This handbook contains important information for all Career Pathways (CPI) students. Students should read this handbook carefully to ensure receipt of all appropriate services.
Section I - Eligibility

You are eligible for Career Pathways if you meet all of the following bulleted qualifications:

- You are an Arkansas resident.
- You are a U.S. citizen or a resident alien who meets qualifications listed on the form “TANF-Funded Services for Non-Citizen Eligibility”.
- You can document legally responsibility for a child under the age of 21 who lives permanently in your home. (You must claim the child on income tax return as married or head-of-household or be DHS case head or show other documentation of legal responsibility and permanently living with child. Ask us about college children, joint custody, and other special circumstances.)
- You meet income guidelines (one of the following):
  - Receive from DHS: ARKids, Food Stamps, or TEA (either current or former TEA)
  - Adjusted Gross Income of less than 250% of the current federal poverty level based on the most recent federal income tax return (If married filing separately, must provide both tax returns.) Come see us for this amount.
- If you are a male born after Dec. 31, 1960, you are registered for selective service.
- You have received a Pell eligibility determination.

(You either have been awarded Pell or denied Pell – no incomplete files.) This does not apply if your program of study does not qualify for Pell. We will work with your academic advisor in this case in securing documentation.

Once you are determined eligible, your eligibility lasts for one year. You must renew your eligibility each year. If you are receiving DHS services, this renewal can be done for you. If eligibility is determined by your income taxes, you must provide the latest tax return in order to renew eligibility.

The main direct student support is a library of books and equipment checked out by students and returned for others to use. When you borrow books and equipment, you accept the responsibility of returning the items on time. Books and returnable supplies are due at the same time final grades are due (usually by 11:00 the day after final exams). You may turn them in early if you complete the course earlier or if you withdraw from the course.

Failure to turn in books/equipment on time will result in your being put on registration hold and will eliminate you from other CPI services until the items are returned. If any book is more than four months overdue, the current edition must be returned or purchased to replace the overdue book.

This penalty is assessed because the book you failed to return was not available for use by students in the next semester and CPI may have had to purchase a replacement for use by other students. It will not be assessed if the book was consumed in class or the semester you borrowed the book was the last semester the edition was used.
The success of the Career Pathways program depends on students who are faithful to return books and equipment on time so that others can use them. This process allows the greatest amount of assistance with the limited available funding.

Note: Students are to use books as directed by their instructors. Consumed books or books no longer used in class may be kept with the permission of the CPI counselor. You may also recheck books/equipment needed for the next semester at the same time you return other books/equipment.

Section II - Services Provided to All Career Pathways Students

Loan of books, calculators, lab kits, label-makers, and tape recorders needed for classes.

Gift of a memory stick to use with classes and in the computer lab.

Assistance in navigating complexities of college life and moving into a career.

Use of CPI computer lab.

Assistance with KeyTrain and WorkKeys (Career Readiness Certificate).

Assistance with obtaining employment, including but not limited to:

- help with writing resumes and cover letters
- information concerning job openings
- interview information

Section III - Employability Certificates

Career Pathways Employability Certificates Earned through Learning Skills Classes or other “Soft Skills” Training

A Career Pathways student can earn a Career Pathways Employability Certificate by completing the following:

- Take the Kuder Assessment and discuss the results with your CPI Counselor or Employability Coordinator (not required if job-readiness training is targeted toward a specific job type, such as CNA or practical nursing).

- Complete an updated resume and bring the resume to your CPI Counselor or Employability Coordinator (The CPI Employability Coordinator can help you with this resume).

- Register with Arkansas Job Link

- Successfully complete at least 12 clock-hours of job-readiness training. This can be done in the Learning Skills class (complete the class with a C or better), in another class, through Key Train, or in another documented training program. Talk with the Employability Coordinator for details.

The Kuder assessment will assist the student in determining career goals and is taken during most Learning Skills classes. The assessment is also available in the CPI computer lab. The resume will
be required for Learning Skills class and for applying for most jobs. Assistance in writing a resume is available through UACCH Career Services or in the CPI computer lab. Arkansas Job Link is a method for helping students find jobs, and the student can place his or her application on hold until college is completed, if desired. The job-readiness training will help a student be successful in the work-place. Methods of completing the training are listed above.

Each Student who earns a CPI Employability Certificate receives a standard set of classroom supplies. The exact supplies may vary from semester to semester, but the packets will be standard for any particular period of time.

**Career Readiness Certificates (CRC)**

Career Readiness Certificates are required by some Arkansas employers and are encouraged by others. Several CPI advanced services require earning a CRC in order to demonstrate that the student has the necessary basic skills to be successful in the selected program. Any Arkansan can earn a Career Readiness Certificate. Career Pathways participants may begin the process either at an Arkansas Workforce Center or through the CPI offices. Other Arkansans must begin at the Arkansas Workforce Center.

**Process for Obtaining a Career Readiness Certificate (CRC)**

1. Register with Arkansas Job Link (AJL)
2. Receive a log-in and password to KeyTrain either from the Department of Workforce Services (DWS - employment office) or Career Pathways (CPI).
3. Take the KeyTrain Test in the areas of Applied Mathematics, Locating Information, and Reading for Information.
4. If you score at least level 4, then go to Step 7 unless you want to increase your score.
5. Work the KeyTrain assignments through level 4.
6. Retake the KeyTrain test in the required areas. If you do not score at least level 4, go back to step 3.
7. Tell to the person who gave you the log-in and password (DWS or CPI) that you have reached your desired level and are ready to take the WorkKeys test. That person will give you instructions for how to schedule your WorkKeys test.
8. Schedule and take the WorkKeys test. If you don’t score at least level 3 in each area, ask us what to do next.
Each Student who earns a Career Readiness Certificate receives a standard set of classroom supplies. The exact supplies may vary from semester to semester, but the packets will be standard for any particular period of time.

Section IV - Advanced Services Available to Eligible Students

Advanced assistance is provided if funds are available. It is anticipated that the assistance outlined in this handbook will be provided, but the services may be suspended if funds are not available. Additional services may also be provided if sufficient funds are available. If this happens, students will be notified of the decision to provide additional services, and the services will be available to all students who meet the determined qualifications for those services.

Career Pathways counselors will coordinate services with other entities to ensure that there is no duplication of services (CPI cannot pay for items or services paid for by other sources, such as ARS, WIA, TAA, etc.). In addition, the total amount of financial aid provided from all sources cannot exceed the documented unmet need as determined by the UACCH Financial Aid office.

Items provided may vary according to the changing needs of the program.

CNA Students

CNA students may receive advanced services by doing the following:

- Complete all eligibility requirements for Career Pathways and financial aid (Pell) determination if student’s major qualifies
- Return any outstanding borrowed books or equipment according to CPI guidelines
- Give your counselor an updated resume (your CPI Counselor or the CPI Employability Coordinator can help you)
- Register with Arkansas Job Link (you can put a hold on your application if you are not yet ready for a job)
- Earn a Career Readiness Certificate (CRC)

Students who successfully complete the steps above will receive the following in addition to the loan of books:

- CNA stethoscope
- CPR mask
- Nursing watch

After successfully completing the courses (C or better) and returning the Nursing Assistant Book, a scholarship for the amount of the CNA test. (Must be returned if test is not taken.)
**Practical Nursing Students**

Students who have been accepted into the Practical Nursing program may receive advanced services by doing the following:

- Complete all eligibility requirements for Career Pathways
- Return any outstanding borrowed books or equipment according to CPI guidelines
- Give your counselor an updated resume (your CPI Counselor or the CPI Employability Coordinator can help you)
- Register with Arkansas Job Link (you can put a hold on your application if you are not yet ready for a job)
- Earn a Career Readiness Certificate (CRC)

Students who successfully complete the above requirements will receive the following in addition to the loan of textbooks:

- PN stethoscope
- CPR mask
- Nursing watch
- Nurse Kit
- Drug Card Binder
- Scholarship for the CAP Exam Fees each semester student remains in program

**Scholarship for the amount of the NCLEX test.**

After successfully completing the courses and returning all loaned books and equipment, gift of pin used in pinning ceremony

**Notes:**

You may also be given reference books to for use in your career as a practical nursing student. If you accept these, you agree to keep them for reference and not to sell them.

Students who complete the CRC and successfully complete Nursing Concepts I & II will also earn a CPI Employability Certificate because of the soft skills learned in the courses.

Supplies and equipment are given to you to help you begin your career as a licensed practical nurse after you successfully complete the program. If you withdraw from the program (either voluntarily or involuntarily), you must return all equipment or supplies that can be used by other students.

If you accept the scholarship for the NCLEX exam and do not take the exam, you are expected to return the amount of the scholarship. Failure to do so within 6 months of graduation will result in a registration hold.
Other Programs Requiring Tools and/or Equipment

If funding is available, tools and other equipment required for particular vocational programs, such as welding, electricity, diesel, and HVAC, will be given to eligible students who plan to work in these vocations. List of required items will be supplied by instructors in each program. You may use these tools while taking appropriate classes. **In order to keep the tools after leaving UACCH, you must complete at least a Certificate of Proficiency.** If you leave without completing a certificate or degree in that field, you must return the tools. Failure to do so will result in a registration hold.

In order to receive the items, you must:

- Complete all eligibility requirements for Career Pathways
- Return any outstanding borrowed books or equipment according to CPI guidelines
- Give your counselor an updated resume (your CPI Counselor or the CPI Employability Coordinator can help you)
- Register with Arkansas Job Link (you can put a hold on your application if you are not yet ready for a job)
- Earn a Career Readiness Certificate (CRC)

Programs Requiring Testing to Complete Program or Earn Licensure to Work in Field

If funding is available, CPI will give a scholarship in the amount of the testing fee for eligible students who must take the exam in order to either successfully complete the program or to earn a licensure in order to work in the program. This scholarship will be paid only once per student, and the student is expected to use the scholarship amount to pay for the exam. If you do not pass the test the first time, CPI will not pay for testing a second time. If you do not take the exam within 6 months of receiving the scholarship, you must repay the scholarship. Failure to repay will result in a registration hold.

In order to receive the scholarship, you must:

- Complete all eligibility requirements for Career Pathways
- Return any outstanding borrowed books or equipment according to CPI guidelines
- Give your counselor an updated resume (your CPI Counselor or the CPI Employability Coordinator can help you)
- Register with Arkansas Job Link (you can put a hold on your application if you are not yet ready for a job)
- Earn a Career Readiness Certificate (CRC)
Funding cannot be duplicated. If any of the above services are provided by other entities, such as WIA, ARS, or TAA, they cannot be provided by Career Pathways. CPI will work with other programs to coordinate services as appropriate for the best benefit of the student.

**Child Care Assistance**

If funding is available, child care can be provided on a first-qualified, first-served basis to a limited number of eligible participants while the student attends college and work.

**Who is eligible?**

You must be a Career Pathways (CPI) participant (State policy).

You must receive pay for working sometime during each two-week payment period (State policy).

You must receive or pursue child support from a non-custodial parent, if applicable (State policy).

In the last semester CPI paid for your childcare, you must have made a 2.00 GPA, or you must have an cumulative GPA of 2.00 (State policy). This does not apply if this is your first semester to receive childcare assistance, but you will not be able to continue receiving assistance unless you obtain a 2.00 GPA.

You must be enrolled in a minimum of six semester credit hours on-campus at UACCH in the semester for which childcare is sought (three during summer semesters).

If you were a CPI participant the previous semester, you must have returned books ON TIME.

You must not eligible for payment by WIA, DCC, TEA, or other such assistance.

You must apply for DCC assistance and give your counselor a copy of your DCC application or denial letter. If you receive a reply from DCC, you must also give your counselor a copy of this reply (denial or acceptance). By state policy, priority will be given to students on the DCC waiting list.

During the Fall and Spring semesters: Your child (ren) must be too young to qualify for the ABC program or be denied a place in the ABC program. (Bring proof of denial if your child is old enough for ABC.)

During the summer semesters: Your child must be under the age of 13.

You must meet other standard advanced services requirements:

- Bring a completed resume (or let us help create the resume).
- Register with Arkansas Job Link (AJL)
- Earn a Career Readiness Certificate (CRC).
To start the process, tell your counselor that you are interested in childcare assistance. When all requirements are met, you will be placed on the waiting list for the next available opening.

Assistance is limited by available funding and is provided on a first-come, first-served basis, based on date and time of eligibility completion. If several students qualify at the same time, priority is given to those on the DCC waiting list (state policy).

How this works for participants:

You and your counselor will set up a child care schedule based on your college and work schedules.

Child care will be paid while you attend work and college classes. You must provide documentation of your attendance in classes and work. If CPI is providing childcare only while you attend classes, you must provide documentation that you worked some time during each payment period. If CPI is providing childcare while you work, you must provide documentation of work for each day for which reimbursement is requested. Your CPI counselor will explain needed documentation allowed time at the child care facility.

Payment can be made only for days your child attends day care and you attend work or college classes. Depending on the policy of the facility, you may be responsible for days your child did not attend while the facility was holding open the “slot”.

You will also be responsible for paying for any days your child attends the day care, but you did not attend work or school.

If your child stays at the day care on a day you do not attend class or work, tell your provider so that Career Pathways will not be billed for the day. If you fail to do this, you may lose eligibility.

Be careful when you sign the invoice. The invoice should state the days and times your child actually attended the daycare. Billing CPI for days or times your child did not attend daycare is fraud and will cause you to lose eligibility.

At the end of each payment period, turn in proof of class attendance and proof of employment for that time period to your counselor. This must be done by Tuesday following the end of the payment period. (If you turn this in late more than two times this semester, you may lose eligibility for child care assistance.)

At the end of each payment period, you must sign your child’s invoice for that pay period, verifying that your child was at the daycare during the times indicated on the invoice. At the end of the payment period, it is your responsibility to ask the childcare provider for the invoice to sign.

If you withdraw from a class, you must notify your counselor so that adjustments may be made in your child care times, if needed.
CAREER PATHWAYS

You will lose eligibility if you withdraw from all on-campus classes.

By state regulations, a student does not qualify for child care benefits if she or he is not employed during the payment period.

You must choose the child care provider, but the provider must be willing to work with CPI policies in order for us to provide payment.

How this works for providers:
In order to be eligible to receive payment, UACCH Career Pathways must have on file copies of:
- License
- W-9
- Signed acceptance of CPI Child Care Agreement

Child care will be provided according to the agreed-upon schedule, but only on the days and times the student attends classes or work and only when the child is present at the child care facility. An expected schedule will be given to you. If you have any questions, please call the CPI director.

You must invoice only for days and times child was at day care. Invoicing for days or times in which the child was not at your facility will result in our reporting your business to the Arkansas Department of Health and Human Services and loss of eligibility as a UACCH Career Pathways Provider.

POLICIES AND PROCEDURES

Childcare will be paid according to your rate schedule on the Arkansas Department of Human Services Arkansas Child Care Facility Search web site or the DHS rate cap, whichever is less.

Invoices must be signed by the student and submitted on the required form.

Invoices should be submitted immediately after the end of the payment period.

Invoices will be processed as soon as all documentation is provided to the CPI counselor by the student. Continued delays on the part of the student will result in loss of benefits for the student.

Procedure:
CPI Employability Coordinator and Counselor determine eligibility of participant.

Counselor and student determine a preliminary schedule and submit to CPI Director.

CPI Director determines if funds are available for student. If not, student is put on a waiting list.

Counselor explains documentation to student and together they make out a schedule of needed care. Allowances will be made for students whose schedules vary from week to week. With flexible schedules, it is understood that childcare will be provided only while the student attends work and classes. Documentation of attendance will be required.
Student selects child care facility.

CPI Director or Community Outreach Coordinator obtains agreement with child care facility, including schedule and rate of payment and ensures that proper documentation are on file with the UACCH business office.

Director estimates cost and obligates the appropriate amount of child care funds.

At the end of each payment period, the child care facility has the student verify the invoice and faxes the invoice to 870-722-8529 or mails it to:

Career Pathways
UACCH
PO Box 140
Hope, AR 71802

By the Tuesday after each payment period, the student must bring in proof of employment during the period and proof of attendance in class and/or work for each day for which childcare assistance is requested.

Counselor verifies charges. CPI director or Community Outreach Coordinator writes purchase request and submits the invoice to the Business Office for payment.

Schedule of payment periods:
A schedule of payment periods will be provided to participants and providers each semester.

Disclaimer:
The University of Arkansas Community College at Hope (UACCH), its officers, agents, and employees shall not in any way, manner, or form be held responsible for the selection of the child care provider nor any services or activities provided in the center.

Section V: Services Not Provided

Tuition and Fees:
The central financial assistance of the UACCH Career Pathways program is the loan of books and equipment. Except as explained above, all students are required to apply for financial aid. Career Pathways staff will assist the student with applying for other financial assistance as appropriate, but Career Pathways will not pay tuition and general fees. Scholarships for testing fees will be written as described in Section IV.

Transportation:
A transportation allowance is included in Pell calculations, and Pell savings as the result of the loan of books and equipment is expected to be used to assist with transportation expenses for Career Pathways students. Career Pathways staff will assist the student with applying for other financial assistance as appropriate, but Career Pathways will not give transportation vouchers to students.
Section VI: Confidentiality Policy

The UACCH Career Pathways program and staff comply with all requirements of the Family Educational Rights and Privacy Act (FERPA; 20 U.S.C. § 1232g; 34 CFR Part 99). We make your CPI file available to you at all times. You have the right to
  - View your file at any time
  - Make copies of anything in your file.
  - Ask that inaccurate information be corrected

We value your privacy and the privacy of your personal information. Unless you ask that we not, colleges have the right to disclose, without consent, “directory information,” such as your name, address, phone number, honors and awards, and dates of attendance. We can also disclose information about you to other school officials with legitimate education interests, to other colleges to which you transfer, to appropriate state and local agencies to which we are required to report information, and to other organizations from whom you are receiving services.

If you want more information about this act and how it may affect you, please see pages 68-69 of the 2011-2013 UACCH College Catalog.

Section VII: Documents You Sign

You will be required to sign various documents as part of your participation in the Career Pathways program. You are encouraged to read each document and be sure you completely understand it. You are encouraged to ask questions concerning anything you do not understand. All signed documents will be kept in your file. You may view your file at any time. You may also request copies of any documents in your file.

Some of these documents will relate to the use of or receipt of books and equipment. In these documents you will agree to the policies stated in this Handbook. These documents are posted on a bulletin board in the Career Pathways Computer Lab. You are encouraged to read these documents as posted and to read the policies in this handbook. You are expected to follow the policies of the handbook and may lose services if you do not.
Section VIII: Contacts and Follow-up

The staff of Career Pathways want you to be informed of all available services for you both at UACCH and in the local area. For this reason, we will routinely attempt to pass on information. Our primary method of doing this is through your UACCH email account. Your instructors and other staff may also attempt to give you information through email. Information may also be posted in our Computer Lab and on the UACCH web site.

For these reasons, we strongly encourage you to check your email at least once a week. We also encourage you to contact your CPI counselor in person, by email, or by phone at least once a month. If you need help, contact her more often.

Part of our funding is based on the success of our students. We are required to follow our students for up to two years after they leave our program and report their successes in education and employment to Little Rock. For this reason (and because we care about your success), someone will periodically contact you concerning your current status. Please cooperate with these requests and keep us informed of your contact information for two years after you leave UACCH.

Our goal is for you to succeed at whatever you want in your career!!
Policies and Procedures

Career Pathways Staff:

Dr. Claudia Griffin..........Director (722-8526)
Sonya Thomas.............. Counselor (722-8527)
Linda Waller...............Counselor (722-8159)
Karen O’Dell ............Employability Coordinator
                      (722-8528)
Ramona Brown..........Administrative Assistant/
                      Outreach Coordinator (722-8525)

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