DOL H-1B GULF COAST READY TO WORK GRANT

ARE YOU LOOKING FOR A CAREER CHANGE?

The petrochemical field is
HIRING, and
College of the Mainland is
TRAINING.

PAID Tuition Training Internships | **CAREER** Support Services | **LIMITED SPACES!**

Industrial Crafts Training

CNC Machinist | Electrical | Drafting | Process Technology | Welding | Instrumentation | Mechanical Maintenance Millwright

Leadership & Professional Training

IMPLEMENT DEFINE DEVELOP MEASURE EXPLORE

Lean Six Sigma | Project Management

GRANT CONTACT INFORMATION:

College of the Mainland ®

DOL H-1B Gulf Coast Ready to Work

📞 **409-933-8643**
Fax 409-933-8026

✉ **GCRTW-Grant@com.edu**
www.com.edu/ce/GCRTW-Grant

DOL H-1B GULF COAST READY TO WORK GRANT CONSORTIUM

♦ College of the Mainland   ♦ Brazosport College   ♦ Lee College   ♦ San Jacinto College

Gulf Coast Ready to Work Grant <u>Checklist</u>

1. Complete the application in its entirety (if something doesn't apply indicate N/A)
2. Copy/picture of degree or transcripts at minimum high school or equivalent (unofficial is fine)
3. Resume
4. Provide documentation of drug screen and background check
   Background instructions)
   a. Employed individuals may be able to waive this with appropriate employer documentation (**see sample provided in packet**).
5. All participants must register with Workforce Solutions: (https://wit.twc.state.tx.us/WORKINTEXAS/wtx?u=1420490300610&pageid=JV_USE_AGREEMENT)
   a. Be sure to print and submit the Create Logon Confirmation Page with your application
6. Proof of Selective Service registration (**males only; see sample provided in packet)**
7. Employment and Training Plan

   AND

One of the **<u>numbered</u>** options below (**originals must be brought in to be validated**):

1. Passport
2. Driver's license and birth certificate
3. Driver's license and SSN Card
4. Permanent Resident Card

Veterans and Eligible Spouses must submit one of the following(veterans preference will be given to eligible participants):

1. DD214 with Character of Discharge
2. Orders documenting call to Active status from reserve
3. Veterans Disability Eligibility Letter

Note - The grant staff may request more information or testing in addition to these requirements.

Individuals interested in applying are required to submit <u>legible</u> copies (via scan or fax transmission) to Grant staff at (GCRTW-Grant@com.edu). Please contact grant staff via email **<u>prior</u>** to submission in order to be issued a password for your documents. If you would like to submit documents in person, please email us for an appointment between (8 am - 4 pm, Mon - Fri) and bring them to the Industrial Education Building located on College of the Mainland's Main Campus (1200 N. Amburn Road, Texas City, TX 77591; **see attached campus map**).

**Please note that meeting qualifications or being determined eligible does not guarantee admittance into the programs nor any obligation to provide services and/or training through the GCRTW.

Gulf Coast Ready to Work (GCRTW) Grant
A U.S. Department of Labor/Employment and Training Administration Grant

To be considered for the GCRTW Grant a participant must meet the following conditions at the time of enrollment (Please initial next to those that apply):

_____ (200) Unemployed: An individual without a job for fewer than 27 consecutive weeks, but not underemployed or long-term unemployed; **OR**

_____ (204) Long Term Unemployed: An individual without a job for 27 weeks or more; **OR**

_____ (202) Underemployed: An individual who lost their job during or after the recent recession (commencing from Dec. 1, 2007 forward) and have obtained only episodic, short-term, or part-time employment but have not reconnected with a full-time commensurate with the individual's level of education, skills and previous wage or salary earned prior to the individual's loss of permanent employment for 27 consecutive weeks

I, _____, attest that the information I have provided on these forms
PLEASE PRINT NAME CLEARLY
is accurate, current, and honest. I further confirm that I understand and agree to all expectations

of truthfulness and candidness related to the information I have provided herein, and recognize

that my failure to fully disclose accurate, current, and honest information could result in my

exclusion from participation or even criminal and civil penalties. Lastly, I understand that my

information may be shared between the partner colleges and with the Department of Labor and

other related parties to track the program's progress. I consent to this sharing of my information

only as it relates to the project.

SIGNATURE _____   DATE _____
      (Digital Signatures are NOT acceptable)

Gulf Coast Ready to Work Grant
A U.S. Department of Labor/Employment and Training Administration Grant

IDENTIFYING INFORMATION:

Name: _____

Street Address _____

City, State, Zip _____

Phone Number _____

Alternate Phone Number _____

E-mail Address _____

REFERRED BY – List who or what organization referred you

Name: _____

U.S. CITIZENSHIP

Are you a U.S. Citizen? Yes ☐   No ☐

Are you a permanent resident? Yes ☐   No ☐

(101) Social Security: _____

(102) Selective Service Status: Yes ☐   No ☐

(103) Date of Birth: _____

(104) Gender: Male ☐   Female ☐

(105) Individual w/Disability (Physical or Mental Impairment – disclosure is used for federal reporting purposes and will not impact your participation.):

Do you have any disabilities?

Yes ☐   No ☐   Do not wish to disclose ☐

(106) ETHNICITY (Please check one.)

Hispanic or Latino Yes ☐   No ☐

(107-111) RACE (Please check all that apply.)

☐ American Indian or Alaskan Native (107)
☐ Asian (108)
☐ Black or African American (109)
☐ Native Hawaiian or Other Pacific Islander (110)
☐ White (111)

(113) ELIGIBLE VETERAN STATUS (Must be other than dishonorably discharged. Check one below):

☐ Yes, Service for a period of less than or equal to 180 days
☐ Yes, Service for a period of more than 180 days
☐ Yes, Spouse of an eligible veteran
☐ No

DRIVER'S LICENSE- Do you have a valid State Issued Driver's License?

Yes ☐   No ☐   State: _____

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED FOR ELIGIBILITY FOR GRANT FUNDING.

This confidential information is requested to comply with federal reporting requirements of the U.S. Department of Labor.

(114) CHECK HIGHEST EDUCATION LEVEL ATTAINED:
(Check one selection only for highest level completed or enter number of post high school years completed)

_____ Number of college, or full-time technical or vocational school years completed
_____ Bachelor's Degree
_____ High School Diploma
_____ GED or Equivalent
_____ Other Post-Secondary Degree or Certification
_____ Associate's Diploma or Degree
_____ Post-Secondary education certificate or diploma (non-degree)

(200) Employment Status at Participation:

☐ Employed
☐ Employed, but received notice of termination of Employment or Military separation
☐ Not Employed

EXPERIENCE: Do you have:

Experience in the oil and gas industry? Yes ☐   No ☐

Do you have any trade skills (pipefitting, welding, metal fabrication, mechanical skills, etc.)? Yes ☐   No ☐

Experience with computers, tablets, software, specialty hardware, and electronic devices? Yes ☐   No ☐

What types? _____

_____

_____

TRAVEL:

If you are approved for an internship, are you willing to travel?

Yes ☐   No ☐   How far? _____ miles

Are you willing to relocate throughout the Houston Metro Service Area? Yes ☐   No ☐

EMPLOYMENT OUTLOOK: The grant provides Career Preparation. Please advise what level of support that you feel you may need in the following areas:

	Some	Moderate	Significant
Job search strategies:	☐	☐	☐
Use of Social Media:	☐	☐	☐
Resume Prep/Review:	☐	☐	☐
Application Completion:	☐	☐	☐
Interview Techniques:	☐	☐	☐
Follow-up Strategies:	☐	☐	☐

Employment and Training Plan

Name: _____ Date: _____

Congratulations on starting your new plan for your future. When you finish, you will have an Employment and Training plan to take with you. It will serve as a guide to help you on your path to achieving your goals.

I have the most experience doing this type of work (Choose 1 or more):

☐ Working with People   ☐ Working with Things   ☐ Working with Data

Three Occupations that I would like to explore further are:

1. _____

2. _____

3. _____

My top three areas of Training are:

1. _____

2. _____

3. _____

<u>My Training and Employment Goals</u>

Short Term Goal (6 months - 1 year):_____

_____

Long Term Goal (2 - 5 years): _____

_____

Every long-term goal is made up of many short term goals and steps. As you get closer to your long-term goal, you will set new short term goals. The steps I need to take now to reach my long-term goals are:

Step	Date to complete step
1.	
2.	
3.	
4.	

Participant Expectations

I.   Please complete the GCRTW application Packet

     a.   Supporting documentation

         i.   College transcripts (Unofficial are fine) or copy/picture of your degree/certification

         ii.   Resume

         iii.   Printed Confirmation of WorkinTexas.com registration

         iv.   Successful Drug Screen/Background Documentation

         v.   Documentation of age and citizenship

             1.   Copy of Passport

             2.   Copy of birth certificate

             3.   Copy of driver's license **AND** SSN Card

             4.   Copy of Permanent Resident Card

             5.   Selective Service (men only)

         vi.   Veterans and Eligible Spouses

             1.   DD214 with character of discharge

             2.   Orders

             3.   Disability eligibility letter

     b.   Remit application with supporting documents password protected via email

     c.   Submissions made in person require an appointment to ensure that grant staff is onsite to take documents (Only submit documents to grant staff)

     d.   It is the student's responsibility to ensure receipt of an email which documents grant approval and then a written confirmation that you are, indeed, included on the roster. Recommend Weekly follow-up.

II.   Assessment Testing – An assessment test is required by the Grant in order to assess the participant's skills and evaluate for individualized training. Grades must be returned to Grant staff.

III.   Course Selection –the website has upcoming courses, email course requests to GCRTW-Grant@com.edu

     a.   If you commit to the class and must cancel, notification must be made via email at least but not until 1 week before the class start date.

     b.   If you commit and no-show without the appropriate notice, you will not be eligible to participate in additional grant activities

     c.   If you have an emergency situation that can be documented, we will review it on a case-by- case basis

     d.   Attendance, classroom etiquette, and performance requirements is expected for all classes and excessive absences (or lost hours) will result in a non-mastery (non-passing) grade which will make the participant ineligible to sit for the certification exam.

             1.   This includes Virtual Courses because, as for the grant purposes, attendance in the classroom is still mandatory.

             2.   DO NOT leave materials/books in the classroom

     e.   You will receive an email notification to prepare for your class about one week prior to the class start

IV.   Certification Exam

     a.   In order to sit for the certification exam you must successfully complete the course.

     b.   In order to take your next course, you must successfully pass the certification exam to the first course.

V.   I understand and consent to receive regular email contact from the grant staff throughout the life of the project.

_____   _____   _____

Printed Name   Signature   Date

COMPANY LETTERHEAD

IS PLACED HERE

AFFIRMATION OF EMPLOYER ADMINISTERED DRUG AND/OR BACKGROUND CHECK

Employee's
Name: _____

Date of Birth &
Last 4 of Social: _____

I affirm that our
employee (type name) _____ has

successfully completed the following:

☐ Drug and Background Screen
☐ Drug Screen Only
☐ Background

Date of
Screen: _____

Name &
Authorized
Signature: _____

Date Signed: _____

This sample form is to be given to the Human Resources (HR) department as a guideline for the affirmation of a completed drug and background screen conducted by the organization. HR will submit the affirmation of a completed drug and background screen form to our office on company letterhead by either email GCRTW-Grant@com.edu or fax (409) 933-8026 to be considered valid. Information submitted that is not on company letterhead or delivered by applicant cannot be accepted.

Welcome to CertifiedProfile!

When you place your initial order, you will be prompted to create your secure CertifiedProfile account. From within your CertifiedProfile, you will be able to:

✔ View your order results
✔ Manage the requirements specific to your program
✔ Complete tasks as directed to meet deadlines

✔ Upload and store important documents and records
✔ Place additional orders as needed

to place your order, go to www.certifiedprofile.com
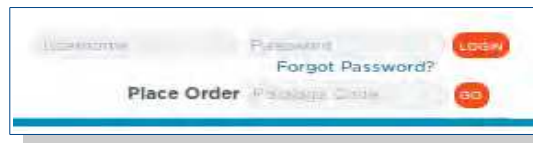
in the "**Place Order**" field, enter the following package code specific to your school and program:

> **OF71bgdt** – **Background Check + Drug Test** *$58.40
>
> **OF71bg** – **Background Check Package ONLY** *$31.40
>
> **OF71dt** – **Drug Test Package ONLY** *$27.00

* - This is the price that you the customer must pay (depending on test required) as part of the eligibility requirements for the H-1B program. Payment can be made either by electronic check or credit/debit card.

during order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

the email address you use when placing your order will become your username for your CertifiedProfile and will be the primary form of communication for alerts and messages.

TO-DO LISTS

you can respond to any active alerts or To-Do List items now, or return later by logging into your CertifiedProfile. You will receive alerts if information is needed to process your order. Access your CertifiedProfile anytime to view order status and completed results. Authorized users at your school will have access to view your compliance status from a separate CertifiedBackground portal.

Your CertifiedProfile Service Desk is available to assist you via phone, chat and email
Monday-Friday 8am-8pm & Sunday 10am- 6:30pm EST
888-914-7279 or cpservicedesk@certifiedprofile.com

We will review your results along with your application, then communicate acceptance or denial into the H-1B program.

Workforce Solutions

All participants must register with Workforce Solutions (**see attached instructions on how to register**):

https://wit.twc.state.tx.us/WORKINTEXAS/wtx?u=1420490300610&pageid=JV_USE_AGREEMENT

If you have already registered with Workforce Solutions, please include a print out of your WorkinTexas homepage with application

*Notes   **Do NOT use the Back Button while in WorkInTexas.com.** This may cause you to lose information you have entered.

Throughout the registration process, fields with a red asterisk are required fields.

Avoid locking yourself out. If you enter incorrect logon information 2 times, use the FORGOT PASSWORD link to reset your password. If you try a 3rd time and you are wrong again, Workforce Center Staff will have to reset you.

Step 1:   **If at the workforce center, click on the Internet Explorer icon on the desktop and then click on the WorkInTexas.com icon on the Workforce Center Home Page.**
If accessing the internet from any other location, go to www.workintexas.com.

Step 2:   **Click on the blue "Job Seeker Registration >" button.**

Step 3:   **Read the Job Seeker Use Agreement and click the "I Accept" button.**

Step 4:   **Complete the Create Logon screen and click "Next."**
- Create your User ID and password with things you will remember.
- When selecting security question, we recommend you do not use a question that involves a favorite as favorites often change.

Step 5:   **Review the Create Logon Confirmation screen and click "Next."**
- If you have not already done so, make a note of your User ID for log on later.

Step 6:   **If you entered your social security number on the Create Logon screen, skip to Step 7.**
If you did not enter your social security number on the Create Logon screen, you will be on the Registration-Social Security Number screen. Review and complete, if applicable, and click "Next" to continue.
- If you are filing for Unemployment Insurance, failure to provide your social security number will result in the delay or denial of your benefits.

Step 7:   **On the Registration Introduction page, click the "Continue Registration" button on the right hand side of the screen under the Work Registration header.**

Step 8:   **Complete the Registration - Step 1 of 5 - Personal Information screen and click "Next."**

Step 9:   **Complete the Registration - Step 2 of 5 - Contact Information screen and click "Next."**

Step 10:   **If the address you entered matches your address as listed with the US Postal Service, you will be on the Registration - Step 3 of 5 - Additional Information screen and can skip to Step 11.**
If the address you entered does not match your address as it is listed with the US Postal Service, you will be on the Address Confirmation screen. Review, select the address you wish to have on mail sent to you and click "Next.

Step 11:   **Complete the Registration - Step 3 of 5 - Additional Information screen and click "Next."**

Step 12:   **If you indicated U.S. Military Information was not applicable on the Registration - Step 3 of 5 - Additional Information screen in Step 11 above, skip to Step 13.**
If you indicated you are a U.S. Military Veteran, complete the Military Details – Veteran Acknowledgement screen and click "Next" and then complete the Military Details – Veteran screen and click "Next."
If you indicated you are a Qualified Spouse, complete the Military Details – Veteran Acknowledgement screen and click "Next" and then complete the Military Details – Qualified Spouse screen and click "Next."
If you indicated you are Currently on U.S. Military Active Duty, complete the Military Details – Veteran Acknowledgement screen and click "Next" and then complete the Military Details – Transitioning Service Personnel Details screen and click "Next."

Step 13: **If you indicated Earned more than half of your wages in the last 12 months in Farm Work or Food Processing? was not applicable on the Registration - Step 3 of 5 - Additional Information screen in Step 11 above, skip to Step 14.**
If you indicated Farm Work, complete the Farmwork Details screen and click "Next.".
If you indicated Food Processing, complete the Food Processing Work Details screen and click "Next."

Step 14: **Complete the Registration - Step 4 of 5 - Job Search Preferences - Occupation Selection screen by entering a Job Title or by clicking on the "Category" tab and selecting an Occupational Category from the list provided and then clicking "Search."**
- The keyword or category used should be for the kind of employment you are looking for.

Step 15: **To continue, select an occupation from the results list that you are interested in by clicking on its name.**

Step 16: **Complete the Registration - Step 4 of 5 - Job Search Preferences - Occupation Details screen and click "Next."**
- In the Experience field, enter your total years and months of experience in this occupation, not just the length of time at one job. (If you have no experience, enter 0 in the years space.)

Step 17: **Complete the Registration - Step 4 of 5 - Job Search Preferences screen and click "Next."**
- Occupation: Add additional occupations by clicking the "Add Another Occupation" button and completing steps 14, 15 and 16 above. (**You can add up to 15 occupations to your registration. The more occupations you have the more job opportunities you will have access to.)
- Location: Choose a region and area. (Central Texas cities are in the Waco/Temple/Killeen region. Copperas Cove Area includes Copperas Cove and Gatesville; Temple/Killeen Area includes Ft. Hood and all cities between Killeen and Temple.) (**Do not select cities in City/Zone unless you absolutely need to as this will limit the number of job opportunities you will have access to.) (You will be able to add 4 additional locations once you have completed the registration process.)

Step 18: **Complete the Registration - Step 5 of 5 – Work History Details screen and click "Next."**
- If filing for unemployment you are required to enter the employment details for the employment from which are most recently separated or being separated.
- If you have never worked, check the "I do not have any work experience" box at the bottom of the page

Step 19: **If you checked the "I do not have any work experience" box on the Registration - Step 5 of 5 – Work History Details screen in Step 18 above, continue to Step 20.**
If you entered employment information on the Registration - Step 5 of 5 – Work History Details screen, you will now be on the Work History screen. If you have additional work history, click the "Add Another Work History" button and repeat step 18 above; otherwise click "Next."

Step 20: **Review the Registration Confirmation screen.**
- If you have not already done so, make a note of your User ID for log on later.
- ***The My Résumé on this page is your résumé as it will appear to employers in WorkInTexas.com.*** To update your WorkInTexas.com résumé refer to the "A Desk Aid for Job Seekers: Create a Résumé" flyer available in your Welcome Packet or at your nearest Workforce Solutions of Central Texas office.

Selective Service Status (Males Only)

Website: https://www.sss.gov/

Who must register All male U.S. citizens born after December 31, 1959, who are 18 but not yet 26 years old.

Click on the **Check Registration** to verify registration

Click on the **Verify Now** to continue

Fill in required information and click on **Submit** button to check registration

Click here to view and print official letter

When you successfully enter your information using the online "VERIFY NOW" and if all your information entered matches the information on file, the results will indicate you are registered with the Selective Service System.

Official Letter of Verification: At this point of the online verification step, you have the option to print an official letter of verification from Selective Service.

Once your registration is confirmed, print out the official letter of verification and submit along with your application. Thank you.
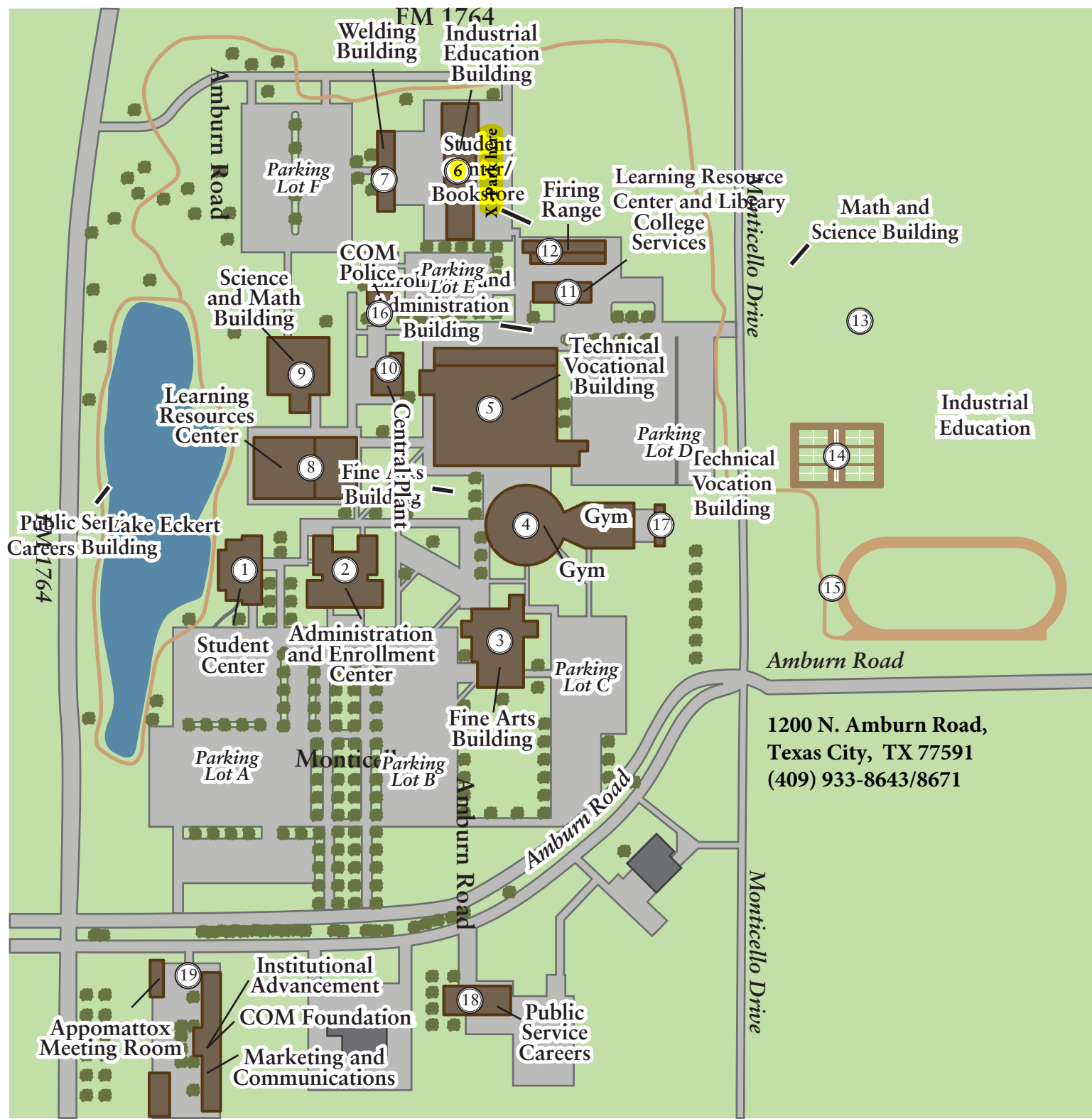
FM 1764

Welding Building

Industrial Education Building

Amburn Road

Parking Lot F

(7)

Student Center/ Bookstore
(6) X Park here

Firing Range
(12)

Learning Resource Center and Library College Services

Monticello Drive

Math and Science Building

COM Police

Parking Lot E

Enrollment and Administration Building
(16)
(11)

Science and Math Building
(9)

(10)

Technical Vocational Building
(5)

(13)

Industrial Education

Learning Resources Center
(8)

Central Plant

Fine Arts Building

Parking Lot D

Technical Vocation Building
(14)

Public Service Careers Building
Lake Eckert

FM 1764

Gym
(4)
Gym

(17)

(15)

Student Center
(1)

(2)

(3)

Administration and Enrollment Center

Amburn Road

Parking Lot C

Amburn Road

1200 N. Amburn Road, Texas City, TX 77591 (409) 933-8643/8671

Parking Lot A

Monticello

Parking Lot B

Fine Arts Building

Amburn Road

Amburn Road

Monticello Drive

(19)

Institutional Advancement

COM Foundation

(18)

Appomattox Meeting Room

Marketing and Communications

Public Service Careers