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

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

- **YOU MUST BE A CURRENT TEA RECIPIENT**
- 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 legal 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 for and permanently living with child.
- You meet income guidelines (one of the following):
  - Receive from DHS: ARKids First, Food Stamps, or TEA (either current or former TEA)

Note: State guidelines require state verification of these services before books or supplies can be loaned or given. Names and social security numbers are submitted to ADHE on the 12th—15th of each month, and verification is usually returned by the end of the month. Potential participants who cannot meet the timeline may be determined eligible through federal income taxes.
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. Ask us about situations where you your job situation has changed since your last income tax return.

- If you are a male born after Dec. 31, 1959, 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.

Before you can receive books, supplies, or equipment each semester, you must provide your counselor or an up-to-date degree plan signed by your academic advisor or an appropriate representative. Your CPI counselor can give you specific information concerning this requirement.

The main direct student support is a library of books and equipment checked out by students and returned for others to use. Books and tools may be borrowed about one to two weeks before the semester starts. Watch announcements for beginning dates.
When you borrow books and/or 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. 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 Who Meet Basic Eligibility Requirements

(Note: Before you can receive books, supplies, or equipment each semester, you must provide your counselor an up-to-date degree plan signed by your academic advisor or an appropriate representative. Your CPI counselor can give you specific information concerning this requirement.)

The following services are provided for all UACCH students who meet basic CPI eligibility requirements:

- Loan of books, calculators, lab kits, label-makers, and tape recorders needed for classes. (Must also submit current degree plan as described above.)
- Gift of a memory stick if you need it for classes or to complete assignments 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 information about jobs and help applying for jobs. Referrals will be made to Career Services on campus.
Section III - 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)**

*Referrals Made to Career Center on Campus*

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 Center on Campus.
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.
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 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 (CRC) 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.

If you earn a CRC at the beginning of a semester and need classroom supplies for your classes, you may receive a set of supplies, such as pens, paper, highlighters, notebooks, and loose-leaf binders. The supplies provided will depend on what supplies are available and what you need for class. If you earn the CRC at the end of a semester and need supplies for the following semester, you may also receive needed supplies.
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.

Eligibility Requirements for Advanced Services

In order to receive advanced services, you must do all of the following:

- Complete all eligibility requirements for Career Pathways and financial aid (Pell) determination if student’s major qualifies
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- 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)

Some services may have additional requirements.

The following services are in addition to the basic services listed in Section III.

Funding and services cannot be duplicated. If any of the CPI services are provided by other entities, such as WIA, TAA, or ARS, 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.

Laptop Computers

A limited number of laptop computers are available for you to check out one week at a time if you have a history of returning books and equipment on time. Counselors have discretion in determining which students are most in need of the laptops. Contact your CPI counselor for more information.
CNA Students

Students who qualify for advanced services will receive the following in addition to the loan of books:

- Stethoscope
- CPR mask
- Nursing watch
- Scholarship for the amount of the CNA State test. This scholarship is given toward the end of the program. You must be making a C or better in the program, bring documentation of registering for the test, including the amount of the testing fee. **The scholarship must be written in a semester you are enrolled at UACCH. If you receive the scholarship and do not take the test within 6 months of completing the course, you will be put on CPI hold until you take the test or repay the scholarship.**

Nursing Students

Students who have been accepted into the Practical Nursing program may receive the following advanced services in addition to the loan of books:

- Supplies and equipment needed for class and your career. This list will vary by program and depends on the needs of the student and the
recommendations of the nursing staff. RN students should discuss their needs with their CPI counselors and cannot receive duplication of supplies between the two programs. Students who received supplies with the CNA program may not receive duplication of supplies. Nursing supplies provided may include:

- Stethoscope
- CPR mask
- Nursing watch
- Drug Card Binder

- Scholarship for the amount of the NCLEX exam. This scholarship is given toward the end of the program. You must be making a C or better in the program, bring documentation of registering for the test, including the amount of the testing fee. The scholarship must be written in a semester you are enrolled at UACCH. If you receive the scholarship and do not take the test within 6 months of completing the course, you will be put on CPI hold until you take the test.

- After successfully completing the course, reference books recommended by your instructors to keep for use in your career as a practical nursing student. These may include:
  - LPN Notes/ CPR Book
  - Clinical Calculations
  - NCLEX Study Guide
Note: If you request to keep these books, you agree to use them for your personal reference and not to sell them.

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

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.

**AAT**

AAT Students who qualify for advanced services may receive the CPR mask and a scholarship for the required PRAXIS Exam. Requirements are similar to those for CNA and nursing students. (If funding is available)

**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 students who qualify for advanced services and 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.

Other 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 other students who qualify for advanced services and 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. As with other scholarships, they can be written only during the semester the student is enrolled at UACCH. If you do not take the exam within 6 months of receiving the scholarship, you will be placed on CPI hold. This hold can be removed by taking the exam or repaying the scholarship.

Duplication of Funding

Funding cannot be duplicated. If any of the above services are provided by other entities, such as WIA, ARS, or TAA, they cannot also be provided by Career Pathways. CPI will work with other programs
to coordinate services as appropriate for the best benefit of the student.

Services NO LONGER PROVIDED due to funding cuts

*Workbooks  *Pre-College Course books
*Nursing Kits  *ATI Testing Fees
*CDA Packets  *Access codes
*Records Management Packets  *recommended books
*All consumable items

*Copier used for Career Pathways Staff ONLY.

1st come, 1st serve on all consumable items.
**Once our stock of consumable items have been depleted, we WILL NOT purchase any more.

**Policy 2223  Children and Other Visitors in Class**
Visitors, including children, who are not registered for classes are not permitted in the classrooms and/or laboratories. The College is committed to maintaining an atmosphere that contributes to its educational mission and the safety, health, and well being of all students, employees, and other persons on campus. Maintaining student-focused learning environments is paramount to that commitment. This policy is based primarily on the concern for the safety of children, and secondarily on maintaining constructive learning environments. Prearranged tours, coordinated programs for children, and college-sponsored field trips are not prohibited by this policy. Public school students who are enrolled in college classes are governed by student conduct policies applicable to all students.
Section IV: Services Not Provided

Tuition and Fees:
The primary financial assistance of the UACCH Career Pathways program is the loan of books and equipment. All students are required to apply for financial aid, unless the officially-declared major does not qualify for financial aid (Certificates of Proficiency). 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 Career Pathways students are expected to use Pell savings from the loan of books and equipment to help with transportation expenses. 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.

Childcare:
Because of funding cuts, childcare can no longer be provided to Career Pathways students.
Section V: 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 VI: 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 you may lose services if you do not.
Section VII: Contacts and Follow-up

The staff of Career Pathways want you to be informed of all available services at UACCH and in the local area. For this reason, we will routinely attempt to give you 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.

The purpose of Career Pathways is to help you obtain appropriate employment that leads to self-sufficiency. Part of our funding is based on the success of our students. We are required by our grant to follow-up after you leave our program for one to two years to ask about employment. Please cooperate with these requests and keep us informed of your contact information for two years after you leave UACCH. We can also help with obtaining employment during this time. When you accept our assistance, you are giving us permission to contact you after you leave the program.

Our goal is for you to succeed in your chosen career!!
Career Pathways Staff:

Sonya Thomas……………Director (722-8527)
Karen O’Dell…………… Counselor (722-8528)
Linda Waller…………… Counselor (722-8159)
Ramona Brown…………Administrative Specialist/
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