



# Workforce Investment Act Eligible Training Program

Provider Name: TCP Learning

Contract #: 4050-31

Address: 1 Thurber Blvd. Suite C  
Smithfield, RI 10917

Address if program is held at a another site:  
649 Putnam Pike  
Smithfield, RI 10917

Program Name: Career Re-Set

Office use only: ONET CODE 43-9022

### CONTACT INFORMATION

Program Contact Person:  
Barbara Jackson

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Email: [Barbara@TCPLearning.com](mailto:Barbara@TCPLearning.com)

Fax: 401-232-0524  
Website: [v.KnowledgeAbleSolutions](http://v.KnowledgeAbleSolutions)

### Course Outline/Topics to be Covered

#### Who Should Take This Course:

Career Re-Set is designed for anyone entering or returning to the general workforce after an extended absence. This course is designed to provide demonstrable skills and a positive, winning attitude that employers want to see.

Successful participants will receive the internationally recognized IC3 certificate, a Classic DiSC profile, and a certificate of completion from TCP Learning.

Participants have the option of using the TCP Learning space for up to 60 hours during the on line learning component. Participants also receive nine months of access to the exclusive on-line TCP Learning Career Center that is accessible to employers, to help market their accomplishments and find employment.

#### Career Re-set covers six key areas necessary for successful placement and on the job performance:

1. Computer Skills for the Office
2. Essential High Performance Skills
3. Skills for Advanced Performance
4. Personal Marketing
5. Employability Know-How
6. On-Line Career Network Skills and Career Network a

### Required academic grade levels to enter program

Reading Grade Level 8

Math Grade Level N/A

English Proficiency Business Level

### Required to enter training program

- Physical  Yes  No
- Vaccinations  Yes  No
- Drug test  Yes  No
- BCI  Yes  No
- License  Yes  No
- Tools  Yes  No
- Experience  Yes  No

Other : Basic understanding of the modern office environment and business concepts.

### MAY be required for employment

- Physical  Yes  No
- Vaccinations  Yes  No
- Drug test  Yes  No
- BCI  Yes  No
- Certification  Yes  No
- License  Yes  No
- Tools  Yes  No
- Experience  Yes  No
- Other :

### Participants will be qualified to seek employment in the following occupations:

- 1) Office & General
- 2) Administrative
- 3) Word Processing
- 4) Information and Records Cle

### Is this program Pell grant eligible?

Yes  No

### PROGRAM COSTS:

#### TUITION INCLUDES:

Tuition	\$3,530.00
Fees	
Books	
Licensing	
Certificate fees	\$120.00
Other, provide explanation	
<b>Total Tuition Cost</b>	<b>\$3,650.00</b>

#### These are expenses that MAY be reimbursed after successful completion of training.

Please indicate Yes, No or enter the amount

	YES	NO	AMOUNT
Books	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Licensing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Tools	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Uniforms	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Travel	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Miscellaneous	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Total</b>			<b>\$0.00</b>

#### Participant is responsible for :

Prerequisites	
Memberships	
<b>Cost above tuition cap</b>	<b>\$0.00</b>
<b>Expenses that <u>MAY</u> be reimbursed</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$0.00</b>

#### Maximum ITA Responsibility (Max. \$5500)

**\$3,650.00**

#### PROGRAM LENGTH

Weeks and Hours and

#### Additional Information

Total class time is 63 hours. Computers in our Learning Space may be used for up to an additional 60 hours. On-line Career Center membership extends for 9 months.

#### What type of certificate will be awarded and by whom?

IC3 from CertaPort; DiSC Classic Profile; Business Essential Certificate