



Community Training & Development

Career Preparation & Training Program Screening and Referral Form

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 (able to attend a video meeting on Zoom, open a word document, type, save and email the document) Yes No
6. Income eligibility is under 200% FPL for a household and must be determined before admission. Are you willing to provide your income information? Yes No
7. Do you want more education/training to find employment? Yes No
8. Would you participate in a Career Preparation and Training program to help you gain employment? Yes No
 - a. Phase I: the 36-hour Career Preparation class (6 weeks, 6 hours/week, Tuesdays, and Thursdays, 9:00am-12:00pm) Yes No
 - b. Phase II: the Career Training program identified during your Career Preparation class (Please see training program descriptions) 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 and online) Apprenticeships
<input type="checkbox"/> Certified Nursing Assistant	<input type="checkbox"/> Health Information Technology	<input type="checkbox"/> Industrial Manufacturing Technician
<input type="checkbox"/> CompTIA A+ Certification	<input type="checkbox"/> Microsoft Office Certification	<input type="checkbox"/> Mechatronics

10. What supports would you need to accomplish this goal?
 - **Technology:**
 - Do you have a reliable internet connection? Yes No
 - Do you have a computer? Yes No
 - Is it a Chromebook? Yes No



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- **Transportation:**
Do you have the transportation needed to attend classes on campus? Yes No
- **Childcare (If you have children):**
Do you have childcare during class time and a few hours outside of class time to allow you to complete assignments? Yes No
Do you have multiple childcare supports in case you need a back-up? Yes No

A student enrolled in the program understands the goal is training towards employment. Completing Phase I – Career Preparation is the first step towards that goal which establishes eligibility for the student to access and complete one of the identified training programs/apprenticeships 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)

Name of Agency: _____

Agency Contact Name: _____

Agency Contact Title: _____

Phone: _____

Email: _____

Upon completion, please email the complete document to:

CCAC Representative Name/Title: _____ Angela Angiolieri / Program Coordinator and Instructor

Email: _____ aangiolieri@ccac.edu