



## CAREER TRACK FAQ'S

### BASIC FAQ'S REGARDING THE CAREER TRACK PROGRAM:

What are the GED Registration & Class Schedules 2019-2020?

REGISTRATION	CLASS START DATE
August 9 – August 30, 2019	September 9, 2019
September 3 – September 27, 2019	October 7, 2019
September 30 – December 20, 2019	January 7, 2020
January 7 – January 10, 2020	January 21, 2020
January 13 – January 21, 2020	February 3, 2020

*\*The dates for possible November and December classes are to be announced.*

#### AVAILABLE LOCATIONS

**MTC Main Campus 6305 E State Road 70, Bradenton, FL**

**MTC West Campus 5505 34th St. W., Bradenton, FL 34211**

**CareerSource Suncoast 1112 Manatee Ave., E. Bradenton, FL 34208**

#### CLASS SCHEDULES

##### Day Classes

Monday - Friday	9:00 am – 11:30 am
Monday - Friday	9:00 am – 2:30 pm
Monday - Friday	12:00 pm – 2:30 pm

*\*These classes are only available at MTC West campus and at CareerSource Suncoast.*

##### Afternoon Classes

Monday - Thursday	3:00 pm – 5:30 pm
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*\*These classes are only available at MTC Main Campus.*

##### Evening Classes

Monday - Thursday	6:00 pm – 8:30 pm
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*\*These classes are available at MTC Main Campus, MTC West Campus and CareerSource Suncoast.*

**Online Course** - You can be flexible with your schedule, but you must complete a minimum of 10 work hours per week. You will sign an agreement notifying you of this commitment and you need to be very comfortable using a computer to select this option.





### **How long will it take to complete the class?**

It really depends on the student and how quickly they feel they are grasping the material. Students will work closely with their teachers and advisor and when the student feels they are ready to take the GED exam they will discuss their progress with their teacher, take a practice exam, and depending on their score, sign up to take the actual GED exam.

### **How Do I Pay for The GED?**

We have funding available through Ad-Vance Talent Solutions and CareerSource Suncoast to help cover the cost of the GED.

### **What Resources are Available to Assist?**

**Bus Passes-** If you don't have access to reliable transportation Ad-Vance Talent Solutions is able to provide you with a bus pass upon request.

**Computer Access-** Even if you choose to complete your GED program in person at one of the available locations listed above there will undoubtedly be things that you will still need to complete online ***If you don't have access to a computer all 3 MTC campuses have computer labs available for their students to use, lab hours vary by campus. You can also utilize the computers available at CareerSource Suncoast Mon. – Fri. 8:30am – 5pm. Ad-Vance Talent Solutions also has computers in our lobby that you are more than welcome to utilize if our office is a closer commute for you Mon. – Fri. 8am – 5pm. And for computer access on the weekends your local library is always a great option.***

### **Can I get help with my Resume and completing an application?**

CareerSource Suncoast always has helpful staff available to help with things like building your resume. To schedule an appointment please call (941) 358-4200.

If you require help with your Ad-Vance Talent Solutions Application please call our office at (941) 739-8883 Mon-Fri. from 8am – 5pm. We will be more than happy to help you troubleshoot any issues you may be having.

### **Are GED Tutors available to help?**

If you require additional help outside of class hours please reach out to your GED teacher. They are able to inform you of their office hours as well as additional resources you can utilize.



## Expectations of the Student/Participant

- **Complete ALL Requirements for ALL Partners** (Ad-Vance, CareerSource & MTC)
- **Read and complete checklist** found in your web portal at [www.ad-vance.com](http://www.ad-vance.com)
- **Complete requirements within timeframe assigned** (this timeframe was agreed upon by you and your Ad-Vance staff member upon discussing your action plan.)
- **Respond to any communication in a timely manner**

## Ad-VANCE Expectations of the Student/Participant

- **Complete Online Application**
- **Provide Valid Employee Identification** (2 forms of government issued IDs) to your Ad-Vance staff member to upload to your online account.  
**NOTE: We cannot place you at a worksite without having proper identification on file.**
- **In-Person Interview-** Once your action plan is created and you have completed the online application, please call our Ad-Vance office at 941-739-8883 to schedule an in-person interview.
- **Come prepared with 3 dates and times** that work best with your schedule and we will do our best to accommodate your request.
- **Provide Teacher/Personal Reference** -We require that you reach out to one of your previous teachers or a respected individual in your community that can act as a personal reference. Once they agree to provide a reference for you please provide Ad-Vance with their name, phone number and/or email address so that we may obtain their personal reference.
- **Provide Student Action Plan** - See questions listed below to help you formulate a plan of action to best help you navigate this program and your journey to a new career.
- **Student Background Screening & Drug Testing** - We will run a local background screening on all applicants and drug screens will be conducted on the day of your in-person interview.
- **Skills Testing (When Applicable)** -Depending on the line of work you will enter into we may require you to complete testing to gauge your proficiency in certain areas like typing speed, Microsoft Office, and customer service skills.

## CareerSource Suncoast Expectations of the Student/Participant

- **Complete Future Plans Assessment**
- **Complete 7 Successful Habits Foundations**
- **Complete Work Keys**

## MTC Expectations of the Student/Participant

- **Complete MTC's "Essential SOTY Skills" class**

