

# TRAC

TROY ADULT EDUCATION AND CAREERS



GET TRAINING



GET EXPERIENCE



EARN CREDENTIALS



FIND JOBS

## 2020-21 TRAC SCHOLARSHIP APPLICATION

### DUE MARCH 6th, 2020

The TRAC scholarship provides an opportunity to study English for a job and complete and obtain a career certification. TRAC will also teach you how to search, apply, and interview for jobs.

You must have US work authorization. You must start a job after completing the TRAC program.

The TRAC application process can take 2 to 3 months to complete:

1. Complete the TRAC application.
2. You must attend a TRAC information session to learn more information about TRAC.
3. If you are eligible for TRAC, you will receive an email to attend a TRAC orientation meeting.
4. At the TRAC orientation, you will schedule a meeting to interview with the TRAC instructors.
5. The instructors will inform you if you will receive a TRAC scholarship.

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ NATIVE LANGUAGE \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**What Troy Continuing Education ESL Class will you COMPLETE this year? Circle one.**

*Level 1 – Beginning    Level 2 – Intermediate    Level 3 – Advanced    English Plus*

*Not Attending – Troy ESL Completion Certificate    Have not attended a Troy ESL/English Plus*

**Are you eligible to work in the United States?                      Yes                      No**

(If yes, please attach a copy of your Work Authorization)

**What education did you complete? Circle all** (Please attach a copy of your diploma, degree, certificates)

*High School Diploma                      Associates Degree                      Some University, No Degree*

*College Degree                      Masters Degree                      Doctoral Degree*

**What is the title of your foreign degree? What did you study?**

\_\_\_\_\_

**What was your job before coming to the United States?**

\_\_\_\_\_

**Are you working in the US? (If yes, what is your job in the United States?)    Yes                      No**

\_\_\_\_\_

**Do you have a Michigan driver's license?** (If yes, please attach a copy of your driver's license) **Yes No**

**Do you have a vehicle to drive to a job?** **Yes No**

**If you do not have a driver's license or vehicle, do you have a plan to get to work and return home?**

(What is your transportation plan?) **Yes No**

---

---

**TRAC Application Checklist:**

- TRAC application
- copy of your work authorization
- copy of your diplomas, degrees, certifications (no translation necessary)
- copy of your driver's license or a photo ID
- resume
- attend TRAC information session

**TRAC 2020/21 Requirements:**

- register for Troy's Intermediate/Advanced ESL or English Plus for 2019/20
- attend TRAC class every Friday, September-May and study groups in June-July
- complete online/computer classes, study, and pass a certification exam
- no travel longer than 2 weeks permitted for the year
- apply for jobs and attain employment after completing TRAC training

**Do you agree to complete the above requirements?** **Yes No**

---

**Signature**

**\*\*Please drop off your completed application (with your resume, diploma/degree/certificates, work authorization, and drivers license/photo ID) in the TRAC application bin in the ESL office at the Niles Center.**

**Please list weekly activities you are responsible for?**

(example: prepare meals for my family, drop off/pick up children from school, work schedule, ESL class, assist family with medical needs)

<b>Day of the Week</b>	<b>Morning</b>	<b>Afternoon</b>	<b>Evening</b>
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			
<b>Saturday</b>			
<b>Sunday</b>			



## **TRAC INFORMATION SESSION**

### **WRITE YOUR RESUME**

NILES CENTER, ROOM 204

#### **Choose 1 Session**

**Wednesday, February 12th, 1:00PM-2:30PM**

**Wednesday, February 26th, 5:30PM-6:30PM**

**Thursday, February 27th, 1:00PM-2:30PM**

**Wednesday, March 4th, 1:00PM-2:30PM**

**Wednesday, March 4th, 5:30-6:30PM**

TRAC 2020/21 applications are due March 6th, 2020

Teachers are available at Niles to answer questions

Tuesday/Wednesday, 12:30PM-2:30PM, Room 115

Wednesday, 7:00PM-8:15PM, ESL Office

REMINDER: No Troy Adult Education Classes February 17th-21st



GET TRAINING



GET EXPERIENCE



EARN CREDENTIALS



FIND JOBS

TRAC has many different training options, because we create COHORTS. Cohorts are small groups of students with the same or similar job training program. In a cohort, you will complete a training program with the support of a teacher and ESL teacher. At the end of the training you must pass a test to receive a certificate.

**COHORT 1: BUSINESS & INFORMATION TECHNOLOGY CERTIFICATIONS**

Complete Microsoft Office training: Word, PowerPoint, Excel, and Outlook. Complete a Business Communications course. Practice US keyboard typing. Complete a 9 month career training program in IT. Please circle your interest level.

	<u>not interested</u>	<u>a little interested</u>	<u>interested</u>	<u>very interested</u>
IT Help Desk	1	2	3	4
CompTIA A+				
CompTIA Network+				
Introduction to Java	1	2	3	4

Is there training you want in IT and Software that is not listed? What is the name of the job or training you want?

---

**COHORT 2: INTRODUCTION TO US BUSINESS COURSE**

Complete Microsoft Office training: Word, PowerPoint, Excel, and Outlook. Complete a Business Communications course. Practice US keyboard typing. Complete a 9 month career training program in business. Please circle your interest level.

	<u>not interested</u>	<u>a little interested</u>	<u>interested</u>	<u>very interested</u>
Accounting and Finance	1	2	3	4
Bank Teller	1	2	3	4
Paralegal	1	2	3	4

Is there training you want in business that is not listed? What is the name of the job or training you want?

---

**COHORT 3: CHILD DEVELOPMENT ASSOCIATE (CDA) - Teacher Assistant**

Complete Microsoft Office training: Word, Excel, PowerPoint, Outlook. Practice US keyboard typing. Complete 120 hours of classroom instruction. Complete 480 hours of volunteer time in a Troy Preschool classroom with children, ages 3 to 5. Arabic and Spanish language support available. Please circle your interest level.

	<u>not interested</u>	<u>a little interested</u>	<u>interested</u>	<u>very interested</u>
CDA	1	2	3	4

**COHORT 4: OFFICE AND MEDICAL ADMINISTRATION CERTIFICATIONS**

Complete Microsoft Office training: Word, PowerPoint, Excel, and Outlook. Practice US keyboard typing. Complete 9 months of online classes in administrative office training. Please circle your interest level.

	<u>not interested</u>	<u>a little interested</u>	<u>interested</u>	<u>very interested</u>
Medical Front Office	1	2	3	4
Medical Front Office and Electronic Health Records	1	2	3	4
Medical Front Office and Billing and Coding	1	2	3	4
Medical Front Office and Cardio-Phlebotomy Technician	1	2	3	4
Medical Front Office and EKG Technician	1	2	3	4
Medical Front Office and Dental Assistant	1	2	3	4
Medical Front Office and Pharmacy Technician	1	2	3	4
Medical Assistant - Clinical	1	2	3	4

Is there training you want in office administration or health care that is not listed? What is the name of the job or training you want?

---