

Community Training & Development

Career Preparation & Training Program: Screening and Referral Form

The following are requirements for entrance into the program:

1. Are you fluent in spoken and written English? Yes No
2. Are you over the age of 18? Yes No
3. Are you a resident of Allegheny County? Yes No
4. Do you have a high school diploma or GED? Yes No
5. Do you have basic computer skills? Yes No
 - Computer skills are required for enrollment. By selecting yes, you are confirming that you do have the ability to attend a virtual classroom via Zoom, open a word document, type, save and email the word document to your instructor.
 - If you do not have the computer skills required for the program, we will refer you to resources that can help increase those skills so you may apply when you have acquired those skills.
6. Income eligibility is under 200% FPL for a household and must be determined before admission. Are you willing to provide documents proving applicable and non-applicable household income? (See page 3) Yes No
7. Do you want more education/training to find employment? Yes No
8. Would you participate in the following three phases to help you gain employment?
 - Phase I: complete the 36-hour Career Preparation class Yes No
 - Phase II: complete a Career Training program identified during your Career Preparation class
(Please see training program descriptions) Yes No
 - Phase II: work with a PA CareerLink counselor to identify employment opportunities
(There is no guarantee of employment) Yes No
9. Select the following training programs you would like to learn more about:

On Campus, Face-to-Face Training	Off campus, Virtual Training	Hybrid Training (Combination of on campus/virtual)
<input type="checkbox"/> Certified Nursing Assistant <input type="checkbox"/> Phlebotomy	<input type="checkbox"/> Health Information Technology <input type="checkbox"/> Microsoft Office Certification	<input type="checkbox"/> CompTIA A+ Certification

10. What supports would you need to accomplish this goal? (If you do not have the following supports, we will share appropriate resources with you.)
 - **Technology:**
 - Do you have a reliable internet connection? Yes No
 - Do you have a computer? Yes No
 - Is it a Chromebook? Yes No
 - **Transportation:**
 - If you choose an on campus or hybrid training program, do you have the transportation needed to attend classes at CCAC Braddock Hills Center? Yes No
 - **Childcare (If you have children):**
 - Do you have childcare during class time to allow you to complete assignments? Yes No
 - Do you have multiple childcare supports in place? Yes No



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This program is available to individuals who have not earned a certificate or degree. A student enrolled in the program understands the goal is training towards employment.

Completing Phase I – Career Preparation is the first step towards an employment goal which establishes eligibility for the student to access and complete one of the identified training programs in Phase II, resulting in certification in a designated area to gain employment in their field or related field.

I understand that I am required to meet via Zoom with a representative from CCAC to discuss my eligibility, interest in the Career Preparation and Training Program, complete an application, and financial documents must be received by CCAC before I can begin Phase I – Career Preparation.

Your signature below indicates that you have read and understand the above information and agree to the terms.

Student Signature: _____ Date: _____

STUDENT INFORMATION (Please Print)

First Name: _____

Last Name: _____

Phone: _____ Email: _____

REFERRAL SOURCE (Please Print)

Where did you hear about this program? (Circle one):

ccac.edu **Facebook** **Instagram** **Twitter** **Agency** (if Agency, complete the following details):

Name of Agency: _____

Agency Contact Name: _____

Agency Contact Title: _____

Phone: _____

Email: _____

Upon completion, please email the entire document to:

CCAC Representative: Angela Angiolieri - Program Coordinator/Instructor - aangiolieri@ccac.edu

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Community Services Block Grant (CSBG) Income Eligibility

Applicable/Non-Applicable Income Guidelines

Applicable Income	Non-Applicable Income
Salaries/Wages	TANF
Social Security Retirement Benefits	SSDI and SSI
Unemployment Compensation	Social Security Survivor Benefits
Child Support Income	Training Program Stipends
Dividends/ Interest	Salary or wages for those under 18 years of age in the home
Cash receipts of family members and others residing in the home.	Income from unrelated persons in the home such as foster child
Alimony or spousal support	Income Tax Refunds/ EITC
Pension or retirement income from a former job	CARES Act Economic Relief Funds
Private Disability Insurance	General Assistance (GA)
VA non-service-connected disability pension	VA service-connected disability compensation
Veteran's pension	
Worker's compensation	

Family Size	200% Federal Poverty Limit
1	\$25,520
2	\$34,480
3	\$43,440
4	\$52,400
5	\$61,360
6	\$70,320
7	\$79,280
8	\$88,240
+	\$8,960