

GED®/CUSTOMER SERVICE TRAINING (Morning) GED®/CAREER EXPOSURE (Evening, pg 3)

GED®/CUSTOMER SERVICE TRAINING PIVA* PROGRAM - SPRING 2017

The Middle College is partnering with the Capital Region's Adult Education programs and Goodwill Industries to offer a PluggedInVA (PIVA)* GED® preparation/National Retail Federation Customer Service and Sales training program.

GED®/CUSTOMER SERVICE TRAINING (January 17 – May 10) Classes meet TUESDAY, WEDNESDAY & THURSDAY 9:30 a.m. – 12:30p.m.

- This PIVA program is focused on GED® preparation and the workforce training necessary to obtain an industry recognized credential in CUSTOMER SERVICE.
- The GED® preparation will be provided by instructors from the Capital Region Adult Education programs.
- The CUSTOMER SERVICE job training program will be provided by instructors from Goodwill Industries.
- Classes will be held in the Middle College located on the Downtown campus of J. Sargeant Reynolds Community College.
- To be considered for this program, applicants must be able to test at a 9th grade level (or above) in the Math and Reading TABE tests which will be administered as part of the application process.

This FREE program includes:

- GED® preparation and testing
- Preparation and testing for the National Retail Federation Customer Service and Sales Certification
- College & Workforce Readiness exposure
- Digital & Financial Literacy
- Bus tickets and free parking for classes
- All class materials and testing fees

TO APPLY:

- **Contact the Middle College to request an application (804) 523 – 5345, or**
- **Pick up an application from the Middle College, Room 626, on the Downtown campus of Reynolds, 700 E. Jackson Street, Richmond, VA 23219**
- **Download an application at www.reynolds.edu/middlecollege**
 - **Submit an application to the Middle College before December 21, 2016**
 - **Schedule a TABE Math and Reading assessment through the Middle College**
 - **Test at a 9th grade (or higher) level in both Reading and Math**
 - **Attend a mandatory orientation meeting prior to the start of classes**

*****This FREE grant-funded program has a limited number of spaces available. We are looking for motivated, committed students who are ready to prepare for their GED and train for a career in the Customer Service industry.**

PROGRAM COMMITMENT:

- **January 17 – May 10, 2017**
- **T, W, & TH, 9:30 a.m. – 12:30 p.m.**
- **Attend 3 classes a week**

WHERE IS THE MIDDLE COLLEGE LOCATED?

- **Room 626 at the Downtown campus of Reynolds Community College
700 East Jackson Street, Richmond, VA 23219**
- **The Reynolds Downtown campus is located approximately 2 blocks from the 9th Street GRTC transfer plaza.**

GED®/CAREER EXPOSURE (January 9 – May 10)
Classes meet TUESDAY, WEDNESDAY & THURSDAY
5:30 p.m. – 8:30p.m.

The Middle College is partnering with the Capital Region's Adult Education programs to offer an evening PluggedInVA (PIVA)* GED® Preparation/Career Exposure program.

- This PIVA program is focused on GED® preparation coursework combined with career exposure activities.
- The GED® preparation will be provided by instructors from the Capital Region Adult Education programs.
- The career exposure activities will be coordinated by college and adult education instructors.
- Classes will be held in the Middle College located in room 626 on the Downtown campus of J. Sargeant Reynolds Community College
- Applicants must be ready to commit to attending classes 3 nights a week, from 5:30 p.m. to 8:30 p.m., January 9 – May 10, 2017

This FREE program includes:

- GED® preparation and testing
- College & Career exposure activities
- Digital & Financial Literacy exposure activities
- Bus tickets and free parking for classes
- All class materials and testing fees

TO APPLY FOR THIS PROGRAM:

- Contact the Middle College to request an application (804) 523 – 5345, or
- Pick up an application from the Middle College, Room 626, on the Downtown campus of Reynolds, 700 E. Jackson Street, Richmond, VA 23219
- Download an application at www.reynolds.edu/middlecollege
 - Submit an application to the Middle College before December 21, 2016
 - Schedule a TABE Math and Reading assessment through the Middle College
 - Begin classes on January 9, 2017

*****This FREE grant-funded program has a limited number of spaces available. We are looking for motivated, committed students who are ready to prepare to pass the GED®.**

Please use the multiplication table below for practice before TABE testing

| X | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 2 | 0 | 2 | 4 | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 | 22 | 24 |
| 3 | 0 | 3 | 6 | 9 | 12 | 15 | 18 | 21 | 24 | 27 | 30 | 33 | 36 |
| 4 | 0 | 4 | 8 | 12 | 16 | 20 | 24 | 28 | 32 | 36 | 40 | 44 | 48 |
| 5 | 0 | 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | 55 | 60 |
| 6 | 0 | 6 | 12 | 18 | 24 | 30 | 36 | 42 | 48 | 54 | 60 | 66 | 72 |
| 7 | 0 | 7 | 14 | 21 | 28 | 35 | 42 | 49 | 56 | 63 | 70 | 77 | 84 |
| 8 | 0 | 8 | 16 | 24 | 32 | 40 | 48 | 56 | 64 | 72 | 80 | 88 | 96 |
| 9 | 0 | 9 | 18 | 27 | 36 | 45 | 54 | 63 | 72 | 81 | 90 | 99 | 108 |
| 10 | 0 | 10 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 100 | 110 | 120 |
| 11 | 0 | 11 | 22 | 33 | 44 | 55 | 66 | 77 | 88 | 99 | 110 | 121 | 132 |
| 12 | 0 | 12 | 24 | 36 | 48 | 60 | 72 | 84 | 96 | 108 | 120 | 132 | 144 |

Practice your skills independently (optional, but strongly recommended) to prepare for the TABE assessments.

- If you need a practice packet, let us know.
- Review the rules and processes in the following areas **BEFORE** coming in to test: ***multiplication table, long division, percentages, fractions, decimals, ratios & proportions, positive/negative numbers (integers), area & perimeter***
- Practice your math skills at www.khanacademy.org, a free, YouTube+ video-based instructional service that can be tailored to your needs
- Access additional free review materials
http://www.testprepreview.com/tabe_practice.htm
- Multiplication facts (proficiency/aptitude) are the foundation for much of the math work you will be tested on. Please be sure to practice those basic skills!
- Read as much as possible. Search for articles and books that interest you.

PLEASE SEND ALL COMPLETED APPLICATIONS TO:

Middle College
Room 626 – Downtown Campus
Reynolds Community College
P.O. Box 85622
Richmond, VA 23285 – 5622

MIDDLE COLLEGE CONTACT INFORMATION:

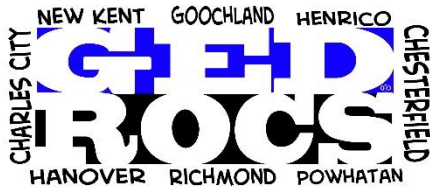
Office: (804) 523 – 5345
Fax: (804) 371 – 2400
Email: middlecollege@reynolds.edu

Additional program information is available at the Middle College website:

www.Reynolds.edu/MiddleCollege

These programs are a collaboration between:

The Capital Region Adult Education programs
Reynolds' Middle College
Goodwill Industries





Date _____

APPLICATION FOR ADMISSION

_____ GED®/Customer Service Training (T, W, & TH 9:30 a.m. – 12:30 p.m.)

_____ GED®/Career Exposure (T, W, & TH 5:30 p.m. – 8:30 p.m.)

First Name _____ Middle _____ Last _____

Address _____

City, State, Zip Code _____

Email address _____ Best way to reach me _____ Yes

Home phone number _____ Best way to reach me _____ Yes

Cell phone number _____ Best way to reach me _____ Yes

Date of birth: _____ Age: _____ Gender: ____ M ____ F Race: _____

How long have you lived in Virginia? _____

Are you a U.S. citizen? ____ Yes ____ No (If no, what VISA do you have?) _____

Name of an emergency contact _____

Emergency contact phone number _____

How did you hear about the Middle College program?

Did a Middle College student refer you to this program? ____ Yes ____ No

If so, who? _____

| | | |
|---------------------------------------|------------------|--------------------------|
| _____ Dbase Status _____ | (Staff Initials) | Walk In _____ |
| _____ TABE Card Mailed/Given _____ | (Staff Initials) | US Mail _____ |
| _____ State Issued Picture I.D. _____ | Expiration Date | Fax _____ |
| _____ Entered on D.B. _____ | (Staff Initials) | Event _____ |
| _____ MRS Practice Packet _____ | (Staff Initials) | Previously Applied _____ |
| For Office Use Only | | Dropped off by _____ |

Additional Information

Do you have children? ____ Yes ____ No How many? ____

What are their ages (Years; Months)? _____

Do you have access to childcare? ____ Yes ____ No

Are you receiving assistance through Social Services? ____ Yes ____ No

Are you currently receiving or have you ever received services through the foster care system?
____ Yes ____ No

Do you have access to ____ Bus ____ Car ____ Both ____ Neither

Do you have a valid driver's license? ____ Yes ____ No

Do you have a valid state ID? ____ Yes ____ No

Social Security Number _____ - _____ - _____

EDUCATION INFORMATION

Last School
attended _____
Middle School- High School - Adult Education Programs - Alternative Programs

Location (City/State)

Last year you attended the above school (Month & Year):

Last grade level completed ____ 8th ____ 9th ____ 10th ____ 11th ____ 12th ____ Other

Summarize why you did not complete high school? (**Complete sentences**)

Have you ever applied to the Middle College program? ____ Yes ____ No

Have you ever been enrolled in a GED® program? ____ Yes ____ No

If yes, which program?

When were you enrolled? (Month, Year)

How long did you attend?

Why did you not complete the previous GED® program? (**Complete sentences**)

Have you taken any of the Official 2014 GED® exams? ____ Yes ____ No

Please check any test you have passed:

____ RLA – Reading / Language Arts ____ Math ____ Science ____ Social Studies

Why do you want to attend the Middle College/PIVA program? (**Complete sentences**)

EMPLOYMENT INFORMATION

Are you currently employed? ____ Yes ____ No

If yes, name of company?

Location

What is your job title?

How long have you worked at this job?

How many hours per week do you work?

Do you work in the day, at night, or both? ____ Day ____ Night ____ Both

Are you looking for employment now? ____ Yes ____ No

If yes, are you looking for full or part-time employment?

____ Full-time ____ Part-time

When you find a job, do you plan on continuing with your education?

____ Yes ____ No

CAREER/EDUCATIONAL GOALS

Are you ready to **commit** to a four month educational program?

____ Yes ____ No ____ Not Sure

Upon completion of the GED: What are your plans regarding school and work?
(Please check **all** answers that apply)

____ Plan to work part-time ____ Plan to work full-time

____ Plan to attend a two-year or four-year College

- Major

- Career Goal

____ Plan to attend a training program in the community

- Type of training program

____ Plan to enlist in a branch of military service

- Branch of service

____ No specific work or school plans at this time

____ Other

*I certify that the information I have provided is true and accurate to the best of my knowledge.
By signing this application, I understand that I have allowed the Middle College program to
share my information with program partners and to access my GED® scores (if applicable).*

Applicant Signature

Date

PLEASE SEND ALL COMPLETED APPLICATIONS TO:

Middle College
Room 626 - DTC
Reynolds Community College
P.O. Box 85622
Richmond, VA 23285 – 5622

MIDDLE COLLEGE CONTACT INFORMATION:

Office: (804) 523 – 5345

Fax: (804) 371 – 2400

Email: middlecollege@reynolds.edu

Additional program information is available at the Middle College website:

<http://www.reynolds.edu/middlecollege>