



August 07, 2008

MEMORANDUM

TO: District Board of Trustees
FROM: William D. Law, Jr., President
RE: Quick Job Training Program

The Quick Job Training program is designed to address those in our service area who are impacted by ongoing state and local government budget cuts. They may be displaced workers or OPS workers whose number of work hours have been cut.

The program currently has ten offerings planned. The planned offerings include:

1. Medical Billing and Coding
2. Medical Front Office
3. Medical Transcription
4. A+ Certification
5. Solar-thermal Hot Water Heating Technician
6. Photovoltaic Solar Energy Technician
7. HVAC Helper
8. Electrician Helper
9. Plumber's Helper
10. CNC Machining Operator

The essential features of the program include training completion in 90 days or less, flexible delivery (some are online, some face-to-face, and some blended delivery), flexible start dates, and national certifications for eight of the ten programs.

Programs appear on the 2008-2009 targeted occupation list. The offerings consist of existing training classes as well as newly developed ones specifically for the Quick Job Training program. Each program completer will be offered the Ready to Work certificate program as part of the instructional package.

Our intention is to start the specific training classes around Labor Day. Prior to that time we will have a day and a night information session for interested participants. Further information classes will be scheduled--probably on a monthly basis. Two of classes, the solar energy technician programs, may start slightly before Labor Day. The rest will start shortly after Labor Day. Going forward, more programs will be added to the program.

Staff Resources: John Chapin

Recommended Action:

Presented as information.