

Training and Education

Earn a Credential to Upgrade your Marketability

In today's economy, lifelong learning is essential to stay current and marketable to employers. Services offered within the Workforce Innovation and Opportunity Act (WIOA) can assist you in upgrading your skills and marketability to employers.

Dislocated Workers

** Ages 18 and up who have been laid off or terminated in the past 5 years, received, eligible for, or exhausted unemployment insurance, and are unlikely to go back to same type of work; **OR**

** Eligible Veterans that have been discharged within past 5 years; **OR**

** Spouse of Active Duty Service Member who is unemployed or under-employed

Adult Workers

** Ages 18 and up who are receiving public assistance such as SNAP (food stamps) or TANF **OR**

** Meet minimum income guidelines for area

Youth

** Ages 16-24—High School drop-out **OR**

** High School Graduate & not enrolled in College **OR**

** In school and low income

AND

** Pregnant or Parenting **OR**

** Individual with a disability **OR**

** Homeless **OR** ** Foster Child **OR**

** In the Adult/Juvenile Justice System **OR**

** Meet Low-income guidelines for area **OR**

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****Other eligibility documentation will be required for WIOA Services****

Educational training providers may include:

- Public community colleges and universities
- Private colleges and universities
- Technical and vocational schools
- Adult Education providers

Helpful Tools to Success

WWW.JOBS.MO.GOV

- ⇒ Missouri top job listings
- ⇒ Resources for job seekers
- ⇒ Training Opportunities
- ⇒ Labor Market information

My Next Move

www.mynextmove.org

- ⇒ Explore in-demand occupations
- ⇒ Explore careers by industry
- ⇒ Explore careers that match your interests

Free Application for Federal Student Aid

WWW.FAFSA.ED.GOV

Apply for PELL grant and other federal financial aid resources

Missouri Economic and Research Information Center (MERIC)

http://www.missourieconomy.org/

- ⇒ View occupational projections for your area
- ⇒ Economic Development Research reports
- ⇒ Access tools to explore wage trends, in-demand occupations and much more

Staff are available at local Missouri Job Centers to provide additional training and education information

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

Missouri Relay Services at 711

We can help you get
on the path to
SUCCESS...



Missouri Job Center—Arnold

3675 West Outer Road

Suite 102

Arnold, MO 63010

(636) 865—6060

Missouri Job Center—Washington

1108 Washington Square

Shopping Center

Washington, MO 63090

(636) 583—9670

Missouri Relay Services at 711

On - The - Job Training

The On-The-Job Training (OJT) program provides an opportunity to learn new skills while working for a public or private employer. Individuals who do not possess a marketable skill will be trained by the employer through a contract agreement.

Employers who hire and train **WIOA eligible** individuals may be reimbursed up to one-half of the employee's wage during the period of training. OJT participants are paid at the same rates, including benefits and periodic increases, as similar employees. Please see a WIOA Representative for more information.



Occupational Skills Training

Occupational Skills Training provides the technical skills and competencies required to perform a specific occupation. Individuals who **do not possess a marketable skill** may be trained in order to enter the workforce and earn a livable wage. WIOA training is for occupations that are in-demand and are directly linked to employment opportunities in the local area. A list of potential WIOA eligible training providers is available through the Eligible Training Provider System located on jobs.mo.gov.



National Career Readiness Certificate

The National Career Readiness Certificate (NCRC) is a Missouri Job Center product/service that benefits job seekers and business customers. The NCRC is issued by ACT. It is composed of three WorkKeys Assessments. The NCRC is used for screening, hiring, and promotion, as well as for fulfilling training needs for existing employees. The NCRC increases our local economic competitiveness, connecting Missouri businesses with workers who have certified proficiency in basic workplace skills. When new customers enter a Missouri Job Center, the free CareerReady 101 Assessment provides the first step on the path to obtaining a National Career Readiness Certificate. Initial screening and NCRC testing is provided by Missouri Job Centers free of charge.



Work Experience Training

Work Experience Service provides exposure to the world of work in a meaningful, supervised work environment at approved non-profit and public agencies within Jefferson and Franklin counties for a predetermined period of time. WIOA eligible and appropriate individuals who lack marketable skills, will be paid through the program as they develop good work habits and basic work skills.

Work experience programs may be combined with other WIOA programs such as Occupational Skills Training, Work Readiness Skills Training, and/or AEL preparation/basic skills upgrading.

Adult Education and Literacy

The Adult Education and Literacy programs at East Central College and Jefferson College provide classes to improve a student's skills in basic math, reading, writing, social studies and science.

Classes are provided at no cost with books and materials provided for students while in class. Curriculum is individualized to meet students needs. Instructors will work with each student to reach their individual training goals. Classes are designed to prepare students to pass the High



School Equivalency Test (HiSET) and improve WorkKeys and college placement scores. The program works closely with employment and training agencies to assist with work related services. ** WIOA can pay for the HiSET testing through the local community colleges, if eligible.

East Central College—Franklin County:
(636) 584-6533

Jefferson College—Jefferson County:
(636) 481-3437