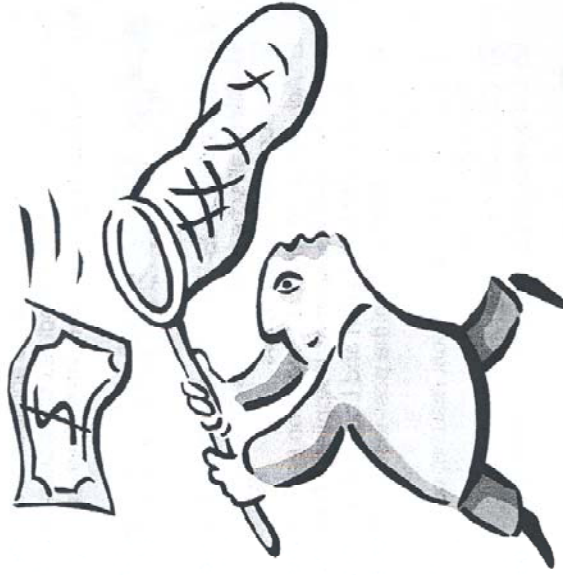


# Hit the Ground Running

A Pre-Employment Certification Program



SMCC Education Department

August 2008



Thinking For A Change Classes (32 Total Hours/Approximately 6 weeks)  
 Hit the Ground Running: WorkKeys® Component (50 Total Hours/Approximately 8 weeks)  
 Hit the Ground Running: Modules/Job Readiness Component (75 Total Hours/Approximately 12 weeks)

Thinking For A Change & Hit the Ground Running SCHEDULES - August 2008					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00 am	TFAC - 1	TFAC - 1	TFAC - 1	TFAC - 1	TFAC - 1
9:00-10:00 am	TFAC - 2	TFAC - 2	TFAC - 2	TFAC - 2	TFAC - 2
10:00-11:00 am	TFAC - 3	TFAC - 3	TFAC - 3	TFAC - 3	TFAC - 3
11:00-11:15 am	Lunch	Lunch	Lunch	Lunch	Lunch
11:15-12:00 pm	Keyboarding	Keyboarding	Keyboarding	Keyboarding	Keyboarding
12:00-1:30 pm	HTGR - 1	HTGR - 1	HTGR - 1	HTGR - 1	HTGR - 1
1:30-2:00 pm	Planning	Planning	Planning	Planning	Planning
2:00-3:30 pm	HTGR - 2	HTGR - 2	HTGR - 2	HTGR - 2	HTGR - 2

## What is Hit the Ground Running?

A 20-week, 125-hour program to help adults be successful in their job search.



### How will this program help me?

Successful completers can earn a **Ready-to-Work** and/or a **WV Career Readiness** credential that are nationally recognized certifications in important workplace skills. These impressive certifications are noted on your job application and/or resume. Additionally, in the HTGR/Modules component, students can earn 3-hours college credit from WVU-Parkersburg.



### WV Ready-to-Work Certificate

To achieve a **Ready-to-Work Certificate**, the participant must:

- Attend all scheduled classes
- Be punctual for each class
- Achieve a minimum of Level 4 on each of the three WorkKeys® assessments: Applied Mathematics, Reading for Information and Locating Information
- Score at least 80% on the post-test for each HTGR Module
- Complete a job application, resume, cover letter and thank you letter
- Complete a mock interview
- Complete Keyboarding/Computer Literacy component



### WV Career Readiness Certificate

Students take 3 WorkKeys® assessments: Applied Math, Reading for Information and Locating Information. Participants scoring a Level 3 on the WorkKeys® assessments will receive a **Bronze Certificate**, Level 4 a **Silver Certificate**, and Level 5 and above a **Gold Certificate**. These certificates are signed by the governor and are valid for 5 years.

## How can I get in the HTGR classes?

- Participant must be within six-months of seeing the Parole Board, and
- Referral from Counselor or 99 Days Instructor, or
- Sign-up Sheet



### How is the HTGR program offered?

The **Hit the Ground Running** program is offered as two separate classes. The classes may be taken all together or only one class at a time, based on available space. BOTH classes must be completed in order to be eligible for the Ready-to-Work Certificate – A Nationally Recognized Employment Certification.

**HTGR/Modules: Computers & Job Readiness – (12 weeks)**  
KeyTrain Career Skills series is used as a tool to help students improve their work habits and employability skills. This is a field-tested and demonstrated national curriculum. Employers have identified the skills and attributes being presented as those most needed by employers to be successful in the workplace.

There are 200 lessons broken down into five areas:

- Work Habits
- Communication Skills
- Workplace Effectiveness
- Business Etiquette
- The Job Search

Other requirements for this component include:

- Pre & Post Assessments
- Keyboarding and Computer Literacy
- Job Readiness – Job Application, Resume, Cover Letter, Thank You Letter and a Mock Interview

**HTGR/WorkKeys® – (8 weeks)**

- Preparing for and Taking Employment Tests
- WorkKeys®/KeyTrain – Applied Math, Reading for Information and Locating Information
- WorkKeys® Testing