



UACCM CAREER PATHWAYS OFFICE
 1537 University Blvd.
 Morrilton, AR 72110
 501-977-2186



Dear Perspective Career Pathways Student:

Thank you for your interest in the Career Pathways program here at UACCM. We are currently accepting and reviewing applications to enroll students in the Bridge Program and for the Book Loan Program. Please return completed documents to: Career Pathways Office, Kirk Building Room 130, mail to the attention of Roni Herning, 1537 University Boulevard, Morrilton, AR 72110 or fax to Roni at 501-977-2192.

Arkansas Career Pathways Program may provide assistance in many ways such as:

- Short-term Certificate programs
- Two-Year Degree Programs
- Book Loan Program
- Career Counseling
- Tutoring services
- CP Computer Lab

To be eligible for the Career Pathways Program, you must have custody of a child under the age of 21 living in your home and have earnings that fall below the 250% federal poverty level guidelines.

Please note that before receiving services you **must**:

1. Complete the UACCM Admissions process for enrollment into the college (501-977-2000)
2. Submit the Free Application for Federal Student Aid (FAFSA). (501-977-2055)
3. Complete and return the CP Application along with copies of your 2008 tax forms and children's Social Security cards to the CP Office. (501-977-2186)
4. To receive books, students must make an appointment with the career counselor and complete the Employability Certificate requirements.

The UACCM Application for Admissions and FAFSA may be completed online at <http://www.uaccm.edu> by clicking on the site index. When filling out your FAFSA application online, chose your own four digit pin number for speedier processing.

For students interested in the CP Bridge Program, a non-credit refresher program, designed to help students to succeed by offering self-paced instruction in reading, writing, math, and computer literacy training. For more information on the CP Bridge Program, please contact Stephanie at 501-977-2189.

This is **not** a responsibility-free program. Once accepted, Career Pathway students are required to participate in Career Pathways activities and meet with the Career Counselor to develop a career plan and compile an employment portfolio. If a student GPA falls below a 2.0, they will be required to spend three hours weekly in a supervised tutoring lab.

If you have any questions concerning completion of the enclosed document or enrollment in the Career Pathways program, please give me a call at 1-800-264-1094 ext. 2186 or at my direct line 1-501-977-2186.

I look forward to seeing you on campus very soon!

Sincerely,

Roni Herning
 Career Pathways Administrative Specialist II

2009 DHS Poverty Guidelines			
Family Size	250% Annual	Family Size	250% Annual
1	\$27,075	5	\$64,475
2	36,425	6	73,825
3	45,775	7	83,175
4	55,125	8	92,525

What is the Career Pathways Initiative and why do I need to earn a Career Pathways Employability Certificate?

The Arkansas Career Pathways Initiative is designed to improve the earnings and post-secondary education of eligible students. The CP model addresses issues by meeting the needs of two major groups: businesses and individuals. Businesses need skilled workers and individuals need stable income and quality of life for themselves and their families.

Obtaining a Career Pathways Initiative Employability Certificate is an activity that can produce a credential for your portfolio/resume. The Employability Certificate addresses basic academic skills, career counseling, basic computer skills, and employability skills not always available in regular college classes. Earning the CPI Employability Certificate also prepares you to take the WorkKeys assessment needed for the Arkansas Career Readiness Certificate, which is a portable credential that confirms to employers that an individual possesses basic workplace skills in Reading for Information, Applied Math, and Locating Information-skills that all jobs require.

The amount of time needed to complete an employability certificate will depend on your abilities upon entry to CPI and time spent working towards the certificate. CPI Employability Certificates can lead to employment. In order to be eligible for the UACCM CPI Book Loan program you will need to complete the CPI Employability Certificate.

The Arkansas Career Pathways Employability Certificate is composed of several requirements:

- Attaining at least an 8th grade level in reading and math (*Scoring at least a 17 on the Pre-Algebra section of the Compass, a 19 on the English section of the Compass, and an 18 on the Reading section of the Compass*)
- Complete the Reading for Information, Applied Math, and Locating Information sections of Keytrain and obtain either a Silver (4) or Gold (5) level.
- Complete an updated resume
- Complete a current application for employment to be filed with the Department of Workforce Services (DWS)
- Score 20 WPM on a keyboarding program (Teknimedia) or have previously taken and passed BUS 1213/Computer Applications with a C or better.
- Score 85% or better on PC100, 101, or 110 on Teknimedia or have previously taken and passed BUS 1213/Computer Applications with a C or better.
- Complete 12 hours of Job Readiness Training or Soft Skills. Soft skills are skills that businesses recognize as lacking in students and are necessary for success in the workplace. You can meet these requirements by:
 - Completing Plato work modules
 - Completing Work Essential skills-Online lessons at www.pbs.org/literacy
 - Completing Career Skills from the KeyTrain program
 - Workshops and seminars

The CPI Employability Certificate must be completed in order to be eligible to receive books through the CP Book Loan program for the following semester. Deadlines for Completion are posted.

UACCM Career Pathways Initiative CP Fax – (501) 977-2192

Lily Kersh, Director
(501) 977-2187
kersh@uaccm.edu

Roni Herning, Administrative Specialist II
(501) 977-2186
herning@uaccm.edu

Maranda Rios-Blanchard, CP Counselor
(501) 977-2188

Stephanie Ellis, CP Employability Coordinator
(501) 977-2188



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AUTHORIZATION TO RELEASE OR OBTAIN INFORMATION FOR THE CAREER PATHWAYS INTIATIVE

In the course of providing the best possible service to the participants of the Arkansas Career Pathways Initiative Program, the exchange of information between governmental agencies and educational institutions may be necessary. I hereby authorize the Arkansas Career Pathways Initiative personnel to release and/or provide, on a need to know basis, information which is reasonably necessary to accomplish the goals and objectives of the Pathways program. I understand that the information is confidential and will only be shared with the agencies, institutions or parties listed below unless the release or provision of such information is otherwise prohibited by law or regulation. I understand the individuals that receive and use this information will hold it in the strictest confidence and will use it to better serve me. I understand copies of this signed release will serve as valid authorization and the original signed document will be kept in my file. I understand that government records may be used to obtain this information.

I hereby authorize release of the following information to the following agencies, institutions or other parties unless the release or provision of such information is otherwise prohibited by law or regulation:

- The Department of Health and Human Services and the Division of Child Care and Early Childhood Education (DHHS/DCCECE) may provide information regarding my participation in agency programs. This will include necessary information pertaining to my children.
- The Department of Workforce Services (DWS) may provide information regarding my participation in the Transitional Employment Assistance (TEA) program, unemployment insurance benefit program and my participation in Workforce Investment Act employment and training programs
- The Department of Workforce Education may provide information including WAGE, Adult Education and current and past education participation.
- The Arkansas Department of Higher Education and affiliated educational institutions may provide records relating to my current and past education.
- The educational institution involved in my participation in the Career Pathways Initiative may provide information between the internal departments.
- The Workforce Investment Act service provider may provide information regarding my participation in adult work programs.
- The Division of Rehabilitation Services may provide information regarding my participation in Rehabilitation Services employment and training programs.
- The Department of Education and local school districts may provide information regarding my current and past education.
- Private and career training institutions may provide records relating to current and past training and education.

PLEASE INITIAL THE FOLLOWING:

- My current and past employers may provide information related to my employment.
- My likeness and the likeness of my dependants may be used for public relations purposes in the media including newspapers, newsletters, TV ads, and other media venues.

	CHILD NAME	BIRTHDAY	AGE
1			
2			
3			
4			
5			
6			

As a condition to my authorization the Arkansas Career Pathways Initiative agrees to use the information obtained solely for the purposes authorized by law and regulation including determining eligibility for employment and training programs, developing an appropriate employment or self-sufficiency plan, educational training and plans, and helping me achieve my occupational and education goals. I understand that, as a condition of my receiving services, information collected by the Career Pathways Initiative will be used for purposes of determining overall program performance.

 Print Student's Name

 Student's Signature

 Date

I hereby certify that all information supplied is complete and accurate. I understand that I shall not be considered for enrollment until I have submitted all documentation specified. I understand that withholding information requested or giving false information may make me ineligible for enrollment. UACCM, in making decisions regarding employment, student admissions, and other functions and operations, adheres to a policy of non-discrimination and complies with federal regulations and requirements as set forth in Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and PL 101-336 (Americans with Disabilities Act).

(rev 9/09)