> <li>• Internet Basics</li> <li>• Keyboarding</li> <li>• MS Word</li> <li>• MS Excel</li> <li>• PowerPoint</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>• State and nationally recognized high school diploma or GED</li> <li>• Northstar Digital Literacy Certificate</li> </ul> <p>As a SNAP E&amp;T participant, you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• Childcare co-pays while you are enrolled (if you qualify)</li> <li>• All of your, books, materials and training certificates paid</li> <li>• Riptiks and/or gas cards if you don't have transportation to make sure you can get to class</li> </ul>


COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Early Childhood Education</b></p> <p>Our 12-week training will help individuals gain the knowledge, skills and credentials to work in the early childhood education field. Course work includes industry competencies, work readiness, and hands on experience working in a childcare setting. Supervised and mentored guidance will allow trainees to work toward their CDA, a versatile certification that is valid throughout the US</p>	<p><i>Two sessions to choose from:</i></p> <p>1/22/24 – 4/12/24 5/6/24 – 7/26/24</p> <p>Dates subject to change, please contact Genesis Center to verify.</p> <p><b>Hours per week:</b> 27.5 <b>Total hours:</b> 330</p>	<p><b>Prerequisite:</b> Minimum CASAS Reading Score of 210, High School Credential, Complete range of background checks and immunizations required by RI DCYF, Ability to read, write, and speaking English, Clear interest and enthusiasm for work in early childhood education</p>	<p><b>You will learn:</b></p> <ul style="list-style-type: none"> <li>• Classroom Management Skills, ECE Competencies, Work Readiness</li> </ul>	<p><b>You will earn:</b></p> <ul style="list-style-type: none"> <li>• Stackable ECE certificates</li> <li>• Pediatric CPR/First Aid</li> <li>• work towards Child Development Associate (CDA)</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get:</b></p> <ul style="list-style-type: none"> <li>• Childcare co-pays while you are enrolled (if you qualify)</li> <li>• All of your, books, materials and training certificates paid</li> <li>• Riptiks and/or gas cards if you don't have transportation to make sure you can get to class</li> </ul>


COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>English for Speakers of Other Languages (ESOL)</b></p> <p>English for Speakers of Other Languages, with integrated work readiness &amp; financial literacy components, provides a wide range of scheduling so that participants can attend classes in the morning, afternoon or evening. More than 50% of our participants achieve and educational functioning level completion every year, which indicates an educational increase of up to 2-3 grade levels. Increased English proficiency prepares learners to obtain and retain employment. Supports assist learners in transitioning into employment, job training, or postsecondary education.</p>	<p><i>Three sessions to choose from:</i>            9/11/23 – 12/15/23            1/16/24 – 4/12/24            4/22/24 – 6/14/24</p> <p><b>Hours/week:</b> 12.5  <b>Total hours:</b> 150</p> <p>Participants must pre-register and attend an orientation four weeks prior to start of class.</p>	<p>You can <b>enroll</b> in ESOL at Genesis if:</p> <ul style="list-style-type: none"> <li>You are an adult who wants to learn to speak English, beginner through advanced, so that you can reach your employment goals</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>Speaking, listening, reading and writing</li> <li>Grammar</li> <li>Pronunciation</li> <li>Work Readiness Skills</li> <li>Career Exploration</li> <li>Life Skills</li> <li>How to manage money so that you can become more financially stable</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>Northstar Digital Literacy</li> </ul> <p>As a SNAP E&amp;T participant, you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>All of your training certificates paid</li> <li>Riptiks and/or gas cards if you don't have transportation to make sure you can get to class</li> <li>Case management</li> <li>Interview clothing so you can look your best!</li> </ul>


COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Foreign Trained Educators</b></p> <p>Our 12- week training will help individuals who were teachers in their home countries get their degrees and qualifications validated to work as either adult education or K-12 teachers in Rhode Island. Services will include contextualized ESOL instruction, case management and help navigating through the process of becoming a credentialed teacher in RI.</p>	<p><i>Two sessions to choose from:</i>                      1/22/24 – 4/12/24                      5/6/24 – 7/26/24</p> <p>Dates subject to change, please contact Genesis Center to verify.</p> <p><b>Hours per week:</b> 27.5</p> <p><b>Total hours:</b> 330</p>	<p><b>Prerequisite:</b> Degree from Foreign University in teaching or related field and/or prior teaching experience in a foreign country</p>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>Contextualized ESOL</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>Validation of foreign degree and/or teaching credentials</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>Childcare co-pays while you are enrolled (if you qualify)</li> <li>All of your, books, materials and training certificates paid</li> <li>Riptiks and/or gas cards if you don't have transportation to make sure you can get to class</li> </ul>



COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Pharmacy Tech</b></p> <p>Pharmacy Tech training equips participants with the basics to secure jobs in a range of entry-level health care settings, including acute care, long-term care, in-home care, and pharmacy. Classes combine work readiness with content areas, including: An Introduction to the Health Care Industry, Communication Skills, Food and Nutrition, Customer Service, Body Systems and Body Mechanics, Infection Control/Fire Safety and Injury Prevention, Human Rights, systems of measurement, HIPAA, and Housework. Program focus shifts to meet the training needs of applicants and hiring needs of employers. Part of our LISC "Bridge to Career Opportunities" program that integrates wrap-around supports (Case Management/Income Supports, Employment Counseling, and Financial Coaching) to help trainees increase financial stability, and basic education instruction to bridge the skills gap and promote success in career pathway attainment. Follow up for 18 months after graduation, with full access to support services. 60-hour internships with an employer-partner.</p>	<p><i>Four sessions:</i></p> <p>9/11/23 – 11/17/23            1/8/24 – 3/15/24            4/8/24 – 6/14/24            7/8/24 – 9/13/24</p> <p><b>Hours/week:</b> 27.5  <b>Total hours:</b> 275</p> <p>Participants must pre-register and attend an orientation three weeks prior to start of class.</p>	<p>You can <b>enroll</b> in Health Careers if:</p> <ul style="list-style-type: none"> <li>• Your education level is adult basic intermediate and above</li> <li>• Must pass a BCI</li> <li>• Must be vaccinated against COVID-19</li> </ul>	<p>You will <b>learn:</b></p> <ul style="list-style-type: none"> <li>• Basic Human Needs</li> <li>• Food and Nutrition</li> <li>• Body Systems and Mechanics</li> <li>• Infection Control</li> <li>• Fire Safety and Injury Prevention</li> <li>• Housework</li> <li>• HIPAA</li> </ul> <p>You will <b>also learn</b> work readiness skills like:</p> <ul style="list-style-type: none"> <li>• Professional behavior</li> <li>• Teamwork and collaboration</li> <li>• Good communication</li> <li>• And much more!</li> </ul>	<p>You will <b>earn:</b></p> <ul style="list-style-type: none"> <li>• AHA First Aid/CPR</li> <li>• CNA-focused classes include RI CNA Certificate</li> <li>• Pharmacy Technician classes include CVS learning module completion</li> </ul> <p>As a SNAP E&amp;T participant, you will <b>get:</b></p> <ul style="list-style-type: none"> <li>• Help paying for childcare while you are enrolled (if you qualify)</li> <li>• All of your training certificates paid</li> <li>• Interview clothing so you can look your best!</li> <li>• A uniform if your new job requires it</li> <li>• If you qualify, Riptiks and/or gas cards if you don't have transportation to make sure you can get to class</li> </ul> <p>In addition, you will <b>get</b> wrap around supports:</p> <ul style="list-style-type: none"> <li>• Case management</li> <li>• Financial coaching</li> <li>• Employment coaching</li> <li>• Help accessing all of the benefits you qualify for</li> <li>• Follow up for 18 months after graduation, with full access to support services</li> <li>• 60-hour internship with an employer partner</li> </ul>





COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Job Retention</b></p> <p>Genesis Center will support recently employed students through with monthly check-in and income supports. When Genesis connects with client they will provide support and coaching to support their personal and financial goals. Genesis can also assist with supports such as clothing, transportation assistance, and others.</p>	<p>10/1/23 – 9/30/24</p> <p><b>Hours per week:</b> Varies</p> <p><b>Total hours:</b> Varies</p>	<p>Be a recently employed SNAP E&amp;T student</p>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>● Appropriate workplace behavior</li> <li>● How to handle conflicts in the workplace</li> <li>● How to address issues that come up that may impact your job performance</li> </ul>	<p>As a SNAP E&amp;T participant, you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>● Help paying for childcare while you are enrolled (if you qualify)</li> <li>● All of your training certificates paid</li> <li>● Interview clothing so you can look your best!</li> <li>● A uniform if your new job requires it</li> <li>● If you qualify, Riptiks and/or gas cards if you have transportation to make sure you can get to class</li> </ul>


COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Medical Assistant</b></p> <p>Job training prepares participants for employment as a Medical Assistant or Medical Receptionist in an office or related facility. Participants learn medical terminology, measuring vital signs, recording patient weight and height, using technical equipment, office skills, technology/data entry, and electronic medical records; course material includes hygiene procedures, patient rights, legal &amp; ethical issues, customer service, work readiness, team building &amp; conflict resolution. Part of our LISC "Bridge to Career Opportunities" program that integrates wrap-around supports (Case Management/Income Supports, Employment Counseling, and Financial Coaching) to help trainees increase financial stability, and basic education instruction to bridge the skills gap and promote success in career pathway attainment. Six-week internships with an employer-partner.</p>	<p><i>Two sessions to choose from:</i>                      9/18/23 – 3/1/24                      2/12/24 – 7/12/24</p> <p><b>Hours/week:</b> 27.5  <b>Total hours:</b> 605</p> <p>Participants must pre-register and attend an orientation four weeks prior to start of class.</p>	<p>You can <b>enroll</b> in this training if:</p> <ul style="list-style-type: none"> <li>• You have a High School credential</li> <li>• You can read at a secondary-level</li> <li>• You know basic technology</li> <li>• You can pass a criminal history check</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>• Medical terminology</li> <li>• How to use medical equipment</li> <li>• Hygiene procedures</li> <li>• Taking vitals such as blood pressure</li> <li>• Measuring patient height/weight</li> <li>• Patient Rights</li> </ul> <p>You will also learn <b>skills</b> like:</p> <ul style="list-style-type: none"> <li>• Customer Service</li> <li>• Team building and conflict resolution</li> <li>• Office skills</li> <li>• Technology and data entry</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>• AHA First Aid/CPR certification</li> <li>• Blood borne Pathogens certification</li> <li>• Basic Life Support certifications</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• Help paying for childcare while you are enrolled (if you qualify)</li> <li>• All of your training certificates paid</li> <li>• Interview clothing so you can look your best!</li> <li>• A uniform if your new job requires it</li> <li>• If you qualify, Riptiks and/or gas cards if you don't have transportation to make sure you can get to class</li> </ul> <p>In addition, you will <b>get wrap around supports</b> like:</p> <ul style="list-style-type: none"> <li>• Case management</li> <li>• Financial coaching</li> <li>• Employment coaching</li> <li>• Help accessing all of the benefits you qualify for</li> <li>• Basic education if you need it to succeed</li> <li>• Six-week internship with an employer partner</li> </ul>



COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Careers in Manufacturing - Fast Track CNC</b></p> <p>Students learn Computer Numerical Control (CNC) machine and Set-Up/Operator skills. Students will learn to read blueprints, understand the objectives, complete complex set-ups, operate CNC machines, use standard machine tools, and perform quality assurance inspections.</p>	<p>Open Enrollment 10/1/23 – 9/30/24</p> <p><b>Hours/week:</b> 25 <b>Total hours:</b> 500</p> <p>Orientation session prior to start of class</p>	<p><b>Prerequisite:</b></p> <ul style="list-style-type: none"> <li>• Minimum 5th grade level math and reading on a CASAS assessment</li> <li>• Social Security #</li> <li>• Government Issued Photo ID</li> <li>• Must be at least 18 years old</li> <li>• Eligible to work in the United States</li> </ul>	<p><b>You will learn:</b></p> <ul style="list-style-type: none"> <li>• Read and interpret blueprints</li> <li>• Complete complex machine set ups</li> <li>• Operate CNC machines</li> <li>• Identify and understand the objectives of numerical control</li> <li>• Operate related machinery</li> <li>• Understand basic programming</li> <li>• Perform quality control assurance inspections</li> </ul>	<p><b>Certifications:</b></p> <ul style="list-style-type: none"> <li>• OSHA 10</li> <li>• NIMS CNC Milling: Program, Set-Up and Operator</li> <li>• NIMS CNC Turning: Program, Set-Up and Operator</li> <li>• CMfgA (optional certificate)</li> </ul> <p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• Financial Coaching</li> <li>• Employment Coaching</li> <li>• Job Placement Assistance</li> <li>• Transportation Assistance so you can get to class!</li> </ul>

COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Basic Employment Program</b></p> <p>The Basic Employment Program at OpenDoors is a six-session individualized job coaching program that is arranged to meet your needs and schedule</p>	<p>10/1/23 – 9/30/24 (Open enrollment for this program takes place daily.)</p> <p><b>Hours/week:</b> 3 <b>Total hours:</b> 12</p> <p>Participants must pre-register at least one day prior to start of class.</p>	<p>You can <b>enroll</b> in the Basic Employment Program if:</p> <ul style="list-style-type: none"> <li>• You are ready and willing to find a job!</li> <li>• Formerly incarcerated</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>• How to write a great resume</li> <li>• How to prepare for an interview</li> <li>• How to look and act during an interview</li> <li>• Common interview questions</li> <li>• How to talk about your criminal record and incarceration during an interview</li> <li>• How to address things like gaps in work and getting fired in your work history</li> <li>• Basic computer skills needed to search for jobs online and fill out applications</li> <li>• Basic computer emailing</li> <li>• How to avoid employment scams like those on Craigslist</li> <li>• Using netWORKri.org and EmployRI.org</li> <li>• How to fill out paper applications and what to say about the question on applications about your criminal record</li> </ul>	<p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• Monthly RIPTA passes if you don't have transportation to make sure you can get to class</li> </ul>
 <p><b>Job Retention Services</b></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>10/1/23 – 9/30/24</p> <p><b>Total hours:</b> Varies over a three-month (90 day) period</p>	<p>You can <b>enroll</b> in Job Retention if:</p> <ul style="list-style-type: none"> <li>• You get a job while attending the Basic Employment Program or Job Search Program</li> <li>• You show you are committed by attending two case management sessions</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>• Proper workplace etiquette</li> <li>• Conflict resolution</li> <li>• Budgeting</li> <li>• Career planning and advancement</li> <li>• How to stabilize your employment</li> <li>• Basic money management and budgeting so that you can begin to work on becoming more financially stable</li> </ul>	<p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• Weekly meetings with a case manager for your first 90 days on the job</li> <li>• Monthly RIPTA passes if you don't have transportation to make sure you can get to work</li> </ul>


COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Supervised Job Search</b></p> <p>During Job Search, you will meet one-on-one with a case manager at least once a week for an hour. Three times a week you will conduct a Supervised Job Search at OpenDoors.</p>	<p>10/1/23 – 9/30/24</p> <p>(Open enrollment for this program takes place every two weeks.)</p> <p><b>Total hours:</b> Varies per client</p>	<p>You can <b>enroll</b> in the Job Search Program:</p> <ul style="list-style-type: none"> <li>• You have completed the Basic Employment Program</li> <li>• If you have trouble finding, getting, or keeping a job because of a past charge or incarceration</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>• How to search for employment</li> <li>• How to complete an application</li> <li>• How to discuss your record with potential employers</li> <li>• Interviewing skills</li> </ul>	<p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• Monthly RIPTA passes if you don't have transportation to make sure you can get to class</li> </ul>


COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Dual Certified Community Health Worker- Peer Recovery Specialist</b></p> <p>PSN is a recognized Federally Registered Apprenticeship Program for Dual Certified Community Health Worker- Peer Recovery Specialist and we offer ongoing workforce development training opportunities that results in community health workers and peer recovery specialists building specialization including working with pregnant women and parents who are Black Indigenous People of Color (BIPOC) and other special populations, such as those impacted by opioid addiction, substance use disorder, and mental health challenges. PSN seeks individuals who are in recovery from mental health, opioid addiction, and co-occurring mental health and substance use disorders.</p>	<p><i>Three sessions to choose from:</i>                      10/16/23 – 11/3/23                      2/5/24 – 3/22/24                      5/6/24 – 6/21/24</p> <p><b>Hours per week:</b> 12  <b>Total hours:</b> 72</p>	<p><b>Prerequisite:</b> GED or High School Equivalency</p>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>• Introduction to Recovery &amp; Health Equity and the role of Peer Recovery Specialists and Community Health Workers</li> <li>• (2) Implicit Bias- Health Equity</li> <li>• (3) Ethical Responsibilities &amp; Boundaries</li> <li>• (4) Individual- Collective Needs Assessment: Behavioral Health Population</li> <li>• (5) Outreach- Public Education- Raising Public Awareness</li> <li>• (6) Person/Family Centered Planning: Service Navigation &amp; Care Coordination</li> <li>• (7) Individual- Collective Advocacy- within Behavioral Health- Public Health</li> <li>• (8) Wellness &amp; Self Care- Recovery- Hope Inspired Stories</li> <li>• (9) Theory of Change- Emergency Response &amp; Harm Reduction</li> <li>• (10) Effective Practice in Action &amp; Trauma Informed Care</li> <li>• (11) Motivational Interviewing</li> <li>• and (12) Scenarios, Policy Meeting &amp; Next Steps.</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>• Dual Certification</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• Test/Certifications paid for</li> <li>• Transportation so you can get back and forth to class</li> <li>• Interview Clothing</li> </ul>


COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Pregnant and Parenting with Black Indigenous People of Color and other Special Populations</b></p>	<p><i>Two sessions to choose from:</i>                      2/5/24 – 3/27/24                      5/6/24 – 6/21/24</p> <p><b>Hours per week: 6</b>  <b>Total hours: 24</b></p>	<p><b>Prerequisite:</b></p> <ul style="list-style-type: none"> <li>• Be a certified community health worker – peer recovery specialists</li> <li>• Must be in substance abuse recovery (any substance) or have a family member in recovery from opioids</li> </ul>	<p><b>You will learn:</b></p> <ul style="list-style-type: none"> <li>• 1.) Introduction to sensitivity to culture, anti-racism, and reproductive justice framework for BIPOC and other special populations.</li> <li>• 2.) Building the Village of support and resources across all social determinants of health needed during pregnancy, birth, and first few years of life</li> <li>• 3.) seeking support and treatment with mental health, opioid addiction, and other substance use while pregnant and parenting</li> <li>• 4.) the birth process and having a doula, midwife, or support network and immediate support the first few months.</li> <li>• 5.) working with pregnant and parenting with high risk of court involvement, child welfare and who are incarcerated.</li> <li>• 6.) Scenarios and ongoing parenting support and child development in the first few years of life.</li> </ul>	<p><b>You will earn:</b></p> <ul style="list-style-type: none"> <li>• Pregnant and Parenting with Black Indigenous People of Color and other Special Populations Certificate</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get:</b></p> <ul style="list-style-type: none"> <li>• Help paying for childcare while you are enrolled (if you qualify)</li> <li>• All of your training certificates paid</li> <li>• Interview clothing so you can look your best!</li> <li>• A uniform if your new job requires it</li> <li>• If you qualify, Riptiks and/or gas cards if you have transportation to make sure you can get to class</li> </ul>



COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Digital Literacy</b> Classes help adults achieve basic computer skills.</p>	<p>Five sessions to choose from: 10/3/23 – 12/18/23 1/16/24 – 4/13/24 4/22/24 – 6/15/24 7/15/24 – 8/17/24 9/16/24 – 9/30/24</p> <p><b>Hours/week:</b> 6 <b>Total hours:</b> 60</p>	<p>You can <b>enroll</b> in Digital Literacy if:</p> <ul style="list-style-type: none"> <li>• You need to increase your technology skills</li> <li>• You complete CASAS Reading Intake Pre-Test</li> <li>• You complete Northstar Assessment (All Levels Accepted)</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>• Basic Computer skills</li> <li>• Internet</li> <li>• Microsoft Word</li> <li>• Microsoft Excel</li> <li>• PowerPoint</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>• Northstar Digital Literacy Certificate</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• Wrap around supports including:                             <ul style="list-style-type: none"> <li>• Case management</li> </ul> </li> </ul>
 <p><b>English as a Second Language</b> Students receive instruction and practice in the areas of reading, writing, listening, and speaking at the beginner, intermediate, or advanced level.</p>	<p>Five sessions to choose from: 10/3/23 – 12/18/23 1/16/24 – 4/13/24 4/22/24 – 6/15/24 7/15/24 – 8/17/24 9/16/24 – 9/30/24</p> <p><b>Hours/week:</b> 6 <b>Total hours:</b> 222</p>	<p>You can <b>enroll</b> in ESL if:</p> <ul style="list-style-type: none"> <li>• You do not speak, read or write English fluently</li> <li>• You complete CASAS Reading Intake Pre-Test (all levels accepted)</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>• Reading</li> <li>• Writing</li> <li>• Listening</li> <li>• Speaking</li> <li>• Communication skills</li> <li>• Workplace skills</li> <li>• Academic skills</li> </ul>	<p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• Wrap around supports including:                             <ul style="list-style-type: none"> <li>• Case management</li> </ul> </li> </ul>




COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Microsoft Excel for Career Pathways for English Language Learners</b></p> <p>Microsoft Excel for Career Pathways for English Language Learners is a rigorous Introduction to Excel course. Students will receive 6 hours of instruction each week during 15 class sessions: 6 hours of online technical training.</p>	<p>7/8/24 – 8/27/24</p> <p><b>Hours per week:</b> 8</p> <p><b>Total hours:</b> 60</p>	<p><b>Prerequisite:</b> You Must be a high beginner/low intermediate English Language Learners (minimum CASAS Life and Work Reading score of 191)</p>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>Contextualized English, Microsoft Excel, information use, communication skills, interpersonal skills</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>Northstar certification in MS Excel</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>Riptiks and/or gas cards if you don't have transportation to make sure you can get to class and your internship</li> <li>Wrap around supports including:                             <ul style="list-style-type: none"> <li>Case management</li> </ul> </li> </ul>



COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Microsoft Excel for Certification Pathways for English Language Learners</b></p> <p>Microsoft Excel for Certification Pathways for English Language Learners is a rigorous advanced-level Excel course. Students will receive 6 hours of instruction each week during 36 class sessions: 2 hours of online technical training, 2 hours of in-person contextualized English Language instruction, and 2 hours of in-person hands-on practice in workforce preparation.</p> <p>Upon completion of the course, students will increase their English Language Acquisition skills, improve their workforce preparation skills, and earn a Microsoft Office Specialist certification in Excel. Graduates who are interested in immediate employment will work with a PPL Career Navigator for assistance including creating a resume, applying to jobs, and practicing for an interview.</p>	<p>3/5/24 – 5/20/24</p> <p><b>Hours per week:</b> 6</p> <p><b>Total hours:</b> 80</p>	<p><b>Prerequisite:</b> You Must be an advanced English Language Learner (Minimum CASAS Life and Work Readiness Score of 221)</p>	<p><b>You will learn:</b></p> <ul style="list-style-type: none"> <li>Contextualized English, Microsoft Excel, information use, communication skills, interpersonal skills</li> </ul>	<p><b>You will earn:</b></p> <ul style="list-style-type: none"> <li>Microsoft Office Specialist certification in Excel</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get:</b></p> <ul style="list-style-type: none"> <li>Riptiks and/or gas cards if you don't have transportation to make sure you can get to class and your internship</li> <li>Wrap around supports including: Case management</li> </ul>


COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Microsoft Excel for Professional Pathways for English Language Learners</b></p> <p>Microsoft Excel for Professional Pathways for English Language Learners is a rigorous intermediate-level Excel course. Students will receive 6 hours of instruction each week during 30 class sessions: 2 hours of online technical training, 2 hours of in-person contextualized English Language instruction, and 2 hours of in-person hands-on practice in workforce preparation. Upon completion of the course, students will increase their English Language Acquisition skills, improve their workforce preparation skills, and improve their technical skills with Microsoft Excel.</p>	<p>1/16/24 – 3/26/24</p> <p><b>Hours per week:</b> 8</p> <p><b>Total hours:</b> 80</p>	<p><b>Prerequisite:</b> You Must be an intermediate/high intermediate English Language Learner (minimum CASAS Life and Work Reading score of 211), must demonstrate basic proficiency of spreadsheets by passing the Northstar assessment for Microsoft Excel</p>	<p>You will learn:</p> <ul style="list-style-type: none"> <li>● Contextualized English</li> <li>● Advanced Microsoft Excel</li> <li>● information use</li> <li>● communication skills</li> <li>● interpersonal skills</li> <li>● critical thinking skills</li> <li>● self-management skills</li> <li>● Understanding systems</li> </ul>	<p>As a SNAP E&amp;T participant you will get:</p> <ul style="list-style-type: none"> <li>● Riptiks and/or gas cards if you don't have transportation to make sure you can get to class and your internship</li> <li>● Wrap around supports including:                             <ul style="list-style-type: none"> <li>● Case management</li> </ul> </li> </ul>

COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Adult Education, Morning and Evening</b></p> <p>RIRAL offers in person and on-line courses in reading, writing, math and computer skills needed to prepare for the NEDP or GED. In person classes are located in Woonsocket.</p>	<p>10/1/23 – 9/30/24</p> <p><b>Hours/week:</b> 16 <b>Total hours:</b> 720</p> <p>Participants must pre-register and attend an orientation at least three weeks prior to start of class.</p>	<p>You can <b>enroll</b> in this program if you:</p> <ul style="list-style-type: none"> <li>• 18 years and older</li> <li>• 16 &amp; 17 year olds must be emancipated minors and not enrolled in public school</li> <li>• Low levels of literacy</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>• Reading</li> <li>• Writing</li> <li>• Math</li> <li>• GED &amp; NEDP Preparation</li> <li>• Digital Literacy skills</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>• Northstar Digital Literacy certification</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• The books you'll need for class</li> <li>• Any certifications paid for</li> <li>• Ongoing case management</li> <li>• Career counseling</li> </ul>
 <p><b>English for Speakers of Other Languages (ESOL), Morning and Evening</b></p> <p>RIRAL offers in person and on-line courses for English Language learners in reading, writing, listening, speaking and computer skills necessary to enter into a training program, enter NEDP or GED preparation, or find employment. In person classes are located in Woonsocket.</p>	<p>10/1/23 – 9/30/24</p> <p><b>Hours/week:</b> 4 <b>Total hours:</b> 360</p> <p>Participants must pre-register and attend an orientation at least three weeks prior to start of class.</p>	<p>You can <b>enroll</b> in this program if you:</p> <ul style="list-style-type: none"> <li>• 18 years and older</li> <li>• 16 &amp; 17 year olds must be emancipated minors and not enrolled in public school</li> <li>• Low levels of literacy</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>• Reading</li> <li>• Writing</li> <li>• Listening</li> <li>• Speaking</li> <li>• Digital Literacy skills</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>• Northstar Digital Literacy certification</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>• The books you'll need for class and certifications paid for</li> <li>• Ongoing case management and career counseling</li> </ul>

COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Westbay Adult Education Academy</b></p> <p>Westbay Adult Education Academy offers a wide range of services to prepare students for their GED / High School Equivalency, leading to employment and post-secondary education / training.</p> <p>This program is also appropriate for those who may have their high school diploma but may need to improve basic academic skills for employment or training requisites.</p> <p>Our program promotes a positive learning environment. The teachers recognize each individual's goals, learning style, and life experiences.</p> <p>Reading instruction: comprehension, fluency, vocabulary development, reading strategies, critical thinking and study skills.</p> <p>Writing instruction: grammar, correct word usage and spelling, writing sentences and paragraphs.</p> <p>Math instruction: skill development in addition, subtraction, multiplication and division of whole numbers, fractions, decimals percent and introduction to algebra and geometry.</p>	<p>10/1/23 – 9/30/24 Open enrollment</p> <p><b>Hours/week:</b> 12 <b>Total hours:</b> 600</p> <p>We provide day and evening classes.</p> <p>Participants must contact Westbay to be placed on the waitlist for the next open space.</p>	<p>You can <b>enroll</b> in Adult Basic Education/ GED if:</p> <ul style="list-style-type: none"> <li>Your test scores in reading and math show you are at the right skill level: 3rd grade – Reading 2nd grade – Math</li> <li>An in-depth assessment shows you are ready</li> <li>You are motivated</li> <li>You can commit to coming to class on time, and all of the time</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>Math skills</li> <li>Reading skills</li> <li>Writing skills</li> <li>GED test preparation</li> <li>Study skills</li> <li>Problem-solving</li> <li>Time management</li> <li>Job Search skills</li> <li>Resume writing</li> <li>Computer basics</li> <li>Goal setting</li> <li>How to better manage your money so that you can be more financially stable</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>Northstar Digital Literacy Certificate</li> <li>GED certificate (if you pass the exam)</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>All of your certificates paid</li> <li>GED test fees paid</li> <li>Interview clothing so you can look your best!</li> <li>Career Interest assessment to help you make the right choice</li> </ul>

## Westbay Community Action Program *(continued)*

COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Job Search Training</b></p> <p>Students will learn to how to look for work online, how the recruiting process works, prepare a resume and cover letter, and good interviewing skills.</p>	<p>10/1/23 – 9/30/24 Open enrollment</p> <p><b>Hours/week:</b> 4 <b>Total hours:</b> 48</p> <p>We provide day and evening classes.</p> <p>Participants must contact Westbay to be placed on the waitlist for the next open space.</p>	<p>You can <b>enroll</b> in Job Search Training if:</p> <ul style="list-style-type: none"> <li>You are a SNAP recipient</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>Develop job search portfolio</li> <li>Social support/networking</li> <li>Set job search goals</li> <li>Financial Literacy</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>Northstar Digital Literacy Certificate</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>All of your certificates paid</li> <li>Interview clothing so you can look your best!</li> <li>Career Interest assessment to help you make the right choice</li> </ul>
 <p><b>Work Readiness</b></p> <p>Students will explore and develop employability skills, explore career choices, develop their communication skills, professionalism, and how to resolve conflict on the job</p>	<p>10/1/23 – 9/30/24 Open enrollment</p> <p><b>Hours/week:</b> 4 <b>Total hours:</b> 48</p> <p>We provide day and evening classes.</p> <p>Participants must contact Westbay to be placed on the waitlist for the next open space.</p>	<p>You can <b>enroll</b> in Work Readiness if:</p> <ul style="list-style-type: none"> <li>You are a SNAP recipient</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>Explore/Develop Employability Skills</li> <li>Career Exploration</li> <li>Develop good work habits</li> <li>Financial Literacy</li> <li>Social Media branding</li> <li>Problem-solving/Critical thinking</li> <li>Time management</li> <li>Effective Communication</li> <li>Conflict Resolution</li> <li>Professionalism</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>Northstar Digital Literacy Certificate</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>All of your certificates paid</li> <li>Interview clothing so you can look your best!</li> <li>Career Interest assessment to help you make the right choice</li> </ul>

COURSE	DATES/HOURS	ELIGIBILITY	SKILLS	CERTIFICATIONS/BENEFITS
 <p><b>Year Up Rhode Island</b></p> <p>Year Up Rhode Island is a one-year, two-part intensive training program that provides underserved young adults, ages 18-29, with a combination of hands-on skills development, coursework eligible for college credit, corporate internships, and wraparound support.</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. You 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 16 corporate partners in the Providence region.</p>	<p><i>Two classes per year, each followed by a six-month internship:</i></p> <p>3/6/24 – 7/30/24 9/12/24 – 1/28/25</p> <p><b>Hours/week:</b> 45 <b>Total class hours:</b> 945</p> <p>Participants must register and attend an orientation at least one week prior to start of class.</p>	<p>You can <b>enroll</b> in Learning and Development Training if:</p> <ul style="list-style-type: none"> <li>You have a High School Diploma/GED</li> <li>Are between the ages of 18 and 26</li> </ul>	<p>You will <b>learn</b>:</p> <ul style="list-style-type: none"> <li>Technology operations</li> <li>Business operations</li> <li>Business writing</li> <li>Critical thinking</li> <li>Time management</li> <li>Workplace norms</li> <li>Personal Finance</li> <li>Many other key work and life skills</li> </ul> <p>In the second half of the year, during your internship, you will spend:</p> <ul style="list-style-type: none"> <li>4 ½ days at your internship site each week</li> <li>½ day each week with Year Up more professional development workshops</li> </ul>	<p>You will <b>earn</b>:</p> <ul style="list-style-type: none"> <li>Up to 30 college credit recommendations through our partnership with the American Council on Education (ACE)</li> <li>Helpdesk Institute (HDI)</li> </ul> <p>As a SNAP E&amp;T participant you will <b>get</b>:</p> <ul style="list-style-type: none"> <li>Riptiks and/or gas cards if you don't have transportation to make sure you can get to class and your internship</li> <li>Wrap around supports including: <ul style="list-style-type: none"> <li>Case management</li> <li>Job coaching to help you understand your career options and set goals</li> </ul> </li> </ul>



Putting Healthy Food  
Within Reach

**USDA**  
Supplemental  
Nutrition  
Assistance  
Program

Nondiscrimination Statement:  
[www.fns.usda.gov/usda-nondiscrimination-statement](http://www.fns.usda.gov/usda-nondiscrimination-statement)



**LISC RI**

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