

**Career Pathway Transition To Program Online Application Process
&
Job-Readiness “JRT” Training Steps:**

Online Application Process – Steps 1 - 6:

- Step 1: Go to www.myemployeeconnections.com
- Step 2: Scroll down and click on the button for “CPTTW” Career Pathway Transition To Work Program. This will take you to the program description. Please make sure to read the program description carefully and completely
- a. **You must be 18 – 25 years old to participate in this program**
 - b. **You are required to have your High School Diploma or GED.**
 - c. **You will be required to take a drug test and must pass the test to be in the program**
 - d. **You will be required to take a background check**
- Step 3: To apply click on the apply button in the upper right hand corner or at the bottom of the page This will take you directly to the online application. Follow the tutorial prompt and complete each section.
- Step 4: After completing each section click on the submit button and submit your application. All submitted applications will go directly to the Employee Connections Program Office Administration
- Step 5: Applications will be review for completion and program eligibility.
- Step 6: All program eligible applicants will receive an email notification, within 3 days, confirming your eligibility status and requesting that you submit the required verification documents.

Job-Readiness Training “JRT” – Steps 1 - 3

- Step 1: Upon completion of your application and submitting all required verification documents, you will be notified to take a one to day and a half Job-readiness training. This training may be in-person or virtual by Zoom. JRT trainings are scheduled every 2nd and 4th Wednesdays and Thursdays of each month.
- Step 2: After successfully completing your JRT training you will have a 30 minute session with one of our Case Management team members to access what approved program support services you will need. These can include transportation assistance, clothing vouchers and some tuition assistance.
- Step 3: After steps 1 and 2 are completed, you will be assigned to one of our Career Pathway Program Apprenticeship employer partners to start your apprenticeship. Apprentice trainees will get paid \$15.00 an hour for their training hours. This is a 240-hour Apprenticeship program.