

JUST IN!

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NEW CAREER TECHNICAL TRAINING (CTT) SHEETS AVAILABLE!

To aid centers in promoting and educating prospective students about their varied career training opportunities, Job Corps' new career technical training (CTT) sheets provide detailed information about each training area to help students make informed decisions about their career and educational pathways.

The new CTT sheets are available through the [Job Corps Materials Marketplace](#) for download and will be available soon for order.

CULINARY ARTS

Do you enjoy cooking and making things with your hands? Are you adventurous when it comes to trying new foods and cuisines? **Then you may be a good fit for Job Corps' Culinary Arts training program.**

///REQUIREMENTS

- Have a high school diploma or equivalent (can be earned at all Job Corps centers)
- Completion of all introductory and career preparation courses
- Passing scores on all written and performance tests
- Meet academic (math and reading) requirements

///CREDENTIALS EARNED

Individuals who complete the Culinary Arts program can earn industry-recognized credentials to become a **Certified Culinarian, Certified Chef** and other restaurant certifications. Students should also earn a state-issued learner's permit and driver's license upon completion of the program.

///ON THE JOB, YOU WILL:

- Work directly with food and beverages in the kitchen
- Maintain a clean workspace, prepare raw ingredients for cooking, and assist with cooking and plating meals
- Use a variety of commercial cooking equipment and tools
- Develop new recipes, plan menus and maintain an ingredients inventory

///CAREER OPPORTUNITIES

Most Culinary Arts graduates go to work full time in the food service industry, often for restaurants and catering services or for institutions such as schools, hospitals or cafeterias. You may be required to work during early mornings, late evenings, weekends and holidays. Students should also consider pursuing the Advanced Culinary Arts, Advanced Culinary Arts – Pastry and other Advanced Training programs at Job Corps as part of their career pathway.

///SALARY POTENTIAL

Annual salaries for food preparation workers range from **\$20,550 to \$36,857**, with a national average of **\$28,473**.

ADVANCED EMERGENCY DISPATCH

Do you thrive in high-pressure, fast-paced environments? Always willing to lend a helping hand? **Then you may be a good fit for Job Corps' Advanced Emergency Dispatch training program.**

///REQUIREMENTS

- Have a high school diploma or equivalent (can be earned at all Job Corps centers)
- Complete a Job Corps basic training program
- Meet academic (math and reading) requirements
- Be at least 17 years old
- Have a positive attendance and progress record
- Have a written recommendation from Job Corps center personnel
- Have a health clearance at current center
- Have a strong work ethic and determination to succeed
- Wildland Fire Training and Red certification is suggested, but not required

///CREDENTIALS EARNED

In the **Advanced Emergency Dispatch** training program, you will earn industry-recognized credentials from the International Academies of Emergency Dispatch (IAED). Students should also earn a state-issued learner's permit and driver's license upon completion of the program.

///ON THE JOB, YOU WILL:

- Answer 911 emergency and non-emergency calls, text messages, social media and alarm system requests
- Determine the appropriate response based on procedures
- Coordinate the dispatch of emergency personnel
- Relay information to the response team in a timely manner
- Give instructions to the person in need before emergency personnel arrive

///CAREER OPPORTUNITIES

Individuals with their **Advanced Emergency Dispatch** credentials often go on to work as emergency dispatchers for the purpose of **Police and Fire** department communications coordination. The skills learned in this training area can also be applied to careers in the **trucking, rail and shipping industries**. Emergency dispatch workers usually work shifts between eight and 12 hours, with overtime options available.

///SALARY POTENTIAL

Annual salaries for public safety telecommunicators range from **\$20,404 to \$29,824**, with a national average of **\$45,635**.

OFFICE ADMINISTRATION

Are you interested in the finance and business field and are good with computers? Do you enjoy talking to people and have strong listening skills? **Then you may be a good fit for Job Corps' Office Administration training program.**

///REQUIREMENTS

- Have a high school diploma or equivalent (can be earned at all Job Corps centers)
- Completion of all introductory and career preparation courses
- Passing scores on all written and performance tests
- Meet academic (math and reading) requirements
- Compliance with state requirements that may involve a criminal background check, and completion of a training program meeting federal content requirements

///CREDENTIALS EARNED

In the **Office Administration** training program, you will earn industry-recognized credentials from organizations. Students should also earn a state-issued learner's permit and driver's license upon completion of the program.

///ON THE JOB, YOU WILL:

- Manage databases, records and documents
- Schedule meetings and send communications via e-mail
- Handle incoming and outgoing mail and faxes
- Prepare memos, notices or reports
- Communicate with team members or clients over the phone, via e-mail or in person

///CAREER OPPORTUNITIES

Most Office Administration graduates go to work full time in both large and small offices. Although secretaries and administrative assistants work in nearly every industry, many are concentrated in schools, hospitals, government agencies, and legal and medical offices.

///SALARY POTENTIAL

Annual salaries for secretaries and administrative assistants, except legal, medical and executive, range from **\$23,635 to \$59,688**, with a national average of **\$40,425**.

Each flier is composed of the following sections to offer prospective students an in-depth description of each training area:

- Requirements:** Understand what prerequisites and qualifications are necessary for individuals to complete before they are able to start training.
- Credentials Earned:** Gain insight into the certifications, licenses and qualifications that participants can achieve upon successful completion of their training program.
- Skills Gained:** Understand the skills students will master during their training.
- Career Opportunities:** Discover the varied career opportunities that graduates can pursue after completing their training.
- Potential Earnings:** Explore the average entry-level earning potential associated with each training area.

If you have questions about how to access or use the new CTT fliers, please reach out to jobcorpsmaterials@mpf.com.