

RHODE ISLAND DEPARTMENT OF HUMAN SERVICES

R.I. WORKS PROGRAM



2016

RED BOOK

For

D. H. S.

CONTRACTED PROVIDERS

AND

CERTIFIED VENDORS

EDUCATION AND TRAINING RESOURCE

FACT SHEETS

R.I. WORKS PROGRAMS

Red Book Introduction

The Red Book is a resource manual for the RIW Social Caseworker staff to assist RIW parents in selecting appropriate work preparation activities as part of their Employment Plans. Parents are required to meet minimum hours per week in approved activities, those hours varying by the household membership and age of the youngest child. Through the contract and fee-for-service providers described in this manual, approvable activities are offered that range from 10-40 hours per week.

Social Caseworkers must work with RIW parents to come up with Employment Plans that both fulfill the parents' minimum required weekly hours and match their interests and experiences. Since the time limits on RIW cash assistance are short and the goal for RIW is employment and self-sufficiency, decisions about which resources to use and parent participation in approvable activities are extremely important.

The providers and their programs have been approved by DHS as meeting the requirements of RIW education and training programs. Providers have agreed to and are required to communicate with RIW Social Caseworkers using the web-based reporting system (EARR) to report attendance, participation, and progress. Use of the EARR is crucial because federal funding is tied to the accurate reporting of parent participation in approvable activities. Social Caseworkers are responsible for acting upon, in accord with policy, the reports of parent attendance and progress.

How to use this manual:

This manual is arranged in two sections: 1) Contracted and In-House Providers and 2) Certified Vendors, and then divided by type of service or training (ex. Youth Success, CNA Training) within those sections. Providers are arranged in alphabetical order under each type of service or training. To assist in locating suitable programs for parents, the Table of Contents is listed by type of training offered.

PLEASE NOTE: THIS MANUAL DOES NOT CONTAIN ALL PROGRAMS FOR WHICH A RIW RECIPIENT MAY BE APPROVED. IT CONTAINS THE PROGRAMS THAT DHS FUNDS.

Non-DHS funded program providers may be utilized if the provider agrees to report parent attendance and progress in EARR. No provider or program should be approved by Social Caseworkers for use by RIW parents unless that provider has agreed to and been trained to use the EARR system. Contact staff in Administration if a non-DHS funded provider has agreed to use EARR on behalf of one or more RIW parents.

What is a Contracted Provider?

- ◆ Contracted Providers are under contract with the RI Department of Human Services. Contracts may be for multi-year periods.
- ◆ Contracts may be made for a variety of services – education, employment, and case management services are typical.
- ◆ A Contract's focus may be changed to reflect DHS's ongoing needs, and new providers may be sought at the end of contract cycles.

What Is an In-House Service Provider?

- ◆ There are three In-House Providers: intensive employment services are offered through the netWORKri One Stop Centers (DLT), vocational rehabilitation services are offered through the Office of Rehabilitation Services (ORS) for individuals with significant disabilities, and employment and retention services are offered by the DHS Riteworks Employment and Retention Unit.
- ◆ These services are not subject to recertification or special contract requirements, but in-house providers must still report progress and attendance activity to the RIW social caseworker. The Department of Labor and Training and the DHS Riteworks Employment and Retention Unit use the EARR system for reporting parent attendance and progress.

What is a Certified Vendor?

- ◆ Certified vendors are vocational education and job skills training providers that meet DHS criteria for performance.
- ◆ These vendors offer training that leads to full-time jobs with good wages in one of RI's priority industry sectors.
- ◆ The training programs are usually 12 months or less.
- ◆ Every two years, certified vendor program performance is reviewed. Some providers may be certified for shorter periods.

RED BOOK TABLE OF CONTENTS

RED BOOK INTRODUCTION

INFORMATION AND FACT SHEET FOR DHS HOUSING UNIT

ADULT EDUCATION

CONTRACTED AND IN-HOUSE SERVICE PROVIDERS

Adult Basic Education (ABE) and English as a Second Language (ESL)

10 Hour Project Opportunity Programs

Dorcas International Institute
East Bay Community Action -Even Start
Education Exchange-Hope Valley
Education Exchange-North Kingstown
Education Exchange-Wakefield
Education Exchange-Westerly
Genesis Center, The
RIRAL (Mentor, Inc.)

30 Hour Project Opportunity Programs

Dorcas International Institute RI (DIIRI)
Education Exchange
Genesis Center, The
Goodwill Industries of RI
RIRAL (Mentor, Inc.)

3 Hour REACH – RIW: Assessment and Testing

Community College of RI Project Reach

Clothing Collaborative

Dorcas International Institute of RI

Employment Services (including work experience, job readiness, job search and OJT)

Community Care Alliance
Community College of Rhode Island
Department of Human Services
Department of Labor & Training
Office of Rehabilitation Services
SER-Jobs for Progress, Inc.
South Shore Center – Family Connections
South Shore Center – Supportive Employment, Transitional Jobs, Works Experience and OJT
Workforce Solutions of Providence/Cranston

Family Violence Option Advocacy Program (FVOAP)

RI Coalition Against Domestic Violence

Nurse-Family Partnership

Children's Friend

Post-Secondary Education

Community College of Rhode Island

Residential

Comprehensive Community Action Program: New Opportunity Homes (Pregnant or Parenting Teens)
SSTAR/BIRTH/SSTAR of RI, Inc. (Substance Abuse Recovery)

Youth Success

Blackstone Valley Community Action Program (BVCAP)
Children's Friend
Community Action Partnership of Providence (CAPP)
Community Care Alliance
Comprehensive Community Action Program
East Bay Community Action Program
South County Community Action
Tri-Town Community Action
Urban League of Rhode Island
Westbay Community Action

CERTIFIED VENDORS

Bookkeeping/Accounting

Rhode Island College Outreach (TRABAC)

Computer/Information Technology

New Horizons Computer Outreach Programs
Roger Williams University

Computer Skills

Genesis Center, The
HITEP Hispanic Technology & Education Programs
New Horizons Computer Learning Center

Construction Pre-Apprenticeship Training

Building Futures (The Providence Plan)

Culinary Arts/Hospitality

Genesis Center, The
Work Place Inc. dba Cookie Place

Customer Service

Goodwill Industries of RI
HITEP Hispanic Technology & Education Programs

Environmental/Janitorial

Community Care Alliance
Crossroads Rhode Island
Genesis Center, The

Healthcare

AccessPoint RI / People In Partnerships (CNA)
Community Care Alliance (Healthcare Reimbursement Specialist)
Community College of Rhode Island (CNA)
Crossroads Rhode Island (CNA)
Genesis Center, The (Health Care Exploration/ Homemaker)
HITEP (CNA – Day and Evening)
Health Care Training Collaborative (formerly Saint Antoine Residence TEAMhealth2)
Rhode Island Allied Health Institute (CNA)
Rhode Island College Outreach (Community Health Worker; Medical Assistant/TRAMA)
Roger Williams University (Emergency Medical Technician EMT Basic)

Legal Assistant

Roger Williams University

Office Skills

AccessPoint RI / People in Partnerships (Office Assistance Program)
Community Care Alliance (Administrative Office Management)
Roger Williams University (Professional Office Skills)

Security

CCRS Consolidated Consulting and Recruiting Service

Teacher Assistant

Community College of Rhode Island (Warwick and Lincoln Campus)

Warehouse Training Program

Goodwill Industries of Rhode Island

MTTI

Goodwill Industries of Rhode Island
(Automotive Service Technician, Building and Property Trades Technician, Computer Service Technician/Network Installer, HVAC/R Technician, Marine Service Technician, Medical Assistant, Medical Billing and Coding/Office Management, Motor Cycle/Power Equipment Technician)

Information and Fact Sheet for Housing Unit

Name of Organization: Department of Human Services
Mailing Address: 206 Elmwood Ave, Providence, RI 02907
Website Address: www.dhs.ri.gov
Name of Program: Housing Unit

Contact Person(s) for Program Information

Name	Telephone	Fax
Deborah Santagata	415-8364	415-8226
Dayna Hansen	736-1410	736-1443

Financial Aid Contact Person: N/A

Program Description:

The Housing Unit provides community resources to assist eligible individuals and families obtain adequate housing. The service is provided by the Housing Unit staff with the primary goal of helping the client achieve self-sufficiency and to provide information to enhance the client's relationship related to landlord/tenant interactions/rights.

FIP active clients may also be eligible for a \$200.00 cash moving allowance if all criteria is approved based upon reason for move through a pre-assessment.

The Housing Unit also serves as a liaison for the Adult Service Unit working with SSI recipients who may be eligible for a paid moving truck on an annual basis.

Both FIP and SSI clients are subject to a home inspection of the new property prior to moving to ensure all safety issues are addressed in the best interest of the client.

Catastrophic Assistance is also processed through the Housing Unit as well. Catastrophic is defined by fire, flood, lightning or other acts of nature. The housing worker will determine the extent of the damage and need based on official fire reports as well as on-site observations. Client must also be FIP active.

Furniture vouchers may also be obtained through the Housing Unit.

Name(s) of job position(s) with salary ranges for which graduates of this program are prepared: N/A

Prerequisites for admission into program: None

However, all referrals must originate from DHS Social Caseworkers for hardship clients.

Location (s) where program is offered, and information about public transportation, parking, accessibility, etc.:

- 206 Elmwood Avenue, Providence, RI
- 195 Buttonwoods Avenue, Warwick, RI
- 272 Valley Road, Middletown, RI
- 4808 Tower Hill Road, Wakefield, RI
- 249 Roosevelt Avenue, Pawtucket, RI
- 450 Clinton Street, Woonsocket, RI

Parking is available at all locations and buildings are accessible. All locations are also on bus routes.

Total Number of Months in Program: To be determined by the hardship Social Caseworker.

Days and Hours that Program is Offered:

MONDAY - FRIDAY 8:30 am 4:00 pm

Total Cost of Program: None

Other Types of Financial Aid available to the client: N/A

NOTE: It is our expectation that you will update this Fact Sheet each calendar year.

Adult Education

Adult education services for Rhode Island Works participants enable adults to acquire the basic skills necessary to function in today's society and be successful in the workplace. These skills can include reading, writing, math, speaking/listening in English, and work readiness. A range of instructional services are available to participants with academic skills below the high school completion level or in need of increased English language skills.

10-Hour Programs

These programs are for RI Works parents who are already working 20 hours per week or otherwise in approvable 20-hour per week core activities:

Name of Program	Location	Type of Adult Ed Offered
Dorcas International Institute	Providence	ESL, ABE
East Bay CAP/Newport Evenstart	Newport	ESL, ABE
Education Exchange	Hope Valley, Wakefield, North Kingstown, Westerly	ABE
Genesis Center	Providence	ESL
RIRAL (Mentor, Inc.)	Woonsocket	ESL, ABE

30-Hour Project Opportunity Intensive Programs

These programs are for RI Works parents with limited education. Parents must have TABE (or other educational assessment) results below 3rd grade, or below 6th grade with no work experience. Parents who speak almost no English are also eligible for these programs. Thirty (30) hours per week of participation is required, even for parents with children under 6 years old. Referrals are made for 6 month increments, with an option for an extension if necessary. During this period, parents are provided with a combination of adult basic education classes, financial literacy, job readiness, in a holistic approach to employment preparation.

Dorcas International Institute	Providence	ESL, ABE
Education Exchange	Wakefield	ABE
Genesis Center	Providence	ESL
Goodwill	Providence	ESL, ABE
RIRAL (Mentor, Inc.)	Woonsocket	ESL, ABE

See individual pages for start dates and contact information.

10 – Hour Programs:

Dorcas International Institute – ESL, ABE

East Bay CAP-Even Start – ESL, ABE

Education Exchange-Hope Valley - ABE

Education Exchange-North Kingstown - ABE

Education Exchange-Wakefield - ABE

Genesis Center - ESL

RIRAL (Mentor Inc.) – ESL, ABE

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Dorcas International Institute RI (DIIRI)

Mailing Address: 220 Elmwood Avenue, Providence, RI 02907

Website address: www.diiri.org

Name of Program: 10-Hour Adult Education:

(1) Intensive English as a Second Language (ESL)/Job Readiness

(2) ABE & GED/Job Readiness

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Georgina Weeks, Case Manager	401-784-8628		gweeks@diiri.org
Ed Oliver, Coordinator	401-784-8655		eoliver@diiri.org

Students are not charged for enrolling in the program.

Program Description:

Dorcas International Institute of RI offers **two** 10-hour programs (students will be placed in the appropriate program according to their reading scores):

- (1) **Intensive English as a Second Language (ESL)/Job Readiness** program: Best suited for refugees, asylees, or immigrants who are recent arrivals, dislocated workers, or displaced homemakers. Most participants enter with reading levels between 0 and 3rd grade.
- (2) **ABE & GED/Job Readiness** program is for students who enter with reading levels at the 4th grade and above. Students are provided with instruction in the five GED subjects—reading, writing, math, science and social studies—contextualized around a job readiness curriculum. Students will also be taught computer skills needed to take the new GED tests.

Both the **Intensive English as a Second Language (ESL)/Job Readiness** program and the **ABE & GED/Job Readiness** program offer one-on-one sessions with DIIRI job developers to help students explore, search, apply, and interview for jobs. Whenever possible, job developers will place students in jobs.

Both programs also present the following instructional components—adapted to fit students' learning levels:

- World of Work: Work readiness, soft skills, American work ethic & conduct, interpersonal skills
- Business math skills
- Critical thinking skills
- Financial literacy skills
- Computer Lab experiences (Internet and e-mail skills; introduction to Microsoft Word, Excel, PowerPoint)
- Career exploration
- Instruction on searching for jobs (including online), completing applications, developing résumés, writing cover letters, and interviewing (including mock interview sessions)

The **Intensive English as a Second Language (ESL)/Job Readiness** program provides for the following—adapted to fit students’ learning levels:

- English as a Second Language and/or literacy instruction in reading, writing, speaking and listening
- Life skills and adjusting to American culture
- Language Lab experiences for improving speaking and listening skills
- One-on-one case management for resettlement and cultural adjustment issues.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will receive a DIIRI certificate of achievement as they progress from one class to the next higher level class. This advancement shall be based on a student’s CASAS Life & Work reading test score and on the recommendation of the teacher. ESL students will also receive a certificate of achievement if they score 236 or higher on the CASAS reading test.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level positions in the following areas:

Hotel Housekeeping	\$9.00 - \$9.50 per hour
Warehouse	\$9.00 - \$9.60 per hour
Food Service	\$9.00 - \$9.50 per hour

If appropriate, please include recent TABE Reading and Math Scores in your referral.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

- Dorcas International Institute RI is at 220 Elmwood Avenue, Providence, RI 02907
- Parking for students is available behind the building and in the adjacent lot.

Enrollment information*:

Scheduled Start Date **1st & 3rd Mondays of each month**
 Scheduled End Date **as determined by client’s plan**

Days and Hours that Program is Offered		
	Time Starts	Time Ends
Monday	9:00 am	11:00 am
Tuesday	9:00 am	11:00 am
Wednesday	9:00 am	11:00 am
Thursday	9:00 am	11:00 am
Friday	9:00 am	11:00 am
Saturday	∅	∅
Sunday	∅	∅

Total Cost of Program: **N/A—this is a grant-funded program through RIDE and DHS.**

Other Types of Financial Aid available to the student: **N/A**

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: East Bay Community Action

Mailing Address: 1 York Street, Newport RI 02840

Website address: www.ebcap.org

Name of Program: An Even Start in Newport

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Gianna Carroll	236-1281	324-6658	giannac70@gmail.com

Financial Aid Contact Person: NA

Program Description:

Even Start in Newport is a family literacy program that provides Adult Basic Education (ABE), General Education Development (GED), English as a Second Language (ESL), and employment preparation and support. Students must also attend Parenting Education offered on site and are responsible for Interactive Literacy activities with their children each week.

Names of Certificate(s) or credential(s) awarded upon completion:

GED diploma, completion of ESL program

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Various entry level positions

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Student must have a child between birth and 8 years old and live on Aquidneck Island

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

- 1 York Street, Newport, RI 02840
- Handicap accessible
- Parking available

Enrollment information:

Open entry / open exit? Yes

Number of Hours per week: 10

Program runs 8:30am-12:30pm. The 10 hours can be flexibly scheduled within those times.

Days and Hours that Program is Offered		
	Time Starts	Time Ends
Monday	8:30 AM	12:30 PM
Tuesday	8:30 AM	12:30 PM
Wednesday	8:30 AM	12:30 PM
Thursday	8:30 AM	12:30 PM
Friday	8:30 AM	12:30 PM
Saturday		
Sunday		

Total Cost of Program: Free

Other Types of Financial Aid available to the student: N/A

*** It is our expectation that you will update DHS when the schedule or hours change.**

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Education Exchange

Mailing Address: 33 North Road C-1
Lily Pads Professional Center
Peace Dale, RI 02879-2164

Website address: www.EdExRI.org

Name of Program: ADULT EDUCATION- Hope Valley /10-hr Program for RI Works
ABE / Pre-GED / GED

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Rebecca Pierce	401-783-0293	401-284-3365	rpierce@EdExRI.org
Cameron Ennis	401-783-0293	401-284-3365	cennis@EdExRI.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
-------------	------------------	------------	---------------

Program Description:

Individualized work and academic program that is tailor made to the RI Works recipients who are reading at or above a sixth grade level, already working 20 hours a week (or have another approvable 20 hour core activity) and need to supplement those 20 hours with 10 hours of education. The program will focus on the areas in which the student may be academically weak (English, math skills, or reading) while providing success skills training (work etiquette, time management, resume writing, computers, job searches and interviewing). The objective of the program is to hone in on those areas that are hindering the student from getting a more rewarding job or career and to help them develop those necessary skills.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will receive certificates of achievement as they progress in their educational levels

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Retail/sales representatives	\$ 9.60-\$10.00/hour
Customer Service representatives	\$ 9.60-\$12/hour
Office clerks/administrative assistants	\$ 9.60-\$12/hour
Childcare/teacher assistant	\$ 9.60-\$11/hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

N/A

Location where program is offered and information about public transportation, parking, accessibility, etc.:

- Education Exchange classes are located in the Arcadia Branch YMCA, Main Street, Hope Valley.

Open entry / open exit? Yes x No

Contact Rebecca Pierce 401-783-0293 or rpierce@EdExRI.org for Registration information.

Total Number of Weeks in Program: 10 Total Numbers of Hours per Week: 10

Days and Hours that Program is Offered				
Day Program				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00am	12:00pm		
Tuesday	9:00am	12:00pm		
Wednesday	9:00am	12:00pm		
Thursday	9:00am	12:00pm		
Friday				
Saturday				
Sunday				

Total Cost of Program: N/A This is a grant funded program through RIDE and DHS

Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Education Exchange

Mailing Address: 33 North Road C-1
Lily Pads Professional Center
Peace Dale, RI 02879-2164

Website address: www.EdExRI.org

Name of Program: ADULT EDUCATION- No. Kingstown /10-hr Program for RI Works
ABE / Pre-GED / GED

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Rebecca Pierce	401-783-0293	401-284-3365	rpierce@EdExRI.org
Cameron Ennis	401-789-00293	401-284-3365	cennis@EdExRI.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
-------------	------------------	------------	---------------

Program Description:

Individualized work and academic program that is tailor made to the RI Works recipients who are reading at or above a sixth grade level, already working 20 hours a week (or have another approvable 20 hour core activity) and need to supplement those 20 hours with 10 hours of education. The program will focus on the areas in which the student may be academically weak (English, math skills, or reading) while providing success skills training (work etiquette, time management, resume writing, computers, job searches and interviewing). The objective of the program is to hone in on those areas that are hindering the student from getting a more rewarding job or career and to help them develop those necessary skills.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will receive certificates of achievement as they progress in their educational levels

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Retail/sales representatives	\$ 9.60-\$10.00/hour
Customer Service representatives	\$ 9.60-\$12/hour
Office clerks/administrative assistants	\$ 9.60-12/hour
Childcare/teacher assistant	\$ 9.60-\$11/hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

N/A

Location where program is offered and information about public transportation, parking, accessibility, etc.:

- Education Exchange classes are located at the Kingstown Crossing, 11 Merrill Lane, North Kingstown
- Parking is available
- RIPTA FLEX Service is available

Open entry / open exit? Yes X No

Contact Rebecca Pierce at 401-783-0293 or rpierce@EdExRI.org for registration information.

Total Number of Weeks in Program: 10 Total Numbers of Hours per Week: 10

Days and Hours that Program is Offered				
Day Program				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00am	12:00pm		
Tuesday	9:00am	12:00pm		
Wednesday	9:00am	12:00pm		
Thursday	9:00am	12:00pm		
Friday				
Saturday				
Sunday				

Total Cost of Program: N/A This is a grant funded program through RIDE and DHS

Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at ary.mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Education Exchange
Mailing Address: 33 North Road C-1
Lily Pads Professional Center
Peace Dale, RI 02879-2164
Website address: www.EdExRI.org
Name of Program: ADULT EDUCATION- WAKEFIELD /10-hr Program for RI Works
ABE / Pre-GED / GED

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Rebecca Pierce	401-783-0293		401-284-3365 rpierce@EdExRI.org
Cameron Ennis	401-789-00293		401-284-3365 cennis@EdExRI.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
-------------	------------------	------------	---------------

Program Description:

Individualized work and academic program that is tailor made to the RI Works recipients who are reading at or above a sixth grade level, already working 20 hours a week (or have another approvable 20 hour core activity) and need to supplement those 20 hours with 10 hours of education. The program will focus on the areas in which the student may be academically weak (English, math skills, or reading) while providing success skills training (work etiquette, time management, resume writing, computers, job searches and interviewing). The objective of the program is to hone in on those areas that are hindering the student from getting a more rewarding job or career and to help them develop those necessary skills.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will receive certificates of achievement as they progress in their educational levels

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Retail/sales representatives	\$ 9.60-\$10.00/hour
Customer Service representatives	\$ 9.60-\$12/hour
Office clerks/administrative assistants	\$ 9.60-\$12/hour
Childcare/teacher assistant	\$ 9.60-\$11/hour

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

N/A

Location where program is offered and information about public transportation, parking, accessibility, etc.:

Education Exchange is located at
33 North Road C-1 Lily Pads Professional Center Peace Dale, RI 02879-2164

- Parking is available

Open entry / open exit? Yes X No

Contact Rebecca Pierce at 401-783-0293 or rpierce@EdExRI.org for registration information.

Enrollment information for calendar years 2016 forward*:

Total Number of Weeks in Program: 10 Total Numbers of Hours per Week: 10

Days and Hours that Program is Offered				
Day Program				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 am	12:00 pm	1 pm	3 pm
Tuesday	9:00 am	12:00 pm	1 pm	3 pm
Wednesday	9:00 am	12:00 pm	1 pm	3 pm
Thursday	9:00 am	12:00 pm	1 pm	3 pm
Friday				
Saturday				
Sunday				
Evening Program				
Monday				
Tuesday	5:15 pm	8:30 pm		
Wednesday	5:15 pm	8:30 pm		
Thursday	5:15 pm	8:30 pm		

Total Cost of Program: N/A This is a grant funded program through RIDE and DHS

Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Education Exchange**

Mailing Address: 33 North Road C-1
 Lily Pads Professional Center
 Peace Dale, RI 02879-2164

Website address: www.EdExRI.org

Name of Program: **ADULT EDUCATION- Westerly /10-hr Program for RI Works**
ABE / Pre-GED / GED

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Rebecca Pierce	401-783-0293	401-284-3365	rpierce@EdExRI.org
Cameron Ennis	401-789-00293	401-284-3365	cennis@EdExRI.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
-------------	------------------	------------	---------------

Program Description:

Individualized work and academic program that is tailor made to the RI Works recipients who are reading at or above a sixth grade level, already working 20 hours a week (or have another approvable 20 hour core activity) and need to supplement those 20 hours with 10 hours of education. The program will focus on the areas in which the student may be academically weak (English, math skills, or reading) while providing success skills training (work etiquette, time management, resume writing, computers, job searches and interviewing). The objective of the program is to hone in on those areas that are hindering the student from getting a more rewarding job or career and to help them develop those necessary skills.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will receive certificates of achievement as they progress in their educational levels

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Retail/sales representatives	\$ 9.60-\$10.00/hour
Customer Service representatives	\$ 9.60-\$12/hour
Office clerks/administrative assistants	\$ 9.60-12/hour
Childcare/teacher assistant	\$ 9.60-\$11/hour

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

N/A

Location where program is offered and information about public transportation, parking, accessibility, etc.:

- Education Exchange classes are located in the Tower Street Community Center, 93 Tower Street, Westerly RI 02891
- Parking is available

Open entry / open exit? Yes No

Contact Rebecca Pierce at 401-783-0293 or rpierce@EdExRI.org for registration information.

Total Number of Weeks in Program: 10 Total Number of Hours per Week: 10

Days and Hours that Program is Offered				
Day Program				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 am	12:00 pm		
Tuesday	9:00 am	12:00 pm		
Wednesday	9:00 am	12:00 pm		
Thursday	9:00 am	12:00 pm		
Friday				
Saturday				
Sunday				

Total Cost of Program: N/A

This is a grant funded program through RIDE and DHS

Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **The Genesis Center**
Mailing Address: **620 Potters Avenue, Providence, RI 02907**
Website address: **www.gcenter.org**
Name of Program: **ADULT EDUCATION/ Genesis Center 10 hour Program**
ESL

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Amy Morales	401-781-6110, ext. 25	401-461-8788	<u>amorales@gcenter.org</u>

Program Description:

The Genesis Center 10 hour program is a program designed for RIWorks recipients who are English as a Second Language speakers. The program helps those who are already working 20 hours a week (or have another approvable 20 hour core work activity) to improve their speaking, listening, reading and writing skills in English.

Names of Certificate(s) or credential(s) awarded upon completion:

Students receive certificates of achievement as they progress in their educational levels.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

This program focuses on adult education so that participants are better prepared for any occupation.

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Participants should be English as a Second Language individuals.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

- The Genesis Center is located at 620 Potters Avenue, Providence, RI 02907
- Parking is available in a parking lot next to the building or on the street on Dexter Street.
- If traveling by bus: from Downtown Providence, take bus route #20, 21 or 22 and stop at Potters Avenue, then walk two blocks to The Genesis Center

Enrollment information for calendar years 2016 forward*:

Open entry / open exit? X Yes No

Scheduled Start Date:

Scheduled End Date:

DAY PROGRAM		
Days and Hours that Program is Offered		
	Time Starts	Time Ends
Monday	9:00 AM	11:30AM
Tuesday	9:00AM	11:30AM
Wednesday	9:00AM	11:30AM
Thursday	9:00AM	11:30AM
Friday		
Saturday		
Sunday		

EVENING PROGRAM		
Days and Hours that Program is Offered		
	Time Starts	Time Ends
Monday	6:00 PM	8:30PM
Tuesday	6:00PM	8:30PM
Wednesday	6:00PM	8:30PM
Thursday	6:00PM	8:30PM
Friday		
Saturday		
Sunday		

Total Cost of Program: N/A Total Cost Paid by RIDE and DHS Contract

Other Types of Financial Aid available to the student: N/A

* It is our expectation that you will update this each calendar year.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: RIRAL (Mentor, Inc.)
Mailing Address: 191 Social Street, Suite 11
Woonsocket, RI 02895
Website address: www.riral.org (under re-construction)
Name of Program: Adult Education / RIRAL 10-hr program
ESL / ABE / pre-GED / GED

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Patricia Bellart	762 – 3841, ext. 21	762 – 4396	pbellart@riral.org

Financial Aid Contact Person: N/A

Program Description:

RIRAL provides access to its community-based programs for RI Works recipients who are at or above the sixth grade level and already working 20 hours a week (or have another approvable 20 hour core work activity), and who need to supplement those 20 hours with 10 hours of education per week. Activities are aligned with clients' educational and job goals. As appropriate to the client, RIRAL specifically targets preparation for higher level vocational trainings by preparing them for the TABE/ CASAS assessments at the DLT and/or preparation for a secondary credential.

Names of Certificate(s) or credential(s) awarded upon completion:

Clients are eligible to work towards the following certificates as a part of their program

Workforce Skills Transcript and/or Certificate (CASAS and Learning Resources, Inc.)

Occupational Skills Certificate in at least one of the following areas:

- Hospitality / Food Service
- Childcare/ Eldercare
- IT
- E-waste management
- Automotive
- OSHA certification for Construction Trades

These certificates are earned through partnerships with local trainers and businesses, e.g., the Woonsocket Career and Technical School, New Horizons and the Tech Collective.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Clients who complete their course of study and achieve their educational goals are prepared for jobs in these industries:

- Food Service \$9 - \$12 / hr.
- Childcare/ Eldercare \$9 - \$11 / hr.
- Office Receptionist \$10 - \$12 / hr.
- E-waste management \$9 - \$15 / hr.
- Automotive \$10 - \$12 / hr.
- Non-union construction worker \$10 - \$12/hr.

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Clients must be referred to RIRAL through the EARR system. During the Orientation Week, clients will be assessed to ensure that they can meet the requirements of the educational components of their plans.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Woonsocket Learning Center, 191 Social Street, 5th Floor, Woonsocket, RI.

- The Center is located in the Citizens Bank building across the street from the Harris Public Library.
- The building meets all federal and state accessibility regulations. There are ramps to the lower level on each side of the building. There is an automatic, revolving door on the Clinton Street entrance.
- There is ample parking provided on both the Clinton St and Social St sides of the building.

Clients can take RIPTA 54 Lincoln/ Woonsocket, 87 Fairmount/ Walnut Hill, or the 281 Woonsocket Flex service.

Enrollment information for calendar years 2016 forward*:

Open entry / open exit? Yes No X

Please call RIRAL at 762-3841 for the next available registration date.

Total Number of Weeks in Program: N/A Total Number of Hours per Week: 10 hours/ week

- Community-based program at the Woonsocket Learning Center is year-round. Learners exit upon successful completion of the educational goals in the clients' plan.
- Clients who miss activity during the week will have the option of working at the Center on Fridays or Saturdays or of completing a Distance Learning activity to maintain monthly attendance requirements.

Programs Schedules:

Days and Hours that Program is Offered		
Woonsocket Day Class Program		
	Time Starts	Time Ends
Monday	9:00 am	12:00 pm
Tuesday	9:00 am	12:00 pm
Wednesday	9:00 am	12:00 pm
Thursday	1 - 4 hours of RIDE approved Distance Learning activities	
Friday *		
Saturday		
Sunday		

Days and Hours that Program is Offered		
Woonsocket Evening Class Program		
	Time Starts	Time Ends
Monday	5:30 pm	8:00 pm
Tuesday	5:30 pm	8:00 pm
Wednesday	5:30 pm	8:00 pm
Thursday	2.5 hours of RIDE approved Distance Learning activities	
Friday *		
Saturday		
Sunday		
Days and Hours that Program is Offered		
Woonsocket Learning Resource Center Program		
	Time Starts	Time Ends
Monday	3:00 pm	7:00 pm
Tuesday	1 - 4 hours of RIDE approved Distance Learning activities	
Wednesday		
Thursday		
Friday		
Saturday	8:00 am	1:00 pm
Sunday		

Total Cost of Program: N/A - This is a grant funded program through RIDE and RIDHS.

Other Types of Financial Aid available to the student: N/A

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Dorcas International Institute RI (DIIRI)**
Mailing Address: 220 Elmwood Avenue Providence, RI 02907
Website address: www.diiri.org
Name of Program: **30-Hour Adult Education:**
(1) Intensive English as a Second Language (ESL)/Job Readiness
(2) ABE & GED/Job Readiness

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Georgina Weeks, Case Manager	401-784-8628		gweeks@diiri.org
Ed Oliver, Coordinator	401-784-8655		eoliver@diiri.org

Students are not charged for enrolling in the program.

Program Description:

Dorcas International Institute of RI offers **two** 30-hour programs (students will be placed in the appropriate program according to their reading scores):

- (1) **Intensive English as a Second Language (ESL)/Job Readiness** program: Best suited for refugees, asylees, or immigrants who are recent arrivals, dislocated workers, or displaced homemakers. Most participants enter with reading levels between 0 and 3rd grade.
- (2) **ABE & GED/Job Readiness** program is for students who enter with reading levels at the 4th grade and above. Students are provided with instruction in the five GED subjects—reading, writing, math, science and social studies—contextualized around a job readiness curriculum. Students will also be taught computer skills needed to take the new GED tests.

Both the **Intensive English as a Second Language (ESL)/Job Readiness** program and the **ABE & GED/Job Readiness** program offer one-on-one sessions with DIIRI job developers to help students explore, search, apply, and interview for jobs. Whenever possible, job developers will place students in jobs.

Both programs also present the following instructional components—adapted to fit students' learning levels:

- World of Work: Work readiness, soft skills, American work ethic & conduct, interpersonal skills
- Business math skills
- Critical thinking skills
- Financial literacy skills
- Computer Lab experiences (Internet and e-mail skills; introduction to Microsoft Word, Excel, PowerPoint)
- Career exploration
- Instruction on searching for jobs (including online), completing applications, developing résumés, writing cover letters, and interviewing (including mock interview sessions)

The **Intensive English as a Second Language (ESL)/Job Readiness** program provides for the following—adapted to fit students’ learning levels:

- English as a Second Language and/or literacy instruction in reading, writing, speaking and listening
- Life skills and adjusting to American culture
- Language Lab experiences for improving speaking and listening skills
- One-on-one case management for resettlement and cultural adjustment issues.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will receive a DIIRI certificate of achievement as they progress from one class to the next higher level class. This advancement shall be based on a student’s CASAS Life & Work reading test score and on the recommendation of the teacher. ESL students will also receive a certificate of achievement if they score 236 or higher on the CASAS reading test.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level positions in the following areas:

Laundry Service	\$9.60 - \$10.60 per hour
Roofing	\$12.00 per hour
Health/ Dietary Aide	\$10.00 - \$12.00 per hour

If appropriate, please include recent TABE Reading and Math Scores in your referral.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

- Dorcas International Institute RI is at 220 Elmwood Avenue, Providence, RI 02907
- Parking for students is available beside the building.

Enrollment information*:

Scheduled Start Date **1st & 3rd Mondays of each month**

Total Number of Hours per Week: **30**

Days and Hours that Program is Offered		
	Time Starts	Time Ends
Monday	9:00 am	3:00 pm
Tuesday	9:00 am	3:00 pm
Wednesday	9:00 am	3:00 pm
Thursday	9:00 am	3:00 pm
Friday	9:00 am	3:00 pm
Saturday	∅	∅
Sunday	∅	∅

Total Cost of Program: **N/A—this is a grant-funded program through RIDE and DHS.**

Other Types of Financial Aid available to the student: **N/A**

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Education Exchange

Mailing Address: 33 North Road C-1
Lily Pads Professional Center
Peace Dale, RI 02879-2164

Website address: www.EdExRI.org

Name of Program: ADULT EDUCATION- WAKEFIELD /30-hr Program for RI Works

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Rebecca Pierce	401-783-0293		rpierce@EdExRI.org
Cameron Ennis	401-789-00293		cennis@EdExRI.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
-------------	------------------	------------	---------------

Program Description:

The Education Exchange's intensive Adult Education program is designed to assist RI Works clients who are below a sixth grade level without any significant work experience to increase applied academic skill and employer-defined soft skills. The program is twenty six weeks (780 hours) with monthly enrollment dates. The program goals are to attain/increase employment soft skills required to afford the participants the ability to access career related employment opportunities.

The program design is as follows:

- 12.5 hours weekly (325 hours) Adult Basic Education
- 11.5 hours weekly (299 hours) works skills, employment search, assessments
- 6 hours weekly (104 hours) computer skills

Names of Certificate(s) or credential(s) awarded upon completion:

Students will receive certificates of achievement from the Education Exchange as they progress in their education levels.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Retail/sales representative \$ 9-\$10/hour
Customer Service representatives \$ 9.00-\$12/hour

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)
None

Location where program is offered and information about public transportation, parking, accessibility, etc.:

Education Exchange is located at

33 North Road C-1, Lily Pads Professional Center, Peace Dale, RI 02879-2164

- Parking is available on the side of the building
- RIPTA FLEX Service is available
- The Education Exchange building and classes are handicapped accessible

Open entry/open exit Yes No

Enrollment information for calendar years 2016 forward*:

Contact Rebecca Pierce at 401-783-0293 or rpierce@EdExRI.org for registration information.

Total number of weeks in program: 52

Total number of hours per week: 30

Days and Hours that Program is Offered				
Day Program				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 am	12:30 pm	1 pm	3 pm
Tuesday	9:00 am	12:30 pm	1 pm	3 pm
Wednesday	9:00 am	12:30 pm	1 pm	3 pm
Thursday	9:00 am	12:30 pm	1 pm	3 pm
Friday	9:00 am	12:30 pm	1 pm	3 pm
Saturday				
Sunday				

Total Cost of Program: N/A

This is a grant funded program through RIDE and DHS

Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **The Genesis Center**
Mailing Address: **620 Potters Avenue, Providence, RI 02907**
Website address: **www.gcenter.org**
Name of Program: **ADULT EDUCATION/30 hour ESL**

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Amy Morales	401-781-6110, ext. 25	401-461-8788	<u>amorales@gcenter.org</u>

Program Description:

The Genesis Center’s 30 hour program is a program designed for RIWorks recipients who are English as a Second Language speakers. The program helps students to improve their speaking, listening, reading and writing skills in English. Workforce readiness and soft skills training are the focus of the afternoon portion of this class. All of our students have access to a weekly “Job Club” where they can work on resume building, cover letters, and job search. Students can also work with our Job Developer for more intensive assistance and soft skills feedback. This program also provides: Computer Skills Instruction, Financial Literacy, and to Job Skills Training modules (Culinary Arts, Homemaker, Healthcare Exploration, and Green Janitorial). Qualified students may participate in internships or work experience to gain hands-on skills.

Names of Certificate(s) or credential(s) awarded upon completion:

Students receive certificates of achievement as they progress in their educational levels.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

This program focuses on adult education so that participants are better prepared for any occupation. Average salary range for students completing the program is \$9.000-\$12/hour.

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Participants should be English as a Second Language students.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

- The Genesis Center is located at 620 Potters Avenue, Providence, RI 02907
- Parking is available in a parking lot next to the building or on the street on Dexter Street.
- If traveling by bus: from Downtown Providence, take bus route #20, 21 or 22 and stop at Potters Avenue, then walk two blocks to The Genesis Center

Enrollment information for calendar years 2016 forward*:

Open entry / open exit? No

Students can be referred for the first Monday of every month via EARR. In the case of a holiday, referrals can be for the next day.

Scheduled Start Date: January 5, 2016	Scheduled End Date: July 3, 2016
Scheduled Start Date: February 2, 2016	Scheduled End Date: July 31, 2016
Scheduled Start Date: March 2, 2016	Scheduled End Date: August 28, 2016
Scheduled Start Date: April 6, 2016	Scheduled End Date: September 2, 2016
Scheduled Start Date: May 4, 2016	Scheduled End Date: October 30, 2016
Scheduled Start Date: June 1, 2016	Scheduled End Date: November 27, 2016
Scheduled Start Date: July 6, 2016	Scheduled End Date: January 1, 2017
Scheduled Start Date: August 3, 2016	Scheduled End Date: January 29, 2017
Scheduled Start Date: September 7, 2016	Scheduled End Date: March 4, 2017
Scheduled Start Date: October 5, 2016	Scheduled End Date: April 1, 2017
Scheduled Start Date: November 2, 2016	Scheduled End Date: April 29, 2017
Scheduled Start Date: December 7, 2016	Scheduled End Date: June 3, 2017

Total number of weeks in program: 24 weeks (6 months). Total number of hours per week: 30

Days and Hours that Program is Offered		
	Time Starts	Time Ends
Monday	9:00 AM	3:00 PM
Tuesday	9:00 AM	3:00 PM
Wednesday	9:00 AM	3:00 PM
Thursday	9:00 AM	3:00 PM
Friday	9:00 AM	3:00 PM
Saturday		
Sunday		

Total Cost of Program: N/A

Total Cost Paid by RIDE and DHS Contract

Other Types of Financial Aid available to the student: N/A

*** It is our expectation that you will update when the schedule or hours change.**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Goodwill Industries of RI

Mailing Address: 100 Houghton Street
Providence, RI 02904

Website address: www.goodwillri.org

Name of Program: ESL/ABE Work Intensive Literacy Development Program (WILD)

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Ruth Jennings	861-2080 X103	454-0889	rjennings@goodwillri.org
Christine Yankee	861-2080 X119	454-0889	cyankee@goodwillri.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
N/A			

Program Description:

Goodwill Industries of RI offers a six-month, 30-hour per week intensive ESL and ABE education program for RIWorks participants who are below the 6th grade, or 8th grade with no work experience.

Each participant will:

- Complete 60 hours of work readiness workshops to include resume writing, interviewing skills, etc.
- Complete 80 hours of work experience in the student's field of interest, and job development and placement
- Receive wraparound/case management services

Names of Certificate(s) or credential(s) awarded upon completion:

Students will receive a certificate of completion

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

CNA / Home Health Aide	\$10-\$12/hour
Green Jobs	\$10-\$12/hour
Retail/Customer Service	\$10-\$12/hour
Food service	\$10 - \$12.00/hour

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Students should have a need for English as a Second Language (ESL), or to learn/improve basic academic skills (ABE)
Development Program (WILD)

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: RIRAL (Mentor, Inc.)
Mailing Address: 191 Social Street, Suite 11
Woonsocket, RI 02895
Website address: www.riral.org
Name of Program: Rhode Island Works Intensive Adult Education Program

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Patricia Bellart	762 – 3841, ext. 21	762 – 4396	pbellart@riral.org

Financial Aid Contact Person: N/A

Program Description:

The Program for Personal Progress is RIRAL's Intensive Adult Education Program for RIW clients who are at or below a third grade level or who are below a sixth grade level without any significant work experience. It is a six month, 30 hour per week program, with monthly enrollment dates. The ultimate goal of the program is to reduce or eliminate significant skill barriers to employment so that participants in the near future can access career-related employment opportunities.

The key outcomes for clients are:

- Significant gains in adult basic education skills and employer-defined soft skills (including 14 effective behaviors and customer service skills)
- Job readiness training
- Reducing barriers related to employment (e.g. self-esteem, transportation, child care)

The activities and schedule for RIRAL's Program for Personal Progress support the attainment of these goals and meet the RIDE and RI DHS requested and required program elements.

Names of Certificate(s) or credential(s) awarded upon completion:

None, students referred to the 30 hour category are not likely to obtain GED or EDP high school diploma within the six month period.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Clients who complete their course of study and achieve their educational goals are prepared for jobs in these industries:

- Food Service \$9 - \$12 / hr.
- Childcare/ Eldercare \$9 - \$11 / hr.
- Automotive \$10 - \$12 / hr.
- Non-union construction worker \$10 - \$12/hr.

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

No prerequisites, clients must be referred to RIRAL through the EARR system.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Woonsocket Learning Center, 191 Social Street, 3rd Floor, Woonsocket, RI

- The Center is located in the Citizens Bank building across the street from the Harris Public Library.
- The building meets all federal and state accessibility regulations. There are ramps to the lower level on each side of the building. There is an automatic, revolving door on the Clinton Street entrance.
- There is ample parking provided on both the Clinton St and Social St sides of the building.
- Clients can take RIPTA 54 Lincoln/ Woonsocket, 87 Fairmount/ Walnut Hill, or the 281 Woonsocket Flex service.

Open entry / open exit? No X

Please call RIRAL at 762-3841 for the next available registration date.

Total number of weeks in program: 26 (6 months)

Total number of hours per week: 30

Days and Hours that Program is Offered		
	Time Starts	Time Ends
Monday	9:00 am	4:30 pm
Tuesday	9:00 am	4:30 pm
Wednesday	9:00 am	4:30 pm
Thursday	9:00 am	4:30 pm
Friday *		
Saturday		
Sunday		

*Clients who miss activity during the week will have the option of working at the Center on Fridays or completing a Distance Learning activity to maintain monthly attendance requirements.

Total Cost of Program: N/A - This is a grant funded program through RIDE and RIDHS.

Other Types of Financial Aid available to the student: N/A

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
DHS Contracted Providers**

Name of Organization: **Community College of Rhode Island**

Mailing Address: **1762 Louisquisset Pike
Lincoln, Rhode Island 02865**

Website address: **www.CCRI.edu**

Name of Program: **REACH – RIW: Testing and Assessment**

Check one: **certified vendor contracted provider**

Contact Person(s) for Program Information:

<u>Denise T. Szymczuk (Director)</u>	<u>333-7165</u>	<u>333-7426</u>	<u>dszymczuk@ccri.edu</u>
Name	Telephone	FAX	E-Mail

<u>Luz Nunez: Lincoln</u>	<u>333-7166</u>	<u>333-7426</u>	<u>lanunez@ccri.edu</u>
Coordinator Name & Location	Telephone	FAX	E-Mail

<u>Marie Martone: Newport & Warwick</u>	<u>825-2290</u>	<u>825-2073</u>	<u>mmartone@ccri.edu</u>
Coordinator Name & Location	Telephone	FAX	E-Mail

<u>Marcia Silva: Providence</u>	<u>455-6067</u>	<u>455-6086</u>	<u>mbsilva@ccri.edu</u>
Coordinator Name & Location	Telephone	FAX	E-Mail

Financial Aid Contact Person:

N/A			
Name	Telephone	FAX	E-Mail

Program Description:

The Test of Adult Basic Education is administered in both English and Spanish to assess reading, mathematics, and language skills. It is not a pass/fail instrument. It provides grade level information for DHS social caseworkers and DLT managers to help determine academic readiness and potential success for participants during Work Readiness and Job Search as well as employment and/or skill / post-secondary program enrollment.

Testing is done on-site at DHS Regional Offices, in a group format, at pre-established dates and times.

If further assessment is required, RIWorks workers have the option to have a Diagnostic Test administered and clients that have been determined as unable to read English can be referred for a Literacy Test. These clients would require an individual referral to the appropriate REACH Coordinator.

The Self-Directed Search (SDS) is a 20-30 minute test that was developed in accordance with National Career Development Association (NCDA) guidelines. The resulting report provides a list of the occupations and fields of study that most closely matches the participant's interests, thereby giving the participant recommendations about how to proceed through his/her higher career development and decision-making process.

Names of Certificate(s) or credential(s) awarded upon completion:

N/A

**Education and Training Resource Fact Sheet
RI WORKS PROGRAM
DHS Contracted Providers**

Name of Organization: Dorcas International Institute of RI
Mailing Address: 645 Elmwood Avenue
Providence, RI 02907
Website Address: www.diiri.org/Services/ClothingCollaborative
Name of Program: Clothing Collaborative

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Lina Bravo	784-8663	467-6530	LBravo@diiri.org

Program Description:

The Clothing Collaborative Network's goal is to assist low-income, unemployed and underemployed individuals in overcoming barriers to training and employment.

The Clothing Collaborative Network provides work appropriate clothing at no cost to low-income men and women who are completing job training and education programs, and seeking employment. The program meets the need for practical support by providing high quality professional attire to the clients of participating Rhode Island agencies who meet the income and job search criteria of the program.

After employment is secured, clients are able to continue to add to their "work wardrobe." As long as individuals remain employed, they are permitted several return visits to receive additional outfits during their first year of employment.

Names of Certificate(s) or credential(s) awarded upon completion: N/A

Prerequisites for admission into program:

Client must be completing a job training (and/or education program) and seeking employment, in a job search, or must be within the first year of employment. Clients must meet income guidelines. RIW cash recipients are categorically eligible financially.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

THE CLOTHING COLLABORATIVE

645 Elmwood Avenue Providence, RI 02907

(401) 784-8663

Hours: M-Fri 9am – 2pm

Contact: Lina Bravo

Dorcas International Institute of Rhode Island (South Campus)

THE CAREER CLOSET

55 Turner Avenue, East Providence, RI 02915

(401) 435-7876

Hours: M-Fri 9am - 3pm

Contact: Kim Wetherald

East Bay Community Action Program

SUCCESS WEAR

727 Front Street, Suite 112

Woonsocket, RI 02895

(401) 766-3384

Hours: Monday, Wednesday, Thursday 9am-1pm

Contact: Kat Norville

Connecting for Children and Families

ATTIRE FOR HIRE

56 Spruce Street,

Westerly, RI 02891

(401) 596-9276

Hours: Monday, Tuesday, Wednesday, Friday 8:30am-2:00pm (by appointment only)

Contact: Joy Cordio

Westerly Area Rest Meals (WARM) Shelter

WORKING WARDROBE

212 Buttonwood Avenue Warwick, RI 02886

(401)732-4666 x154

Hours: Monday-Thursday 10am - 2pm

Contact: Tanisha Simpson

West Bay Community Action

Enrollment information for calendar year 2016 forward*:

Open entry / open exit? **Yes** **No**

Total Number of Weeks in Program: N/A

Clients may obtain six articles of clothing per visit, plus accessories. Each client is allowed to make six visits per year (every two months) and as a client leaves an appointment, a return slip is given for the next appointment.

Total Cost of Program: contract funded **Total Cost Paid by RI DHS:** contract funded

Other Types of Financial Aid available to the student: N/A

***It is our expectation that you will update this each calendar year.**

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Community Care Alliance

Mailing Address: P0 Box 1700, Woonsocket Rhode Island 02895

Website address: www.communitycareri.org

Name of Program: On-the-Job Training (OJT)

Contact Person(s) for Program Information:

Name: Shemika Moore **Telephone:** 401-235-6077 **FAX:** 401-488-2201 **E-Mail:** Smooore@communitycareri.org

Financial Aid Contact Person: N/A

Program Description: Community Care Alliance matches program participants with job openings at pre-screened On-the-Job Training employers. OJT participants are hired into a job with pay and benefits normally associated with the position. Once hired, participants begin a predetermined paid training period (generally 4 weeks to 3 months maximum 6 months). Family Resources Community Action reimburses the employer an amount equal to 50% of wages to cover the costs of training. If the participant makes satisfactory progress learning the job, the employer will maintain her/him as a regular employee after the completion of training. CCA provides follow-up with the employer and employee to assure job retention for at least six months.

Community Care Alliance requires completion of a 2 week job readiness-career preparation and assessment component prior to placing a program participant in an OJT position. CCA may waive the two week pre-job component for students who have recently completed a CCA training program. Participants who are not put into an OJT immediately are required to do thirty (30) hours of job search some individuals will be placed in an internship-work experience situation until hired by an OJT employer to begin training, so that cash assistance is not affected.

Participants receive case management until retention goals are met; they also have an opportunity to enroll in LISC Financial Opportunity Center operated by CCA as well as More For Your Money Workshops, which provides how to manage money tips, employment counseling, access to income supports and financial counseling, including credit reports and credit repair assistance, for up to three years.

Names of Certificate(s) or credential(s) awarded upon completion:

Participant is hired by OJT employer at start of training period. Credentials are not a goal of the program, although the individual may receive Work Readiness and Customer Service Certification during the job readiness component if applicable.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

The OJT program places individuals in jobs where the standard industry wage is paid. The hourly wage depends on the employer and position, as well as the skills of the individual in the program. We expect to place individuals in a wide range of positions depending on availability and interest of participants.

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

- Referral from DHS
- Commitment to ongoing employment
- As part of initial screening, applicant will be asked to obtain a BCI.
- Occupational Competency -- reasonable expectation that person can perform an unsubsidized job
- TABE - 6th grade or higher preferred – others accepted on a case by case basis; must be able to read basic instructions and signs in English in order to assure safety on the job.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The two week assessment/job readiness component is held at 55 Main Street, Woonsocket, RI 02865. The center is located on Main Street in Woonsocket with access to public transportation and parking

Enrollment information December 2016 forward*:

Open entry / open exit? Yes No

The OJT program is an open entry/open exit program participants can be referred to the program at any time.

Total Number of Weeks in Program: On average participants are in the program from 4 to 6 weeks depending on DHS status and other factors

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:30 AM	3:30 PM		
Tuesday	9:30 AM	3:30 PM		
Wednesday	9:30 AM	3:30 PM		
Thursday	9:30 AM	3:30 PM		
Friday	9:30 AM	3:30 PM		
Saturday				
Sunday				

Total Cost of Program \$0 **Total Cost Paid by RI DHS:** All costs paid through grant

Other Types of Financial Aid available to the student: NA

*It is our expectation that you will update DHS when the schedule or hours change.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Community College of Rhode Island

Mailing Address: 1 Hilton Street, Providence, RI 02905

Website address: www.ccri.edu/cwce/abe/careerpathways.html

Name of Program: Career Pathways for the 21st Century

JOB READINESS PROGRAM

Contact Person(s) for Program Information:

Name Lynn Watterson **Telephone** 401-455-6042 **FAX** 401-455-6035 **E-Mail** lpwatterson@ccri.edu

Financial Aid Contact Person: (this is a no cost program)

Name	Telephone	FAX	E-Mail
-------------	------------------	------------	---------------

Program Description:

Intensive career assessment and work readiness program:

- Self-assessment activities
- Career awareness and labor market research
- Career coaching and job search strategies
- Assistance in navigating education or training opportunities
- Math, reading, and writing refresher
- Work exposure activities that may include job shadows, tours, or informational interviews

Names of Certificate(s) or credential(s) awarded upon completion:

Certificate of completion of Career Pathways program

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Dependent upon individual career choice

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Rhode Island resident, over age 18, English competency sufficient to fully participate in class. Applicants are tested with CASAS.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Program generally offered at Liston Campus, 1 Hilton Street, Providence, occasionally offered in Newport and Warwick. All campus have access to public transportation, free parking and are in accessible locations.

Enrollment information for calendar years 2016 forward*:

Open entry / Open exit? ___ X
Yes No

Scheduled Start Date February 2, 2016
Scheduled Start Date April 6, 2016
Scheduled Start Date
Scheduled Start Date

Scheduled End Date _March 27, 2016
Scheduled End Date June 25, 2016
Scheduled End Date
Scheduled End Date

Total Number of Weeks in Program: 12 Total Number of Hours per Week: 20

Program is held during the day, hours vary by session.

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: none Total Cost Paid by RI DHS:

Other Types of Financial Aid available to the student:

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at

mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
Rhode Island Works**

Name of Organization: Department of Human Services

Mailing Address: 206 Elmwood Ave Providence, R.I.

Website address: www.dhs.ri.gov

Name of Program: Riteworks Employment and Retention Unit

Contact Person(s) for Program Information:

Name	Telephone	Fax	E-mail
Debra Borst	415-8204	415-8372	dborst@dhs.ri.gov
Marianne Quinn	736-1409	736-1442	mquinn@dhs.ri.gov

Financial Aid Contact Person: N/A

Program Description:

Riteworks Employment and Retention Unit at the Department of Human Services was established in 1998 and offers an intensive 3 month job search in conjunction with employment readiness training. Riteworks counselors work with RIW clients on an individual basis to develop customized job search plans that result in employment based on his/her skills, needs and goals. We also assist RIW clients with resume building, interview preparation, cover letters, thank you notes and monthly budgeting. It is the goal of the Riteworks program to implement the Work Incentive Program for RIW clients who are underemployed to increase their employment hours and/or become employed for at least the minimum hours of each client's work requirements in order to become self-sufficient.

Name(s) of job position(s) with salary ranges for which graduates of this program are prepared:

Jobs range in types depending on client interest, education, experience and available openings. Salaries can range from \$9.00 to \$15.00.

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

None, however all referrals must originate from DHS Social Caseworkers for hardship and non-hardship clients who are employed part time.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

206 Elmwood Ave Providence, R.I.
195 Buttonwoods Avenue Warwick, R.I.
272 Valley Road Middletown, R.I.
4808 Tower Hill Road Wakefield, R.I.

Parking is available at all locations, and buildings are accessible. All locations are also on bus lines.

Total Number of Months in Program: Three (3)

Social Caseworker's make the end date of the Job Search with Riteworks on the last day of the hardship period, but no longer than 3 months for a first hardship extension. Non-hardship clients who are employed part time are also limited to 3 months.

Days and Hours that Program is Offered

Monday	8:30	4:00
Tuesday	8:30	4:00
Wednesday	8:30	4:00
Thursday	8:30	4:00
Friday	8:30	4:00

Total Cost of Program: None

Other Types of Financial Aid available to the student: N/A

NOTE: It is our expectation that you will update this Fact Sheet each calendar year.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: R.I. Department of Labor & Training

Mailing Address: 1511 Pontiac Ave.; Cranston, RI 02920

Website address: www.networkri.org

Name of Program: Rhode Island Works (A cooperative agreement between DHS and DLT)

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Hector Rivera	462-8729	462-8798	hector.rivera@dlt.ri.gov

Financial Aid Contact Person: N/A

Program Description:

The Rhode Island Works Program (formerly FIP, the Family Independence Program) offers an intensive four-week employment readiness workshop. Workshops include an exploration of the participant's previous work history, transferable skills, various areas of employment interest and any supportive services necessary. Participants begin in-depth job search/job club instruction in workplace competencies, job search skills, resume preparation and interviewing skills. It is the goal of the Rhode Island Works Program that all clients attending the program become employed. Staff facilitates both group and one-on-one services throughout all phases of the program.

Names of Certificate(s) or credential(s) awarded upon completion:

On behalf of the Department of Labor and Training and the Department of Human Services, a Rhode Island Works Certificate of Achievement is presented to the Rhode Island Works Parent upon completion of the four week program

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Jobs range in types depending on client interest, experience, and available openings. Salaries can range from \$9.00 to \$15.00.

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

None, however all referrals must originate from DHS Social Caseworkers.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

One Reservoir Avenue, **Providence**, RI 02907

1330 Main Street, **West Warwick**, RI 02893

219 Pond Street, **Woonsocket**, RI 02895

Parking is available all locations, and buildings are accessible. All locations are also on bus lines.

Total Number of Weeks in Program: Four (4)

Brief description of any flexibility or options offered regarding start/end dates: We are not able to accept referrals on an individual basis. Clients can attend a netWORKri office.

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00	1:00		
	9:00	3:00 or 4:00		
Tuesday	9:00	1:00		
	9:00	3:00 or 4:00		
Wednesday	9:00	1:00		
	9:00	3:00 or 4:00		
Thursday	9:00	1:00		
	9:00	3:00 or 4:00		
Friday	9:00	1:00		
	9:00	3:00 or 4:00		
Saturday				
Sunday				

Total Cost of Program: None for Individual

Total Cost Paid by RIDLT

Other Types of Financial Aid available to the student: N/A

***NOTE:** It is our expectation that you will update this Fact Sheet each calendar year.

DLT – NetworkRI – RI Works JOB SEARCH

START DATES for 2016

ENGLISH language ONLY

Providence, West Warwick and Woonsocket

1/5/16	7/7/16*
1/20/16*	7/20/16
2/2/16	8/3/16
2/16/16	8/17/16
3/2/16	8/31/16
3/16/16	9/14/16
3/30/16	9/28/16
4/13/16	10/13/16*
4/27/16	10/26/16
5/11/16	11/9/16
6/8/16	12/7/16
6/22/16	12/21/16

***indicates Tuesday start**

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Office of Rehabilitation Services

Mailing Address: 40 Fountain St, Providence, RI 02903

Website address: <http://www.ors.ri.gov>

Name of Program: Vocational Rehabilitation Services to RIW Clients

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
JoAnn Nannig	421-7005 x350	222-3583	Joannn@ors.ri.gov

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
-------------	------------------	------------	---------------

Program Description: An intra-agency collaboration currently exists between ORS and DHS/RIW which provides vocational rehabilitation services to parents on cash assistance who have disabilities. DHS invites potential RIW referrals to a joint DHS/ORS orientation meeting at the local DHS office. At this meeting, RIW participants who want to proceed with ORS services will obtain information and a specific date to start the process. The first step in the process is to attend a four week work readiness program in order to experience a work routine, learn about their skills, interests and goals related to work. Participants will be assigned an ORS Vocational Rehabilitation Counselor who will assist them with the process to reenter the workforce.

Names of Certificate(s) or credential(s) awarded upon completion:

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:
Initial meeting is at a joint intake meeting at the DHS office with DHS and ORS staff.

Enrollment information from 2016 forward*:

Open entry / open exit?

Yes No

Scheduled Start Date Scheduled End Date

Total Number of Weeks in Program: Total Number of Hours per Week:

Determined by Voc Rehab Counselor

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Total Cost of Program Total Cost Paid by RI DHS:

Other Types of Financial Aid available to the student:

*It is our expectation that you will update DHS when the schedule or hours change.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: SER-Jobs for Progress, Inc.

Mailing Address: 100 East Avenue
Pawtucket, RI 02860

Website address:

Name of Program: Supportive Employment, Paid Transitional Jobs, Unpaid Work Experience, and On the Job Training (OJT)

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Maria Fonseca	724-1820 x 104 724-8490		Mfonseca@SER-RI.org
Craig Baker	724-1820 x 103 724-8490		Cbaker@SER-RI.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Carlos Pedro	724-1820 x110 724-8490		CPedro@SER-RI.org

Program Description: Supportive Employment is competitive employment for RIW participants with supportive services provided by SER staff. Those services could be as intense as meeting the parent weekly for moral support or finding help for a troubled child, so the parent can retain the job, or as infrequently as a monthly phone call to ascertain if the parent is still working successfully. Transitional Jobs differ from Supportive Employment in that there is a period during which the parent is technically in the employ of SER Jobs, and paid an hourly wage of \$9, and that period precedes the parent's placement in competitive employment. During the period of the Transitional Job, the parent may be in a public or private transitional work setting while the parent receives individualized, intensive and supportive case management through SER. The purpose of the (paid) Transitional Job experience is the same as the (unpaid) Work Experience. Unpaid Work Experience is an opportunity for RIW participants to learn the demands of the work world for punctuality, full attendance, teamwork, productivity, etc., as well as some basic, specific occupational skills, in a context where mistakes can be tolerated during the learning phase. Both Transitional Jobs and Work Experience may average three to four month in length, may be preceded with comprehensive work readiness training such as OnRamps, and are expected to be followed by competitive, Supportive Employment. On the Job Training (OJT) is available as an added benefit for clients and employers that choose to permanently hire SER clients. Through OJT, a training plan is developed for the new hire, and a percentage of wages paid (while in training) is reimbursed back to the employer.

Names of Certificate(s) or credential(s) awarded upon completion: N/A

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

This is individualized.

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

None

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

SER will serve RIW parent throughout the state, as assigned, but have two offices:

807 Broad Street; Suite 101

100 East Avenue

Providence, RI 02907

Pawtucket, RI 02860

Both offices have parking, are located on bus routes and are handicapped accessible.

Enrollment information 2012 forward*:

Open entry / open exit? Yes

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 am	5:00 pm		
Tuesday	9:00 am	5:00 pm		
Wednesday	9:00 am	5:00 pm		
Thursday	9:00 am	5:00 pm		
Friday	9:00 am	5:00 pm		

Total Cost of Program N/A

Total Cost Paid by RI DHS: Contract

Other Types of Financial Aid available to the student: N/A

***It is our expectation that you will update DHS when the schedule or hours**

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: South Shore Center

Mailing Address: 203 Main Street

Wakefield RI, 02879

Website address: www.ssmhc.org

Name of Program: Family Connections

Contact Person(s) for Program Information:

Name	Telephone	E-Mail
Melissa Nott, Manager	363-3635	mnott@lifespan.org
Mirelis Rivera, Elig. Tech.	363-3610	mrivera3@lifespan.org
Roberta Wells, Asst. Mgr	363-3616	rwells@lifespan.org
Donna Lavimodiere, Statewide	363-3613	dlavimodiere1@lifespan.org
Edward Pavlis, Woon	363-3576	epavlis@lifespan.org
Barry Rafinelli, Prov/Paw	363-3625	brafanelli@lifespan.org
Jose Ramirez, Prov/Paw – Spanish	363-3623	jramirez2@lifespan.org
Kellie Moore	363-3594	
Merci Espinal, State – Spanish	363-3614	mespinal4@lifespan.org
Jacqueline Richards, Prov/Warwick	363-3593	jrichards2@lifespan.org

Program Description:

- ⤴ Family Connections: This is a program to assist parents with disabilities. Staff will assist parents in understanding RI Works time limits and work-related requirements, what choices they have for preparing for and entering employment or finding an alternative income source before they reach the end of RIW cash assistance.
- ⤴ SS staff will also help parents assess their eligibility for SSI. Staff are available to assist parents in completing the SSI application including gathering documents needed. In the event SS believes the parent is likely to receive SSI benefits, SS will inform the social Caseworker. In the event it appears unlikely that a parent will receive SSI benefits or the parent determines they would like to work the allowable hours under SSI, SS family connections staff will work closely with work services staff to assist obtaining employment. Staff are able to provide services in the client home, meet them in the community, and when appropriate assist them with transportation.
- ⤴ ***The service will be provided statewide. Non-English speaking parents with disabilities will be served***
- ⤴ Referrals should be made following the Monday after Monday rule.

Total Number of Weeks in Program:

Total Number of Hours per Week: varies

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8AM	5PM		
Tuesday	8AM	5PM		
Wednesday	8AM	5PM		
Thursday	8AM	5PM		
Friday	8AM	5PM		
Saturday				
Sunday				

Total Cost of Program:

Total Cost Paid by RI DHS

Other Types of Financial Aid available to the student: N/A

*It is our expectation that you will update DHS when the schedule or hours change.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: South Shore Center

**Mailing Address: 203 Main Street
Wakefield RI, 02879**

Website address: www.ssmhc.org

Name of Program: Supportive Employment, Transitional Jobs, Work Experience and OJT

Contact Person(s) for Program Information:

Name	Telephone	E-Mail
Melissa Nott, Manager	363-3635	mnott@lifefspan.org
Mirelis Rivera, Elig. Tech	363-3610	mriviera3@lifefspan.org
Stephany Almy, Asst. Mgr.	363-3615	salmy@lifefspan.org
Evelyn Cayer, Newport	363-3611	ecayer@gmail.com
Michael Kinne, Warwick/Newport	363-3639	mkinne@lifefspan.org
Samantha Moretti, Paw/Woon	363-3592	smoretti2@lifefspan.org
David Josephs, Prov	363-3603	djosephs@lifefspan.org
Wendy Johnson, State - Spanish	363-3632	wjohnson@lifefspan.org
Shelli Boeniger, Woon	363-3583	sboeniger@lifefspan.org
Dawn Campopiano, Prov	363-3585	dcampopiano1@lifefspan.org
Melony Bronswood, Prov	363-3591	mbronswood@lifefspan.org
Alura Razza, So. County	363-3587	arazza@lifefspan.org
Kristen Lombari – OJT, Newport	363-3637	klombari@lifefspan.org
Jody Weinreich – OJT, Paw	363-3579	jweinreich@lifefspan.org

Program Description:

- ⤴ Supportive Employment: is competitive employment for RIW participants with supportive services provided by SSC Voc Specialist unit staff. Staff meets with participants, determine clt needs and strengths, and develop job search plans that either results in competitive employment or in a period of work experience, if needed, until competitive employment is feasible.
- ⤴ Transitional Job: Differ from supportive employment in that there is a period during which the parent is technically in the employ of SSC, and paid minimum wage, and that period precedes the parents placement in competitive employment. During the period of the transitional job, the parent may be in a public or private transitional work setting while the parent

receives individualized, intensive and supportive case management through SSC. The purpose of the (paid) transitional job experience is the same as the (unpaid) work experience.

- ⤴ Work Experience: This is an opportunity for parents to learn the demands of the work world for punctuality, full attendance, teamwork, productivity, interpersonal problem-solving, etc.
- ⤴ OJT (On the Job Training) This is a unique opportunity for employers to train individuals in need of a competitive employment while being reimbursed for 50% of employees paid wages.
- ⤴ Referrals should be made following the Monday after Monday rule.

*****The service will be provided statewide. Non-English speaking parents will be served*****

Enrollment information January 2016 forward*:

Open entry / open exit? Yes

Total Number of Weeks in Program:

Total Number of Hours per Week: varies

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8AM	5PM		
Tuesday	8AM	5PM		
Wednesday	8AM	5PM		
Thursday	8AM	5PM		
Friday	8AM	5PM		
Saturday				
Sunday				

Total Cost of Program:

Total Cost Paid by RI DHS

Other Types of Financial Aid available to the student: N/A

***It is our expectation that you will update DHS when the schedule or hours change.**

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Workforce Solutions of Providence/Cranston

Mailing Address: 444 Westminster St. Providence, RI 02903

Website address:workforcesolutionspc.com

Name of Program: On-The-Job Training (OJT)

Contact Person for Program Information:

Name	Telephone	FAX	E-Mail
Richard Beneduce	401-680-8572	401-680-8586	rbeneduce@providenceri.com

***Program Description:** This Program provides On-the-Job-Training (OJT) for cash assistance recipients. This is a unique opportunity for both cash assistance parents and for employers. Parents learn occupational skills while earning a wage in a job for which they have been hired because they present with good potential for success as a long term employee. Employers are reimbursed for 50% of wages during the parents' training period. Parents can be terminated the same as any other company employee, and parents do receive feedback during training with monthly, written performance reports that both parents and employers sign so all parties know how the training and the work are progressing. Providence/Cranston acts as a broker, helping to set up the OJT and to address issues that may arise with either parents or employers.

Names of Certificate(s) or credential(s) awarded upon completion: N/A

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Various jobs with a salary range of \$10 to \$15 per hour.

***Prerequisites for admission into program:** Participants should be able to read and understand basic English. They should have Reading TABE scores of at least an 8th grade level and should be essentially work-ready. Workforce Solutions may deny a referral if a client is inappropriate for the program. (Ex: If there are no TABE scores, or if scores are too low, or if there are major barriers to employment that are observed during the orientation meetings)

Location where program is offered: NetworkRI, 1 Reservoir Ave. Providence, RI 02907

Public transportation, parking, accessibility, etc.: RIPTA Bus Routes #20, #21, #22, #23 Parking available and the facility is accessible.

Enrollment information January 2016 forward:

Total Number of Weeks in Program: Initial referrals for **6 weeks** – may re-refer if necessary

Total Number of Hours per Week: 20, 30, or 35

(Schedule and Calendar on Next Page)

Schedule:

20 hours: 9:00-1:00

30 hours: 9:00-3:00

35 hours: 9:00-4:00

Calendar of Start Dates and End Dates:

<u>Start Dates</u>	<u>End Dates</u>
<u>1/5/16</u>	<u>2/13/16</u>
<u>2/2/16</u>	<u>3/13/16</u>
<u>2/23/16</u>	<u>4/3/16</u>
<u>3/16/16</u>	<u>4/24/16</u>
<u>4/6/16</u>	<u>5/16/16</u>
<u>4/27/16</u>	<u>6/5/16</u>
<u>5/18/16</u>	<u>6/26/16</u>
<u>6/8/16</u>	<u>7/17/16</u>

Total Cost Paid by RI DHS

***It is our expectation that you will update DHS when the schedule or hours change.**

**Education and Training Resource Fact Sheet
R. I. WORKS PROGRAM
DHS Contracted Provider**

Name of Organization: RI Coalition Against Domestic Violence
Mailing Address: 422 Post Road, Suite 102
Warwick, RI 02888
Website: www.ricadv.org
Name of Program: Family Violence Option Advocacy Program (FVOAP)

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Sharon King	236-8342	848-0910	sking@wrcnbc.org

Program Description:

The Family Violence Option Advocacy Program (FVOAP) - administered by the Women's Resource Center of Newport & Bristol Counties - assists DHS clients who are victims/survivors of domestic violence. The FVOAP works with the Department of Human Services (DHS), Rhode Island Coalition Against Domestic Violence (RICADV), RI Works (RI's cash assistance program), and the Child Care Assistance Program (CCAP). Through the FVOAP program, clients may be able to obtain a waiver from certain requirements of the RI Works program or Child Care Assistance Program. The FVOAP also assists victims/survivors with safety planning and provides referrals to various programs and services throughout the state.

If the client decides not to pursue a work or child support waiver, the FVOAP advocates can still provide other kinds of assistance such as immediate crisis counseling and safety planning, including home security measures and job safety. They can also connect a client with the local domestic violence agency and provide referrals to help obtain orders for protection, legal services, housing assistance, basic needs assistance, counseling and support group referrals.

The FVOAP is staffed with bilingual Advocates, and can serve both English- and Spanish-speaking clients.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

N/A

Prerequisites for admission into program:

Self-disclosure of a Domestic Violence situation.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in all cities and towns in Rhode Island. Advocates usually meet with clients at the DHS offices during the hours that DHS is open, but will travel to a client's local area or meet after hours if there are transportation, financial or scheduling issues that hinder the client from going to her/his local DHS.

Enrollment information for calendar year 2016 forward*:

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Children's Friend
Mailing Address: 500 Prospect Street, Pawtucket, RI 02860
Website Address: www.cfsri.org
Name of Program: NURSE FAMILY PARTNERSHIP (NFP)

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Lori Clements	721-6488	724-9251	lclements@cfsri.org
Maria Chionchio, RN, BSN	721-6410	724-9251	mchionchio@cfsri.org

Program Description:

The Nurse Family Partnership (NFP) is a voluntary, free program for low-income, first-time mothers 24 years old and younger, under 28 weeks gestation. NFP provides home visits by a registered nurse from pregnancy until the child is two years old. NFP also provides prenatal and parenting education, developmental screenings, social supports, as well as support for educational and professional goals for the client.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or GED.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

DHS Program purposes: under age of 20, pregnant or custodial parent with no secondary school credential. **NFP enrollment requirements:** low-income, first-time mothers, prior to 28 weeks gestation. If a mother is the age of 20 to 24 and wishes to receive support from the NFP program, this may be a referral which could provide up to one and half hours per week supportive service in the employment plan.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in **Central Falls, Pawtucket, Providence, and Cranston.**

Enrollment information for calendar year 2016 forward*:

Open entry / Open exit?
Yes No

Total Number of Weeks in Program:

The NFP operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting averaging 20 to 35 hours per week as appropriate. They must also attend NFP led appointment at their residence.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program via a case management system allows the program to begin at any date throughout the year. Scheduling will be negotiated between the NFP visiting nurse and the participant. Please contact Lori Clements to determine correct schedule for each client’s attendance in school/GED setting.

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R. I. WORKS PROGRAM
DHS Contracted Providers**

Name of Organization: **Community College of Rhode Island**

Mailing Address: **1762 Louisquisset Pike
Lincoln, Rhode Island 02865**

Website address: **www.CCRI.edu**

Name of Program: **REACH – RIW: Post-secondary**

Check one: **certified vendor contracted provider**

Contact Person(s) for Program Information:

<u>Denise T. Szymczuk (Director)</u>	<u>333-7165</u>	<u>333-7426</u>	<u>dszymczuk@ccri.edu</u>
Name	Telephone	FAX	E-Mail

<u>Luz Nunez: Lincoln</u>	<u>333-7166</u>	<u>333-7426</u>	<u>lanunez@ccri.edu</u>
Coordinator Name & Location	Telephone	FAX	E-Mail

<u>Marie Martone: Newport & Warwick</u>	<u>825-2290</u>	<u>825-2073</u>	<u>mmartone@ccri.edu</u>
Coordinator Name & Location	Telephone	FAX	E-Mail

<u>Marcia Silva: Providence</u>	<u>455-6067</u>	<u>455-6086</u>	<u>mbsilva@ccri.edu</u>
Coordinator Name & Location	Telephone	FAX	E-Mail

Financial Aid Contact Person:

N/A			
Name	Telephone	FAX	E-Mail

Program Description:

Social caseworkers refer clients via the EARR. Students who attend CCRI credited programs (in excess of 65 certificate and degree programs available) are assigned a REACH coordinator (listed above) who provides case management monitoring, attendance reporting, and support for participants to successfully attain their educational goal. Coordinators provide direction to a variety of appropriate support services such as child care facilities, assistance with compliance of full time attendance and 30/20 hour work activities, and DHS policy & procedure assistance on a continuous basis.

Names of Certificate(s) or credential(s) awarded upon completion:

Associate Degrees and Certificates

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Based on awarded Associate Degree or Certificate

(DHS Certified Vendors/DHS Contracted Providers)

Name of Organization: **Comprehensive Community Action Program**

Mailing Address: **311 Doric Avenue, Cranston, RI 02910**

Website address: **N/A**

Name of Program: **NEW OPPORTUNITY HOMES**

Check One: **Certified vendor Contracted provider**

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Christine Vernet	562-2242	467-9030	cvernet@comcap.org
Christopher Mansfield	562-8311	467-9030	cmansfield@comcap.org

Program Description: New Opportunity Homes (NOH) are adult supervised living arrangements for pregnant and parenting minor RIW applicants/recipients who are unable to remain at home with their parents or guardians. Residency in NOH is voluntary. A minor’s parent/guardian must agree to the residency; that same parent/guardian may end the minor’s residency at any time. All residents must adhere to house rules in order to maintain residency. Homes are located in Cranston and Warwick. Each home provides minor teens with a positive environment that is safe and nurturing. Referrals for residency comes from the Youth Success Program (YS), which does a home study and assessment. The NOH multidisciplinary team determines eligibility, appropriateness and level of supervision needed. All residents are linked to a case manager in the YS program. Together, the NOH and YS program offers residents with educational support and opportunities to develop pregnancy prevention skills, social and life skills, including parenting skills, necessary to become good parents and self-sufficient productive adults. Residents may remain in NOH until they are 18 ½ years old.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry Level

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Minor pregnant and/or parenting minors (under 18) and their children in need of an adult supervised living arrangement.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Warwick:	6 Beds	24 hour supervision/day, 7 days/week
Cranston:	4 Beds	24 hour supervision/day, 7 days/week

Enrollment information for calendar years 2016 forward*:

Open entry / Open exit? Yes No

New Opportunity Homes operates 365 days of the year.

Brief description of any flexibility or options offered reading star/end dates: The multidisciplinary Team meets biweekly and can approve residency at any session. Sometimes there is a waiting list when there are no beds available.

Total Cost of Program: Residents pay approximately one third of their income for rent. NOH is grant funded by DHS.

*Please email Jim Logan when a revision or update is made to the program schedule at james.logan@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R. I. WORKS PROGRAM
DHS Contracted Providers**

Name of Organization: SSTARBIRTH/SSTAR of RI, Inc.

Mailing Address: 80 East Street
Cranston, RI 02920

Website address: www.sstar.org

Name of Program: SSTARBIRTH RIW PROGRAM

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Diane Gouveia	463-6001 Ext. 11	463-8572	dgouveia@sstarbirth.com

Financial Aid Contact Person: N/A

Program Description:

A residential program to assist pregnant, postpartum, and parenting women with histories of substance abuse and parenting issues to develop life skills that will allow them to live and work while maintaining sobriety and custody of their children. If applicable, a DCYF case plan is required. Program includes formal assessments including ASAM criteria, life skills, parenting skills, educational, and vocational history. After daily skills are mastered, move toward obtaining a GED and/or pre-employment skills, and obtaining housing.

Names of Certificate(s) or credential(s) awarded upon completion: N/A

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

N/A

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

A placement screening; a physical exam; a reunification plan from DCYF (if applicable); and previous psychiatric evaluations (if applicable). Also, children's medical history including latest physical exam and immunization record.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

80 East St., Cranston, RI 02920

Enrollment information for calendar year 2016 forward*:

Open entry / open exit? X _____
Yes No

Total Number of Weeks in Program: N/A (Residential)

Total Cost of Program: grant funded

*It is our expectation that you will update this each calendar year.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Blackstone Valley Community Action Program (BVCAP)

Mailing Address: 32 Goff Street, Pawtucket, RI 02860

Website Address: www.bvcap.org

Name of Program: YOUTH SUCCESS 2 (YS2) PROGRAM

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Deborah Gardner	401-723-4520 x240	401-722-4410	dgardner@bvcap.org

Program Description:

The primary goal of the YS2 program is for pregnant and parenting teens graduate from secondary school well prepared to lead productive lives. Toward this end, the YS2 provides case management services to all (not just those receiving or eligible to receive RIW cash benefits) pregnant and parenting teens requiring or requesting them. The YS2 objectives are to a.) improve academic and other life skills (including parenting skills) of all participants, b.) improve social skills/character development, and c.) reduce repeat pregnancy. Further, the YS2 assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in Cumberland, Lincoln, and Pawtucket.

Enrollment information for calendar year 2016 forward*:

Open entry / Open exit?
Yes No

Total Number of Weeks in Program:

The YS2 operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 35 hr. /wk.) as appropriate. They must also attend YS2-led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program via a case management system allows the program to begin at any date throughout the year.

The YS2 client may be enrolled in High School or an approved GED or high school equivalent program. (schedules vary)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30 AM	4:00 PM		
Tuesday	8:30 AM	4:00 PM		
Wednesday	8:30 AM	4:00 PM		
Thursday	8:30 AM	4:00 PM		
Friday	8:30 AM	4:00 PM		
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Children's Friend
Mailing Address: 153 Summer Street, Providence, RI 02903
Website Address: www.cfsri.org
Name of Program: YOUTH SUCCESS 2 (YS2) PROGRAM

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Carey Rochford	276-4338	724-9251	crochford@cfsri.org

Program Description:

The primary goal of the YS2 program is that pregnant and parenting teens graduate from secondary school well prepared to lead productive lives. Toward this end, the YS2 provides case management services to all (not just those receiving or eligible to receive RIW cash benefits) pregnant and parenting teens requiring or requesting them. The YS2 objectives are to a.) Improve academic and other life skills (including parenting skills) of all participants, b.) Improve social skills/character development, and c.) Reduce repeat pregnancy. Further, the YS2 assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Providence in zip code areas **02904, 02906, & 02908**

Enrollment information for calendar year 2016 forward*:

Open entry / Open exit?
Yes No

Total Number of Weeks in Program:

The YS2 operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 35 hr. /wk.) as appropriate. They must also attend YS2-led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program via a case management system allows the program to begin at any date throughout the year. The YS2 client may be enrolled in High School or an approved GED or high school equivalent program. (schedules vary)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30 am	5:00 pm		
Tuesday	8:30 am	5:00 pm		
Wednesday	8:30 am	5:00 pm		
Thursday	8:30 am	5:00 pm		
Friday	8:30 am	5:00 pm		
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Community Action Partnership of Providence (CAPP)

Mailing Address: 518 Hartford Avenue

Website Address: Providence, RI 02909

Name of Program: YOUTH SUCCESS 2 (YS2) PROGRAM

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Katherine Wilson	401-273-2000 ext.115	401-273-2007	kwilson@cappri.org
Rilwan Feyisitan Jr.	401-273-2000 ext. 110	401-273-2007	rfeyisitan@cappri.org

Program Description:

The primary goal of the YS2 program is to assist pregnant and parenting teens to graduate from secondary school prepared to lead productive lives. Toward this end, the YS2 provides case management services to all teen referred including those not receiving or eligible to receive RIW cash benefits) pregnant and parenting teens requiring or requesting them. The YS2 objectives are to a.) Improve academic and life skills (including parenting skills b.) improve social skills and character development, and c.) Reduce repeat pregnancy d.) Provide financial literacy.

Further, the YS2 assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

(I.e. GED, occupational competency level, read/write English, etc.)

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in Providence zip code areas 02909 and 02905.

Enrollment information for calendar year 2016 forward*:

Open entry / Open exit?
Yes No

Total Number of Weeks in Program:

The YS2 operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 35 hr. /wk.) as appropriate. They must also attend YS2 group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program in a case management system allows the program to begin at any date throughout the year. The YS2 client may be enrolled in High School or an approved GED or high school equivalent program. (schedules vary)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 a.m.	4:30 p.m.		
Tuesday	9:00 a.m.	4:30 p.m.		
Wednesday	9:00 a.m.	4:30 p.m.		
Thursday	9:00 a.m.	4:30 p.m.		
Friday	9:00 a.m.	4:30 p.m.		
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Community Care Alliance
Mailing Address: PO Box 1700, Woonsocket, RI 02895
Website Address: www.communitycareri.org
Name of Program: Youth Success 2 (YS2) Program
Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Renee Belanger	235-6011	767-5240	rbelanger@communitycareri.org
Wilma Marin	671-6961	767-5240	wmarin@communitycareri.org

Program Description:

The primary goal of the YS2 program is that pregnant and parenting teens graduate from secondary school well prepared to lead productive lives. Toward this end, the YS2 provides case management services to all (not just those receiving or eligible to receive RIW cash benefits) pregnant and parenting teens requiring or requesting them. The YS2 objectives are to a.) Improve academic and other life skills (including parenting skills) of all participants, b.) Improve social skills/character development, and c.) Reduce repeat pregnancy. Further, the YS2 assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.: Home visiting, office appointments and workshops in FRCA youth center, office hours in Woonsocket High School and YWCA PIP GED program. Project Impact GED program on-site. Free, public parking available.

Enrollment information for calendar year 2016 forward*: Ongoing, open enrollment. Client does not need to be receiving RIW benefits to enroll in program.

Open entry / Open exit?
Yes No

Total Number of Weeks in Program:

The YS2 operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 35 hr. /wk.) as appropriate. They must also attend YS2-led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program via a case management system allows the program to begin at any date throughout the year. The YS2 client may be enrolled in High School or an approved GED or high school equivalent program. (schedules vary)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30 a.m.	5:00 p.m.		
Tuesday	8:30 a.m.	5:00 p.m.		
Wednesday	8:30 a.m.	5:00 p.m.		
Thursday	8:30 a.m.	5:00 p.m.		
Friday	8:30 a.m.	5:00 p.m.		
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Comprehensive Community Action Program**

Mailing Address: **311 Doric Ave. Cranston, R.I., 02910**

Website Address: **www.comcap.org**

Name of Program: **Youth Success 2**

Check One: **Certified vendor** **Contracted provider**

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Pam Sheridan	562-2281	401-467-9030	PSheridan@comcap.org
Michele Cameron	562-2274	401-467-9030	MCameron@comcap.org
Christopher Mansfield	562-8311	401-467-9030	CMansfield@comcap.org

Program Description:

The primary goal of the YS2 program is that pregnant and parenting teens graduate from secondary school well prepared to lead productive lives. Toward this end, the YS2 provides case management services to all (not just those receiving or eligible to receive RIW cash benefits) pregnant and parenting teens requiring or requesting them. The YS2 objectives are to a.) Improve academic and other life skills (including parenting skills) of all participants, b.) Improve social skills/character development, and c.) Reduce repeat pregnancy. Further, the YS2 assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in Cranston, Coventry, Foster, and Scituate.

Enrollment information for calendar year 2016 forward*:

Open entry / Open exit?
 Yes No

Total Number of Weeks in Program:

The YS2 operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 35 hr. /wk.) as appropriate. They must also attend YS2-led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program via a case management system allows the program to begin at any date throughout the year.

The YS2 client may be enrolled in High School (schedule below) or an approved GED or high school equivalent program. (schedules vary)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	7:30	2:30		
Tuesday	7:30	2:30		
Wednesday	7:30	7:30		
Thursday	7:30	2:30		
Friday	7:30	2:30		
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: East Bay Community Action Program

Mailing Address: 100 Bullock Point Avenue, Riverside, RI 02915

Website Address: ebcap.org

Name of Program: YOUTH SUCCESS 2 (YS2) PROGRAM

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Angela Downing	401-437-100 x107	401-223-4459	adowning@ebcap.org

Program Description:

The primary goal of the YS2 program is that pregnant and parenting teens graduate from secondary school well prepared to lead productive lives. Toward this end, the YS2 provides case management services to all (not just those receiving or eligible to receive RIW cash benefits) pregnant and parenting teens requiring or requesting them. The YS2 objectives are to a.) Improve academic and other life skills (including parenting skills) of all participants, b.) Improve social skills/character development, and c.) Reduce repeat pregnancy. Further, the YS2 assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in Newport, Portsmouth, Middletown, Tiverton, East Providence, Barrington, Bristol and Warren.

Enrollment information for calendar year 2016 forward*:

Open entry / Open exit?
Yes No

Total Number of Weeks in Program:

The YS2 operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 35 hr. /wk.) as appropriate. They must also attend YS2-led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program via a case management system allows the program to begin at any date throughout the year.

The YS2 client may be enrolled in High School (schedule below) or an approved GED or high school equivalent program. (schedules vary)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	7:30 AM	2:30 PM		
Tuesday	7:30 AM	2:30 PM		
Wednesday	7:30 AM	2:30 PM		
Thursday	7:30 AM	2:30 PM		
Friday	7:30 AM	2:30 PM		
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: South County Community Action

Mailing Address: 1935 Kingstown Road, Wakefield RI 02879

Website Address: sccainc.org

Name of Program: YOUTH SUCCESS 2 (YS2) PROGRAM

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Maureen Tissiere	401-789-3016 ext. 305 401-596-7272 ext. 114 (Westerly Location)	401-596-2539	mtissiere@sccainc.org

Program Description:

The primary goal of the YS2 program is that pregnant and parenting teens graduate from secondary school well prepared to lead productive lives. Toward this end, the YS2 provides case management services to all (not just those receiving or eligible to receive RIW cash benefits) pregnant and parenting teens requiring or requesting them. The YS2 objectives are to a.) Improve academic and other life skills (including parenting skills) of all participants, b.) Improve social skills/character development, and c.) Reduce repeat pregnancy. Further, the YS2 assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

(I.e. GED, occupational competency level, read/write English, etc.)

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served in Block Island, Charlestown, Exeter, Hopkinton, Narragansett, Richmond, South Kingstown, North Kingstown, Westerly and West Greenwich

Enrollment information for calendar year 2016 forward*:

Open entry / Open exit?
Yes No

Total Number of Weeks in Program:

The YS2 operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 35 hr. /wk.) as appropriate. They must also attend YS2-led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program via a case management system allows the program to begin at any date throughout the year.

The YS2 client may be enrolled in High School (schedule below) or an approved GED or high school equivalent program. (schedules vary)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 AM	3:00 PM		
Tuesday	9:00 AM	3:00 PM		
Wednesday	9:00 AM	3:00 PM		
Thursday	9:00 AM	3:00 PM		
Friday	9:00 AM	3:00 PM		
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.

The YS2 operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 35 hr. /wk.) as appropriate. They must also attend YS2-led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program via a case management system allows the program to begin at any date throughout the year.

The YS2 client may be enrolled in High School (schedule below) or an approved GED or high school equivalent program. (schedules vary)

Days and Hours that Program is Offered				
	Tri-Town Area Schools		GED Programs	
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	7:30 AM	2:00 PM	9:00AM	3:00 PM
Tuesday	7:30 AM	2:00 PM	9:00AM	3:00 PM
Wednesday	7:30 AM	2:00 PM	9:00AM	3:00 PM
Thursday	7:30 AM	2:00 PM	9:00AM	3:00 PM
Friday	7:30 AM	2:00 PM	9:00AM	3:00 PM
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Urban League of Rhode Island

Mailing Address: 246 Prairie Ave. Providence, RI 02905

Website Address: N/A

Name of Program: YOUTH SUCCESS 2 (YS2) PROGRAM

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Latoya Moseley	(401) 351-5000 x 127	(401) 724-5782	Latoya.ulri@gmail.com
Mayra Garcia	(401) 728-5920 x 136	(401) 724-5550	mgarcia@progresolatino.org
Belinda L. Philippe	(401) 351-5000 x 130	(401) 751-5782	belinda.ulri@gmail.com

Program Description:

The primary goal of the YS2 program is that pregnant and parenting teens graduate from secondary school well prepared to lead productive lives. Toward this end, the YS2 provides case management services to all (not just those receiving or eligible to receive RIW cash benefits) pregnant and parenting teens requiring or requesting them. The YS2 objectives are to a.) Improve academic and other life skills (including parenting skills) of all participants, b.) Improve social skills/character development, and c.) Reduce repeat pregnancy. Further, the YS2 assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants who live in the Providence zip codes of **02907** and **02903**, as well as **Central Falls** areas are served in their homes and on site as needed at The Urban League of RI facilities conveniently located on the Prairie Ave bus line, ample parking available in parking lot on the side of the building, and building is accessible.

Enrollment information for calendar year 2016 forward*:

Open entry / Open exit?
Yes No

Total Number of Weeks in Program:

The YS2 operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 35 hr. /wk.) as appropriate. They must also attend YS2-led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program via a case management system allows the program to begin at any date throughout the year. The YS2 client may be enrolled in High School or an approved GED or high school equivalent program. (schedules vary)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00 am	5:00 pm		
Tuesday	9:00 am	5:00 pm		
Wednesday	9:00 am	5:00 pm		
Thursday	9:00 am	5:00 pm		
Friday	9:00 am	5:00 pm		
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Westbay Community Action

Mailing Address: 205 Buttonwoods Avenue
Warwick, RI 02886

Website Address: Westbaycap.org

Name of Program: YOUTH SUCCESS 2 (YS2) PROGRAM

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Samantha Sansom	732-4660 x136	739-2761	ssansom@westbaycap.org

Program Description:

The primary goal of the YS2 program is that pregnant and parenting teens graduate from secondary school well prepared to lead productive lives. Toward this end, the YS2 provides case management services to all (not just those receiving or eligible to receive RIW cash benefits) pregnant and parenting teens requiring or requesting them. The YS2 objectives are to a.) Improve academic and other life skills (including parenting skills) of all participants, b.) Improve social skills/character development, and c.) Reduce repeat pregnancy. Further, the YS2 assists to establish paternity and child support, assists minor teen parents in identifying, locating and maintaining adult supervised living arrangements, provides opportunities for career exploration, work experience, and community service.

Names of Certificate(s) or credential(s) awarded upon completion:

High School Diploma or G.E.D.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Entry level, minimum wage employment

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Under age 20, pregnant or custodial parent, no secondary school credential

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Participants are served who live in East Greenwich, West Warwick, and Warwick,

Enrollment information for calendar year 2016 forward*:

Open entry / Open exit?
Yes No

Total Number of Weeks in Program:

The YS2 operates 52 weeks, year round. Participants are enrolled in and must attend an academic setting (from 20 to 35 hr. /wk.) as appropriate. They must also attend YS2-led group and/or individual skill building sessions held in schools, community sites, or at their own homes.

Brief Description of any flexibility or options offered regarding start/end dates:

Delivery of the program via a case management system allows the program to begin at any date throughout the year. The YS2 client may be enrolled in High School (schedule below) or an approved GED or high school equivalent program. (schedules vary)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	7:30 AM	2:00 PM	9:00 a.m. 1:00p.m.	1:00 p.m. 4:00 p.m.
Tuesday	7:30 AM	2:00 PM	9:00 a.m. 1:00p.m.	1:00 p.m. 4:00 p.m.
Wednesday	7:30 AM	2:00 PM	9:00 a.m. 1:00p.m.	1:00 p.m. 4:00 p.m.
Thursday	7:30 AM	2:00 PM	9:00 a.m. 1:00p.m.	1:00 p.m. 4:00 p.m.
Friday	7:30 AM	2:00 PM		
Saturday				
Sunday				

Total Cost of Program: Grant funded

Total Cost Paid by RI DHS: Grant funded

Other Types of Financial Aid available to the student: N/A

*DHS expects that agencies will update this calendar each year.

*Please email Jim Logan when any revision or update is made to the program schedule at james.logan@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Rhode Island College Outreach Programs

Mailing Address: 600 Mt. Pleasant Avenue Providence, RI 02908 (Building 8)

Website address: www.ricoutreach.org

Name of Program: Bookkeeping and Accounting Clerk (TRABAC)

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name: Jenifer Giroux **Telephone:** 401-456-8698 **FAX:** 401-456-8582 **E-Mail:** jjiroux@ric.edu

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
-------------	------------------	------------	---------------

Program Description:

The bookkeeping and accounting clerk training program is a 24-week certificate program which prepares and gives students skills in manual and computerized (QuickBooks, Excel) accounting and bookkeeping functions, including the following: preparation and maintenance of ledgers, journals, adjusting and closing entries, basic financial statements, cash/banking procedures, payroll, accounts payable and receivable. Curriculum also encompasses Microsoft Office skills, keyboarding, financial literacy, oral communications and business writing. A minimum 80-hour mandatory unpaid internship in an industry setting is included as is green business certification. Soft skills instruction includes workplace social media instruction, attitudinal counseling, and effective communication. Case management services and job search, placement assistance and support provided..

Names of Certificate(s) or credential(s) awarded upon completion:

Certificate as a Bookkeeping and Accounting Clerk from Rhode Island College Outreach Programs

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Bookkeeping, Accounting, Auditing Clerks
Bill and Account Collectors
Salaries range from \$13-\$16 per hour entry level

Prerequisites for admission into program:

BCI, High School Diploma or GED

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Rhode Island College, Building 8- easily accessible by RIPTA, parking pass included with program, accessible for all individuals

Enrollment information for calendar years 2016 forward*:

Open entry / Open exit? ___ x ___
Yes No

Scheduled Start Date 1/20/16 Scheduled End Date 7/2/16
Scheduled Start Date 9/14/16 Scheduled End Date 2/26/17
Scheduled Start Date Scheduled End Date
Scheduled Start Date Scheduled End Date

Total Number of Weeks in Program: 24 Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9 am	3 pm		
Tuesday	9 am	3 pm		
Wednesday	9 am	3 pm		
Thursday	9 am	3 pm		
Friday	9 am	3 pm		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$4,500.00 Total Cost Paid by RI DHS: \$4,500.00

Other Types of Financial Aid available to the student:

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at

mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: New Horizons Computer Learning Center

Mailing Address: 24 Albion Road, Suite 230 Lincoln, RI 02865

Website address: www.nhls.com

Name of Program: Desktop Support Technician/IT Technician

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Chris Clifford cris.clifford@nhls.com	Telephone	401-633-2115	FAX	301-432-7240	E-Mail	
------	--	-----------	--------------	-----	--------------	--------	--

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
N/A			

Program Description: Students will be prepared for entry level employment in the IT Field for entry level positions for Desktop Support, Help Desk, and IT Technician. Employers require certifications that each client will learn as well as being prepared to pass the important employer requirement certifications in CompTIA A+, CompTIA Network+, and CompTIA Security+. The training at New Horizons prepares students for these exams have a 90% pass rate. The course program includes: Microsoft Windows 7 Basic and Advanced, A+ Essentials, A+ Practical, Network+, CompTIA A+ and Network+ Exams

Names of Certificate(s) or credential(s) awarded upon completion: Upon passing the A+ Essential and Practical and Network+ the student will be award certifications. Upon completion of program student will be awarded a Certificate of Completion.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Desktop Support, Help Desk, IT Technician

Salary range: \$12.00 to \$18.00 per hour.

Prerequisites for admission into program:

TABE Reading, Math and Language results equivalent to 6.0, or CASAS 225

APTICOM – Desktop Support/Computers

High School Diploma or GED

Many employers will require a BCI Check along with Drug Testing

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.: Free Parking, Public Transportation, Handicap Accessible

Enrollment information for calendar years 2016 forward*:

Open entry / Open exit? Yes No

Scheduled Start Date Every Monday Scheduled End Date-12 Weeks
Scheduled Start Date Scheduled End Date
Scheduled Start Date Scheduled End Date
Scheduled Start Date Scheduled End Date

Total Number of Weeks in Program: 12 Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30	12:30	12:30	4:30
Tuesday	8:30	12:30	12:30	4:30
Wednesday	8:30	12:30	12:30	4:30
Thursday	8:30	12:30	12:30	4:30
Friday	8:30	12:30	12:30	4:30
Saturday	No Classes	No Classes	No Classes	No Classes
Sunday	No Classes	No Classes	No Classes	No Classes

*Hours may vary depending upon externship site.

Total Cost of Program: \$4,000.00 Total Cost Paid by RI DHS:

Other Types of Financial Aid available to the student:
N/A

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Roger Williams University

Mailing Address: 1 Empire Street Providence, RI 02903

Website address: www.scs.rwu.edu

Name of Program: Introduction to Information Technology (IT) Security

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name Adriana Dawson **Telephone** 401-254-5218 **E-Mail:** adawson@rwu.edu

Program Description:

The **Introduction to IT Security** course will cover a variety of modules designed to introduce the student to the basics of IT security and build on existing knowledge of computers, networks, and the Internet. Topics covered will include security awareness, incident response, cyber-attacks, cryptology and encryption basics, access control, basic network security, basic host and data security, and basic vulnerability assessments. Some content will be technical in nature so students are encouraged to read ahead of the provided schedule and to bring their questions to class.

Names of Certificate(s) or credential(s) awarded upon completion:

Introduction to Information Technology Security. Upon completion of this course, students should feel comfortable sitting for the Security+ certification. This certification is a de facto requirement for entry level positions within the IT security field.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | |
|------------------------------------|--------------------|
| 1. Network and Security Engineer | Wage \$ 23.00/hour |
| 2. Network and Security Specialist | Wage \$ 23.00/hour |
| 3. Computer Forensic Investigator | Wage \$ 23.00/hour |

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Prerequisites for entry into the program include English proficiency, GED and Bureau of Criminal Information (BCI) check.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The program is offered at RWU School of Continuing Studies 150 Washington Street in Downtown Providence.

Enrollment information for calendar years 2016 forward*:

Open entry / Open exit?
Yes No

Scheduled Program Start Date (Subject to change)	Scheduled End Date	Time
3/2/2016	4/10/2016	8:30am to 12:30pm
6/8/2016	7/17/2016	8:30am to 12:30pm
10/26/2016	12/4/2017	8:30am to 12:30pm

***Hours may vary depending upon externship site.**

Total Number of Weeks in Program: 6 Total Number of Hours per Week: 20-30

Total Cost of Program: \$4,500 Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student:

***Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: The Genesis Center

Mailing Address: 620 Potters Ave., Providence, RI 02907

Website address: www.gcenter.org

Name of Program: Computer Skills

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name Amy Morales **Telephone** 401-781-6110 **FAX** 401-461-8788 **E-Mail** amorales@gcenter.org

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
-------------	------------------	------------	---------------

Program Description:

Trainees will learn the basics of computing with an emphasis on the practical usage of computers for administrative functions. The course includes: Module 1 – Concepts of IT; Module 2 – Using the Computer and Managing Files; Module 3 – Word Processing ; Module 4 – Spreadsheets; Module 5 – Using Databases; Presentation; and Module 7 – Web Browsing and Communication . Trainees will also learn and build proficiency with general administrative/office tasks. Successful graduates will attain an ICDL certification. ICDL US is an initiative of ECDL Foundation, the international certifying authority of the leading computer skills certification program – ICDL. The mission of ICDL US is to enable the proficient use of Information and Communication Technology (ICT) that empowers individuals, organizations and society, through the development, promotion, and delivery of a quality certification program. ICDL US also promotes the development and investment in digital literacy at state, national and international level. To date, over 11 million candidates have enrolled in ICDL / ECDL programs.

Names of Certificate(s) or credential(s) awarded upon completion:

ICDL, a certification in the practical use of computers and computer applications. Designed and approved by academics and industry experts from around the world, it is supported by governments, informatics societies, international organizations and corporations globally. ICDL is delivered in 148 countries, through 41 languages. (www.icdlus.org)

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | |
|---------------------------|---------------|
| 1. Receptionist | Wage \$ 9.60 |
| 2. Bilingual Case Manager | Wage \$ 14.05 |
| 3. Senior Clerk | Wage \$ 13.71 |

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

All applicants must complete an orientation including CASAS assessment testing and interview. Minimum entry requirements: 6th grade reading, high intermediate English proficiency. BCI checks are performed.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: HiTEP Hispanic Technology & Education Programs

Mailing Address: 515 Elmwood Avenue, Suite B, Providence, RI 02907

Website address: www.HITEPri.COM

Name of Program: Digital/Computer Skills Program – English or Spanish

Name	Telephone	FAX	E-Mail
Hernan Padilla	(401)785-2202 (401)785-2202		info@hitepri.com
Thomas Markey	(401)785-2202 (401)785-2202		info@hitepri.com

Financial Aid Contact Person: NA

Program Description:

The 3R's of education: Reading, writing, arithmetic; can now add Computer skills or Rom.

HiTEP's Digital/Computer training will develop proper digital etiquette skills. The upgrade from pen and paper skills, assisting your adaption into today's modern competitive workforce. Recruits will challenge themselves to reach goal levels of their own speed and accuracy throughout the course.

Prospects will learn and apply basic Microsoft software like Excel-Spreadsheet, Word - Document and Power Point Presentations. Proper Internet and email use will be reviewed, along with basic computer hardware knowledge.

The total course time consists of 150 hours. Besides classroom theory; live interaction, outside workshops, and internship possibilities will be included into the class. Added in 2013 season is A 4 hour HiTEP Challenge-Module, documenting real life, current event activity related to local digital/computer products and industry.

Training is available by schedule in the prospects primary language of English or Spanish.

Names of Certificate(s) or credential(s) awarded upon completion:

HiTEP Digital/Computer Skills Training – Workplace Orientation Certification
HiTEP Data Entry Completion and Score
HiTEP Prep Digital Job Preparation & Readiness Associate (Premium Only)

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

All Bright Outlook Occupations		
1. Office Clerks, General	43-9061.00	\$ 9.28
2. Billing, Cost, and Rate Clerks	43-3021.02	\$11.09
3. Receptionists and Info Clerks	43-4171.00	\$ 9.21

Prerequisites for admission into program:

Reading/Language Level: 5.7 (- .2) Always + CASAS 210
Math Level: 5.1 (- .4) Always +
English or Spanish: Able to speak, read, write and understand
Chose the training that best fits your primary language: English or Spanish

Note to Agency: Complete HiTEP Digital/Computer Training or similar before entering Customer Service Training.

Locations where program is offered and information about public transportation, parking, accessibility, etc.:

- Location: Providence Training Facility – Main Office - Entrance on Earl Street
- 515 Elmwood Avenue, Suite B Providence, RI 02907 (401) 785-2202
 - RIPTA Bus Stops 20, 21, 22 Inbound/Outbound Kennedy Plaza
 - Parking: Parking Lot, Street Parking
 - Handicapped Accessibility: Wheelchair Ramp, Classrooms and Bathroom

Enrollment information 2016 forward*:

Open entry / open exit? Yes No **X**

Please contact HITEP for next available class.

Total Number of Weeks in Program: 5 Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00	3:00		
Tuesday	9:00	3:00		
Wednesday	9:00	3:00		
Thursday	9:00	3:00		
Friday	9:00	3:00		
Saturday	Off	Off		
Sunday	Off	Off		

Sixteen (16) Hours Internal & External Professional Internship

Four (4) hours - Challenge Module structured outside research.

Total Cost of Program \$4299.00 Total Cost Paid by RI DHS: \$4299.00

Other Types of Financial Aid available to the student: NA at this time.

*It is our expectation that you will update DHS when the schedule or hours change.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: New Horizons Computer Learning Center

Mailing Address: 315 Iron Horse Way, Suite 102 Providence, RI 02908

As of 2/1/2016-24 Albion Road, Suite 230 Lincoln, RI 02865

Website address: www.nhrhodeisland.com

Name of Program: Microsoft Office Professional

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Christopher Clifford	401-633-3214	401-432-7240	cclifford@nhrhodeisland.com

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
N/A			

Program Description: Microsoft Windows 7 Basic and Advanced, Microsoft Word Level 1-3, Microsoft Excel Level 1-2, PowerPoint, Outlook and Keyboarding. Certification Exam for MCAS Word. All books are included.

Names of Certificate(s) or credential(s) awarded upon completion: Certificate of Completion and MCAS Word Certification upon passing exam.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Clerical, Administrative Assistant, Receptionist, Entry level Office Support

Salary range: \$9.00 to \$16.00 per hour

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

TABE Reading, Math and Language results equivalent to 6.0, or CASAS 225

APTICOM – Clerical Interest

High School Diploma or GED

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Free parking

Enrollment information for calendar years 2016 forward*:

Open entry / Open exit? Yes No

Scheduled Start Date Every Monday Scheduled End Date 6 weeks

Scheduled Start Date Scheduled End Date

Scheduled Start Date Scheduled End Date

Scheduled Start Date Scheduled End Date

Total Number of Weeks in Program: 6

Total Number of Hours per Week: 35

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30 a.m.	4:30 p.m.		
Tuesday	8:30 a.m.	4:30 p.m.		
Wednesday	8:30 a.m.	4:30 p.m.		
Thursday	8:30 a.m.	4:30 p.m.		
Friday	8:30 a.m.	4:30 p.m.		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: Total Cost Paid by RI DHS:

\$4,000.

\$4,000.

Other Types of Financial Aid available to the student:

N/A

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at

mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Building Futures (The Providence Plan)

Mailing Address: 39 Manton, Ave., Providence, RI 02909

Website address: www.bfri.org

Name of Program: Building Futures Pre-apprenticeship program

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name: Judith Titzel **Telephone:** 401.919.5919 Ext 205 **FAX:** 401.919.5928 **E-Mail:** jtitzel@provplan.org

Financial Aid Contact Person:

Name	NA	Telephone	FAX	E-Mail
------	----	-----------	-----	--------

Program Description:

Building Futures is a construction pre-apprenticeship program that prepares low-income men and women for careers in commercial construction. The end goal for our graduates is to enter one of 12 different construction trade apprenticeship programs which includes employment in the industry. Our pre-apprenticeship program includes a comprehensive assessment phase to ensure that those who enter our 5-week/200-hour training program are well suited to construction. In addition to basic construction skills training, our program also includes a strong emphasis on employability ("soft") skills, case management, construction-based math classes, financial education and counseling, career counseling, and assistance transitioning to trade apprenticeship programs with employment.

Names of Certificate(s) or credential(s) awarded upon completion:

All graduates of our pre-apprenticeship training earn certifications in: OSHC 10, First Aid/CPR, Lead Awareness and a certificate of completion from the State Apprenticeship Council. We also offer additional certification courses to our graduate to enhance their employability. These optional, elective courses include: welding, OSHA 30, and Confined Space.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Graduates of Building Futures enter one of about 12 different construction trade apprenticeships which then place their apprentices into employment. The different trades include: carpenter, electrician, plumber, pipefitter, painter, iron worker, sheet metal worker, laborer, etc. The average starting wage of a first year apprentice is \$16 per hour and after the first six months of employment, full health care benefits are available. Each year, based on number of hours worked and classroom hours attended, apprentices receive a wage advancement on a regular schedule. Apprenticeships last from 3 to 5 years, depending on the trade. Journey level workers have successfully completed their apprenticeship and receive an average of \$30 per hour.

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Requirements to enter Building Futures:

Age 18 to 35, GED or high school diploma, be able to communicate in English, US citizen or authorized to work in US, RI resident, physically able to do construction work, pass a drug test.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Both our offices and training program are located at 39 Manton Ave, Providence, a short walk from a RIPTA bus stop in Olneyville Square (Broadway or Plainfield/Westminster bus). We also have ample parking directly in front of the building.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: The Genesis Center

Mailing Address: 620 Potters Ave., Providence, RI 02907

Website address: www.gcenter.org

Name of Program: Culinary Arts

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name Amy Morales **Telephone** 401-781-6110 **FAX** 401-461-8788 **E-Mail** amorales@gcenter.org

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
-------------	------------------	------------	---------------

Program Description:

Trainees will learn to prepare salads, stocks, soups, mother sauces; fabricate meat cuts; develop knife skills; decipher and convert recipes; identify and use kitchen equipment and basic and exotic ingredients; handle customers in a micro bakery/snack bar business; develop work readiness skills; work in groups and alone to achieve personal and professional goals. Full on-site assistance from Support Staff--Social Case Manager, Job Developer (soft skills training, resume building, job placement assistance), Transition Specialist (access to further training and/or higher education), and Health Care Coordinator. Follow up for one year after graduation, with full access to support services.

Names of Certificate(s) or credential(s) awarded upon completion:

Culinary Arts Job Training Program Certificate of Completion
National ServSafe Food Safety Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Per Diem Cook	\$12.88/hour
Dishwasher/Prep Cook	\$10/hour
Kitchen Supervisor	\$12/hour

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

All applicants will be CASAS testing in accordance with Genesis Center policy and must score a minimum grade equivalent of 5th grade reading and 3rd grade math; an intermediate or higher level of English proficiency is required. All applicants must also participate in an admissions interview with relevant Genesis staff to gauge interest, motivation, and readiness to learn. BCI checks will be performed. GEDs are not required.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The Genesis Center 620 Potters Ave., Providence, RI 02907; accessible by RIPTA bus number 20, 21, 22. Parking is available in Center's lot and on adjacent streets. The Genesis Center is handicapped accessible.

Enrollment information for calendar years 2016 forward*:

Open entry / Open exit? ___ X ___
Yes No

Scheduled Program Start Date 11/17/2016 Scheduled End 2/27/2016*

Scheduled Program Start Date 3/23/2017 Scheduled End Date 6/19/2017

**time at end is extended to accommodate internship, if necessary*

Total Number of Weeks in Program: 13* Total Number of Hours per Week: 27.5*

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00	2:30		
Tuesday	9:00	2:30		
Wednesday	9:00	2:30		
Thursday	9:00	2:30		
Friday	9:00	2:30		
Saturday				
Sunday				

Total Cost of Program: \$4,470 Total Cost Paid by RI DHS: \$4,470

Other Types of Financial Aid available to the student: N/A

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Work Place Inc. dba Cookie Place
Mailing Address: 280 Washington Street, Providence, RI 02903
Website address: www.cookieplace.org
Name of Program: Culinary Training Program

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Raymond DePasquale	401-351-8789	401-861-2411	rdcookie@yahoo.com

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
-------------	------------------	------------	---------------

Program Description:

A ten week comprehensive food service skills training program that provides basic technical and hands on instruction in a busy, operationally competitive business. Students are provided with in-depth industry information so that they can obtain their Serv-Safe Certification. They are also given the opportunity to practice the skills that they have learned in a real working kitchen environment. The skills learned here can be applied to jobs in baking, grill cook, catering, food prep positions, kitchen helper and many other categories. Once the training is complete, students are assisted in finding suitable jobs in their chosen areas of interest.

Names of Certificate(s) or credential(s) awarded upon completion:

ServSafe Certification if state test passed, otherwise food handler license.
Certificate of completion of the class.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Food preparation/utility kitchen position \$8.00-\$13.00 per hour

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

5th grade education for Reading and English

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Cookie Place, 280 Washington Street, Providence, RI 02903
Some parking available, excellent bus line.

Enrollment information for calendar years 2016 forward*:

Open entry / Open exit? ___ X ___
 Yes No

Classes begin every 13 weeks during the calendar year.

Scheduled Start Date January 5, 2016 Scheduled End Date March 13, 2016
 Scheduled Start Date April 6, 2016 Scheduled End Date June 12, 2016
 Scheduled Start Date July 7, 2016 Scheduled End Date September 12, 2016
 Scheduled Start Date October 6, 2016 Scheduled End Date December 12, 2016

Total Number of Weeks in Program: 10 Total Number of Hours per Week: 20

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00	1:00		
Tuesday	9:00	1:00		
Wednesday	9:00	1:00		
Thursday				
Friday	9:00	1:00		
Saturday				
Sunday				

*Hours increased daily due to homework assignments and additional job search functions.

Total Cost of Program: \$4410 Total Cost Paid by RI DHS: \$4410

Other Types of Financial Aid available to the student: N/A

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Goodwill Industries of RI

Mailing Address: 100 Houghton Street, Providence, RI 02904

Website address: www.goodwillri.org

Name of Program: Retail and Customer Service Training Program

Check One: Certified vendor X Contracted provider _____

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Ruth Jennings	861-2080 X103	454-0889	rjennings@goodwillri.org
Christine Yankee	861-2080 X119	454-0889	cyankee@goodwillri.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
N/A			

Program Description:

Goodwill Industries of Rhode Island Retail & Customer Service Skills Training Program (RACS) is a 10-week, 30 hour a week course that prepares participants specifically for entry-level retail/sales positions concentrating on customer service through sales and service. Class schedule is Monday-Friday from 9:00am to 3:00pm. It should be noted that hours will vary during the internship.

1. Enrollees will participate in classroom instruction
2. Each enrollee will complete an internship.
3. Each enrollee will complete a Retail Portfolio
4. Each enrollee will also receive wrap around services throughout the duration of the program.

Names of Certificate(s) or credential(s) awarded upon completion:

Upon successful completion of RACS training candidates can earn the National Professional Certification in Customer Service by passing a 75-question, online assessment offered through the National Retailers Federation Foundation. Goodwill Industries is an approved testing site for the NRF Foundation's National Professional Certification and testing fees are incorporated into the training fee. Accommodations can be made prior to the assessment through a formalized process.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | |
|-----------------|---|
| 1. Stop & Shop | Wage \$ 9.60(raise at 6 months plus benefits) |
| 3. Seabra's | Wage \$9.60 |
| 4. Pro-Ability | Wage \$11.50 |
| 5. Retail | Wage \$ 8.75 |
| 6. Merchandiser | Wage \$ 8.00 |

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

- Individuals who want to work in the retail industry need to understand the Monday-through-Friday, 9-to-5 workweek is the exception rather than the rule for retail salespersons, must be willing to work nights and weekends.
- While performing the duties in the retail environment, the participant is often required to stand for long periods, walk, use hands, talk, or hear, regularly required to reach with hands and arms, required to sit, climb or balance, stoop, kneel, crouch or crawl, and operate a computer.
- The participant must regularly lift up to 10 pounds and occasionally lift up to 50 pounds.
- TABE at 6th grade overall as recommended by the National Retailers Federation.
- Not to be a danger to self or others.
- Must have a copy of current BCI.
- Must be medication compliant.
- The participant needs to be “work ready.”
- The participant must be able to commit to 10 weeks of classroom instruction, a weekly internship, and professional development; and at the completion of the training, it is anticipated that the participant will move into Job Development, Job Placement, and Job Retention services.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Goodwill Industries of Rhode Island
100 Houghton Street
Providence, RI 02904

- Parking for students is available in front of the building
- If traveling by bus: From Providence Downtown, take bus Route #52

Enrollment information for calendar years 2016 forward*:

Open entry / Open exit? ___ X
 Yes No

Scheduled Start Date March 16, 2016 Scheduled End Date May 22, 2016
Scheduled Start Date September 14, 2016 Scheduled End Date November 20, 2016

Total Number of Weeks in Program: 10 Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00	3:00		
Tuesday	9:00	3:00		
Wednesday	9:00	3:00		
Thursday	9:00	3:00		
Friday	9:00	3:00		
Saturday	****	****		
Sunday	****	****		

*Hours may vary depending upon externship site.

Total Cost of Program: \$4,500 Total Cost Paid by RI DHS: \$4,000

Other Types of Financial Aid available to the student: N/A

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: HiTEP Hispanic Technology & Education Programs

Mailing Address: 515 Elmwood Avenue, Suite B, Providence, RI 02907

Website address: WWW.HITEPri.COM

Name of Program: Customer Service Skills Program

English or Spanish

Name	Telephone	FAX	E-Mail
Hernan Padilla	(401)785-2202	(401)785-2202	info@hitepri.com
Thomas Markey	(401)785-2202	(401)785-2202	info@hitepri.com

Financial Aid Contact Person: NA

Program Description:

Customer Service Basics gives client direction on the proper interpersonal skills in the workplace and online. Recruits will continue to upgrade digital and etiquette skills and learns how to fit into today's workforce.

Customer Service Basics will give the recruit clear direction on proper interpersonal skills in the workplace and online. The customer service program revolves around 6 basic rules: Listening, Communication, Memory, Negotiate, Persuade & Satisfy. These are guides throughout your growth in business, job hunt and personal life.

The total course time consists of 150 hours. Besides classroom theory; live interaction, outside workshops, and or internship possibilities will be included into the class. Added in 2013 season is A 4 hour HiTEP Challenge-Module, documenting real life, current event activity related to local customer service products and industry.

Training is available by schedule in the prospects primary language of English or Spanish.

Names of Certificate(s) or credential(s) awarded upon completion:

HiTEP Customer Service Skills Training – Workplace Orientation Certification
HiTEP Data Entry Completion and Score
HiTEP Prep Digital Job Preparation & Readiness Associate (Premium Only)

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

All Bright Outlook Occupations		
4. Office Clerks, General	43-9061.00	\$ 9.28
5. Billing, Cost, and Rate Clerks	43-3021.02	\$11.09
6. Receptionists and Info Clerks	43-4171.00	\$ 9.21
7. Customer Service	43-4051.00	\$ 11.30
8. Landscaping Field Supervisor	37-1012.00	\$ 11.28

Prerequisites for admission into program:

Reading/Language Level: 5.7 (- .2) Always + CASAS 210

Math Level: 5.1 (- .4) Always +

English or Spanish: Able to speak, read, write and understand

Chose the training that best fits your primary language: English or Spanish

Note to Agency: Complete HiTEP Digital/Computer Training or similar before entering Customer Service Training.

Locations where program is offered and information about public transportation, parking, accessibility, etc.:

Location: Providence Training Facility – Main Office - Entrance on Earl Street

- 515 Elmwood Avenue, Suite B Providence, RI 02907 (401) 785-2202
- RIPTA Bus Stops 20, 21, 22 Inbound/Outbound Kennedy Plaza
- Parking: Parking Lot, Street Parking
- Handicapped Accessibility: Wheelchair Ramp, Classrooms and Bathroom

Enrollment information 2016 forward:

Open entry / open exit? Yes No **X**

Please contact HITEP for next available class.

Total Number of Weeks in Program: 5 **Total Number of Hours per Week: 30**

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00	3:00		
Tuesday	9:00	3:00		
Wednesday	9:00	3:00		
Thursday	9:00	3:00		
Friday	9:00	3:00		
Saturday	Off	Off		
Sunday	Off	Off		

**Sixteen (16) Hours Internal & External Professional Internship/Workshops
Four (4) hours - Challenge Module structured outside research**

Total Cost of Program \$4299.00 Total Cost Paid by RI DHS: \$4299.00

Other Types of Financial Aid available to the student: NA at this time.

***It is our expectation that you will update DHS when the schedule or hours change.**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Community Care Alliance

Mailing Address: 55 Main Street; Woonsocket, RI 02895

Website address: www.communitycareri.org

Name of Program: JANITORIAL SKILLS TRAINING

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Melissa Rouleau	(401) 235-6047	(401) 488-2201	mrouleau@communitycareri.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Melissa Rouleau	(401) 235-6047	(401) 488-2201	mrouleau@communitycareri.org

Program Description:

This four week **Janitorial Skills Training** program provides basic instruction and hands on training to give individuals the competencies required for competitive janitorial and/or custodial occupations. Individuals will learn the importance of working safely by abiding by OSHA guidelines, while understanding the requirements of a green environment. This program is designed to provide students with the skills needed to secure work as a Janitor. Students will receive two weeks of job readiness training to include job search and job retention skills and two weeks of job-specific classroom training including safe chemical handling, work place safety and hands on experience working on floor buffing and using other cleaning equipment, and an understanding of green cleaning products. They will also receive an introduction to basic maintenance tasks.

Names of Certificate(s) or credential(s) awarded upon completion:

Certificates:

Janitorial Program Completion Certificate
Blood Bourne Certificate
Floor and Rug Cleaning Certificate

Certifications:

Customer Service Certification

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Janitor/Custodian

Housekeeper

1. Title: Janitors and Cleaners, Except Maids and Housekeeping Cleaners Wage \$10.68/hr.
2. Title: Helpers--Production Workers Wage \$10.79/hr.
3. Title: First-Line Supervisors of Housekeeping and Janitorial Workers Wage \$16.87/hr.

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Crossroads Rhode Island
Mailing Address: 160 Broad Street Providence, RI 02903
Website address: www.crossroadsri.org
Name of Program: Janitorial Job Training Program

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name Bernice Morris Telephone 401 521-2255x126 FAX 401 421-7410 E-Mail bmorris@crossroadsri.org

Financial Aid Contact Person:

Name Laurie Devlin Telephone 401 521-2255x303 FAX 401 421-7410 E-Mail ldevlin@crossroadsri.org

Program Description: The Janitorial Job Training Program is an 8 week training with a required forty hour internship, for individuals who seek a career in the environmental services, custodial, and janitorial industry. Students will be educated in the theory and practice of cleaning commercial and public spaces both in the classroom and with hands-on practice. The instructors will familiarize the class with current industry standards and best practices. The Janitorial Program will include a green awareness certificate from the Green Clean Institute, as well as a Mold Remediation Certificate, the only ANSI (American National Standards Institute) approved certificate in the industry. Coupled with the environmental and basic cleaning modules, will be a safety element, including blood borne pathogens and OSHA 10, along with basic skills training in math, computer literacy, job search skills, resume writing, and interviewing skills.

Names of Certificate(s) or credential(s) awarded upon completion:

1. Crossroads RI Certificate of Completion
2. Green Clean Technician Certificate
3. Mold Removal Technician Certificate
4. OSHA 10 Certificate
5. Blood borne Pathogens

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

1. Janitor, Custodian, and Cleaner: \$10.75/hr.
2. Maid and Housekeeping Cleaner: \$9.32/hr.

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Prospective students need functioning English language skills, as well as the physical ability to perform the work.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Crossroads Rhode Island
160 Broad Street
Providence, RI 02903

*Internships may take place at various sites throughout the state.

Enrollment information for calendar years 2016 forward*:

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: The Genesis Center

Mailing Address: 620 Potters Ave., Providence, RI 02907

Website address: www.gcenter.org

Name of Program: Green Environmental Services

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name Amy Morales **Telephone** 401-781-6110 **FAX** 401-461-8788 **E-Mail** amorales@gcenter.org

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
-------------	------------------	------------	---------------

Program Description:

Trainees will prepare for employment in industrial janitorial services and housekeeping services. Instruction will focus on proper application of environmentally sound tools and techniques and safe cleaning practices that meet the industry's professional standards and address clients' specific needs. This includes particular methods used for day care, nursing homes, assisted living and hospitals. Full on-site assistance from Support Staff--Social Case Manager, Job Developer (soft skills training, resume building, job placement assistance), Transition Specialist (access to further training and/or higher education, Health Care Coordinator. Follow up for one year after graduation, with full access to support services.) Trainees are required to attend weekly job club meetings after the completion of the program to secure employment. INCLUDES OSHA 40 HR HAZWOPER CERTIFICATION.

Names of Certificate(s) or credential(s) awarded upon completion:

Successful completion results in an OSHA HAZWOPER certification and RI Hospitality Association's First Impressions Customer Service certificate.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | |
|---|---------------|
| 1. Maintenance Supervisor | Wage \$ 13.00 |
| 2. Environmental Services Aide (Hospital) | Wage \$ 10.70 |
| 3. Painter | Wage \$ 9.60 |

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

All applicants will be CASAS testing in accordance with Genesis Center policy and must score a minimum grade equivalent of 3rd grade reading and math); an intermediate or higher level of English proficiency is required. All applicants must also participate in an admissions interview with relevant Genesis staff to gauge interest, motivation, and readiness to learn. BCI checks will be performed. GEDs are not required.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The Genesis Center 620 Potters Ave., Providence, RI 02907; accessible by RIPTA bus number 20, 21, 22. Parking is available in Center's lot and on adjacent streets. The Genesis Center is handicapped accessible.

Enrollment information for calendar years 2016 forward*:

Open entry / Open exit? ___ X ___
Yes No

Scheduled Start Date TBD Scheduled End Date TBD
*end date includes time to complete 30-hr internship

Total Number of Weeks in Program: 12* Total Number of Hours per Week: 10*

***PLEASE NOTE: individual tracks may NOT follow this schedule; course session may be more hours per week over a shorter period of week. Furthermore, if a client needs additional hours, the Genesis Center will make efforts to accommodate the requirements. If you would like to refer a client to the Green Environmental Services class, please call or email the contact above for specifics. Daytime classes may be added.**

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	TBD	TBD		
Tuesday	TBD	TBD		
Wednesday	TBD	TBD		
Thursday	TBD	TBD		
Friday				
Saturday				
Sunday				

Total Cost of Program: \$1,500.00 Total Cost Paid by RI DHS: \$1,500.00

Other Types of Financial Aid available to the student: N/A

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: AccessPoint RI / People In Partnerships
Mailing Address: 111 Comstock Parkway, Cranston, RI 02920
Website address: Accesspointri.org
Name of Program: Certified Nursing Assistant Program

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name Brittie Taylor **Telephone** 401-941-1112 ext. 117 **FAX** 401-632-0264

E-Mail btaylor@accesspointri.org

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
-------------	------------------	------------	---------------

Program Description: This training prepares students to become C.N.A.s. Students are trained to care for people who are in nursing facilities or who need home care. Students receive certification in CPR as well as Early Childhood Health and Safety. Graduates are eligible to take the State examination for C.N.A. The program includes both classroom and clinical training. In-services include Infection Control, Dietary Issues, Adult CPR, Early Childhood Health & Safety, Abuse and the Rights of Residents, and Behavior Management. ***The clinical training takes place on a nursing unit of the Eleanor Slater Hospital.*** Students practice, under direct supervision, skills and topics that were demonstrated in classroom and are necessary for competent and caring CNAs.

Names of Certificate(s) or credential(s) awarded upon completion: Certificate of Graduation. Upon graduation, students are eligible to take the State Board Exam. Upon paying the required fee and passing the competency evaluation test, students will receive their CNA licenses.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

C.N.A. = \$11.00-15.00/hr.
Home Health Aide = \$9.00-11.00/hr.
Direct Care Worker (PCA) = \$9.00-10.00/hr.

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.) Students must agree to a BCI check. They must have at least 5th grade reading level in English, as the State exam is not given in another language. Applicants must take a pre-test. Students must provide proof they have had measles and rubella shots and tuberculosis test. Hepatitis B series is expected or the student must sign a waiver regarding the risk of infection.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Community Care Alliance**

Mailing Address: **55 Main Street; Woonsocket, RI 02895**

Website address: **www.communitycareri.org**

Name of Program: **Healthcare Reimbursement Specialist**

Check One: **Certified vendor** **Contracted provider**

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Melissa Rouleau	(401) 235-6047	(401) 488-2201	mrouleau@communitycareri.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Melissa Rouleau	(401) 235-6047	(401) 488-2201	mrouleau@communitycareri.org

Program Description:

This training program focuses on submitting correct medical procedure, diagnosis, and durable medical equipment codes for reimbursement for various payers. Individuals will learn how to fill out universal claim forms for various insurance payers. Students will learn HIPPA regulations, customer service skills, as well as, critical thinking skills. Students will also learn how to utilize an electronic health record system, ICD-9, CPT, and HCPCS coding manuals; as well as introduction to ICD-10. Word and Excel will be taught at a beginner level. Students will also learn medical terminology using our Dean Vaughn and Delmar Flash Systems. Students also receive training in job search and job retention skills as well as More for Your Money financial literacy training.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will have the opportunity to earn certifications in the following subjects:
Customer Service,
Coding & Billing Specialist and
Electronic Health Records Specialist.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Bill and Account Collectors	\$13.46-\$15.76/ hour
Medical Secretaries	\$14.20-\$16.55/ hour
Medical Records/ Health Information Technician Secretaries'	\$13.64-\$16.65/ hour
	\$14.31-\$16.70/ hour

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

TABE Scores: 7th grade level (reading & math)
English language proficiency (spoken/ written)
Must pass a BCI check, Age 16 or older and out of school

**Education and Training Resource Fact Sheet
R.I. Works Program
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Community College of Rhode Island
Mailing Address: 1762 Louisquisset Pike
Lincoln, Rhode Island 02865
Website address: www.ccri.edu
Name of Program: Professional Pharmacy Technician Level II

Check one: certified vendor contracted provider

Contact Person(s) for Program Information:

<u>Denise T. Szymczuk</u>	<u>333-7165</u>	<u>333-7426</u>	<u>dszymczuk@ccri.edu</u>	
Name	Telephone	FAX	E-Mail	

Financial Aid Contact Person:

<u>N/A</u>				
Name	Telephone	FAX	E-Mail	

Program Description:

The program is geared toward a variety of students including those interested in becoming pharmacy technicians, pre-pharmacy students or those with a health care background looking to strengthen their current skills. This class introduces students to various pharmacy practice settings and covers drug classes, basic physiology, drug interactions and daily pharmacy operations. This program trains individuals to effectively assist in pharmaceutical preparations and complete daily required tasks in any pharmacy environment, although on-the-job training is still a part of pharmacy training. This class also will prepare students to take the national certification exam.

Students will be thoroughly trained in the basic concepts of pharmacy calculations. Students will have the opportunity to understand and practice math concepts and calculations needed to become a certified pharmacy technician.

All CCRI program participants will work with the CCRI job development specialist to develop work readiness skills and devise a placement strategy over the course of training and beyond.

Names of Certificate(s) or credential(s) awarded upon completion:

A certificate is awarded upon successful program completion.

All students are required to take the Pharmacy Technician Certification Board (PTCB) exam for national certification (CPhT).

All students are required to apply for licensure as a Pharmacy Technician through the RI Dept. of Health.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Level II Pharmacy Technicians \$10-\$15 per hour

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

TABE Level D: Reading and Language – 9.9; Math – 12.9

HS Diploma or GED

BCI

Complete an Information Interview and Program Orientation with Program Coordinator

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

CCRI, Knight Campus, 400 East Avenue, Warwick RI 02886

The facility offers ample parking, is handicap accessible, and is on a bus line.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Crossroads Rhode Island

Mailing Address: 160 Broad Street Providence, RI 02903

Website address: www.crossroadsri.org

Name of Program: Certified Nursing Assistant (C.N.A.) Program

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name Kayla Lucia

Telephone 401 277-4368

FAX 401 421-7410

E-Mail klucia@crossroadsri.org

Financial Aid Contact Person:

Name Laurie Devlin

Telephone 401 521-2255x303

FAX 401 421-7410

E-Mail ldevlin@crossroadsri.org

Program Description:

CNA Program Curriculum consists of classroom lecture, tests and quizzes, skills practice and a clinical experience. Students who pass with a 75% or higher average are awarded a Certificate of Completion. The candidate then is eligible to take the state written and skills exam to become a Certified Nursing Assistant. Employment specialists also provide information on workplace communication and ethics, customer service, filling out job applications, interview skills and resume preparation and a Career Day offers students a way to meet potential employers

Names of Certificate(s) or credential(s) awarded upon completion:

Certificate of Completion.

Authorized to take state licensing exam

CPR Certification

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

CNA \$10.88 to 14\$/hr.

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

TABE with grade 7.0 in reading and 5.0 in Math (may consider lower score in reading after intake assessment), BCI check, Proof of Immunizations (MMR, Varicella, TDAP, negative two-step PPD), and I-9 documentation proving ability to work legally in the US.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Classroom held at

Crossroads RI

160 Broad Street, Providence, RI

(on the bust route, parking is available on the streets surrounding the location)

Oakhill Nursing and Rehab. Center
 544 Pleasant Street, Pawtucket, RI
 (Located 2 blocks from the bus route and parking lot is available)

Vendor Name: Crossroads Rhode Island Training Program Name: Certified Nursing Assistant (C.N.A.) Program

Enrollment information for calendar years 2016 forward*:

Open entry / Open exit? Yes No

Scheduled Start Date 1/5/2016	Scheduled End Date 2/20/16
Scheduled Start Date 2/23/16	Scheduled End Date 4/10/16
Scheduled Start Date 4/27/16	Scheduled End Date 6/12/16
Scheduled Start Date 6/16/16	Scheduled End Date 7/30/16
Scheduled Start Date 8/3/16	Scheduled End Date 9/17/16
Scheduled Start Date 9/21/16	Scheduled End Date 11/5/16
Scheduled Start Date 11/9/16	Scheduled End Date 12/30/16

Total Number of Weeks in Program: 7 Total Number of Hours per Week: 22

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00am	2:30pm		
Tuesday	9:00am	2:30pm		
Wednesday	9:00am	2:30pm		
Thursday	9:00am	2:30pm		
Friday**				
Saturday				
Sunday				

*30/35 hour participants will attend on Friday 9:00am to 2:30pm plus homework to complete their required hours

Total Cost of Program: \$5,023 Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student:

\$523 paid through other sources. No cost of program to be paid by the student.

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at

mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: The Genesis Center

Mailing Address: 620 Potters Ave., Providence, RI 02907

Website address: www.gcenter.org

Name of Program: Health Care Exploration

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name Amy Morales **Telephone** 401-781-6110 **FAX** 401-461-8788 **E-Mail** amorales@gcenter.org

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
-------------	------------------	------------	---------------

Program Description:

Workforce readiness training in pre-CNA, dietary assistant, personal patient care, patient transport, direct support; medical terminology, hygiene procedures, patient rights, legal and ethical issues, team building and conflict resolution. Full support of onsite Support Services staff--Social Case Worker, Job Developer (soft skills, mock interviews, resume building, job placement assistance), Transition Specialist (assistance with access to further trainings and higher education), and Health Coordinator. Five week Internships at employer partner hospitals (RI Hospital, Women & Infants), Re-Focus, 7 Hills, Cedar Crest, Ethan's Place, Capitol Ridge, Homestead Group and Family Services RI (direct support). Part of the Stepping Up initiative.

Names of Certificate(s) or credential(s) awarded upon completion:

CPR/First Aid, Alzheimer's Care Certificate, Blood borne Pathogens Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | |
|----------------------------------|---------------|
| 1. Environmental Aide/Hospital | Wage \$ 12.30 |
| 2. Transporter | Wage \$ 11.26 |
| 3. Bilingual Respite Coordinator | Wage \$ 13.00 |

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

All applicants will be CASAS testing in accordance with Genesis Center policy and must score a minimum grade equivalent of 5th grade reading and 4th grade math; an intermediate or higher level of English proficiency is required. All applicants must also participate in an admissions interview with relevant Genesis staff to gauge interest, motivation, and readiness to learn. BCI checks will be performed. GEDs are not required.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The Genesis Center 620 Potters Ave., Providence, RI 02907; accessible by RIPTA bus number 20, 21, 22. Parking is available in Center's lot and on adjacent streets. The Genesis Center is handicapped accessible.

Enrollment information for calendar years 2016 forward*:

Open entry / Open exit? ___ X ___
Yes No

Scheduled Program Start Date 1/12/2016 Scheduled End Date 4/10/2016*

Scheduled Program Start Date 5/11/2016 Scheduled End Date 8/7/2016

*note: time at end of program added for internship completion

Total Number of Weeks in Program: 13 Total Number of Hours per Week: 27.5

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00	2:30		
Tuesday	9:00	2:30		
Wednesday	9:00	2:30		
Thursday	9:00	2:30		
Friday	9:00	2:30		
Saturday				
Sunday				

Total Cost of Program: \$3,482 Total Cost Paid by RI DHS: \$3,482

Other Types of Financial Aid available to the student: N/A

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at

mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: The Genesis Center

Mailing Address: 620 Potters Ave., Providence, RI 02907

Website address: www.gcenter.org

Name of Program: Homemaker

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name Amy Morales **Telephone** 401-781-6110 **FAX** 401-461-8788 **E-Mail** amorales@gcenter.org

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
-------------	------------------	------------	---------------

Program Description:

The Homemaker class equips trainees with the basic tools to succeed in the growing field of home health care. Classes combine work readiness with content areas including: Introduction to the Home Care Industry, Communication Skills, Basic Human Needs, Food and Nutrition, Body Systems and Body Mechanics, Infection Control/Fire Safety and Injury Prevention, and Housework. In addition, each trainee is supported by a job developer who works individually with learners on goals, internship placement, soft skills training, mock interviews, resume building and job placement assistance. Comprehensive case management and access to our Family Success Center, including financial counseling, is also available to each participant.

Names of Certificate(s) or credential(s) awarded upon completion:

Genesis Homemaker Training Certificate of Completion, American Red Cross Certification in CPR/First Aid, Alzheimer's Association's Alzheimer's Care Certificate

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Home Health Aide	\$10.00
Personal Care Assistant	\$11.00
Homemaker	\$9.25

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, TABE Reading, Math, and Language, etc.)

Ability to communicate verbally in English and to understand spoken English. Ability to write at the low-intermediate level (206 or higher on the CASA reading test / approximately 2nd – 3rd grade level on TABE). HS Diploma/GED is *not* required. Prior to acceptance to the program, prospective enrollees must obtain a BCI report and must (before or during the training) obtain the necessary immunizations for placement in a healthcare position.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

620 Potters Ave., Providence, RI 02907; accessible by RIPTA bus number 20, 21, 22

Enrollment information for calendar years 2016 forward*:

Open entry / Open exit? ___ X ___
Yes No

Scheduled Start Date 6/20/2016 Scheduled End Date 3/20/2016
Scheduled Start Date 3/16/2016 Scheduled End Date 5/8/2016
_Scheduled Start Date 5/4/2016 Scheduled End Date 7/3/2016

**time extended at end to accommodate internship, if necessary*

Total Number of Weeks in Program: 14 Total Number of Hours per Week: 20*

***PLEASE NOTE: individual tracks may NOT follow this schedule; course session may be more hours per week over a shorter period of week. Furthermore, if a client needs additional hours, the Genesis Center will make efforts to accommodate the requirements. If you would like to refer a client to the Homemaker class, please call or email the contact above for specifics.**

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9:00am	2:30pm		
Tuesday	9:00am	2:30pm		
Wednesday	9:00am	2:30pm		
Thursday	9:00am	2:30pm		
Friday				
Saturday				
Sunday				

Total Cost of Program: \$3,100.00 Total Cost Paid by RI DHS: \$3,100.00

Other Types of Financial Aid available to the student: N/A

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: HiTEP, Inc.

Mailing Address: 515 Elmwood Avenue, Suite B, Providence, RI 02907

Website address: www.HITEPri.COM

Name of Program: Certified Nursing Assistant Program — CNA 6 Week Day Program

Name	Telephone	FAX	E-Mail
Hernan Padilla	(401)785-2202 (401)785-2202-04		info@hitepri.com
Thomas Markey	(401)785-2202 (401)785-2202-04		info@hitepri.com

Financial Aid Contact Person: NA

Program Description:

HiTEP's Certified Nursing Program is designed to teach individuals basic nursing skills to provide care for a wide variety of clients in a wide spectrum of facilities. NNAAP the National Nurse Aide Assessment Program is the national certification agency that prepares trainees for this RI Nursing License. HiTEP Training and Rhode Island State Certification Tests are in English.

Certifications in CPR - Cardiopulmonary Resuscitation & BLS - Basic Life Saving Techniques from the American Heart Association - AHA are part of the complete HiTEP Certified Nursing Preparation.

All trainees must be able to read, speak and understand English. Regular English HSD/GED is suggested but not required. HiTEP Spanish Support *Lite* is available in class for qualified Limited English Speakers (LES).

Trainees will learn the following skill sets: Basic nursing skills, objective and subjective observation and reporting, resident's rights, vital signs, basic rehabilitative services, personal care skills, safety, emergency procedures, medical abbreviations and professional verbiage are covered.

The training includes lecture time, Lab work, internship and HiTEP Prep that will guide the trainee to current events, customer service and computer basics related to this growing profession.

The mission of HiTEP Prep is to provide in demand training, job development and placement for our complete graduate trainees.

Names of Certificate(s) or credential(s) awarded upon completion:

- 1) Certified by NNAAP the National Nurse Aide Assessment Program & HiTEP Training Certificate
- 2) Nurse Assistant License – Temporary, State of Rhode Island, Department of Health
- 3) Eligible to take Rhode Island State Department of Health Test for Regular Professional License
- 4) Certified in CPR - Cardio Pulmonary Resuscitation – AHA - American Heart Association
- 5) Certified in BLS - Basic Life Saving Techniques – AHA - American Heart Association

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

1. Nursing Assistant	31-1014.00	Median Wage	\$ 13.35	+16%
2. Personal Care Aides	39-9021.00	Median Wage	\$ \$10.64	+44%
3. Home Health Care Aides	31-1011.00	Median Wage	\$ 12.47	+41%
4. Orderlies	31-1015.00	Median Wage	\$ 14.37	+16%

Prerequisites for admission into program:

Reading/Language Level: **6.1** (- .2) Always + CASAS 210
 Math Level: **5.1** (- .2) Always +
 English Proficiency: Able to speak, read, write and understand
 Bureau of Criminal Information (BCI) Check – Clear
 Medical – Up to date Vaccinations & Physical information records

Note to Agency: Trainees with 25, 30 and 35 hour requirements should consider 6 Week Day Program.

Location where program is offered and information about public transportation, parking, accessibility, etc.:

1 Location in Providence County:

Providence Training Facility – Main Office - Entrance on Earl Street

- 515 Elmwood Avenue, Suite B Providence, RI 02907 (401) 785-2202
- RIPTA Bus Stops 20, 11, 22 Inbound/Outbound Kennedy Plaza
- Parking: Parking Lot, Street Parking
- Handicapped Accessibility: Wheelchair Ramp, Classrooms and Bathroom

Enrollment information January 2016 forward*: 7 AM Trainings

Open entry / open exit? **Yes** **No** **X**
 Start Date: **01/12/2016** End Date: **02/20/2016 (1/19 MLK, 2/16 PRES. DAY)**
 Start Date: **03/02/2016** End Date: **04/10/2016**
 Start Date: **04/20/2016** End Date: **05/29/2016**
 Start Date: **06/08/2016** End Date: **07/17/2016**
 Start Date: **07/27/2016** End Date: **09/04/2016**
 Start Date: **09/14/2016** End Date: **10/23/2016 (9/7 Labor Day)**
 Start Date: **11/02/2016** End Date: **12/11/2016 (11/3 ELEC. DAY, 11/11 VETS. DAY 11/26, 11/27 THANKSGIVING)**

Total Number of Weeks in Program: 6 Total Hours per Week: 25

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday			9:00	2:00
Tuesday			9:00	2:00
Wednesday			9:00	2:00
Thursday			9:00	2:00
Friday			9:00	2:00
Saturday			Off	Off
Sunday			Off	Off

Sixteen (16) Hours Internal & External Professional Clinical Internship

Total Cost of Program \$4299.00 Total Cost Paid by RI DHS: \$4299.00

Other Types of Financial Aid available to the student: **WIA, TAA...** at this time.

*It is our expectation that you will update DHS when the schedule or hours change.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: HiTEP

Mailing Address: 515 Elmwood Avenue, Suite B, Providence, RI 02907

Website address: www.HITEPri.COM

Name of Program: Certified Nursing Assistant Program — CNA 8 Week Evening Program

Name	Telephone	FAX	E-Mail
Hernan Padilla	(401)785-2202	(401)785-2202-04	info@hitepri.com
Thomas Markey	(401)785-2202	(401)785-2202-04	info@hitepri.com

Financial Aid Contact Person: NA

Program Description:

HiTEP's Certified Nursing Program is designed to teach individuals basic nursing skills to provide care for a wide variety of clients in a wide spectrum of facilities. NNAAP the National Nurse Aide Assessment Program is the national certification agency that prepares trainees for this RI Nursing License. HiTEP Training and Rhode Island State Certification Tests are in English.

Certifications in CPR - Cardio Pulmonary Resuscitation & BLS - Basic Life Saving Techniques from the American Heart Association - AHA are part of the complete HiTEP Certified Nursing Preparation.

All trainees must be able to read, speak and understand English. Regular English HSD/GED is suggested but not required. HiTEP Spanish Support *Lite* is available in class for qualified Limited English Speakers (LES).

Trainees will learn the following skill sets: Basic nursing skills, objective and subjective observation and reporting, resident's rights, vital signs, basic rehabilitative services, personal care skills, safety, emergency procedures, medical abbreviations and professional verbiage are covered.

The training includes lecture time, Lab work, internship and HiTEP Prep that will guide the trainee to current events, customer service and computer basics related to this growing profession.

The mission of HiTEP Prep is to provide in demand training, job development and placement for our complete graduate trainees.

Names of Certificate(s) or credential(s) awarded upon completion:

- 1) Certified by NNAAP the National Nurse Aide Assessment Program & HiTEP Training Certificate
- 2) Nurse Assistant License – Temporary, State of Rhode Island, Department of Health
- 3) Eligible to take Rhode Island State Department of Health Test for Regular Professional License
- 4) Certified in CPR - Cardio Pulmonary Resuscitation – AHA - American Heart Association
- 5) Certified in BLS - Basic Life Saving Techniques – AHA - American Heart Association

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

1. Nursing Assistant	31-1014.00	Median Wage	\$ 13.35	+16%
2. Personal Care Aides	39-9021.00	Median Wage	\$ \$10.64	+44%
3. Home Health Care Aides	31-1011.00	Median Wage	\$ 12.47	+41%
4. Orderlies	31-1015.00	Median Wage	\$ 14.37	+16%

Prerequisites for admission into program:

Reading/Language Level: 6.1 (- .2) Always + CASAS 210
 Math Level: 5.1 (- .2) Always +
 English Proficiency: Able to speak, read, write and understand
 Bureau of Criminal Information (BCI) Check – Clear
 Medical – Up to date Vaccinations & Physical information records

Note to Agency: Trainees needing 25, 30 and 35 hour requirements should consider 6 Week Day Program.

Location(s) where program is offered, and information about public transportation, parking, accessibility...

One Nursing Location in Providence County:

Providence Training Facility – Main Office - Entrance on Earl Street

- 515 Elmwood Avenue, Suite B Providence, RI 02907 (401) 785-2202
- RIPTA Bus Stops 20, 21, 22 Inbound/Outbound Kennedy Plaza
- Parking: Parking Lot, Street Parking
- Handicapped Accessibility: Wheelchair Ramp, Classrooms and Bathroom

Open entry / open exit? Yes No **X**

Start Date: 01/12/2016 End Date: 03/05/2016 (2/16 PRES. DAY)
 Start Date: 01/20/2016 End Date: 03/12/2016 (2/16 PRES. DAY)
 Start Date: 03/16/2016 End Date: 05/07/2016
 Start Date: 03/30/2016 End Date: 05/21/2016
 Start Date: 05/18/2016 End Date: 07/09/2016
 Start Date: 06/08/2016 End Date: 07/30/2016 (7/03 4th of July)
 Start Date: 07/20/2016 End Date: 09/10/2016
 Start Date: 08/17/2016 End Date: 10/08/2016
 Start Date: 09/21/2016 End Date: 11/12/2016
 Start Date: 10/26/2016 End Date: 12/17/2016 (11/3 ELECTION DAY, 11/11 VETERAN'S DAY 11/26, 11/27 THANKSGIVING)

Total Number of Weeks in Program: **8** Total Hours per Week: **20**

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday			4:00	9:00
Tuesday			4:00	9:00
Wednesday			4:00	9:00
Thursday			4:00	9:00
Friday			Off	Off
Saturday			Off	Off
Sunday			Off	Off

Sixteen (16) Hours Internal & External Professional Clinical Internship

Total Cost of Program **\$4299.00** Total Cost Paid by RI DHS: **\$4299.00**

Other Types of Financial Aid available to the student: WIA, TAA ... at this time.

*It is our expectation that you will update DHS when the schedule or hours change.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Health Care Training Collaborative (formerly Saint Antoine Residence
TEAMhealth2)

Mailing Address: 10 Rhodes Ave, North Smithfield, RI 02896

Website address: N/A

Name of Program: CNA and Career Laddering Program

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Kathleen Kane	401-767-3500 x126	401-769-5249	kkane@stantoine.net

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
-------------	------------------	------------	---------------

Program Description:

This 10 week enhanced CNA program includes a 2 week career building (job readiness) training, 6 week nursing assistant classroom/hands on practical training and a 2 week intensive clinical rotation to prepare students to take the state exam to become Certified Nursing Assistants (CNA's) and to be highly employable in the health care community. The TEAMhealth2 program also provides personal case management, job placement assistance, and career laddering opportunities to become CNA II, CMT, LPN and RN.

Names of Certificate(s) or credential(s) awarded upon completion:

Certified Nursing Assistant, More for Your Money Certificate, Career Building Skills Certificate, Customer Service Certificate, Certified Nursing Assistant Rhode Island State License

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Title	Student CNA	Wage \$ 8.25 - \$10.00
Title	Licensed CNA	Wage \$ 9.25 - \$12.00

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

*Must be 16 years old & not a fulltime high school student

*Pass a BCI (Criminal Background Check)

*Pass a TABE (Test of Adult Basic Education) at a 6th grade level

*Be able to push or pull 70 lbs.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: RHODE ISLAND ALLIED HEALTH INSTITUTE

Mailing Address: 8 SUMMER COURT, SMITHFIELD, RHODE ISLAND 02917

Website address: RIAlliedHealthInstitute.com

Name of Program: CERTIFIED NURSING ASSISTANT PROGRAM

Check One: Certified vendor X Contracted provider _____

Contact Person(s) for Program Information:

Name: ADA EZEAMA MSN RN Telephone: 401-391-2230

E-Mail: adaezeama2003@yahoo.com

Name: MARTIN EZEAMA Telephone: 401-580-6800

E-Mail: mezeama@aol.com

Financial Aid Contact Person:

Name: ADA EZEAMA MSN RN Telephone: 401-391-2230

E-Mail: adaezeama2003@yahoo.com

Program Description:

The mission of Rhode Island Allied Health Institute (RIAHI) is to provide high quality, convenient and best comprehensive nursing/allied preparatory education courses at the lowest cost. RIAHI offers a 120 hour course throughout the year with ***class options during the day, evenings or weekends.*** It prepares students for employment in long-term care facilities, home health agencies, hospitals and hospice organizations where basic bedside nursing care is needed. Classroom instruction includes an introduction to health care, basic nursing skills, body structure and function, infection control, CPR and the job-seeking process. Students participate in clinical activities under the supervision of the RN nurse/instructor in both the skills lab and clinical facilities. Upon completion of this program, the student is eligible for certification and registry as a CNA in the State of Rhode Island. The program has been approved by the State of Rhode Island Board of Nursing in March 2012.

Names of Certificate(s) or credential(s) awarded upon completion:

The Curriculum is structured to provide theory and practical applications on skills needed to function as a Certified Nursing Assistant (CNA). Upon successful completion of the program curriculum, a certificate of completion is awarded and the graduate is then qualified to take the certification exam administered by Rhode Island Department of Health.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Certified Nursing Assistant \$10 - \$16

Home Health Assistant \$10 - \$13

Patient care Assistant \$12 - \$17

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, read/write English, etc.)

Selection Criteria may include:

- High School Diploma or GED (Preferred, but not required)
- Applicant's interview
- Demonstration of Competency within the assigned testing timing periods (less than 1-2hrs) of 2-4 pages within Mosby's Essentials for Nursing Assistants by Sorrentino.
- TABE Score 6th grade or higher in Reading & Math
- No active Felony in the past 5 years or Unprofessional Conduct such as theft or shoplifting.
- Proof of Citizenship or legal residency status.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Rhode Island College Outreach Programs

Mailing Address: 600 Mt. Pleasant Avenue Providence, RI 02908 (Building 8)

Website address: www.ricoutreach.org

Name of Program: Community Health Worker

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name: Jenifer Giroux **Telephone:** 401-456-8698 **FAX:** 401-456-8582 **E-Mail:** jgiroux@ric.edu

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
-------------	------------------	------------	---------------

Program Description: Community Health Care training (CHW) teaches the essential skills and competencies needed to attain certification as a CHW through a partnership with RIC Outreach and CHWARI. Community Health Workers have many roles, including liaison between community resources and clients, facilitating communication across cultural and language barriers, and identifying client needs as they work to strengthen health literacy by supporting access to health services and effecting behavior change through health education. The eight-week proposed training will encompass 4 weeks of classroom learning and 4 weeks of experiential learning through an internship. The classroom learning consists of 30 hours per week with 15 hours of CHW coursework and an additional 15 hours dedicated to career skills, CPR/First Aid, casework support, business writing and math, tutoring, study time, and distance learning. ESL will also be offered as needed. The internship portion includes 4 days interning as a CHW in an approved facility and 1 day of continued career skills training. Topics covered include: -Overview of the Role and Responsibilities of a Community Health Worker-Skills for Working with Clients and Families-Skills Surrounding Cultural Competency, Language Access and Healthcare-Health Literacy and Effective communication -Tools For Introducing Health Education for Behavior Change.

Names of Certificate(s) or credential(s) awarded upon completion:

Certificate as a Community Health Worker from RIC Outreach and Community Health Worker Assn. of RI

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Community and Social Service Specialists
Health Educators
Salary range \$12- \$18 per hour entry level

Prerequisites for admission into program:

BCI, High School Diploma or GED

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Rhode Island College, Building 8- easily accessible by RIPTA, parking pass included with program, accessible for all individuals

Enrollment information for calendar years 2016 forward*:

Open entry / Open exit? ___ x
Yes No

Scheduled Start Date 1/26/16 Scheduled End Date 3/27/16
Scheduled Start Date 4/13/16 Scheduled End Date 6/12/16
Scheduled Start Date 9/28/16 Scheduled End Date 11/20/16
Scheduled Start Date Scheduled End Date

Total Number of Weeks in Program: 8 Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	9 am	3 pm		
Tuesday	9 am	3 pm		
Wednesday	9 am	3 pm		
Thursday	9 am	3 pm		
Friday	9 am	3 pm		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$3,000.00 Total Cost Paid by RI DHS: \$3,000.00

Other Types of Financial Aid available to the student:

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at

mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Rhode Island College Outreach Programs
Mailing Address: 600 Mt. Pleasant Avenue Providence, RI 02908 (Building 8)
Website address: www.ricoutreach.org
Name of Program: Medical Assistant

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name: Jenifer Giroux **Telephone:** 401-456-8698 **FAX:** 401-456-8582 **E-Mail:** jgiroux@ric.edu

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
-------------	------------------	------------	---------------

Program Description:

The Medical Assistant training program is a 24- week certificate program which includes medical terminology, overview of third-party billing, clinical testing techniques, pharmaceuticals, electronic charting, CPR and First Aid certification. Skills sets gained are as follows: medical assisting, front desk procedures (reception and scheduling), office and computer and electronic charting skills, microsoft office skills, keyboarding, financial literacy, oral communications and business writing, math/english basic skills and workplace social media instruction. A minimum 120-hour mandatory unpaid internship in a health care setting. Attitudinal counseling and case management services are provided as are job placement assistance and support. A comprehensive soft skills course sequence is taught as well.

Names of Certificate(s) or credential(s) awarded upon completion:

Certificate as a Medical Assistant from Rhode Island College Outreach Programs

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Medical Assistant
Medical Secretaries
Salaries range from \$12-\$15 entry level

Prerequisites for admission into program:

BCI, High School Diploma or GED

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Rhode Island College, Building 8- easily accessible by RIPTA, parking pass included with program, accessible for all individuals

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Roger Williams University

Mailing Address: 1 Empire Street, Providence RI 02903

Website address: www.scs.rwu.edu

Name of Program: Emergency Medical Technician (EMT Basic)

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name Adriana Dawson **Telephone:** 401-254-5218 **E-Mail** adawson@rwu.edu

Program Description: Many a person's first emergent experience with the healthcare system throughout the world is with the prompt response and expert care of Emergency Medical Technicians (EMTs) and Paramedics. Various medical emergencies and trauma may require immediate medical intervention from EMS providers. Throughout the nation and world, 24/7, EMT's respond to emergencies, provide treatment, and transport the sick or injured. Emergency Medical Technician is a single semester course averaging 220 hours of training and is required in order to advance to paramedic training. The last week of the class will be test prep so students are prepared to take the national exam.

Names of Certificate(s) or credential(s) awarded upon completion: Students will be awarded a certificate of completion upon successfully meeting course requirements. Upon successful completion, students will be eligible to sit for the National Registry of Emergency Medical Technician's credentialing exams.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | |
|---------------------------------|--------------------|
| 1. Emergency Medical Technician | Wage \$ 13.20/hour |
| 2. Patient Care Technician | Wage \$ 11.00/hour |
| 3. 911 Dispatcher | Wage \$ 15.00/hour |

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Prerequisites for entry into the EMT program include GED and Bureau of Criminal Information (BCI) check.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The program is offered in partnership with American Safety Programs, and courses are conducted at both RWU School of Continuing Studies 150 Washington Street in Providence.

Some didactic portions of the programs may be available in online format.

Enrollment information for calendar years 2016 forward*:

Open entry / Open exit? Yes No

EMT Basic

Scheduled Program Start Date (Subject to change)	Scheduled End Date	Days	Time
3/2/2016	5/8/2016	T, W, Th, & F	9:00am to 4:00pm (T,W, Th) & 9:00am to noon (Friday)
6/16/2016	8/21/2016	T, W, Th, & F	9:00am to 4:00pm (T,W, Th) & 9:00am to noon (Friday)
9/8/2016	11/13/2016	T, W, Th, & F	9:00am to 4:00pm (T,W, Th) & 9:00am to noon (Friday)

***Hours may vary depending upon externship site.**

Total Number of Weeks in Program: 10 Total Number of Hours per Week: 24

Total Cost of Program: \$4,500 Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student:

***Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Roger Williams University

Mailing Address: e Street Providence, RI 02907

Website address: www.oicri.org

Name of Program: Legal Assistant

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name Marilyn Soum **Telephone** 401467-2536 **FAX** 401312-4813 **E-Mail** marilyn@oicri.org

Financial Aid Contact Person:

Name Juan Wilson **Telephone** 401467-2536 **FAX** 401312-4813 **E-Mail** juan@oicri.org

Program Description:

This basic legal assistant training program is designed to help you acquire the knowledge, skills, and work habits employers seek when hiring legal secretaries and/ or legal assistants. The program examines the foundation, organization, and structure of the American legal system with an emphasis on the careers available in the legal profession through an exploration of the roles and responsibilities in the legal field. Students will learn the professional and ethical practices needed to succeed as a legal support professional.

In addition, students will receive computer skill training

Including Windows XP, Internet Explorer, and Microsoft Office. This course will include practice files, customized video tutorials, step-by-step instructions, Microsoft's official E-book, as well as daily email correspondence with the instructor.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will be awarded a certificate of completion upon successfully meeting course requirements.

Students will be awarded a certificate of completion upon successfully meeting course requirements and be prepared to sit for the Microsoft Office Specialist (MOS) Certification exam for Word

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | |
|----------------------|--------------------|
| 1. Legal Secretary | Wage \$ 16.35/hour |
| 2. Court Clerk | Wage \$ 19.44/hour |
| 3. Records Processor | Wage \$ 16.35/hour |

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Prerequisites for entry into the program include English proficiency, GED and Bureau of Criminal Information (BCI) check.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The program is offered at RWU School of Continuing Studies 150 Washington Street in Downtown Providence.

Vendor Name: OIC of Rhode Island

Training Program Name: Professional Office Skills

Enrollment information for calendar years 2016 forward*:

Open entry / Open exit? ___ X ___
Yes No

Scheduled Program Start Date (Subject to change)	Scheduled End Date	Time
6/22/2016	9/4/2016	8:30am to 12:30pm
10/5/2016	12/18/2016	8:30am to 12:30pm

*Hours may vary depending upon externship site.

Total Number of Weeks in Program: 12 Total Number of Hours per Week: 20

Total Cost of Program: \$4,500 Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student:

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: AccessPoint RI/People in Partnerships

Mailing Address: 111 Comstock Parkway, Cranston, RI 02920

Website address: Accesspointri.org

Name of Program: Office Assistant Program

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Brittite Taylor	Telephone 401-941-1112 ext.117	FAX 401-632-0264	E-Mail
	btaylor@accesspointri.org			

Financial Aid Contact Person: N/A

Name	Telephone	FAX	E-Mail
-------------	------------------	------------	---------------

Program Description: This training prepares students with a working knowledge of basic computer skills consisting of use of the Internet, use of e-mail systems, and introduction to Office 2010 including Microsoft Word, Excel and PowerPoint and Access. In addition, students will work on typing skills using an individualized typing tutorial program. Students work at their own pace, and therefore, they may learn more advanced capabilities on the computer. The course includes, as well, integration of documents, communications such as letters and memos, general office skills such as copying and faxing, reception skills and phone etiquette.

Names of Certificate(s) or credential(s) awarded upon completion: Certificate of Graduation.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

General Office Worker = \$9.00 - \$11.00/hr.

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.) A partial TABE test is required. The outcome does not affect eligibility for entry into the program, but ideally, students should have at least 5th grade reading level. A HS diploma or GED is strongly recommended but not required. Students must agree to a BCI check.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.: 111 Comstock parkway, Cranston RI 02920

Enrollment information for calendar years 2016 forward*:

Open entry / Open exit? Yes No

Scheduled Start Date Open Enrollment/ students may start on any Monday.
Scheduled End Date 12 Weeks from start date

Total Number of Weeks in Program: 12 Total Number of Hours per Week: 25-35 hours per week depending on the status of the participant, the schedule can be adjusted to meet the requirements of the participant.

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30 am	2:30 pm	9:00 am	2:30 pm
Tuesday	8:30 am	2:30 pm	9:00 am	2:30 pm
Wednesday	8:30 am	2:30 pm	9:00 am	2:30 pm
Thursday	8:30 am	2:30 pm	9:00 am	2:30 pm
Friday	8:30 am	2:30 pm	9:00 am	2:30 pm
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$4500.00 Total Cost Paid by RI DHS: \$4500.00

Other Types of Financial Aid available to the student: N/A

*Please email Jim Logan and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Community Care Alliance
Mailing Address: 55 Main Street; Woonsocket, RI 02895
Website address: www.communitycareri.org
Name of Program: Administrative Office Management

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Melissa Rouleau	(401) 235-6047	(401) 488-2201	mrouleau@communitycareri.org

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Melissa Rouleau	(401) 235-6047	(401) 488-2201	mrouleau@communitycareri.org

Program Description:

Students entering the Administrative Office Management program will learn a variety of administrative and clerical duties necessary to run an organization efficiently. They are introduced to the roles of information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, Web sites, and e-mail and how to handle travel and guest arrangements.

Students will be introduced to typing, word processing, writing, and communication skills that are essential for all secretaries and administrative assistants. They will obtain knowledge of computer software applications, such as desktop publishing, project management, spreadsheets, and database management. Lastly, students will have More for Your Money Financial Literacy Training.

Names of Certificate(s) or credential(s) awarded upon completion:

Administrative Office Management Completion Certificate
Typing Certificate
Customer Service Certification
Microsoft Application Specialist Certification

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Receptionists and Information Clerks	\$8.93-\$10.97
Executive Secretaries & Administrative Assistants	\$16.45-\$19.26
Customer Service Representatives	\$11.18-\$13.10
Stock Clerks	\$7.91-\$8.70
Office Clerks, General	\$8.80-\$11.03

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Roger Williams University

Mailing Address: Empire Street Providence RI 02903

Website address: www.scs.rwu.edu

Name of Program: Professional Office Skills

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name Adriana Dawson Telephone 401254-5218 E-Mail adawson@rwu.edu

Program Description:

Students will receive computer skill training including Windows XP, Internet Explorer, and Microsoft Office. Classes will be face-to-face and embedded in the instruction will be mini-lessons created to meet the individual need of skill level. In addition to classroom time, this course will include practice files, customized video tutorials, step-by-step instructions, Microsoft's official E-book, as well as daily email correspondence with the instructor.

Names of Certificate(s) or credential(s) awarded upon completion:

Students will be awarded a certificate of completion upon successfully meeting course requirements and be prepared to sit for the Microsoft Office Specialist (MOS) Certification exam for Word.

OIC/RWU instructors prepare the students for the MOS and I3 certification exams, allowing for early passing of exams. RWU is a Pearson Vue testing center and the students can take the exam online at the Providence campus at 150 Washington Street, Providence, RI 02903

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | |
|--------------------|--------------------|
| 1. Secretary | Wage \$ 16.35/hour |
| 2. Court Clerk | Wage \$ 19.44/hour |
| 3. Legal Assistant | Wage \$ 16.35/hour |

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

Prerequisites for entry into the program include GED and Bureau of Criminal Information (BCI) check.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

The program is offered at RWU School of Continuing Studies 150 Washington Street in Downtown Providence.

Enrollment information for calendar years 2016 forward*:

Open entry / Open exit? ___ X ___
Yes No

Scheduled Program Start Date (Subject to change)	Scheduled End Date	Time
3/9/2016	4/17/2016	8:30am to 12:30pm
4/27/2014	6/5/2016	8:30am to 12:30pm
7/13/2025	8/21/2016	8:30am to 12:30pm
9/14/2016	10/23/2016	8:30am to 12:30pm
11/2/2016	12/11/2014	8:30am to 12:30pm

***Hours may vary depending upon externship site.**

Total Number of Weeks in Program: 6 Total Number of Hours per Week: 20-30

Total Cost of Program: \$4,500 Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student:

***Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.**

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: CCRS

Mailing Address: 199 Camp Street Providence, RI 02906

Website address: www.ccrsonline.com

Name of Program: Certified Protection Officer I or Certified Protection Officer II

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Eugene Monteiro	401-390-2277 401-250-5565		emonteiro@ccrsonline.com

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
Eugene Monteiro	401-390-2277 401-250-5565 401-441-9776		emonteiro@ccrsonline.com

Program Description: In the Private Security and Investigation course, students will learn the basic and legal responsibilities of a protection professional, an understanding of the employment opportunities within the field, report writing, developing a statement, interviewing skills and techniques and First Aid/CPR training. Focus will be a thorough examination of all aspects of public and private sectors of the protection officer profession. Students will learn everything from basic self-defense to asset prevention, legal responsibility and liability.

Names of Certificate(s) or credential(s) awarded upon completion: Participants receive the following national certifications; Certified Protection Officer (CPO), Basic Baton Tactics (BBT®), Practical & Tactical Handcuffing (PATH®), Oleoresin Capsicum Aerosol Training (OCAT®), First Aid/ CPR and Automated External Defibrillator (AED). In addition participants will receive a course completion certificate.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

Basic Security Officer	\$9.00 - \$10.50	Event Security Officer	\$9.50 - \$15.00
Asset Protection Officer	\$15.00 - \$20.00	Loss Protection Officer	\$10.00 - \$15.00
Armor Car Carrier	\$12.00 - \$20.00	Contract Security Professional	\$15.00 - \$25.00
Private Investigator	\$15.00 - \$25.00	Corporate Investigator	\$15.00 - \$25.00

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

BCI Check, High School Diploma/ GED

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

199 Camp Street Providence, RI 02906

Enrollment information for calendar years 2016 forward*:

Open entry / Open exit? ___ X ___
 Yes No

Scheduled Start Date	1/26/16	Scheduled End Date	3/20/16
Scheduled Start Date	3/30/16	Scheduled End Date	5/22/16
Scheduled Start Date	6/01/16	Scheduled End Date	7/24/16
Scheduled Start Date	8/23/16	Scheduled End Date	9/25/16
Scheduled Start Date	10/5/16	Scheduled End Date	11/27/16

Total Number of Weeks in Program: 8 Total Number of Hours per Week: 38

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:00 am	2:00 pm		
Tuesday	8:00 am	2:00 pm		
Wednesday	8:00 am	2:00 pm		
Thursday	8:00 am	2:00 pm		
Friday	8:00 am	2:00 pm		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$4500.00 Total Cost Paid by RI DHS: \$4500.00

Other Types of Financial Aid available to the student:

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at mary.inglis@dhs.ri.gov and mary.tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: **Community College of Rhode Island**

Mailing Address: **1762 Louisquisset Pike; Lincoln, Rhode Island 02865**

Website address: **www.ccri.edu**

Name of Program: **Teacher Assistant Certification Program**

Check one: certified vendor **contracted provider**

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Denise T. Szymczuk (DHS referral agent)	333-7165	333-7426	<u>dszymczuk@ccri.edu</u>

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
N/A			

Program Description:

The Rhode Island Department of Education approved, seven week program will provide training consistent with state standards for all persons interested in being employed as a full-time, part-time, or substitute teacher.

Names of Certificate(s) or credential(s) awarded upon completion:

A certificate of completion recognized by the RI Department of Education is awarded upon the successful completion of all classes, assignments, job shadow and the final assessment.

Instruction is provided by a multidisciplinary team. Topics to be addressed include: roles and responsibilities of the teacher assistant, human development diversity, special education basic rights, school health & safety, the instructional process, school laws, computer & technology skills, positive classroom climate, team building & collaboration, and professionalism & communication.

Students will be required to complete three hours of job shadowing a TA. Students will also be required to periodically meet with the job developer.

In addition to this program, students must also have a minimum of 48 college credits OR successfully pass the ParaPro Assessment. Students who do not meet the minimum of 40 college credits will need to also register for the ParaPro Review Class and Assessment below.

ParaPro Assessment Review Class

This class is designed to assist students who are preparing to take the ParaPro Assessment: Instruction, review, and practice are provided in requisite reading, mathematics, and writing skills.

ParaPro Assessment

The ParaPro assessment measures the reading, writing and basic math competencies of practicing and prospective paraprofessionals. In accordance with No Child Left Behind, the ParaPro Assessment can be used to certify teacher's aides and assistants in the instruction of these subjects to school children. CCRI offers the Internet-based version of the test.

All program participants will work with the CCRI job development specialist to devise a placement strategy over the course of training and beyond.

**Education and Training Resource Fact Sheet
Rhode Island Works
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: Goodwill Industries of Rhode Island

Mailing Address: 100 Houghton Street, Providence, RI 02904

Website address: www.goodwillri.org

Name of Program: Warehouse Training Program

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
Ruth Jennings	861-2080 X103	454-0889	rjennings@goodwillri.org
Christine Yankee	861-2080 X119	454-0889	cyankee@goodwillri.org

Program Description:

There is a constant demand for workers in the many distribution/warehouse centers throughout Rhode Island. To meet this demand, Goodwill Industries of RI's is now offering a twelve-week Warehouse Training Program (WTP), which is aimed at serving individuals with barriers to employment. The WTP runs Monday – Friday from 8:30 a.m. to 2:30 p.m.; “hands-on” training takes place on Monday’s, Wednesday’s and Friday’s, Tuesdays are OSHA training days and starting the 5th week of the program, work readiness classes begin on Thursday’s.

The twelve-week Warehouse Training Program provides all the entry-level and career advancement skills needed to succeed in the warehouse field and it is designed to provide students with “hands-on” training.

Names of Certificate(s) or credential(s) awarded upon completion:

When participants satisfactorily complete all of course requirements, they will receive a final report; certificate of completion for Goodwill’s Warehouse Program, OSHA certification, and for those who are eligible a Fork Lift certification.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | |
|---|---------------|
| 1. Alex & Ani Factory/Warehouse (Picker Puller) | Wage \$ 10.00 |
| 2. SwissLine Precision Mfg. Inc. (Machine Operator) | Wage \$ 9.00 |
| 3. Sears Store Woonsocket (Back Room Associate) | Wage \$ 8.00 |
| 4. Tasca Parts Center (Parts Picker/Order Picker) | Wage \$ 9.50 |

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

The eligibility criteria and physical demands described here are representative of those that must be met by a participant to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with barriers to perform the essential functions.

- The student must be able to regularly lift up to 25 pounds and occasionally lift up to 75 pounds,
- Be at least 18 years old,
- Have basic skills in listening, math, and ability to follow directions,
- While performing the duties of a job, the student is often required to stand for long periods, walk, use hands, talk or hear, and have good eyesight,
- Regularly required to reach with hands and arms,
- Required to sit, bend, climb or balance, stoop, kneel, crouch or crawl, and at times operate a computer,
- Specific vision abilities required by the job include distance, color, peripheral, depth perception, and ability to focus,
- Not to be a danger to self or others,
- Participant must be clean and sober during training,
- The participant must have excellent attendance,
- The participant needs to display “work ready” skills,

- The participant must be able to commit to 12 weeks of hands-on and classroom instruction.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

Goodwill Industries of Rhode Island
 100 Houghton Street
 Providence, RI 02904

- Parking for students is available in front of the building
- If traveling by bus: From Providence Downtown, take bus Route #52

Enrollment information for calendar years 2016 forward*:

Open entry / open exit? ___ X
 Yes No

Scheduled Start Date	February 9, 2016	Scheduled End Date	May 1, 2016
Scheduled Start Date	March 23, 2016	Scheduled End Date	June 12, 2016
Scheduled Start Date	May 4, 2016	Scheduled End Date	July 31, 2016
Scheduled Start Date	June 15, 2016	Scheduled End Date	September 11, 2016
Scheduled Start Date	August 3, 2016	Scheduled End Date	October 23, 2016
Scheduled Start Date	September 14, 2016	Scheduled End Date	December 4, 2016
Scheduled Start Date	October 26, 2016	Scheduled End Date	January 22, 2017

Total Number of Weeks in Program: 12 weeks

Total Number of Hours per Week: 30 hours per week

Days and Hours that Program is Offered		
	Time Starts	Time Ends
Monday	8:30	2:30
Tuesday	8:30	2:30
Wednesday	8:30	2:30
Thursday	8:30	2:30
Friday	8:30	2:30

Total Cost of Program: Total Cost Paid by RI DHS: \$4,000
Other Types of Financial Aid available to the student: N/A

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: MTTI

Mailing Address: 1241 Fall River Avenue, Seekonk, MA 02771

Website address: mtti.edu

Name of Program: Automotive Service Technician

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
<u>Susan Donovan</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>sdonovan@mtti.edu</u>
<u>Cheryl Moniz</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>cmoniz@mtti.edu</u>
<u>Eddie Ring</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>ering@mtti.edu</u>

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
<u>Alicia Langlais</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>alanglais@mtti.edu</u>

Program Description: Through a combination of classroom and hands-on skills training, students will be trained to work as entry-level Automotive Service Technicians. Graduates will be trained in diagnosing and repairing automotive systems.

Names of Certificate(s) or credential(s) awarded upon completion: Diploma

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

1. Automotive Service Technician Wage \$12.00
2. Mechanic Wage \$12.00
3. Automotive Technician Wage \$12.00

Prerequisites for admission into program:

(I.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

GED or High School Diploma / valid driver's license / ability to read, write and speak English / demonstrate program suitability through a personal interview.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

1241 Fall River Avenue, Seekonk, MA 02771

The bus stop is within a quarter mile from the school and there is ample parking on the schools premises.

Enrollment information:

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: MTTI

Mailing Address: 1241 Fall River Avenue, Seekonk, MA 02771

Website address: www.mtti.edu

Name of Program: Building and Property Trades Technician

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
<u>Susan Donovan</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>sdonovan@mtti.edu</u>
<u>Cheryl Moniz</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>cmoniz@mtti.edu</u>
<u>Eddie Ring</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>ering@mtti.edu</u>

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
<u>Alicia Langlais</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>alanglais@mtti.edu</u>

Program Description: Through a combination of classroom and hands-on training, students will be trained to work as entry-level workers in the Building & Property Trades. Graduates will be trained in performing a variety of residential and commercial services.

Names of Certificate(s) or credential(s) awarded upon completion: Diploma

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | | |
|-------------------------|------|---------|
| 1. Maintenance Engineer | Wage | \$12.84 |
| 2. Carpenter | Wage | \$12.29 |
| 3. Property Maintenance | Wage | \$12.29 |

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

GED or High School Diploma / valid driver's license / ability to read, write and speak English / demonstrate program suitability through a personal interview.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

78 Leavitt Street, Seekonk, MA 02771

The bus stop is within a quarter mile from the school and there is ample parking on the schools premises.

Enrollment information :

Open entry / Open exit? Yes No

Call the MTTI contact people listed above for 2016 start dates.

Total Number of Weeks in Program: 27

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30 am	3:00 pm		
Tuesday	8:30 am	3:00 pm		
Wednesday	8:30 am	3:00 pm		
Thursday	8:30 am	3:00 pm		
Friday	8:30 am	3:00 pm		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$14,100 Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student: Pell, Sub Loan and Unsub Loan if qualify

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at Mary.Inglis@dhs.ri.gov and Mary.Tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: MTTI

Mailing Address: 1241 Fall River Avenue, Seekonk, MA 02771

Website address: mtti.edu

Name of Program: Computer Service Technician /Network Installer

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
<u>Susan Donovan</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>sdonovan@mtti.edu</u>
<u>Cheryl Moniz</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>cmoniz@mtti.edu</u>
<u>Eddie Ring</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>ering@mtti.edu</u>

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
<u>Alicia Langlais</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>alanglais@mtti.edu</u>

Program Description: Through a combination of classroom and hands-on training, students will be trained to work as entry-level Computer Service Technician and Network Installers. Graduates will be trained in repairing and servicing computer systems and networks and will gain skills in varied areas.

Names of Certificate(s) or credential(s) awarded upon completion:

CompTIA recognizes MTTI as a training facility that provides the most comprehensive certification exam preparation. During the program, you will be preparing for CompTia [A+ Certification](#).

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | |
|--------------------|---------------|
| 1. IT | Wage \$ 16.82 |
| 2. Service Desk | Wage \$ 16.82 |
| 3. Computer Repair | Wage \$ 16.82 |

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

GED or High School Diploma / valid driver's license / ability to read, write and speak English / demonstrate program suitability through a personal interview.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

1241 Fall River Avenue, Seekonk, MA 02771

The bus stop is within a quarter mile from the school and there is ample parking on the schools premises.

Enrollment information :

Open entry / Open exit? ___ x ___
Yes No

Call the MTTI contact people listed above for 2016 start dates.

Total Number of Weeks in Program: 30

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30 am	3:00 pm		
Tuesday	8:30 am	3:00 pm		
Wednesday	8:30 am	3:00 pm		
Thursday	8:30 am	3:00 pm		
Friday	8:30 am	3:00 pm		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$15,150 Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student: Pell, Sub Loan and Unsub Loan if qualify

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at

Mary.Inglis@dhs.ri.gov and Mary.Tramonti@dhs.ri.gov.

**2-133 Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: MTTI

Mailing Address: 1241 Fall River Avenue, Seekonk, MA 02771

Website address: www.mtti.edu

Name of Program: HVAC/R Technician

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
<u>Susan Donovan</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	sdonovan@mtti.edu
<u>Cheryl Moniz</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	cmoniz@mtti.edu
<u>Eddie Ring</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	ering@mtti.edu

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
<u>Alicia Langlais</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	alanglais@mtti.edu

Program Description: Through a combination of classroom and hands-on training, students will be trained to work as an entry-level Heating, Ventilation, Air-Conditioning and Refrigeration Technician. Graduates will be trained in repairing and servicing heating, ventilation, air-conditioning and refrigeration equipment and will gain skills in varied areas.

Names of Certificate(s) or credential(s) awarded upon completion: Diploma

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

1. HVAC Technician
2. HVAC Mechanic
3. Plumber

Median salary is \$20.98 an hour.

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

GED or High School Diploma / valid driver's license / ability to read, write and speak English / demonstrate program suitability through a personal interview.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

78 Leavitt Street, Seekonk, MA 02771

The bus stop is within a quarter mile from the school and there is ample parking on the schools premises.

Enrollment information :

Open entry / Open exit? ___ x
Yes No

Call the MTTI contact people listed above for 2016 start dates.

Total Number of Weeks in Program: 27

Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30 am	3:00 pm		
Tuesday	8:30 am	3:00 pm		
Wednesday	8:30 am	3:00 pm		
Thursday	8:30 am	3:00 pm		
Friday	8:30 am	3:00 pm		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$15,300 Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student: Pell, Sub Loan and Unsub Loan if qualify

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at Mary.Inglis@dhs.ri.gov and Mary.Tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: MTTI

Mailing Address: 1241 Fall River Avenue, Seekonk, MA 02771

Website address: www.mtti.edu

Name of Program: Marine Service Technician

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
<u>Susan Donovan</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>sdonovan@mtti.edu</u>
<u>Cheryl Moniz</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>cmoniz@mtti.edu</u>
<u>Eddie Ring</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>ering@mtti.edu</u>

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
<u>Alicia Langlais</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>alanglais@mtti.edu</u>

Program Description: Through a combination of classroom and hands-on training, students will be trained to work as an entry-level marine outboard/inboard and stern drive mechanics. Graduates will be trained to understand the principles of and be capable of repairing outboard engines (two and four cycle), inboard engines and stern drives.

Names of Certificate(s) or credential(s) awarded upon completion: Diploma

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | | |
|-----------------------|------|---------|
| 1. Marine Technician | Wage | \$11.94 |
| 2. Service Technician | Wage | \$11.94 |
| 3. Marine Mechanic | Wage | \$11.94 |

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

GED or High School Diploma / valid driver's license / ability to read, write and speak English / demonstrate program suitability through a personal interview.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

54 Water Street, East Providence, RI 02914

The bus stop is within a quarter mile from the school and there is ample parking on the schools premises.

Enrollment information:

Open entry / Open exit? ___ x
Yes No

Call the MTTI contact people listed above for 2016 start dates.

Total Number of Weeks in Program: 30 Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30 am	3:00 pm		
Tuesday	8:30 am	3:00 pm		
Wednesday	8:30 am	3:00 pm		
Thursday	8:30 am	3:00 pm		
Friday	8:30 am	3:00 pm		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$15,700 Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student: Pell, Sub Loan and Unsub Loan if qualify

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at Mary.Inglis@dhs.ri.gov and Mary.Tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: MTTI

Mailing Address: 1241 Fall River Avenue, Seekonk, MA 02771

Website address: www.mtti.edu

Name of Program: Medical Assistant

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
<u>Susan Donovan</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	sdonovan@mtti.edu
<u>Cheryl Moniz</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	cmoniz@mtti.edu
<u>Eddie Ring</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	ering@mtti.edu

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
<u>Alicia Langlais</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	alanglais@mtti.edu

Program Description: Utilizing a combination of classroom and hands-on skills training, students will learn the professional communication skills and a series of clinical skills required to work in the health care environment. Through the use of training aids as well as "live" skills training, students will be instructed on blood draws, CPR, First Aid, EKG's and other clinical skills. Classes also train on the use of electronic medical records, patient confidentiality and medical documentation procedures.

Names of Certificate(s) or credential(s) awarded upon completion: Diploma

Graduates are eligible to sit for the [Registered Medical Assistant Examination](#) offered by the [American Medical Technologists \(AMT\)](#). The RMA is a highly respected (voluntary) credential, recognized by medical practices throughout the United States.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | | |
|-------------------------|------|---------|
| 1. Medical Assistant | Wage | \$11.58 |
| 2. Medical Receptionist | Wage | \$11.58 |
| 3. Medical Secretary | Wage | \$11.58 |

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

GED or High School Diploma / valid driver's license / ability to read, write and speak English / demonstrate program suitability through a personal interview.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

1241 Fall River Avenue, Seekonk, MA 02771

The bus stop is within a quarter mile from the school and there is ample parking on the schools premises.

Enrollment information:

Open entry / Open exit? (day and evening)
Yes No

Call the MTTI contact people listed above for 2016 start dates.

Total Number of Weeks in Program: 30 (day) Total Number of Hours per Week: 30 (day)
72 (evening) 12 (evening)

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30 am	3:00 pm	5:30 pm	9:30 pm
Tuesday	8:30 am	3:00 pm	5:30 pm	9:30 pm
Wednesday	8:30 am	3:00 pm	5:30 pm	9:30 pm
Thursday	8:30 am	3:00 pm		
Friday	8:30 am	3:00 pm		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$14,900 Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student: Pell, Sub Loan and Unsub Loan if qualify

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at

Mary.Inglis@dhs.ri.gov and Mary.Tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: MTTI

Mailing Address: 1241 Fall River Avenue, Seekonk, MA 02771

Website address: mtti.edu

Name of Program: Medical Billing and Coding / Office Management

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
<u>Susan Donovan</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>sdonovan@mtti.edu</u>
<u>Cheryl Moniz</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>cmoniz@mtti.edu</u>
<u>Eddie Ring</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>ering@mtti.edu</u>

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
<u>Alicia Langlais</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	<u>alanglais@mtti.edu</u>

Program Description: Through a combination of classroom and hands-on training, students will be trained in business and administrative skills required to manage Protected Health Information (PHI) in today's health care industry.

Through hands-on practice in our computer lab, students will learn Medical Billing & Coding, Electronic Medical Record Management (EMR) and Microsoft Office applications such as Word, Excel, PowerPoint and Outlook.

Names of Certificate(s) or credential(s) awarded upon completion: Diploma

Upon completing the coding module in the curriculum, and passing a qualifying exam, graduates are eligible to sit for the Certified Professional Coder (CPC®) exam offered by the [American Academy of Professional Coders \(AAPC\)](#) to become CPC-Apprentices (CPC-A®) CPC-Apprentices will become fully certified after documentation of one year of related work experience.

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | | |
|----------------------|------|---------|
| 1. Receptionist | Wage | \$12.43 |
| 2. Billing & Coder | Wage | \$12.43 |
| 3. Medical Secretary | Wage | \$12.43 |

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

GED or High School Diploma / valid driver's license / ability to read, write and speak English / demonstrate program suitability through a personal interview.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

1241 Fall River Avenue, Seekonk, MA 02771

The bus stop is within a quarter mile from the school and there is ample parking on the schools premises.

Enrollment information :

Open entry / Open exit? ___ x
Yes No

Call the MTTI contact people listed above for 2016 start dates.

Total Number of Weeks in Program: 30 Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30 am	3:00 pm		
Tuesday	8:30 am	3:00 pm		
Wednesday	8:30 am	3:00 pm		
Thursday	8:30 am	3:00 pm		
Friday	8:30 am	3:00 pm		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$15,100 Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student: Pell, Sub Loan and Unsub Loan if qualify

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at Mary.Inglis@dhs.ri.gov and Mary.Tramonti@dhs.ri.gov.

**Education and Training Resource Fact Sheet
R.I. WORKS PROGRAM
(DHS Certified Vendors/DHS Contracted Providers)**

Name of Organization: MTTI

Mailing Address: 1241 Fall River Avenue, Seekonk, MA 02771

Website address: www.mtti.edu

Name of Program: Motorcycle/ Power Equipment Technician

Check One: Certified vendor Contracted provider

Contact Person(s) for Program Information:

Name	Telephone	FAX	E-Mail
<u>Susan Donovan</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	sdonovan@mtti.edu
<u>Cheryl Moniz</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	cmoniz@mtti.edu
<u>Eddie Ring</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	ering@mtti.edu

Financial Aid Contact Person:

Name	Telephone	FAX	E-Mail
<u>Alicia Langlais</u>	<u>508-336-6611</u>	<u>508-336-8887</u>	alanglais@mtti.edu

Program Description: Through a combination of classroom and hands-on skills training, students will be trained to work as entry-level Motorcycle/Power Equipment Mechanics. Students will learn to perform general service, rebuilding and routine maintenance on foreign and domestic vehicles including motorcycles, ATVs, dirt bike, mopeds, snowmobiles, chain saws, lawn mowers, personal watercraft and generators.

Names of Certificate(s) or credential(s) awarded upon completion: Diploma

Name(s) of job/position(s) with salary ranges for which graduates of this program are prepared:

- | | | |
|--------------------------|------|---------|
| 1. Motorcycle Mechanic | Wage | \$17.79 |
| 2. Small Engine Mechanic | Wage | \$17.79 |
| 3. Equipment Technician | Wage | \$17.79 |

Prerequisites for admission into program:

(i.e. GED, physical exam, Bureau of Criminal Information (BCI) check, occupational competency level, read/write English, etc.)

GED or High School Diploma / valid driver's license / ability to read, write and speak English / demonstrate program suitability through a personal interview.

Location(s) where program is offered, and information about public transportation, parking, accessibility, etc.:

78 Leavitt Street, Seekonk, MA 02771

The bus stop is within a quarter mile from the school and there is ample parking on the schools premises.

Enrollment information for calendar years 2012 forward*:

Open entry / Open exit? ___ x
Yes No

Call the MTTI contact people listed above for 2016 start dates.

Total Number of Weeks in Program: 30 Total Number of Hours per Week: 30

Days and Hours that Program is Offered				
	Time Starts	Time Ends	Time Starts	Time Ends
Monday	8:30 am	3:00 pm		
Tuesday	8:30 am	3:00 pm		
Wednesday	8:30 am	3:00 pm		
Thursday	8:30 am	3:00 pm		
Friday	8:30 am	3:00 pm		
Saturday				
Sunday				

*Hours may vary depending upon externship site.

Total Cost of Program: \$15,700 Total Cost Paid by RI DHS: \$4,500

Other Types of Financial Aid available to the student: Pell, Sub Loan and Unsub Loan if qualify

*Please email Mary Inglis and Mary Tramonti when any revision or update is made to the program schedule at

Mary.Inglis@dhs.ri.gov and Mary.Tramonti@dhs.ri.gov.