

## CCCI Recommendations for Trainers

Client	Option	Verification	Notes
<b>Minhong Zhang</b>	Newly Employed @ Littleland Preschool	Timesheet, pay stub, or Employment Verification Form,	Must have been on the job for 6 months to qualify, but can ID as “newly employed” at three months.
	Prior Employment @ Good Shepherd	Timesheet, pay stub, or Employment Verification Form,	
	Volunteer Soccer Coach	Portfolio Documentation or Community Volunteer Verification Form	Doesn't qualify: 10 hrs/week required; she only volunteers for five.
	Specialized Skills/Talents: running and soccer	Portfolio	Could turn soccer coaching into a specialized skill portfolio
	Transition to Postsecondary for preschool education	Portfolio	Plans are vague- would need to determine specifics
	One of 14 PAM Options	Portfolio	Could present the 14 PAM options for consideration
<b>MZ Summary</b>	<p>Minhong has held two jobs working with preschool children and indicates a desire to continue training and education in this field.</p> <p>Probing questions might include</p> <ul style="list-style-type: none"> <li>• “It seems that you’re enjoying your work with young children. Can you tell me what you like best about it?”</li> <li>• “Exactly what type of job would you like to have in this field? (teacher, aide, assistant, admin, nutrition, etc.)”</li> <li>• “Your form says that you haven’t had any training in this field so far. Is this correct?”</li> <li>• “Your O*NET results show an interest in _____.” Discuss how this interest indicates that preschool edu is or is not a good fit.</li> <li>• Why are you getting your HS diploma at this point in your life? What do you want to do with it?</li> </ul> <p>Best Options:</p> <ul style="list-style-type: none"> <li>• Prior Employment</li> <li>• Newly Employed</li> <li>• Transition to Postsecondary portfolio</li> </ul>		

Client	Option	Verification	Notes
Andre Garcia	Self-Employed as Mechanic	Current Business License with Portfolio	
	Prior Employment at Miller's & beyond	Timesheet, pay stub, or Employment Verification Form,	Doesn't qualify as CCCI- employment ended more than 36 months ago
	CDL Occupational License	Copy of state-issued CDL	License expires in 2020
	Volunteer Youth Pastor	Portfolio Documentation or Community Volunteer Verification Form	Doesn't qualify: 2/5 hrs/week, 10 hrs are required
	Specialized Skill: Drummer	Portfolio	
	PAM Option	Portfolio	Could present the 14 PAM options for consideration
AG Summary	<p>Probing questions might include</p> <ul style="list-style-type: none"> <li>Do you have a business license for your self-employment?</li> <li>Why is your company name "Marco Lopez" when your name is Andre Garcia?</li> <li>Do you have any occupational license or certification related to your work as a mechanic (like ASE certification?)</li> <li>Would you benefit from a small business owner's class?</li> <li>Tell me a little about your work as a drummer. How often do you play gigs? Is this something you would like to turn into a career?</li> <li>Why are you getting your HS diploma at this point in your life? What do you want to do with it?</li> </ul> <p>Best Options:</p> <ul style="list-style-type: none"> <li>Self-Employment Portfolio w/ Business License</li> <li>Occupational License : CDL</li> <li>Transition to Post-Secondary for ASE certification or small business class</li> <li>Concurrent training: ASE certification or small business class</li> </ul>		

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Catherine Roger	Prior Employment at Friendly Joes	Timesheet, pay stub, or Employment Verification Form,	Doesn't qualify- employment had to be at least 6 months; she worked only 3
	Babysitting	Timesheet, pay stub, or Employment Verification Form	Babysitting gigs are usually not consistent and it may be difficult to obtain needed verification
	Specialized Skill- writing poetry	Portfolio	Unlikely to lead to unsubsidized employment
	PAM Option	Portfolio	Could present the 14 PAM options for consideration
	Workforce Skills Certification	Certificate awarded based on assessment results	If WSCS is available at agency, this could be an option to verify employability skills
	A work readiness certificate recognized by the local Workforce Development Board like the Career Readiness Certificate (CRC)	Certificate awarded based on assessment results	Must verify that the CRC or other workplace readiness certificate is recognized by the local WDB
	Digital Literacy Certificate, such as Microsoft or Northstar	Certificate awarded based on assessment results	Must verify that the digital literacy certificate is recognized by the local WDB
	Transition to Postsecondary	Portfolio	Transition to Postsecondary is intended for clients with serious plans for advancing to postsecondary education or training. Probably not an appropriate recommendation since Catherine said she was not interested in more training/edu, but can discuss.
CR Summary	Probing questions might include <ul style="list-style-type: none"> <li>Look at the O*NET results and discuss top three choices</li> <li>Did you enjoy working as a server? What did you like about it? What didn't you like?</li> <li>Do you have strong digital literacy skills?</li> <li>Why are you getting your HS diploma at this point in your life? What do you want to do with it?</li> </ul> Best Options: <ul style="list-style-type: none"> <li>Work readiness certification like WSCS or the Career Readiness Certificate</li> <li>Transition to post-secondary to explore training and education opportunities for career interest identified on O*NET</li> <li>PAM Option</li> </ul>		

Client	Option	Verification	Notes
Louis Alderman	Full-Time Employment as Unit Leader	Timesheet, pay stub, or Employment Verification Form	Note the industry-specific duties as well as leadership roles like “conflict resolution”- formerly a packager with this same employer
	Military Service	DD214 Form	
	PAM	Portfolio	Could present the 14 PAM options for consideration
	Concurrent Training	Certificate	Louis didn’t answer the training and education plans section- probing needed to determine if these are options
	Transition to Postsecondary	Portfolio	
	Probing questions might include <ul style="list-style-type: none"><li>• How do you like being a unit leader? What do you like and dislike about it?</li><li>• Is there any training that would assist you in doing this job even better?</li><li>• What are your plans- do you want to continue to move up with this employer? Get a different job?</li><li>• Why are you getting your HS diploma at this point in your life? What do you want to do with it?</li></ul> Best Options: <ul style="list-style-type: none"><li>• Employment Verification</li><li>• Concurrent Training/ Edu in related class like Mechatronics or Management</li><li>• Transition to Postsecondary to prepare for edu/ training above</li></ul>		