



NEXT STEPS

AM I ELIGIBLE?

- ◆ You must have permission to work in the US.
- ◆ You must be enrolled in a Troy Continuing Education Intermediate ESL, Advanced ESL, English Plus or Adult Basic Education class at the same time as you complete your career classes.
- ◆ You must have intent to search for work after completing the TRAC program.

APPLICATION PROCESS

- ◆ Complete the TRAC application. Applications are available in February/March.
- ◆ If your application is eligible, you will receive an email with a date/time for a TRAC orientation. You must attend a TRAC orientation to learn more information about the TRAC program, the expectations and your career options.
- ◆ At the TRAC orientation you will schedule a meeting to interview with the TRAC instructors to help the instructors learn more about you and your career goals.
- ◆ The TRAC scholarship winners will be announced in May.

TROY CONTINUING EDUCATION

Troy Learning Center (TLC)
1522 E. Big Beaver Road
Troy, MI 48083

For more information call 248-823-5100 or
Email troytrac@troy.k12.mi.us



TRAC

TROY ADULT EDUCATION AND CAREERS

Troy Continuing Education, in partnership with Oakland County MIWorks! Troy, offers scholarships for career certifications. The scholarship covers the tuition cost to study. The scholarship is an opportunity to study English, basic reading and/or math skills and complete a career certification at the same time!



GET TRAINING



GET EXPERIENCE



EARN CREDENTIALS



FIND JOBS

WHAT IS THE SCHEDULE FOR TRAC?

- ◆ The TRAC career certificate courses start in July and finish the following June.
- ◆ After you complete your career certificate courses you will return for the Fall Semester to complete the TRAC Workforce Preparation course.

HOW DO I PREPARE FOR TRAC?

Career Pathway Navigation, CPN, is a free walk-in class for all Troy Continuing Education students. "CPN" is a time for you to come ask questions about your career goals and start your career preparation. There are many steps to transfer your foreign degree and career experience to the US job market. A Career Pathway Navigator is available to you to guide you through the process.

TRAC offers the IC3 and the Professional Customer Service certification for ESL 2 and ESL 3 students with work authorization. The IC3 is a certification to help you learn computer skills in hardware, applications, and internet security. The Professional Customer Service certification gives you practice and confidence to communicate with customers, employers and co-workers.

WHAT WILL YOU LEARN IN TRAC?

- ◆ Create documents for your job search: resume, cover letter, and professional references.
- ◆ Learn job skill vocabulary to prepare for job applications and interviews.
- ◆ Complete practice job applications and interviews.
- ◆ Learn computer and US keyboarding skills.

WHAT DO TRAC CAREER COHORTS LOOK LIKE?

A certification is a career training program that requires an exam to show that you have completed the career lessons and you understand the requirements for the career. A career certification requires 6 months to 1 year training preparation before you take the exam and receive your certification.

The training class can assist you in learning the English you need to start a career and pass the exam. The certification will show your employer that you are capable of completing the job tasks.

TRAC has different certification options, because we make COHORTS. Cohorts are small groups of students studying the same career training. In a cohort, you will complete a certification program with the support of an online/in-person certification instructor and a TRAC instructor to support your understanding. The TRAC instructors will help you research certification options to match your career goal. Here are the certification options TRAC currently offers.

CAREER COHORTS AVAILABLE



BUSINESS: INFORMATION TECHNOLOGY

Java, IT Fundamentals, A+



BUSINESS: ACCOUNTING & FINANCING

American Bankers Association
Bank Teller Certificate



CHILD DEVELOPMENT ASSOCIATE (CDA)

Pre-School [3-5 year old] Teacher Assistant



OFFICE AND MEDICAL ADMINISTRATION

Certified Billing and Coding Specialist (CBCS)
Certified Electronic Health Records Specialist (CEHRS)
Certified Medical Administrative Assistant (CMAA)
Certified Pharmacy Technician (CPHT)
Dental Assistant (RHS and ICE)
EKG (CET) & Phlebotomy (CPT)



FOUNDATION

IC3 GS6 (Internet Core Curriculum Certification -
Global Standard 6th Edition)
Customer Service Professional Level 1 and 2

*TRAC has been made available with partnerships between
Troy School District, Troy Continuing Education, Oakland County MIWorks! Troy, Flagstar
Bank, MedCerts, Empowered Child Care
Consulting, Burlington English, Department of Labor and Economic
Opportunity – Workforce Development, MACAE, Streetwise Partners, ABA and ImBlaze.*

