

The Hook-UP for Ohio:

Making the CONNECTION Between HIGH

GREAT

JOBS CAREERS FUTURES!

Earning Power

Experience

Learning

Pride

Honor Future

Self-Discipline

Adventure Leadership

Supporting Yourself

Structure **Independence**

Growth **CHANGE**

Serving Your Country

Helping your Community

Living Your Passion



EXPLORE INSIDE →

A Resource for Young People Exploring
Peaceful
Possibilities for Their Future: For
Ohio



American Friends
Service Committee

Quaker values in action

***A Resource for Young People Exploring Peaceful Possibilities
for Their Future***

Making the Connection is a resource for young people exploring peaceful possibilities for their futures. AFSC is a Quaker peace and justice organization. We believe that young people often join the military because they believe there are no other alternatives. We have created this guide to help young people see the full range of options available to them.

According to the *National Priorities Project, Recruitment 2006*, thirteen of the 100 counties that are most heavily recruited by the military are located in the Great Lakes Region, four of which are in Ohio: **Cuyahoga**, **Franklin**, **Hamilton**, and **Montgomery** Counties. This guide, while useful to youth throughout the state, is most useful to young people in those counties.

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Project Coordinators: Darlene Gramigna and Kelly Vaughan

Compiled by: Jennifer Hunter, Maureen Farris, and Kelly Vaughan with help from: Shana Miller.

To order, please contact :

Northeast Ohio AFSC: Contact Leah Davis (ldavis@afsc.org) at 330/928-2301, 2101 Front Street, Suite 111 in Cuyahoga Falls, Ohio 44221.

Dayton, Ohio AFSC: Contact Barbara Roberts (BRoberts@afsc.org) at 937-278-4225, 915 Salem Avenue in Dayton, OH 45406.

Please consider adopting a school by making a donation that would allow the distribution of this booklet at a high school of your choice.

American Friends Service Committee's Great Lakes Region developed this regional guide based on a booklet published by AFSC's National Youth and Military Service Program, *Great Jobs, Careers, and Future* written by the Pasadena Office and the Coalition Against Military Schools. The cover was adapted from Pasadena's *Great Jobs*,



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SECTION ONE: GETTING STARTED

GETTING STARTED: WHAT'S NEXT?

You may almost be out of high school or preparing to make other life transitions. You're not sure what's next, but you know you're in for some changes—a temporary job, a new school, even taking a year or two off from college or a career to explore.

Do you want to:

Have an adventure?	Go to college?	Earn money for college?
Serve your country or community?		Try out a new career?

Making the Connection is designed to help high school students and other young adults begin to explore peaceful possibilities for their future. This guide will list lots of ways to get the advice, education, and experiences you need to find and keep rewarding, exciting, and well-paid jobs and careers. We hope this guide will help you begin to see the many choices around you; however, we strongly suggest that you also meet with a career counselor at your high school, college, or adult school or seek out career counseling at a local community organization for more information and to help plan next steps.

The Internet is a tool that will lead you to many, many opportunities. New choices come up everyday! The public library is a great place to start. Most branches offer free classes on how to use the Internet, as well as free Internet access.

NOTE: *Use your best judgment when using the Internet: be cautious when giving out personal information, even your email.*

Remember: You do not need to decide right now what you want to do with your whole life, but the decisions you make now can help you prepare for a career that will bring you financial security and fulfillment.

PREPARING FOR THE JOURNEY

When you're making changes—from high school or something else—not knowing can be the hardest part. It may help to:

- **Get Help:** Talking to career counselors or adults you trust can help you make good decisions.
- **Search the Internet:** The Internet is a great resource. Many libraries and community groups will let you use the Internet for free.
- **Take Small Steps:** When in doubt, make a smaller change instead of a huge leap.
- **Find What's Exciting to You:** Reflect on what inspires you and what you feel passionate about. Then, find a job that allows you to live your passion every day.

PLANNING A CAREER:

TAKING THE MYSTERY OUT OF WHAT'S NEXT

Do you know now what career you want? If your answer is, "No," you're not alone. It may help to think about your interests, your skills, your education and training options, and your resources. Exploring all of your options is an important first step down any path. If you need help, you'll find resources for learning about jobs and careers.

Several free tools are online or at most job counselors' offices that can help you research careers and even learn about yourself and what kind of job you might enjoy. Please note, however, that while online tests can be interesting and helpful to get you thinking about all of your options, you are the ultimate expert on you.

IN-PERSON HELP

It's best to talk with people who are "in the know." In addition to talking with your school counselors, people at job fairs, ministers, parents or friends of parents, here are a few government resources and community centers that may be able to help you. **Many of the community groups and job training sites found on page 24 can help.**

❑ OHIO WORKFORCE 411: YOUR INTEGRATED WORKFORCE SOLUTION:
<http://jfs.ohio.gov/workforce/>

The Ohio Department of Job and Family Services
P.O. Box 1618 Columbus, OH 43216-1618
0677

A partnership between Ohio Workforce Informer, Ohio Job & Family Services, the State of Ohio, and SCOTI (see below), Workforce 411 has information to meet all of your career exploration, school search, and job-hunting needs! This site

YOU SHOULD KNOW!

It's true most of the time that you can just change jobs or quit, but there is one major exception. If you decide to join the military, leaving can result in a dishonorable discharge, which could harm your future employment opportunities. Also, it is difficult to switch jobs in the military. So, if you

has information on: job fairs, workshops, veteran services, college and training programs, and special services for youth. The site also has career exploration material that will let you explore the wages, requirements, job descriptions, and even job prospects for many Ohio careers.

The following sites are part of Ohio Workforce 411!

❑ **Ohio Statewide Job Matching System:** Sharing Career Opportunities & Training Information (SCOTI Ohio) <https://ohiomeansjobs.com/omj888/2WORK411>

After creating a free account you can search for a job, post your resume, and assess other great services for Job Seekers. Find schools, training programs, veteran services, apprenticeships and more.

❑ **Ohio Workforce Informer** www.ohioworkforceinformer.org/614/752-9494

A great site, maintained by the Ohio Department of Job & Family Services, allows you to visit the online career center to explore different career options, find training requirements, and even find job openings. There is also information on current labor conditions in Ohio.

❑ **Ohio Labor Market Info Classic (LMI):** www.lmi.state.oh.us
Bureau of Labor Market Information Ohio Department of Job & Family Services

4020 East Fifth Avenue Columbus, OH 43219 614/752-9494
Find career exploration material - including wages, job description and job prospects. Check out the Ohio Career Tabloid, which lets you explore careers (even watch videos about different jobs), link to colleges, career centers, and vocational schools, and even find financial aid.

Ohio also has a number of One Stop Centers that can assist you with a wide range of employment and training services (see sidebar). To find the One Stop Center closest to you, go to <http://www.servicelocator.org/> or go to Ohio Workforce 411 at <http://jfs.ohio.gov/workforce/>

**BEWARE:
RED TAPE ALERT**

Many of the following government programs offer good services, but accessing them can be challenging. **Be persistent** -- call ahead to make certain the office closest to

Ohio One Stop Centers (a partial list)

Cuyahoga		
Employment Connection - Downtown 1020 Bolivar Rd. Cleveland, Ohio 44115 216/664-4673 Contact: Rachel Loewy	Employment Connection - Brookpark 11699 Brookpark Rd Parma, Ohio 44130 216/898-1366 Contact: Mike Longo	Fairfax Career Center 8111 Quincy Avenue, 2nd Floor Cleveland, Ohio 44104 216-391-5847
Glenville Career Center 12212 St. Clair Ave Cleveland Ohio 44108 216/541-2267	Mature Services 333 Babbitt Road, Ste 343 Euclid, Ohio 44123 216/731-4664	Mt. Pleasant Career Center 13815 Kinsman Ave Cleveland, Ohio 44120 216/561-5649
Old Brooklyn Career Center 4261 Fulton Parkway Cleveland, Ohio 44144 216/635-2942	Southgate Career Center 5398 ½ Northfield Rd Maple Heights, Ohio 44137 216/518-4954	United Labor Agency 3328 Carnegie Ave Cleveland, Ohio 44115 216/391-0900
Virgil E. Brown Career Center 1641 Payne Ave, 1st Floor Cleveland, Ohio 44114 216/987-7944	Westshore Career Center 9830 Lorain Avenue Cleveland, Ohio 44102 216/939-2599	
Franklin	Hamilton	Montgomery
JOB LEADERS 1111 E. Broad St., 1st Flr Columbus, Ohio 43206 614/559-5052	Super Jobs Center 1916 Central Pkwy Cincinnati, Ohio 513/731-9800.	The Job Center 1111 S. Edwin C. Moses Blvd. Dayton, Ohio 45422 937/ 496-6720

❑ **Cincinnati State Community College-HC**

www.cincinnati.state.edu/

3520 Central Pkwy Cincinnati, Ohio
45223

513/569-1500

Contact: Toni Swanson
Cincinnati State is the 2nd largest site providing GED testing in Ohio. No fee for the test with proper documentation. English as a second language program available, adult reentry, college access programs, Gear Up, and many other programs.

The counseling department at Cincinnati State offers services for career planning and counseling for current students. There are no restrictions or requirements to participate in this program. **The GED program is free to all community members.**

❑ **Columbus State Community College- FC**

<http://www.csc.edu/>

550 East Spring Street Columbus, Ohio
43215

800/621-6407 or 614/287-5353

Contact: Kelly Budros

Career exploration and counseling, Childcare assistance, Citizenship Education, Computer and keyboard training, Employment assistance, English Language Training, General Education Development, Literacy, Interviewing Skills, Bi-lingual Services available, Scholarship and Tuition assistance, Skills Training, GED Program.

**COMPREHENSIVE ONE
STOP CAREER CENTERS**

Many of these "one stop service centers" offer: career counseling; free-job related telephone, internet, fax, and copy services; GED exam preparation; ESL classes; information on schools and training programs. Many offer youth services including learning how to write and post your resume; preparing for job interviews; and finding summer

❑ **Great Oaks Institute of Tech. and Career Development -HC**

www.greatoaks.com

3254 East Kemper Road Cincinnati, Ohio 45241
(513) 771-8881

Contact: Donna Szabo Career Counselor (513)612-5790

Great Oaks, the largest career and technical education district in the United States, has been providing career development, workforce development and economic development services to individuals, business, industry, labor, communities and other organizations in southwest Ohio since 1970.

❑ **The Job Center-MC**

www.thejobcenter.org

1111 S. Edwin C. Moses Blvd. Dayton, Ohio 45422
937/496-6720

Contact: Ms. Barnes 937/496-7894

The Job Center is the largest One Stop Employment Center in the United States.

This public and private partnership is made up of 47 organizations housed in an 8 ½ acre facility. Check out the Web site for more information regarding the services and events held at the center.

❑ **Job Leaders-FC** www.centralohioworkforce.org
111 East Broad Street Columbus, Ohio 43206
614/573-4000

Contacts: Vanessa Williams: Youth Services (614) 559-5068

Carinne Blackwell: Workforce Services (614) 559-5062

Job Leaders is a Full Service Comprehensive One Stop Location in Franklin County that offers, among other programs; career counseling, training, job search assistance and a variety of support services for job seekers. Youth Services section of the organization serves ages 14-21 with needs such as Leadership development, Occupational Skills Training, Paid and Unpaid Work Experience, Summer Internship Opportunities, Mentoring programs, Tutoring services, Parenting Classes and support

❑ **Sinclair Community College-MC** www.sinclair.edu/stservices/careers/
444 West Third Street Dayton, Ohio 45402 937/512-
2772

Contact: Connie Marshall

The Career Services department at Sinclair offers aid to anyone in the community with Career Planning, Job and Career Research and Counseling, English as a Second Language, Project Read Tutoring program, GED Preparation classes, Resume Writing, and Inside Access to Job Opportunities in the surrounding community.

There are no restrictions or requirements to participate in this program.

These services are Free to all Montgomery County Residents.

❑ **Southwest Ohio Educational Opportunity Center- HC**
www.clc.uc.edu/sweoc/
University of Cincinnati 1916 Central Parkway
Cincinnati, Ohio 45214

Contact: Beth Bomgartner 513/458-6581

Counselors provide resources and information on college admissions, financial aid, scholarships, and career

planning. Guidance and Assistance in educational and career transitions provided.

❑ **Super Jobs Center-HC**

www.superjobs.com

1916 Central Parkway
513/731-9800

Cincinnati, Ohio 45214

Contacts: Teri O'Brien (Director of the Youth Zone) and Irwin Macintosh (Lead Career Coach)

Organization provides supportive services for youth and adults seeking training, employment, and continuing education. SCOTI Database available for searching available positions in the area that are individually skills matched. Various classes on interviewing skills, GED preparation and testing, resume writing, communication and customer service skills classes, counseling on choosing a career, and SCOTI registration. Ages 14 - 21 served in the youth zone where personal counselors are available for one on one services. Adult orientations are scheduled throughout the week; WIA opportunities are available to fund continuing education and skills training.

Qualifications: Must meet income guidelines.

These services are FREE.

Check out:

- 300 Best Jobs Without a Four-Year Degree, by Michael Farr. (JIST Works.)

ONLINE HELP:

You can also go to career websites online, but there's no substitute for talking with professional job counselors. Many websites have information useful for exploring job opportunities and training programs and even finding jobs. Browse!

- ❑ **Ohio Workforce**
<http://jfs.ohio.gov/workforce>
See description above.

411: **Online!**

- ❑ **Career Voyage:** <http://www.careervoyages.gov/>
1-877-US-2JOBS (1-877-872-5627)

You can explore hundreds of different careers, learn about job prospects and educational requirements for those jobs, and even watch videos about what they are like! The CAREER COMPASS will also help you match your interests with career choices.

- ❑ **America's Career InfoNet:**
<http://www.acinet.org/acinet/>

Look here to find out about wages and employment trends, occupational requirements, state-by-state labor market conditions, employer contacts nationwide, financial aid information, and the most extensive career resource library online.

Do you want to be:
An artist? A
zoologist?
A
teacher?
An actor? A bus
driver?
A social worker?
A
A veterinarian?
A
politician?

While we have only featured those careers that appear on the "Fastest Growing Jobs" or "Best Bet Jobs" lists in this guide

- ❑ **Occupational Outlook Handbook:** <http://www.bls.gov/oco/>
This is a great site for information about hundreds of different types of jobs - such as teaching, practicing law, and nursing. The OOH tells you: the training and education needed, job responsibilities, average wages, and job prospects.
- ❑ **What Interests You?:** <http://www.bls.gov/k12>
Find jobs that match your interests at this US Department of Labor site.
- ❑ **Mapping Your Future** <http://www.mappingyourfuture.org/>

Explore different careers, learn how to write a resume and interview for a job, find a college or training program, and even info on completing your FAFSA

❑ **Career and Tech School Finder:** <http://www.khake.com>

Explore vocational and technical careers, check out the skills employers really want, find a trade school, research technical topics and take a look at the current job market.

❑ **Princeton Review Career quiz:**

http://www.princetonreview.com/cte/quiz/career_quiz1.asp

Create a free account and complete a 24-question quiz to identify your interest and style and link to careers that may be a match. You can then learn about the requirements, pay, and day-to-day characteristics of that job.

EXPLORING THE POSSIBILITIES

Most of the new jobs out there today are in service industries—businesses that: sell items (retail), move people (tourism) or money (banking), or provide services (education, legal help, health care). Many service jobs are in retail. That's why it may not be hard to find low paying retail jobs at fast food restaurants or in the mall. Some careers in retail can be dead ends, depending on what other training you get and whether you will be able to rise in the ranks quickly enough to offset the initial low wages.

JOB SHADOW:

To "shadow" or follow an adult friend at his or her job, ask questions, watch what he/she does, and/or

Landing a different type of job that pays on the higher end usually means getting specialized training and skills. A good idea, in this economic climate, is to "job shadow". Start to learn what people do in different jobs. Once you see actual possibilities, you'll have a better idea of what you'll want to do. **There are choices: you'll just have to look around to see them!**

THE 20 FASTEST GROWING JOBS IN THE UNITED STATES

The numbers of openings in these jobs are expected to grow

the fastest during the next five to seven years. The *Fastest Growing Occupations, 2006-16* From the Bureau of Labor Statistics, 2007, lists the following careers:

1. Network Systems & Data Communications Analyst 2. PERSONAL and HOME CARE AIDS 3. HOME HEALTH AIDS 4. Computer Software Engineers, applications 5. VETERINARY TECHNOLOGISTS AND TECHNICIANS 6. Personal Financial Advisors 7. Makeup Artists, theatrical and performance 8. MEDICAL ASSISTANTS 9. VETERINARIANS 10. SUBSTANCE ABUSE AND BEHAVIORAL DISORDER COUNSELORS	11. SKIN CARE SPECIALISTS 12. Financial Analysts 13. SOCIAL AND HUMAN SERVICE ASSISTANTS 14. Gaming surveillance officers and gaming investigators 15. PHYSICAL THERAPIST ASSISTANTS 16. PHARMACY TECHNICIANS 17. FORENSIC SCIENCE TECHNICIANS 18. DENTAL HYGIENISTS 19. MENTAL HEALTH COUNSELORS 20. MENTAL HEALTH AND SUBSTANCE ABUSE SOCIAL WORKERS
CHECK IT OUT! Jobs labeled in CAPITAL LETTERS are in the health care field.	
http://www.bls.gov/emp/emptab21.htm	

OHIO's HOT JOBS!

Compiled from data on *Jobs with High Employment Prospects*¹. To view the entire document, go to <http://lmi.state.oh.us/proj/OhioJobOutlook.htm> and click "Jobs with High Employment Prospects.". Pay reflects the average wage in

BEST BET JOBS: ON THE JOB TRAINING

❑ SALES REPS, WHOLESALE/

MANUFACTURING*: Sell goods for wholesalers or manufacturers to businesses or groups of individuals. **Pay:** \$25.75 - \$31.00

❑ GENERAL MAINTENANCE & REPAIR

WORKERS*: Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. **Pay:** \$15.43

❑ **ELECTRICIANS*:** Install, maintain, and repair electrical wiring, equipment, and fixtures. **Pay:** \$21.45

❑ **DENTAL ASSISTANTS*:** Assist dentist, set up patient and equipment, and keep records. **Pay:** \$12.60

❑ TRUCK DRIVERS, LIGHT AND DELIVERY**:

Deliver goods and packages on vans and trucks weighing less

❑ CUSTOMER SERVICE REPRESENTATIVE**:

Serve as a company or organizations *direct point of contact for customers*; responsibilities include: answering questions, addressing concerns. **Pay:** \$13.46

❑ **CONSTRUCTION LABORER**:** Job responsibilities vary . . . , but includes preparing construction sites, operating equipment, and often working with a team of craftspeople to construct or repair buildings, highways, etc. **Pay:** \$15.80

❑ **CARPENTERS**:** Construct, erect, install, and repair structures and fixtures made from wood and other material, including walls, stairs, cabinets, tunnel work. **Pay:** \$17.01

❑ POLICE AND SHERIFF'S PATROL OFFICER**:

Enforce the law in a different ways: patrol assigned area, respond to emergency calls, investigate crimes, even give first aid to victims. **Pay:** \$19.91

¹ *Jobs with High Employment Prospects*, compiled by OHIO LABOR MARKET CLASSIC, includes Ohio jobs that have an average wage or at least \$12.00 per hour and have a minimum of 75 job openings per year. However, only those jobs that have 200 or more openings are included on this list.

* Job descriptions (BUT NOT PAY) are summarized and/or excerpted from 2006 IL Occupational Outlook in Brief at:

<http://lmi.ides.state.il.us/joib/joibtop.htm>.

** Job descriptions (BUT NOT PAY) are summarized and/or excerpted from Michigan's Labor Market Information Page at

<http://www.milmi.org/?PAGEID=204>

2006. **NOTE:** Job descriptions *excerpted* and/or summarized from the **Occupational Outlook Handbook** at <http://www.bls.gov/oco/>.

Ohio's Best Bet Jobs, Cont².

² *Jobs with High Employment Prospects*, compiled by OHIO LABOR MARKET CLASSIC, includes Ohio jobs that have an average wage or at least \$12.00 per hour and have a minimum of 75 job openings per year. However, only those jobs that have 200 or more openings are included on this list.

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<http://www.milmi.org/?PAGEID=204>

<p>BEST BET JOBS: VOCATIONAL SCHOOL AFTER HIGH SCHOOL</p> <p>❑ LICENSED PRACTICAL & LICENSED VOCATIONAL NURSES: Works under the direction of doctors and RNs to help care for patients, record vital signs, give medicine, and help patients.** Pay: \$16.28</p> <p>❑ REGISTERED NURSE: Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records*. Pay: \$23.02</p> <p>❑ COMPUTER SUPPORT SPECIALISTS: Provide technical assistance to computer system users. * Pay: \$20.68</p>	<p>4 YEARS OF COLLEGE (BACHELOR'S DEGREE)</p> <p>❑ REGISTERED NURSES*: Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Pay: \$16.81</p> <p>❑ ACCOUNTANTS AND AUDITORS*: Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Pay: \$25.16</p> <p>❑ COMPUTER SYSTEMS ANALYSTS*: Analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems. Pay: \$30.25</p> <p>❑ COMPUTER SOFTWARE ENGINEERS, APPLICATIONS*: Develop, create, and modify general computer applications software or specialized utility programs. Pay: \$32.30</p> <p>❑ ELEMENTARY SCHOOL TEACHER**: Teach children; usually teach multiple subjects, including English, math, science, social studies, and even the arts. (Only 9.3% growth rate, but very large numbers of openings. Excludes Special Ed. Teachers.) Pay: \$44,190 annual salary</p> <p>❑ SECONDARY SCHOOL TEACHERS**: Teach children; usually specialize in one subject (English, math, etc.) and help <i>students delve more deeply into subjects introduced in elementary school.</i> (Excludes Special and Vocational Ed.) Pay: 44,090 annual salary</p>
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Focus on Healthcare³

Healthcare offers it all: well-paying work that's on the cutting edge of science and technology, the opportunity to serve others, and excellent potential for advancement. **12 of the nation's 20 fastest growing jobs are in the healthcare field.** Healthcare careers featured on the nation's fastest growing list and some of those that qualify as Ohio's "best bet" jobs are featured below.

Many schools and programs can help prepare you for a career in healthcare; some are listed below each description. See page 36 for school contact information. Find additional schools at <http://www.allalliedhealthschools.com/>. Description, requirements and pay based on the **Occupational Outlook Handbook** at <http://www.bls.gov/oco/>. Pay is the median (middle) income in 2004.

<p>Dental Hygienist: Examines and cleans teeth; teaches good oral hygiene; does basic procedures.</p> <p>Requirements: Associate degree from accredited program, license to practice</p> <p>Pay: \$22.72 to \$33.82 an hour</p>	Not Available
<p>Dental Assistant: Aids a dentist in treating patients, keeps medical records, prepares rooms, assists dentist during procedures, performs basic procedures</p> <p>Requirements: On the job training, high school diploma or GED to enroll in dental assisting programs (usually 1 year or less to complete)</p> <p>Pay: \$13.62 per hour</p> <p>CC: CID-MA, NIT, RC, CCC, PCC FC: OIHC HC: IM-DT MC: M-JCC</p>	
<p>Home Health Aid: Works in residential care facilities or homes to help disabled, ill, elderly, or injured people; does basic medical tasks (e.g. gives oral medications, check pulse, temperature, and respiration); helps bath, dress, and groom patients.</p> <p>Requirements: HS diploma or GED required for most positions, certification once hired</p> <p>Pay: \$8.81 per hour</p> <p>On the Job Training</p>	
<p>Personal and Home Care Aide: Helps the elderly, disabled (mentally and physically), and ill in their homes; assists with housekeeping, shopping, cooking, and grooming.</p> <p>Requirements: On the job training, certification once hired.</p>	

³ [NOTE: This list utilizes OOH data and pay data - that means this data will be different from the pay scales listed on the "Ohio Best Bet Jobs."]

Pay: \$8.12 per hour On the Job Training	
Medical Assistant: Performs administrative (answering phones, scheduling appointments, updating records) and clinical (taking medical history and vital signs, assisting doctor) duties. Requirements: Formal program in medical assisting; usually takes one year (certificate) or 2 years (associates degree) Pay: \$24,610 per year CC: CID-MA, KCI-Cl, NIT, RC-Cl, RC-ClW, SBI-Cl, B&SC, CCC, PCC, RC-Cl, RC-ClW FC: BS, EI, OIHC, SWC-F, TEC, AST, CSCC HC: BMC, NC, SWC-CiT, SWC-CiV, CSTC, IM-DT, UoC MC: M-JCC, NC-D, OIPT, RETS, SWC-D, MVCTC, SCC	
Physician Assistant: Practices medicine under supervision of doctor; can serve as primary care provider. Requirements: Masters degree; license to practice. Pay: \$69,410 per year CC: CCC. CCC-W MC: KCMA	
SCHOOLS: Find Contact Information on Page 36. AST: American School of Technology BMC: Brown Mackie College BrS: Bradford School B&SC: Bryant & Stratton College BS: Bohecker College CCC: Cuyahoga Community College CCC-W: Cuyahoga Community College West CID-MA: Cleveland Institute of Dental-Medical CSCC: Columbus State Community CSTC: Cincinnati State Tech & Com. College CSU: Cleveland State University EI: Everest Institute IM-DT: Institute of Medical-Dental Tech KCI- Cl: Kaplan Career Institute- Cleveland	
Focus on Healthcare Cont.	
Registered Nurse: Treat patients, support and advise families, record medical histories, perform basic tests, give medications, and more. Requirements: License to practice, Associates Degree (2-3 years), Bachelors (4 years); diploma and masters programs also available. Pay: \$52,330 per year	
Licensed Practical Nurse (LPN): Works under the direction of doctors and RNs to help care for patients, record vital signs, give medicine, and help patients. Requirements: Practical nursing program (usually one year), license to practice Pay: \$33,970 CC: UP-C HC: UoC	

<p>Physical Therapist: Helps patients improve mobility, relieve pain, and prevent or limit permanent physical disabilities.</p> <p>Requirements: Master's degree or PhD; license to practice Pay: \$60,180 per year</p> <p>CC: CSU FC: OSU HC: CMSJ, UoC</p>
<p>Physical Therapist Assistant: Helps physical therapists; performs procedures including exercise, ultrasound, and massages and report outcomes to therapist.</p> <p>Requirements: associates degree, license to practice Pay: \$37,890 per year</p> <p>CC: CCC FC: Not Available HC: UoC MC: SCC</p>
<p>Physical Therapist Aide: Helps physical therapist; prepares the room, answers phones, and completes paperwork.</p> <p>Requirements: On the job training</p> <p>Pay: \$21,120 per year</p>
<p>Occupational Therapist: <i>Rehabilitate[s] people with mental, physical, emotional or developmental impairments; helps people recover from injuries or illness and return to daily activities and to learn to live with permanent injury.</i></p> <p>Requirements: Master's degree or PhD, license to practice Pay: \$54,660 per year</p> <p>CC: CSU FC: OSU HC: XU</p>
<p>Occupational Therapist Assistant: Helps the occupational therapist; assists people learn proper movement (e.g. from wheelchair to a bed) and exercises; and records and reports effects to therapist.</p> <p>Requirements: Associates degree or certificate Pay: \$38,430 per year</p> <p>CC: CCC HC: CSTC MC: SCC</p>
<p>DIAGNOSTIC MEDIAL SONOGRAPHERS (ULTRASONOGRAPHERS): Use x-rays, magnetic resonance imaging, ultrasounds to diagnosis patients.</p> <p>Requirements: Associates or bachelor's degrees Pay: \$52,490 per year</p> <p>CC: S-BI, CCC HC: CSTC MC: KCMA</p>
<p>RADIOLOGIC TECHNOLOGISTS AND TECHNICIANS: Perform x-rays and other diagnostic imaging procedures.</p> <p>Requirements: Certificate, associates, or bachelor's</p> <p>Pay: \$43,350 per year</p> <p>CC: CCC FC: CSCC, OSU HC: UoC, XU MC: KCMA, SCC</p>

SCHOOLS: Find Contact Information on Page 36

KCMA: Kettering College of Medical Arts	
M-JCC: Miami-Jacobs Career College	MVCTC: Miami Valley Career Technology Center
NC-Ci: National College Cincinnati Dayton	NC-D: National College
NIT: National Institute of Technology Health Careers	OIHC: Ohio Institute of Health Careers
OIPT: Ohio Institute of Photography and Tech	OSU: Ohio State University
PCC: Polaris Career Center	RC-C1:
RC-C1: Remington College- Cleveland	
RC-C1W: Remington College Cleveland West	RETS: RETS Tech Center
SBI: Sanford-Brown Institute	SCC:
Sinclair Community College	
SWC-CiT: Southwestern College Cincinnati (Tri-County)	
SWC-CiV: Southwestern College Cincinnati (Vine Street)	
SWC-D: Southwestern College- Dayton	SWC-F: Southwestern College- Franklin
TEC: Technology Education College of Cincinnati	UoC: University of Cincinnati
UP-C1: University of Phoenix- Cleveland	XU: Xavier University

TRAINING BY INDUSTRY

Find a training program at your local community college or job training program. Much of the information found below was found on Career Voyages website at <http://www.careervoyages.gov/>. Find the **contact information for each program listed below on page 36.** NOTE: This is not a complete list of programs.

Auto Services	<p>Auto Services: Do you like cars? Train to be a: car sales person, service manager, technician, or more!</p> <p>Cuyahoga: CCC</p> <p>Franklin: CSC, CSCC</p> <p>Hamilton: UoC, CSTCC</p> <p>Montgomery: SCC</p>
Computers & Technology	<p>Computer and Technology: Are you good with computers? Train to be a network system administrator, computer support specialist, computer programmer, or more!</p> <p>Cuyahoga: CCC</p> <p>Franklin: CSCC</p> <p>Hamilton: CSTCC</p> <p>Montgomery: SCC</p>

State Tech & Comm College

DVU: DeVry University

ITT-F: ITT Technical Institute-Franklin

KCI-Co: Kaplan Career Institute Columbus
Jacobs Career College

M-JC: Miami-

OSSC: Ohio State School of Cosmetology
Community College

SCC: Sinclair

UoC: University of Cincinnati
Western Hills

WH:

SECTION TWO: TRAINING FOR THE FUTURE

FINDING YOUR PERFECT COLLEGE

Being a college or university student is hard, but it's also fun and exciting. It's a time in life where you can concentrate fully on learning what you enjoy and on what will help you find a well-paid and meaningful career.

Take Time to Learn
Take Time to Learn

Quite a few myths are out there, however, about getting into and paying for college. So before you let the myths discourage you, check out the real story about college.

MYTH #1: *You Can't Afford College*

Sometimes you have to spend money to make money. College graduates earn an average of 1 million dollars more over their careers than high school graduates. In most cases, you can't afford NOT to go to college. Remember, however, that if you don't graduate, that financial advantage will be lost and you will still have to pay back any loans that you took out. So make it a priority to study something you love and to stay in school.

MYTH #2: *There's Less Financial Aid Than Before*

Wrong. Most students receive some form of aid. Less of this aid now comes in the form of grants (free money); however, there are still low interest loans, institutional grants, and work study programs.

MYTH #3: *I'm Not a "Straight-A" Student, So I Won't Get Into School or Get Financial Aid*

Most college graduates are perfectly ordinary people in terms of memory, attention span, and other abilities; however, they are usually willing to stretch their minds and exercise their mental abilities. Also, while it's true that most scholarships reward merit, the vast majority of federal aid is based on financial need.

MYTH #4: *I Have a Family to Support, I Cannot Go to College*

Community colleges often have evening classes and programs specifically designed for part-time students. When attending college part-time, it is best to take only two or three courses at a time. If you're arranging your classes around work or family responsibilities, you also need to arrange regular times and places to study. It may take you longer to earn a degree, but you can do it!

PRIVATE, PUBLIC, OR COMMUNITY?

Now you have decided to go to college, but how do you choose the one that's best for you. Public and private colleges offer degrees in all areas of professional life. Degrees vary in time and cost, ranging from a two-year associate's degree for many skilled labor professions (e.g., nurse, mechanic) to a four-year bachelor's degree and beyond.

The following chart comes from: **Trends in College Pricing 2006, Table 2, Table 2: Sample Average Undergraduate Budgets, 2006-2007 (Enrollment Weighted)** as found at www.collegeboard.com/prod_downloads/press/cost06/trends_college_pricing_06.pdf in May 2007.

	Two-Year Public		Four Year Public			Four Year Private	
	Resident	Commuter	Resident	Commuter	Out-of-State	Resident	Commuter
Tuition & Fees	\$2,272	\$2,272	\$5,836	\$5,836	\$15,783	\$22,218	\$22,218
Books & Supplies	\$850	\$850	\$942	\$942	\$942	\$935	\$935
Room & Board	*	\$6,299	\$6,960	\$6,917	\$6,960	\$8,149	\$7,211
Transportation	*	\$1,197	\$880	\$1,224	\$880	\$722	\$1,091
Other expenses	*	\$1,676	\$1,739	\$2,048	\$1,739	\$1,277	\$1,630
Total/y	*	\$12,294	\$16,350	\$16,967	\$26,300	\$33,301	\$33,085

COMMUNITY COLLEGES: A VERY SMART PLACE TO BEGIN YOUR HIGHER EDUCATION

Less money, less stress! Community colleges are known as "2 year" colleges because you can get an Associate Degree in 2 years. Community colleges are also a great springboard to a university to earn a bachelor's degree. Community colleges often offer extra support for students, who need help with academics, as well as working students and parents. Many offer excellent career certificates and licensing programs and they usually cost less than 4-year colleges and universities. You can find any community college in any state on this site:

OHIO ASSOCIATION OF COMMUNITY COLLEGES

<http://www.ohiocc.org/>

Provides info on public and private community colleges. Find a community college near you or one that offers the program you want.

OACC 41 S. High Street, St
3625 Columbus. OH 43215

<http://www.aacc.nche.edu>.

A Partial List of Ohio's Community Colleges

<p>Cuyahoga: Cuyahoga Community College: http://www.tri-c.edu/campus/default.htm Type: public, community college Degrees Offered: associates degree, certificates, transfer program (first 2 years of Bachelor's degrees) Programs (a partial list): Landscape Tech, Business, Health careers, Nursing, automotive tech, construction, early childhood, environmental health, law enforcement, hospitality, culinary arts, court reporting, marketing Location: Six campuses and additional off-campus sites. Call 1-800-954-TRIC (8742) for more info.</p>	<p>Franklin: Columbus State Community College http://www.cscs.edu/ Type: public, community Degrees Offered: associates, certificates, transfer program (first two year of bachelor's degree, and even programs fro high school students) Programs (a partial list): Columbus State offers more than 150 degrees and certificates and 55 Career and Technical programs. Some of these include; Aviation, Automotive, Construction Management, Dental , Mechanical, Electronics, EMT certifications, Fire Science, HVAC careers, Hospitality, Landscape, Law Enforcement, Nursing, Veterinary technology, and many more. Location: 550 East Spring Street Columbus, Ohio 43215 614/287-5353 Contact: Admissions Advisors There are nine Off-campus centers. Call for info!</p>
<p>Hamilton: Cincinnati State Technical and Community College http://www.cinstat.cc.oh.us/ Type: public, community Degrees Offered: certificates, associates, transfer programs Programs: (A partial list): nursing, draftsman, computer, accounting, automotive programs, food service, fire service, graphics, health and fitness, hospitality, landscaping, hospitality, culinary arts, paramedics, and much more. Location: 3520 Central Parkway Cincinnati, OH 45223 513/569-1500</p>	<p>Montgomery: Sinclair Community College http://www.sinclair.edu/ Type: Public, community Degrees: Transfer programs, associates degrees, certificates Programs (A partial list): Dental and health careers, nursing, emergency medical techs, business, computers, hospitality, travel, tourism, real estate, early childhood, law enforcement and criminal justice, arts, automotive, aviation, engineering, fire services, heating vent and air conditioning, Location: 444 West Third Street Dayton, Ohio 45402-1460 (800) 315-3000 (with additional campus</p>

	centers)
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A PARTIAL LIST OF SOUTH OHIO COLLEGES, UNIVERSITIES AND COMMUNITY COLLEGES	
For a complete list of Ohio Colleges listed by County please visit http://oplin.lib.oh.us/page.php?Id=63-17-213-363&msg=.	
<ul style="list-style-type: none"> • Capital University-FC www.capital.edu 614/236-6011 1 College and Main Columbus, Ohio 43209 • Ohio State University-FC www.osu.edu 614/292-8993 190 North Oval Mall Columbus, Ohio 43210 • Miami University-HC www.muohio.edu 513/529-2500 301 South Patterson Ave Oxford, Ohio 45056 	<ul style="list-style-type: none"> • University of Cincinnati-HC www.uc.edu 513/556-1100 2600 Clifton Avenue Cincinnati, Ohio 45221 • University of Dayton- MC www.udayton.edu 937/229-1000 300 College Park Dayton, Ohio 45469 • Wright State University-MC www.wright.edu 937/775-3333 3640 Colonel Glenn Highway Dayton, Ohio 45435

YOU SHOULD KNOW!

What's The Time Commitment?

Certificate = Less than 2 years

Associates = 2 years

Bachelors = 4 years

Masters =

Bachelors + 2 years

SELECTING A COLLEGE

You can get started by visiting:

❑ **KnowHowToGo Ohio:**

<http://www.knowhow2goohio.org/>

41 S. High St, Ste 1650 Columbus, OH 43215

This site provides resources to help students and families plan for and achieve success in college. This site can help you: explore careers, research colleges, and find financial aid and scholarships. You can even complete your FAFSA online.

❑ **Ohio College Access Network (OCAN):**

<http://www.ohiocan.org/>

Columbus: 41 S. High St, Ste 1650
Columbus, Ohio 43215 614/947-3500

Cleveland: 1422 Euclid Avenue, Suite 1548

Cleveland, Ohio 44115 216/241-6133

OCAN is a network of organizations that **work** to increase awareness of and successful participation in quality postsecondary programs, including apprenticeship, certificate, associate, and bachelor degree programs. OCAN organizations offer one-on-one financial aid/scholarship counseling, mentoring, test prep, college visits, community workshops and more. College Access Information Hotline " provides postsecondary resources to Ohio residents at 877/I-ATTAIN (1-877-428-8246). **SEE SIDEBAR!**

❑ **Getting to College, Workforce 411:**

OHIO COMMUNITY ACCESS NETWORK

(OCAN) PROGRAMS:

Find a program near you at:

<http://www.ohiocan.org/>

CUYAHOGA COUNTY:

❑ **Cleveland Scholarship Programs,**

Inc. www.cspohio.org

Alenka Winslett 216/241-5587

200 Public Square BP Tower,
Ste 3820 Cleveland, OH 44114

FRANKLIN COUNTY:

❑ **Columbus Urban League's Achievement Matters College Assess Program** www.cul.org

Eddie Harrell Jr. 614/257-6300x309

788 Mount Vernon Ave
Columbus, OH 43203

❑ **I KNOW I CAN- Columbus Public**

School District

www.iknowican.org.

Katina Fullen 614/233-9510 x 120

603 E Town St
Columbus, Ohio 43215

HAMILTON COUNTY:

❑ **Cincinnati Scholarship Foundation** www.CincinnatiScholarshipFoundation.org

Ned Hertenzenberg 513/345-6701
652 Main St Cincinnati, OH 45202

❑ **Cincinnati Youth Collaborative - Cincinnati Public School District**

<http://www.ohioworkforce411.gov/youth/GettingToCollege.stm>

List links that can help you search for colleges in Ohio and throughout the US (and find ways to pay for them!)

❑ **Ohio Board of Regents:** http://regents.ohio.gov/colleges_universities.php

Great info on 2-year colleges, 4 year colleges (both public and private), and great financial aid resources.

OhioLearns!

http://www.ohiolearns.org/about_ohl.php

Info about distance learning and online learning in Ohio.

OTHER GOOD WEBSITES TO HELP SELECT A COLLEGE

❑ **Student.gov**

<http://www.students.gov/STUGOVWebApp/Public>

A website designed to provide

students with *ease access to info and resources from the US government*, including: choosing, applying, and financing the right college; learning about careers; and even finding volunteer opportunities and getting your passport.

❑ **ACT College Net:**

http://www.act.org/college_search/fset_col_search.html

Search colleges by type (4 year, 2 year, voc tech, professional), region or state, name of institution, majors offered, size, type of institution (public or private), tuition, campus life, and/or average high school GPA or test scores. Then, view contact information, number of students, tuition, and info about admissions, financial aid, campus life, and academics for schools that match your needs. Links to online applications at participating colleges.

❑ **Black Excel:** <http://www.blackexcel.org/>

Helps African American students and parents navigate the difficult college admission process. The site also includes the "Most Comprehensive" scholarship list available for Black students.

❑ **Princeton Review Counselor-O-Matic:**

<http://www.princetonreview.com/college/research/advsearch/match.asp>

This online "counselor" matches information you provide (about how you did in high school, your extracurricular, your family background, location, and your college and career preferences) with possible colleges.

Free Application for Federal Student Aid (FAFSA)

A number of government programs can help you. To get loans from the government, you (and your parents or guardians) must complete a FAFSA (Free Application for Federal Student Aid).

The FAFSA is used to determine the amount of your Expected Family Contribution (EFC) and your eligibility for federal and state financial aid.

The FAFSA form is long (and sometimes confusing) so don't hesitate to ask for help from your guidance counselor or the financial aid office of any college you are applying to, or visit <http://www.finaid.org> for useful hints. You can get a paper FAFSA application from any

❑ **College is Possible**

<http://www.acenet.edu/Content/NavigationMenu/ProgramsServices/CIP/Default896.htm>

A resource to help students and families plan and find resources to pay for college.

PAYING FOR COLLEGE: You Can Do It!

It pays to study the financial aid system. So take some time to figure out how financial aid works. It may seem tough or boring, but the more help you can find, the better you'll enjoy and focus on your studies. "Financial aid" comes in many forms:

- * **LOANS:** money you have to pay back (comes with high or low interest rates)
- * **GRANTS:** free money that does not need to be repaid
- * **SCHOLARSHIPS:** free money based on merit or skill
- * **WORK STUDY:** work part time to help pay your tuition
- * **LOAN FORGIVENESS PROGRAM:** Many programs will repay a portion of your student loan if you work in a pre-approved government program.

SERVE YOUR COMMUNITY, SERVICE YOUR LOAN!!

Sallie Mae's College Answers.Com is a website that provides information on many ways to pay for college, including loan forgiveness programs. For more information, go to www.collegeanswer.com/paying/content/pay_loan_forgive.jsp.

In addition to any wages and/or living allowance provided, these programs also come with an education award that can be used to forgive (cancel) money you owe on student loans.

- ❑ **AmeriCorps***: A federal program that employs over 70,000 people per year to work in the areas of education, healthcare, environmental protection, and public safety. (Receive up to \$4,725 after serving a yearlong term).
<http://www.americorps.org/> 202/606-5000
- ❑ **Volunteers in Service to America (VISTA)***: As an AmeriCorp program, VISTA focuses on "empowering people in low income areas" by working to help end "hunger, homeless, poverty, and illiteracy." (Receive up to \$4,725 after completing a minimum of 1700 hours.)
<http://www.americorps.gov/about/programs/vista.asp> 202/606-5000
- ❑ **Teach for America**: If you are a college graduate, you can apply to teach in an urban or rural public school. (Receive up to

FINANCIAL AID AND SCHOLARSHIPS

When you apply for financial aid, make certain to check the "strings attached" and make wise decisions. There are many scholarship (merit based) and aid programs for which you may qualify. Qualified students whose families do not earn a lot of money should not shy away from applying to private colleges that appear to be too pricey. These schools often have "need-based" aid, and if they are interested in you (combination of good grades, involvement in interesting activities, minority demographic status, where you live, etc.), they often will provide large grants to reduce your tuition costs. **Note**, the unemployment of a parent, single-parenthood, and major non-discretionary expenses such as medical bills can move your application into a "need-based" category. If you have such situations, you may be eligible for more than you think.



CHECK

IT OUT

Other good financial aid websites:

<http://www.fastweb.com/>
www.Icanaffordcollege.com

College Financial Aid for Dummies by Herm

SCHOLARSHIP & FINANCIAL AID SITES:

- ❑ **Board of Regents State Scholarships and Grants:**
<http://regents.ohio.gov/sgs/hotline/index.php>

Good financial aid resources. 888/833-1133

- ❑ **Princeton Review Scholarship Search:**
<http://www.princetonreview.com/college/finance/default.asp>

- ❑ **Princeton Review Financial Aid Articles:**
<http://www.princetonreview.com/college/finance/>

Good information on paying for school, understanding loans, and calculating costs.

- ❑ **The Wired Scholar:** www.wiredscholar.com

A great site that helps you learn more about choosing to, applying to, and paying for your college of choice

- ❑ **The Student Guide to Financial Aid:** www.studentaid.ed.gov

This guide is updated each year and available free online or by calling 800-433-3243.

- ❑ **State and Federal Aid:** <http://www.finaid.org>.

Find resources for financial aid information.

- ❑ **Corporation for National Service:** www.nationalservice.org

Americorps, VISTA and the National Civilian Community Corps hire tens of thousands

people a year to do important work while earning money for college. Contact the Corporation for National Service at 800/942-2677.

- ❑ **Churches, Colleges, and University Loan Sources:**
<http://www.feat.centeronconscience.org>.

For a listing of other loan sources provided by churches and colleges and universities, see the website or contact Center on Conscience and War at 202-483-1242.

**YOU SHOULD
KNOW!**

Other Sources of Aid Your school counselor or public library has good information on local sources of financial aid. For example, churches, civic groups, parents' employers, Veteran's Administration offices and

Franklin County:

- Contact the **Columbus Foundation** for a complete list of area scholarships.
<http://www.columbusfoundation.org/> 614/251-4000
- Columbus area **post-secondary schools** have many resources for scholarship programs both online and in the individual financial aid departments.
- **Job Leaders** also offers financial assistance and information on the WIA, Ohio's Workforce Investment Act. 614/559-5052

Hamilton County:

- The **Cincinnati Scholarship** Foundation offers a host of scholarship resources for prospective students.
<http://www.cincinnati-scholarshipfoundation.org/> 513/345-6701
- The **Super Jobs Center** also offers financial assistance and information on the WIA, Ohio's Workforce Investment Act. 513/731-9800
- Individual Colleges also maintain their own financial aid department that can assist in obtaining educational resources.

Montgomery County:

- **Individual schools** in the area have their own scholarship programs that can be accessed in the financial aid departments.

SPECIAL CIRCUMSTANCES

If you are ineligible for federal financial aid, it is important to contact the Financial Aid Officer at the school you wish to attend. They may know of scholarships or funding options of which you are unaware. Possible reasons you may be ineligible for federal aid: drug conviction, dependency status, refusal to register for selective service, immigration status, or other problems (tax problems, parental refusal to fill out forms).

Dependency Status: If your parents will not support you or you are not in contact with them, you may petition the school to consider you as an independent student, meaning you can get financial aid without your parents' help. In most cases, colleges are reluctant to grant this status, but

community colleges may be more helpful. Usually only married students, parents of dependent children, veterans, graduate students, and orphans or wards of the court under the age of 24 are considered independent for financial aid purposes.

Non-Registrants: If you did not register with Selective Service when you turned 18, or are considering not registering, federal law does not allow you to enroll in federally funded job training programs or to receive federal financial aid for college. To help those who, for reasons of conscience, do not comply with Selective Service laws, the Center on Conscience and War (CCW) provides loans from the Fund for Education and Training (FEAT) www.feat.centeronconscience.org. They also provide a list of schools that will help non-registrants financially.

Undocumented Students:

Being undocumented does not mean that you are unable to attend college, so do not become discouraged. While being an undocumented student disqualifies you from receiving federal financial aid, there are other sources that can help you pay for your education. There are a number of scholarships

CHECK IT OUT!

- **LEARN: APRENDE** <http://elpuenteproject.com/?pageId=79>
Guideline for Undocumented Students applying for college. Visit the site or call 317/274-6819.
- **The Congressional Hispanic Caucus Institute Education Center**
<http://www.chci.org/chciyouth/index.html> Info on scholarships, internships, and college search - even a College Preparation Kit.
- **FastWeb:** www.fastweb.com Free scholarship search service that uses your answers to a questionnaire to list scholarships that you may be able to receive.
- **Scholarship Guide**
www.niu.edu/lrc/scholarships/ScholarshipGuide%201.pdf
Great list of scholarships for students in the Midwest.
- **Hispanic Scholarship Fund** www.hsf.net. Lists many different

available for undocumented students. For more information, go to <http://www.finaid.org/otheraid/undocumented.phtml>.

FINDING YOUR PERFECT JOB TRAINING PROGRAM

JOB TRAINING PROGRAMS

While most good paying jobs require post-secondary training, not all of them require college. There are many good vocational programs available. Vocational programs are offered at universities, community colleges, and even community organizations. Some offer part-time programs, others are intensive full time programs, some are even residential programs. Check out the ones below! **NOTE:** This is not a complete list. Check local organizations or the web for more info.

❑ Asian American Community Services Center-FC

www.aacsohio.org

What: An organization that serves the underserved immigrant community with a focus on the Asian American community in central Ohio.

Services Provided: Interpretation and Translation services, Advocacy, Citizenship Education, Computer and Keyboard Training, Computer and Internet Access, Employment Assistance, Internships, Tutoring Services, Youth Services, Medical Assistance, Parenting Support, and other services

Other: Services above available free of charge.

Where: 4100 North High Street suite 301

Columbus, Ohio 43214 614/220-4023

Contact: Lhakpa Tsering Executive Director

Career Center of Joint Vocational School:

<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDefaultPage.aspx?page=1>

Find a list of schools in your area.

❑ Catapult-CC

What: Catapult Learning is a youth provider for low-income 19-21 year olds

Services Provided: They provide GED Prep Classes. They will also help youth trying to attend college fill out forms such as the FAFSA to receive money for school.

Vocational Programs: They provide GED Prep Classes, State-Tested Nursing Assistant (STNA) training, job preparation and placement, they offer a nationally certified Customer Service Class, and they provide Microsoft Business Computer Classes

Where: 3416 Prospect Avenue Cleveland, OH 44115 216/881-4908

Contact: John Boyde

❑ Cleveland Municipal School District (CMSD) -CC www.csmdnet.net/adulted/

WHAT: CMSD's Office of Adult and Continuing Education

Services Provided: CMSD offers GED training class, practice test, and the GED Exam. The GED Class and practice test are free and if you successfully pass the practice the fee for the GED test will

be waived. For the training programs there are income guidelines and scholarships are available. You must have either a diploma or a GED.

Vocational Programs: The CMSD provides educational services and training programs such as Auto Body Repair, Automotive Technician, Carpentry, Early Childhood Development, Electrical Information Processing, Machining, Nurse Assistant/Home Health Aide, and Welding.

WHERE: 4700 Detroit Avenue, Room 169 (GED) or Rm. 163 (Training and Education)

Cleveland, OH 44102 (216) 631-2885 (GED Tests and Classes) (216) 634-2157 (Training and Educational Programs)

❑ **Community Refugee and Immigration Services-FC** www.cris-ohio.com

What: Immigration legal services provided to over 4000 immigrants in 2006 and over 300 refugees and immigrants received employment placement.

Services Provided: Available Services include assessment of skills, interests, training, and experience. Comprehensive Employment Services are offered at several different CRIS locations. Interviewing skills development, Job search and placement counseling, Tutoring, and many other services are available.

Other: Proof of Citizenship required to receive services.

Where: 3628 Bexvie Avenue Columbus, Ohio 43227 614/235-5747

Contact: Jane McGrew

❑ **The Dayton Urban League-MC**

www.daytonurbanleague.org

Services Provided: The Dayton Urban League provides Support, Job and Career Skills Training, Tutoring, Life Skills Courses, GED Preparation (both classes and testing), Male Responsibility Guidance, Summer Employment Opportunities, and Mentoring Programs. The Center also offers Transportation Vouchers for participants in various programs. The Dayton Urban League serves the unemployed and under privileged in the Miami Valley.

Cost: This Program is Free to all who qualify.

Who: Applicants must fall into poverty level income guidelines.

Where: 907 W. Fifth Street Dayton, Ohio 45407
937/220-6650

Contacts:

Otis Crusoe:	Director of Youth Employment	14-21
Leon Hardin	Director of Employment	18-over

**SHARE NETWORK:
Touching Lives and
Communities**

<http://www.ohioworkforce411.gov/sharenetwork.stm>

Find service providers in your area. You can find organizations that help with adult employment,

❑ **Department of Adult and Community Education-FC**
www.cpsAdultEd.org

Services Provided: ABLE/GED preparation and ESOL programs, Job Readiness assistance, Specialized Job Training, Career counseling and exploration, Interviewing skills, Labor Market information, Scholarship/Tuition Assistance, and a Full range of student and employment services. GED prep program serves thousands each year.

Other: Fees apply in training programs, success rate in placements have a 97% success rate.

Who: Qualifications: 18 and older, Citizenship not required for all programs

Where: 2323 Lexington Avenue Columbus, Ohio 43211 614/365-6000

Contact: Chris Cannaday

❑ **Esperenza-CC** www.esperenzainc.com

What: Esperenza offers K-12 Tutoring in Cuyahoga County and provides scholarships for Hispanic Youth trying to pursue secondary education.

Where: 4115 Bridge Avenue Cleveland, OH 44113
216/651-7178

❑ **ISUS Corporation-MC** www.isusinc.com

140 North Keowee Street Dayton, Ohio 45402 937/223-6200

Contact: Betty Hosta

The ISUS Corp. is a Charter School that provides On The Job Training programs for Teens including; Manufacturing, Healthcare, Computers, and Construction. In addition, this program also offers Life Skills Training, and Core Curriculum classes. In addition, every program includes a Community Service component.

❑ **Job Corps-CC** www.jobcorps.dol.gov

What: The Job Corps provides the opportunity for low-income individuals to travel to a school in the U.S. and learn a trade that they choose.

Who: You must be 16-24 years of age with some exceptions for handicapped people over the age of 24. Please visit their website to find out more information.

Where: 1468 East 55th St. Cleveland, OH 44103 1-800-733-5627

❑ **Urban League of Greater Cleveland (ULGC)-CC**

www.ulcleveland.org

Services Provided: The program includes employment and training services, financial education, economic development, life skills, youth educational development, and parenting techniques. The program is free to all who qualify.

Vocational Programs: The ULGC collaborated with the Visiting Nurse Association to offer Home Health Aide training and certification.

Where: 2930 Prospect Avenue Cleveland, OH 44115
0999

216/622-

❑ **Westside Industrial Retention and Expansion Network (WIRE-NET)-CC**

www.wire-net.org

Services Provided: WIRE-NET provides youths with prior experience or training in the manufacturing and technology fields and places them in jobs. They provide employability skills training, robotic competitions, job shadowing, and pre-apprenticeships programs.

Vocational: manufacturing and technology

Where: 5209 Detroit Avenue Cleveland, OH 44102
216/588-1440

❑ **YO! Cleveland- CC**

What: YO! Cleveland offers programs for youth ages 14-21.

Services Provided: They help encourage high school completion, provide help with college enrollment, teach hand-on life-skills such as childcare, transportation, substance abuse counseling, computer training and recreational activities.

Where: Glenville Enterprise Center 540 East 105th St.
Cleveland, OH 44108

TRADE SCHOOLS

In addition to job training programs at local community groups, you can also pursue an education from a trade school. A variety of training programs are available across the country. Once you find one, locate the contact information and call or email to get more information. Communicating with a person about the program will bring it to life.

Included below are a few technical/trade schools near you:

Note: This is a partial list.

• **Antonelli College-HC**

www.Antonellic.com

124 East 7th Street Cincinnati,
Ohio 45202
513/241-4338

• **Academy of Court Reporting**

www.acr.edu

FC: 630 East Broad Street Columbus, Ohio 43215
614/885-0626

HC: 630 Main Street Cincinnati, Ohio 45202
513/723-0520

Contacts: John Robinson Director of Admissions

FIND A TRADE SCHOOL NEAR YOU:

<http://www.khake.com>

Explore vocational and technical careers, check out the skills employers really want, find a trade school, research technical topics and take a look at the current

CC: 2044 Euclid Ave. Cleveland, OH 44115

With campuses in both Downtown Columbus and Downtown Cincinnati, this organization offers Mentoring programs, corporate childcare needs, Financial Assistance, and Guidance with resume building and interview skills. Three programs including; Paralegal, Court Reporting, and Private Investigation are financially achievable with low tuition rates that can be covered by the Pell and OIG Grants.

- **Great Oaks Institute of Tech. and Career Development- HC**
www.greatoaks.com

3254 East Kemper Road Cincinnati, Ohio 45241 513/771-8881

Contact: Donna Szabo Career Counselor (513)612-5790

Great Oaks offers Full time, Part time, and summer programs for both adults and teens at 5 different locations in the Greater Cincinnati region. This school offers classes in personal and organizational development, personal and life boot camp, leadership and personal development, communications, conflict and problem solving techniques, resume preparations, offer financial aid for full time programs only. Great Oaks offers MANY Trade programs, Cabinetry, Technical, Medical, Design, Floral, Heavy Equipment, Automotive, etc. Financial Aid Assistance is available.

Fall Classes start September 4, Deadline for Fall is August 27

- **ITT Technical Institute-CC** http://www.itt-tech.edu/campus/school.cfm?lloc_num=83

Where: 14955 Sprague Road Strongsville, OH 44136
440/234-9091

ITT has a campus in Cuyahoga County, which offers training in Computer Network Systems, Software Applications and Programming, Web Development, Computer and Electronics Engineering Technology, Computer Drafting and Design, Information Technology-Multimedia, Business Accounting Technology, Business Administration, and Criminal Justice. Extra curricular activities are also offered. Assistance is available in the financial aid department and it is possible to receive small student loans.

- **ITT Technical Institute-MC** http://www.itt-tech.edu/campus/school.cfm?lloc_num=13&code=TFL-INK-2

3325 Stop Eight Road Dayton, Ohio 45414 937/264-7700

Contact: Greg Saum 937 264-7739

ITT has a campus in the Dayton Ohio area that offers career training in Drafting, Design, Multimedia, Business Admin, Electronics, and Criminal Justice. They have a financial Aid Department onsite that can walk students through the financial aid application process. Although tuition cannot be completely covered by the OIG and Pell Grants, assistance and counseling are available in the financial aid department.

- **Kaplan Career Institute-CC**

8720 Brookpark Road Brooklyn, OH 44129
216/485-0900

Kaplan Career Institute offers many areas of study. These include Medical Assistant, Medical Office Specialist, Pharmacy Technician, Computer Numerical Control Technology, and Electrician. They have a Financial Aid office which can help you complete application forms, determine eligibility, evaluate alternate financing, seek scholarship or third party funding, and understand loan terms and repayment schedules. Many loans and grants are available.

- **Kettering College of the Medical Arts - MC** www.kcma.edu
3737 Southern Blvd. Kettering, Ohio 45429 937/395-8601

Contact: Admissions

Nursing, Radiology, Physicians Assistants, Sonography, Nuclear Med, and Nursing Assistants, are examples of some of the programming at this school. For further in depth information and tours the school offers weekly information sessions with a College recruiter termed the 'KAPS' Session Tuesdays at 4:00 in the college lobby.

- **Miami Jacobs Career College-MC** www.miamijacobs.edu
110 North Patterson Road Dayton, Ohio 45402
937/222-7337

Contact: any Career Advocate available

Miami Jacobs offers programs in the Miami Valley in 3 locations; Downtown Dayton, Springboro, and Troy. Some of these programs include; Cosmetology, Business Management, Medical and Dental Assisting programs, Massage Therapy, Nursing, and Pharmaceuticals.

- **Technology Education College-FC** www.teccollege.com
2745 Winchester Pike Columbus, Ohio 43232 614/456-4600
Technical College offers several Health Care Legal, and Computer career programs. Various programs offer accredited work-study programs. The career services department offers individual assistance with career planning and assessment. Financial Aid assistance is available.

APPRENTICESHIPS

You may have read about "apprenticeships" in your history books. But these centuries-old, formalized job-training programs are rapidly gaining popularity throughout the country. You "earn while you learn" as an apprentice-acquiring valuable vocational skills on the job.

FIELDS OFFERING

APPRENTICESHIPS:

- Aerospace
- Automotive
- Biotechnology
- Construction
- Energy
- Financial Services
- Health Care
- Hospitality
- Information Technology
- Manufacturing

Apprenticeships are available not only in the manufacturing sector but also in service, retail and government trades. Opportunities in your state are most

likely to occur in industries that want more trained employees.

Apprenticeships give employers the opportunity to train you the way they want you to be trained and to see how you do on the job. Afterwards, companies are likely to hire the people they've trained—workers who have not only learned the skills, but have demonstrated a good work ethic and dependability. For the apprentice, these programs provide an income while learning.

According to the IL Department of Employment Security, a typical apprenticeship is three to five years and consists of at least 2000 hours of on the job training and a minimum of 144 hours of classroom training per year. An apprentice starts earning around half of the prevailing wage on a tradesperson in their industry, but gradually earns more money.

Most apprenticeship programs require the applicant: to have a high school diploma or GED, to be physical fitness, and to have the ability to work with his/her hands. For more information on Apprenticeships in Ohio, contact the **Ohio State Apprenticeships Council** at 614/644-0370 or 4020 East 5th Avenue in Columbus, Ohio 43219.

WHAT'S IT MEAN?

- **APPRENTICESHIP:** Training in an art, trade or craft under a legal agreement that defines the duration and conditions of the relationship between master and apprentice.

ONLINE APPRENTICESHIP HELP:

❑ **Bureau of Labor Statistics** www.bls.com

❑ **Cleveland Construction Inc.** www.clevelandconstruction.com
2757 Johnstown Road Columbus, Ohio 43219 614/470-9602
Contact: Jack Quinif

❑ **Career Voyages:** <http://www.careervoyages.gov/apprenticeship-main.cfm>

This is a related government sponsored site that allows you to find apprenticeship programs by career. Click on the career that interests you and then search for apprenticeship programs throughout Ohio.

❑ **Dayton Building and Construction Apprenticeship Council**
www.daytonapprenticeships.org
6550 Poe Avenue Dayton, Ohio 45414 937/264-2052

"Earn While You Learn" with these programs including; Masonry, Carpentry, Bricklaying, Electrical, Insulation, Iron working, Laborers, Millwrights, Operating Engineers, Painters, Plasterers, Roofers, Sheet Metal Workers, Plumbers and Pipefitters.

❑ **Ohio Workforce 411**

www.ohioworkforce.org/jobseekers/apprentice_toc.stm

EXPLORE LOCAL COMPANIES AND TRADE UNIONS

You also can call a company or trade union you may be interested in working for to ask if it has a certified apprenticeship program. (Caution: Just as with any contractual relationship, make sure you read the fine print in the apprenticeship agreement and know what you're committing to and what you'll receive.)

❑ **International Union of Operating Engineers**

www.iuoe.org

❑ **Iron Workers Local #290** www.unionapprenticeships.com/Dayton

606 Hilrose Ave Dayton Ohio 45404 937/222-1622 **Contact:**
Rick Cornett

❑ **Ohio Operating Engineers Training Center** (937) 859-5211

❑ **Leadership Development Institute/Insulator Local #8**

www.unionapprenticeships.com/Cincinnati

1216 East McMillian St, Rm 207 Cincinnati, Ohio 45206
513/221-5969

Contact: Mark Kuntz

❑ **CCC- Apprenticeship Programs** (earn your Journeyman's card plus an Associates Degree) <http://www.tri-c.edu/programs/docs/subjects/apprenticeship.htm>

Bricklaying, Carpentry, Cement Masonry, ,Construction Tending and Hazardous Material Abatement, Drywall Finishing, Electrical Construction, Floorlaying, Gazing, Ironworking, Manufacturing Tech, Millwrighting, Operating Engineers, Painting, Sign and Display, Teledata.

SMALL BUSINESS TRAINING PROGRAMS:

Creating Your Own Wealth by Starting A Small Business

Would you like to work for yourself? Would you like to learn how to turn your resourcefulness into a way to start a business? New approaches to business training are helping people who usually do not see themselves as business-minded redefine themselves and use the skills they already have.

Check the text box on the next page for a list of Small Business Development

First, Ohio has many **Small Business Development Centers** led by the Small Business Administration. Most of these are connected with colleges and provide inexpensive training courses in business topics. Assistance from these centers is available to anyone interested in beginning a small business or improving or expanding an existing small business. For a list of offices, see <http://www.sba.gov/localresources>.

Small Business Administration Ohio District Offices

Offers good resources, including resources on financing your business, understanding government regulations, and getting assistance to help turn your idea of creating a small business into a reality.

□ **Cleveland** Office
www.sba.gov/localresources/district/oh/cleveland/index.html
1350 Euclid Avenue, Suite 211 Cleveland, OH 44115 216/ 522-4180

□ **Columbus** Office
www.sba.gov/localresources/district/oh/columbus/index.html
401 N. Front St. Suite 200 Columbus, Ohio 43215 614/469-6860

SCORE "Counselors to America's Small Business"
<http://www.score.org/>

SCORE is a nonprofit organization that offers free business counseling, business resources, and low cost workshops (starting a

SCORE CENTERS IN Ohio: Many centers require appointments, so call first!

□ **Cleveland SCORE:**
<http://www.cleveland.scorechapter.org/contact us.html>

1350 Euclid Avenue, Ste 216 Cleveland, OH 44115
216/522-4194

□ **Columbus SCORE:** <http://www.scorecolumbus.org/>

business, creating a business plan, getting financed, etc.). The website includes great resources (in both English and Spanish) for small business people, with specific help for minorities, women, and youth.

ONLINE HELP:

❑ **Making Cents Business Simulation Course**
<http://www.makingcents.com>

This free course takes place over a period of four or five weeks, one evening a week. In the course, you will deal with real-life problems that come up in starting and managing an imaginary business.

❑ **Business Start Up Kit** <http://www.sba.gov/teens>

This is a government site designed for young people starting their first businesses. The business start up kit will help you think through the steps of starting a business.

❑ **Ohio Resources: US Small Business Administration: Helping Small Businesses Start, Grow and Succeed** <http://www.reni.net/guides/pdf/english/ohio.pdf>

Access this 44 page guide for free. This Guide provides info about starting a small business, understanding regulations and government requirements, financing your business, lists of lenders, and much more! Check out the site or call 614/469-6860.

OHIO Small Business Centers (OSBC) offer: individual business counseling AND help with: financial planning, developing business plans, finding business training opportunities and more. (CALL AHEAD for more info or to schedule an appointment.) Go to: www.sba.gov/aboutsba/sbaprograms/sbdc/sbdclocator/SBDC_LOCATOR.html.

Ohio SBDC at the Urban League of Greater Cleveland: CC http://ulcleveland.org/sbdc 2930 Prospect Ave Cleveland, Ohio 44115 216/ 812-3161	Cleveland MCBAP: CC David N. Myers University 3813 Euclid Avenue Cleveland, Ohio 44114 216/ 432-9025	Ohio PTAC at Columbus-FC 77 S. High Street, 26th Floor Columbus, Ohio 43215 614/752-9939
Ohio SBDC: FC http://www.ohiosbdc.org Oh Department of Development 128th Floor, PO Box 1001 Columbus, OH 43216 614/466-2711	The Ohio SBDC at Columbus State Community College-FC http://www.csc.edu/cpe/sbdc/sbdcchome.asp 550 E. Spring St. PO Box 1609 Columbus, Ohio 43216 614/287-5294	Columbus MCBAP Central Ohio Minority Business Association-FC 1393 E. Broad Street, 2nd Flr Columbus, Ohio 43205 614/252-8005
Ohio SBDC at University of Cincinnati: HC www.business.uc.edu/sbdc 7162 Reading Rd, Ste 725 Cincinnati, Ohio 45237 513/556-2072	The Ohio SBDC at BizTech: HC 20 High Street Hamilton, Ohio 45011 513/ 737-6543	Cincinnati MCBAP: HC Cincinnati B.D.S., Inc. 7165 Reading Road, Suite 630 Cincinnati, Ohio 45237 513/631-7666
Ohio PTAC at Cincinnati Office Suites PLUS at Blue Ash: HC 11427 Reed Hartman Hwy Cincinnati, Ohio 45241 513/631-7666	The Ohio Manufacturing & Technology SBDC: HC 4700 Ashwood Dr. #135 Cincinnati, Ohio 45241 513/489-2528	City of Dayton MCBAP: MC 201 Riverside Dr, Ste 1E Dayton, Ohio 45405 937/223-2164
Ohio PTAC at Dayton: MC 3155 Research Blvd,	Ohio SBDC at EMTEC: MC www.emtec.org/sbdc	The Ohio SBDC at Wright State University: MC

SECTION THREE: SERVING AND EXPLORING MAKING A DIFFERENCE IN YOUR COMMUNITY

There are many programs that provide you the experience to serve your community and country. A few are listed below.

AMERICORPS PROGRAMS: <http://www.AmeriCorps.org/>

Do you see yourself being a hero for your country? If the way is to become a member of AmeriCorps. AmeriCorp is a civilian organization that provides many opportunities to serve while you are learning skills and earning money for college.

There are literally thousands of AmeriCorps options, many of them right near you. According to AmeriCorp website, there are 167 programs in Ohio. The benefits are the same whether you are tutoring kids in the city or building hiking trails in the wilderness, so take the time to find a program that will utilize your talents and skills. Many nonprofits have at least one or two AmeriCorps paid service opportunities, so don't restrict your search to the biggest AmeriCorps programs. Ask a local organizations that you like if they have an AmeriCorps slot,



AMERICORPS*NATIONAL CIVILIAN CONSERVATION CORP (NCCC)

<http://www.americorps.org/about/programs/nccc.asp>

Who: Young adults (ages 18-24) who are committed to 1700 hours of service; US citizen or legal resident; additional requirements may be required by each program.

What: AmeriCorps*NCCC is a residential, team-based, national service initiative that engages young adults ages 18 to 24 in full-time service. Members perform team-based service projects in: environment, education, public safety, unmet needs, homeland security, and disaster relief

Pay: Member receive a living allowance of approximately \$4,000 for the 10 months of service (about \$200 every two weeks before taxes), housing, meals, limited medical benefits, up to \$400 a month for childcare (if necessary), member uniforms and an education award of \$4,725 upon successful completion of the program. (Members may receive money to help with childcare expense; however, children MAY NOT live on campus.)

Where: Ohio residents go to the Denver, Co campus. Call 800/942-2677 for more info.

CITY YEAR: <http://www.cityyear.org/sites/cleveland>

Who: Young people (ages 17-24) who are committed to serve at least 1700 hours over a ten-month period.

What: A full time volunteer experience in an urban setting working with children.

Requirements: If you do not have a high school diploma, you will be required to enroll in a GED program.

Pay: \$4000 living allowance for the year; \$4725 post-service education award, basic healthcare coverage.

Where: City Year Cleveland
1132 Euclid Ave. Cleveland, OH 44115
216/574-2677

PUBLIC ALLIES (part of AmeriCorp)

www.publicallies.org

513/559-1300

Who: Youth (aged 18-30) who are US citizen or legal permanent residents and have a high school diploma or GED and are committed to *strengthening* communities.

What: An AmeriCorp program dedicated to strengthening community through economic justice, youth development,

AFSC Great Lakes Region: Making the Con

LIVING AN ADVENTURE DURING YOUR GAP YEAR

Are you interested in taking a year off between high school and college or your career to travel, work, or just have an adventure? Check out the following sites for some ideas!

Outward Bound Wilderness:

www.outwardboundwilderness.org

If you want exciting, challenging, and hands-on program in the wilderness, Outward Bound may be for you. Students of all ages develop self-reliance, responsibility, teamwork, confidence and compassion, as well as environmental and community stewardship.

LEAPYear: www.leapnow.org

A nine-month program for 17-20 year-olds, this program includes: a three-month semester of language, service in Central or South America; a solo internship in Latin America or Spain; a formal Rite of Passage; and a curriculum of Life Skills Learning held in the U.S.

Youth

Travel:

<http://www.youthtravel.org>

A website with information on how to travel safely.

United

Planet:

<http://www.unitedplanet.org>

This site offer travel abroad service and educational opportunities.

community development, and more.

Description: A 10-month program of leadership training, team service, and paid, professional internships in community nonprofit organizations.

Pay: A monthly stipend of about \$1,350, health insurance, childcare, interest-free student loan deferment, and a post-service education award of \$4,725.

Where: **Public Allies Cincinnati** 2905 Burnet Avenue
Cincinnati, Ohio 45219

SERVING AND LEARNING: INTERNSHIPS

Five Rivers Metro Parks: MC www.metroparks.org

1375 East Siebenthaler Avenue Dayton, Ohio 45414
937/278-8849

These internships are especially suitable for individuals majoring in or considering careers in outdoor education, interpretation, natural history, horticulture, or living history. Updated information regarding opportunities can be found at the website listed.

Green Energy Ohio: FC geo@greenenergyohio.org

7870 Olentangy River Road Suite 209 Columbus, Ohio 43235
614/985-6131

SW Ohio Contact: John Fanselow (513) 293-3241

Have several opportunities for unpaid internships/work experience. They are looking for several individuals to assist staff members with; statewide programming, Solar Programming, Outreach Education, Web Design, Publications, Writing, Publishing, Data Entry, and other office duties.

LifeCare Alliance: FC www.lifecarealliance.org

1699 West Mound Street Columbus, Ohio 43223 614/278-3130

Student Internships at LifeCare Alliance offers direct contact with care recipients. Students will learn first hand the needs of older adults, gain knowledge of the social service networks, and utilize the advocacy programs necessary for caring for older adults. A variety of internship placements are available for faculty and students to select. Contact for more information.

Ohio Community Service Council: FC

www.serveohio.org

51 North High Street Suite 800 Columbus, Ohio 43215
614/728-2916

Opportunities for Volunteer service, Internships, Service Scholarships, and Youth Grantmaking Programs. Gain knowledge and leadership skills working in your community for your community.

SECTION FOUR: RESOURCES

GETTING STARTED:

❑ **Career One Stop:** <http://www.careeronestop.org/>

In addition to info about exploring careers and finding (and paying for schools), this site has good info on writing a resume and cover letter and interviewing for a job. You can even get a template for your resume!

JOB SEARCH WEBSITES:

http://www.Teens4Hire.org Search for jobs, take career assessment, other.	http://www.idealists.org/ Lists jobs, internships, and volunteer opportunities.	www.studentjobs.gov Employment opportunities for young people.
http://www.indeed.com	http://www.craigslist.org	http://www.careerbuilder.com
http://www.monster.com	http://hotjobs.yahoo.com/?refsrc=ysem	http://www.dice.com (for technology jobs)
www.groovejob.com/browse/internships/ Check for internships and summer jobs for students and teens. Search by city or zip code.	OH! Teens http://www.oplin.lib.oh.us/teenhome.php Info on jobs, internships, and "life after high school." Run by the Public Library.	OHHealthJobs.net http://www.ohhealthjobs.net/public/ Hospital jobs in Ohio. Post your resume online.
YMCA of Greater Dayton: MC 111 West First Street Dayton, Ohio 45402 (937) 223-5201 www.ymcaonline.org YMCA offers multiple seasonal positions as well as part time and full time long term positions. For a complete listing of available jobs check the listed website		Montgomery County Department of Public Works: MC 451 W Third Street P.O. Box 972 Dayton, Ohio 45422 (937) 496-7165 www.mcohio.org Park Department has multiple seasonal positions available for camp counselors. Pay starts at \$10.00 per hour
Ohio Department of Natural Resources www.dnr.state.oh.us/parks/career/summer.htm The Division of Parks and Recreation offers positions in state parks throughout the state of Ohio. The duration of employment varies but it can extend from April-October. Contact the park of choice or go to the online resource for a complete listing of available positions, Ohio parks, and contacts.		

CONTACTING THE ORGANIZATIONS IN THIS DOCUMENT

Schools/Programs Listed in the FOCUS ON HEALTHCARE (13-14) and TRAINING BY INDUSTRY (15) charts have contact information below. All other schools/organization tell you what page/s to find the contact information. Organizations that are only available online are not included.

Academy of Court Reporting	26
AIO: The Art Institute of Ohio	13-14, 15
www.artinstitutes.edu 8845 Governor's Hill Drive (513) 833-2400	
AmeriCorp	21, 22, 32, 33
AmeriCorp National Civilian Conservation Corp	32
Antonelli College	26
Asian American Community Services Center	24
AST: American School of Technology	15
2100 Morse Road Columbus, OH 43229 614/472-4665	
BAI: Brown Aveda Institute	15
www.brownaveda.com 19336 Detroit Road Rocky River, OH 44116 440/255-9494	
BrS: Bradford School	13-14, 15
www.bradfordschoolcolumbus.edu 2469 Stelzer Road Columbus, OH 614/416-6200	
BMS: Brown Mackie College	13-14
1011 Glendale-Milford Rd Cincinnati, OH 45215	
B&SC: Bryant & Stratton College	13-14
12955 Snow Road Parma, OH 44130 216/265-3151	
BS: Bohecker College	13-14
653 Enterprise Parkway Ravenna, OH 44266	
Catapult	24
CCA-Ci: Construction Craft Academy	15
www.craftacademy.com 9760 Shepard Road Macedonia 44056 330/ 256-1370	
CCA-D: Construction Craft Academy-Dayton	15
www.craftacademy.com 835 South Edwin C Moses Blvd. Dayton, OH 937/224-3120	
CCC: Cuyahoga Community College	13-14, 15, 18
CCC Apprenticeship program	29
CCC-W: Cuyahoga Community College- West	13-14
Center on Conscience and War/ Fund for Education and Training	22, 23
CID-MA: Cleveland Institute of Dental-Medical Assisting	13-14
2450 Prospect Ave. Cleveland, OH 44115	
Cincinatti Public School District	19
Cincinatti Scholarship Foundation	22

City Year	33
Cleveland Construction	28
Columbus Foundation	22
Columbus Public School District	19
Columbus Urban League	19
Community Refugee and Immigration Services	24
CSCC: Columbus State Community College	7,15,18, 31
CSTCC: Cincinnati State Technical & Community College	7,13-14, 15, 18
CSU: Cleveland State University	13-14
Dayton Building and Construction	29
Dayton Foundation	22
Dayton/Montgomery Scholarship	19
The Dayton Urban League	25
Department of Adult and Community Education	25
DVU: DeVry University: CC	15
Cleveland Downtown Center 200 Public Square, Ste 150 Cleveland, OH 44114	
EC: Everest Institute	13-14
825 Tech Center Drive Gahanna, OH 43230	
Esperanza-CC	25
Five Rivers Metro Parks	34
Great Oaks Institute of Tech and Career Development	7,26, 27
Green Energy Ohio	34
IM-DT: Institute of Medical-Dental Technology	13-14
www.imdtcareers.com 375 Glensprings Dr, Ste 201 Cincinnati, OH 45246 513/851-8500	
International Union of Operating Engineers	29
ITT-F: ITT Technical Institute	15, 27
www.itt-tech.edu 3781 Park Mill Run Drive Hillard, Ohio 43026 614/771-4888	
ITT-D: ITT Technical Institute- Dayton www.itt-tech.edu	15, 27
ISUS Corporation	25
Job Center-MC	6, 7
Job Corp	25
Job Leaders	6, 7, 8, 22
KCI-CI: Kaplan Career Institute-Cleveland	13-14
www.ttinst.com 8720 Brookpark Rd Brooklyn, OH 44129 216/485-0900	
KCI- Columbus	15
KCMA: Kettering College of Medical Arts	13-14
www.kcma.edu 3737 Southern Blvd. Kettering, Ohio 45429 800/433-KCMA	
Know How to Go Ohio	19
Leadership Development Institute/ Insulator Local 8	29
Leap Year	33
Learn Aprende	23
Life Care Alliance	34
M-JC: Miami-Jacobs Career College- MC	13-14, 15

www.miamijacobs.edu Dayton, Ohio 45402	110 N Patterson 888-657-7478
Montgomery County Scholarship Program	22
MVCTC: Miami Valley Career Technology Center	13-14
www.mvctc.com/ 6800 Hoke Road Clayton, OH 45315	937-837-7781
NIT: National Institute of Technology	13-14
www.nationalinstituteoftechnology.com/ 2545 Bailey Rd Cuyahoga Falls, OH 44221	330/923-9959
NC-Ci: National College Cincinnati	13-14
www.ncbt.edu 6871 Steger Dr. Cincinnati, OH 45237	513/761-1291
NC-D: National College Dayton www.national.colleges-info.com	13-14
1837 Woodman Center Dr Kettering, OH 45420	937/299-9450
Ohio Association of Community Colleges	17
Ohio Board of Regents	19
Ohio College Access Network	19
Ohio Community Service Counsel	34
Ohio Labor Market Info Classic	6, 11, 12
Ohio Operating Engineers Training Center	29
Ohio Small Business Administration	30
Ohio Small Business Centers	31
Ohio State Apprenticeship Counsel	29
Ohio Statewide Job Matching System (SCOTI)	5, 8
Ohio Workforce 411	5, 6, 9, 19, 29
Ohio Workforce Informer	5, 6
OICH: Ohio Institute of Health Careers	13-14
www.ohioinstituteofhealthcareers.edu/ 1880 E. Dublin-Granville Rd. Columbus, OH 43229	800-954-4274
OIPT: Ohio Institute of Photography and Technology	13-14
www.oipt.com 2029 Edgefield Rd Dayton, OH 45439	800/932-9698
One Stop Centers	6, 7
OSU: Ohio State University: FC	13-14
www.osu.edu Enarson Hall 154 West 12th Ave Columbus, Ohio	43210 614/292-6446
OSSC: Ohio State School of Cosmetology	15
www.Salonschools.com South: 3717 South High Street Columbus, OH 43207	614/252-5252
North: 4390 Karl Road Columbus, OH 43224	614/252-5252
Outward Bound	33
PCC: Polaris Career Center	13-14
www.polaris.edu 7285 Old Oak Blvd. Middleburg Heights, OH	44130 440-891-7600
Peace Corp	21
Public Allies	33

RC-Cl: Remington College- Cleveland	13-14
www.remingtoncollege.edu 14445 Broadway Ave Cleveland, OH 44125 216/475-7520	
RC-ClW: Remington College Cleveland West	13-14
www.remingtoncollege.edu/clevelandwest 26350 Brookpark Rd North Olmstead, OH 44070 800-806-5755	
RETS Tech Center: www.retstechcenter.com	13-14
555 E Alex Bell Rd Centerville, OH 45459 937/433-3410 OR 800-837-7387	
SBI: Sanford-Brown Institute	13-14
www.sbcleveland.com 17535 Rosbough Dr, Ste 100 Middleburg Heights, OH 44130 888.736-5333	
SCC: Sinclair Community College	8, 13-14, 15, 18
www.sinclair.edu 444 W Third Street Dayton, Ohio 45402 800/315-3000	
SCORE Ohio	30
Southwest Ohio Education Opportunity Center	8
Super Jobs Center	6, 8, 22
SWC-CiT: Southwestern College Cincinatti (Tri-County)	13-14
www.allalliedhealthschools.com 149 Northland Blvd Cincinnati, OH 45246 513/874-0432	
SWC-CiV: Southwestern College Cincinnati (Vine St)	13-14
www.allalliedhealthschools.com 632 Vine St Cincinnati, OH 45202 513/421-3212	
SWC-D: Southwestern College- Dayton	13-14
www.swcollege.net 111 W 1st Street Dayton, OH 45402 937/224-0061	
SWC-F: Southwestern College- Franklin	13-14
www.swcollege.net 201 E Second Street Franklin, OH 45005 937/746-6633	
TEC: Technology Education College-FC	13-14, 27
www.teccollege.com 2745 Winchester Pike Columbus, Ohio 43232 800/838-3233	
Teach for America	21
Volunteers In Service To America	21
UoC: University of Cincinnati	13-14, 15
www.uc.edu 2600 Clifton Avenue Cincinnati, Ohio 45221 513/556-1100	
UP-Cl: University of Phoenix-Cleveland	13-14
5005 Rockside Road Ste. 130	
Urban League of Greater Cleveland (ULGC)	26
Westside Industrial Retention and Expansion Network (WIRE-NET)	26
WH: Western Hills	15
www.beautyschool.com 6490 Glenway Ave Cincinnati, OH 513/574-3818	
WS: Wright State	18, 31
www.wright.edu 3640 Colonel Glenn Hwy Dayton, Ohio 45435 937/775-2475	

XU: Xavier University	13-14
http://www.xu.edu/ 3800 Victory Parkway Cincinnati, OH 45207 800/344-GOXU	
YO! Cleveland	26

SURVIVING THE TRANSITION: Resources to Help You

HOUSING RESOURCES

Customer Credit Counseling Service of the Midwest

www.cccservices.com

FC: 314 N. Wilson Rd
Columbus, Ohio 43204
800/355-2227

HC: 9545 Kenwood Rd
Cincinnati, Ohio 45242
513/366-4500

Homebuyer Education
Programs, Renters
Assistance, Services for
Homeless, Outreach
Initiatives, Money/Debt
Management, Mortgage
delinquency & default
resolution, are some of the
services offered at this
organization.

- **Coalition of
Homelessness**

and Housing in Ohio - FC

www.cohhio.org

175 S. Third Street, Ste
250

Columbus, Ohio 43215

614/280-1984

Contact: Nick Bates

COHHIO's programs are
driven by a single goal-to
improve the lives of
homeless and low-income
people across Ohio. This
organization works on
several aspects, from
engaging voters to
empowering homeless youth
to providing technical
assistance to the homeless
and educating tenants on
their rights. The YEP program supports the youth and young adults
in the Columbus region. For more information about this and
additional programs, visit the Website.

- **Columbus Metropolitan
Housing Authority - FC**

www.cmhanet.com

800 East 11th Avenue Columbus, Ohio 43211

614/421-6000

Public Services

- **Cincinnati/Hamilton County Community
Action**

Agency- HC www.cincy-caa.org

1740 Langdon Farm Rd Cincinnati, Ohio
45237

513/569-1840

Services include: Head Start Program,
Weatherization, Housing, Workforce
Development, and many other resources.

- **Community Action Partnership of the
Greater**

Dayton Area- MC www.cap-dayton.org

719 S. Main St Dayton, Ohio 45414

937/341-5000

Serves Darke, Greene, Montgomery,
Preble, and Warren counties. Services
include: emergency services for
families in need of food, clothing,
shelter, and help paying water bills.

- **Columbus Metropolitan Area Community
Action**

Organization- FC www.cmacao.org

700 Bryden Rd Columbus, Ohio 43215

614/324-5100

- **Lighthouse Youth Services-HC**

www.lys.org

1501 Madison Rd Cincinnati, Ohio 45206

513/221-3350

Contact: Thad

Parker

This is an incredible organization that
provides many different resources for
youth up to the age of 25. For more
information, visit the website.

- **Maryhaven- FC** www.maryhaven.com

1791 Alum Creek Dr. Columbus, Ohio

43207

614/445-8131

Maryhaven serves adolescents ages 12-18
who are struggling with alcohol or drug

This organization serves the community by helping residents access affordable housing.

- **Cuyahoga Metropolitan Housing Authority- CC**
<http://www.cmha.net/index.aspx>

(216) 348-5911

The Cuyahoga Metropolitan Housing Authority (CMHA) owns and manages property and administers rent subsidy programs to provide eligible low-income persons good, safe, affordable housing. CMHA maintains an accredited police department to ensure safe places to live and work, and a social services department that develops programs to enhance the quality of life of its residents.

FOOD AND CLOTHING RESOURCES

- **Clothes that Work - MC**

www.clothesthatwork.org

1133 S Edwin C Moses Blvd. #110 Dayton, Ohio 45408 937/222-3778

"Clothes that Work" provides professional interview and work appropriate clothing, and related services, to men, women, and independent teens preparing for self reliance.

- **Gladden Community House- FC**

318 S. Glenwood Ave. Columbus, Ohio 43223 614/228-2498

Offers 3 day supply of emergency food.

Vegetables Mon, Wed, and Friday. Bread available Mon-Friday. Hours are 10:30-3:00

- **House of Bread - MC**

www.houseofbread.org

9 Orth Ave. Dayton, Ohio 45402 937/226-1520

Serves hot free lunches to anyone in need. Serves breakfast/brunch the second, third, and fourth Saturday of each month.

- **Over the Rhine Community Housing- HC**

www.otrch.org

114 W 14th Street

HOUSING RESOURCES CONT.

- **Home Ownership Center of Greater Cincinnati - HC**

www.hometoday.cc 2820 Vernon Place Cincinnati, Ohio 45219 513/961-2800 ext.24

Contact: Patricia

This organization offers fair housing assistance, home improvement and rehabilitation counseling, homebuyer education program, loss mitigation, mobility and relocation counseling, renters' assistance, and services for homeless.

- **Homestart Inc. - MC**

40 W. Fourth Street, Ste 1600 Dayton, Ohio 45402

937/225-6328

Contacts: Stephanie

Evans: Home Rehabilitation Specialist and Money Smart Trainer

Homestart offers emergency assistance services for urgent repairs, Money mentoring program for credit counseling, budgeting, understanding financial terminology, and free seminars for host organizations. Services are available for a one-time fee. Singles are 35.00 and Couples 45.00.

- **Miami Valley Fair Housing - MC**

21-23 East Babbit Street

Dayton, Ohio 45405 937/223-6035

Contact: Individual varies depending on incident. Miami Valley Fair Housing works to eliminate housing discrimination. If you feel you have been discriminated against, for any reason, contact a representative for help.

- **Ohio Department of Jobs and Family**

Service <http://jfs.ohio.gov/county/cntydir.stm>

614/466-4815

- **The Dayton Metropolitan Housing Authority - MC**

400 Wayne Ave Dayton, Ohio 45410 937/222-3642

DMHA has rental assistance programs and housing available for clients who fall into set income brackets.

- **The Greater Cincinnati Coalition for the Homeless -**

HC www.cincihomeless.org 117 East 12th Street

Cincinnati, Ohio 45202 513/421-7803

Contact: John Lavelle

This facility does not give direct service, but can provide contact information for area organizations that provide emergency shelter, permanent housing, soup kitchens, mental health services, educational and counseling programs, and advocacy programs among

othe
rs.

Community Groups

- **In My Back Yard- Department of Environmental Health - University of Cincinnati College of**

Medicine- HC www.eh.uc.edu/imby

PO Box 670056 Cincinnati, Ohio 45267

513/558-0854

This is a community health and environment research center. Provides information regarding area resources and forums to discuss these issues.

- **Stonewall Columbus- FC** www.stonewallcolumbus.org

Questions for Military Recruiters

- 1 How long is my enlistment commitment actually for?**
- 2 Can the armed forces make me stay longer than what I have contracted for?**
- 3 Do I get paid more money for staying longer than my contract stipulates?**
- 4 Do I have any say in where I go, and how long I'm there for?**
- 5 How much does a newly enlisted service member get paid per week?**
- 6 Am I guaranteed the ability to go to college if I want to?**
- 7 Can I do a job I want to do in this branch, or am I assigned one?**
- 8 If I change my mind about being in this branch can I resign?**
- 9 What will happen to me if I decide I don't want to be involved in the military after I enlist?**
- 10 What are the most dangerous military jobs?**
- 11 Will the skills I learn in the military be useful in civilian life?**
- 12 What are the negative aspects of my training?**
- 13 What do I do if an officer gives me a command that I believe is illegal?**
- 14 What is post-traumatic stress disorder?**
- 15 Will I receive any compensation if I am permanently disabled in war?**
- 16 Have you ever seen combat and do you think exposure to it is healthy for me?**
- 17 Will I be deployed to the Middle East?**



**American Friends
Service Committee**

National Youth & Militarism Program
1501 Cherry Street
Philadelphia, PA 19102
215-241-7176
youthmil@afsc.org
www.youth4peace.org
<http://www.myspace.com/youthandmilitarismafsc>

Answers Military Recruiters Should Give You

- 1** Your enlistment period will last 8 years. Some portion will be active duty and some portion will be on reserve duty. Reserve duty can be made active.
- 2** Yes, the military has the right to change your contract and extend your service longer than you agreed to.
- 3** No, unless you receive a promotion your pay scale stays the same, but if you are in a combat related job you can receive "combat pay".
- 4** No, the military determines where you go and how long you are there. You do have the right to request transfers to different units, but there is never a guarantee that your request will be granted.
- 5** A new service member who is not an officer can be paid between \$13,000 and \$14,500 a year. An average is about \$280.00 a week with an average work week of 80 hours. (\$3.39 an hour)
- 6** If you are on active duty you are not guaranteed the ability to go to school when you want to. Your commanding officer must give their permission. You also might be deployed to a combat area for more than 15 months at a time making courses, even online courses, tough to complete.
- 7** Your job assignment is based on your ASVAB score. If your ASVAB score is too low or you flunk out of your job training you will not get that job and could be reassigned.
- 8** Only an officer can resign. Enlisted members must serve their time or face harsh penalties. Voluntary discharges can happen, but are rare.
- 9** You could put up with it, or risk being court-martialed, receiving a dishonorable discharge, spending time in a military jail, or getting a demotion and reduction in pay. You may also become ineligible for some civilian jobs if this happens.
- 10** In a war zone, there is no job that is safe. Many service members, whose jobs were transportation related, have been killed and injured in Iraq, but infantry related positions are among the most dangerous traditionally.
- 11** It depends on what your job specialty is. Much of what you will learn to do in the military will only relate to military jobs and not civilian jobs.
- 12** Studies have shown that those who are trained to kill and deal with the stress of warfare have the tendency to develop emotional and psychological health problems.
- 13** Military training is designed to mold service members who respond to orders without thinking. Of course, if you believe an order is unlawful you have an obligation to refuse to act upon it. If the lines are blurred, most will just obey. Those who refuse, if the order is illegal, could still face penalties.
- 14** PTSD (post-traumatic stress disorder) is a severe mental health affliction that develops when one experiences or witnesses a traumatic event, such as combat or the effects of combat. Flashbacks, nightmares, depression, and inability to think straight are some of the symptoms of PTSD.
- 15** Yes, you can receive compensation if you are disabled but the payment will be based on your actual disability. The military rating system for measuring disabilities and calculating disability payment has long been thought to be unfair. A person who is blinded may only get a 50% disability rating for instance.
- 16** Any recruiter who tells you that experiencing combat is healthy must not be aware of the thousands of war veterans who are suffering from PTSD, surviving without arms or legs, or whose quality of life will never be what it was before they witnessed combat.
- 17** Nearly every job is a "deployable" job. If you enlist in the Reserves or the National Guard there is a very good chance that you will be deployed to the Middle East rather than serving weekend duty stateside. Active duty enlistees should also be prepared to deploy. Forces are stretched thin and therefore new recruits should always be prepared to go to war.