

Continuing Education

Immediate High Demand Training Available for People Impacted by COVID-19

In partnership with **Valencia College** as part of our Help is Here Orange County Program, tuition assistance for Valencia College's Accelerated Skills Training and Language programs may be available for qualified students.

Get a \$125 stipend each week of active enrollment in any of these programs and a CareerSource Central Florida scholarship to cover the training cost.

Start Date	End Date	Program Name	Location
11/30/20	02/02/21	Carpentry Program (Mon - Fri, 8:00am, to 4:30pm)	Orange County Convention Center
11/30/20	02/21/21	Masonry (Mon - Fri, 8:00am to 4:30pm)	Orange County Convention Center
11/30/20	12/29/20	Commercial Truck Driving (Mon - Fri, 8:00am to 5:00pm)	Orange County Convention Center
11/30/20	02/19/21	IT/Network Support Specialist (AM in class onsite, PM Online) (Mon - Fri, 8:00am to 12:00pm)	Orange County Convention Center
11/30/20	02/19/21	IT/Network Support Specialist (PM is class onsite, AM online) (Mon - Fri, 1:00pm to 5:00pm)	Orange County Convention Center
11/30/20	01/25/21	Medical Office Specialist (Mon - Fri, 9:00am to 1:00pm)	Orange County Convention Center
11/30/20	01/29/21	Clinical Medical Assisting (Mon - Fri, 9:00am to 3:00pm)	Orange County Convention Center
11/30/20	02/19/21	Microsoft Specialist Certification (Mon -Fri, 9:00am to 3:00pm)	Orange County Convention Center
11/30/20	01/22/21	Distribution Operations Technician (Mon - Fri, 8:00am to 4:30pm)	Orange County Convention Center
11/30/20	01/22/21	Electronic Board Assembly (Mon - Fri, 8:00am to 4:30pm)	Orange County Convention Center
11/30/20	01/21/21	Certified Production Technician (Mon - Fri, 8:00am - 3:30pm)	Orange County Convention Center
12/14/20	02/09/21	Apartment Maintenance Technician (Mon - Fri, 8:00am to 4:30pm)	Orange County Convention Center
12/30/20	01/29/21	Commercial Truck Driving (Mon - Fri, 8:00am to 5:00pm)	Orange County Convention Center

Register at careersourcecfhelpishere.com/careerseekers.php to get started.

Frequently Asked Questions can be found on page 12 of this document.

Qualified residents must be enrolled in the limited-time-only Accelerated Skills Training programs offered by Valencia College at the Orange County Convention Center and apply now through Dec. 31, 2020 to receive the weekly stipend.

Scroll down for more information about each program. Please note, the correct schedule and location for each program is listed above.



Carpentry

*Develop the
framework for
a career that sets
you on the right plane.*

Program Length: 10 weeks (340 hours)
Avg. Entry-Level Salary: \$14 - 17 per hour
Assistance with Career Placement
Funding Assistance may be Available
Approved for Veteran Benefits

1800 Denn John Lane
Kissimmee, FL 34744

Monday - Thursday
7:30 am - 4:30 pm

You Will Learn:

*Structural Framing • Construction Math • Stair Layout
Construction Drawing • Principles of Project Management
Concrete Formwork & Reinforcement • Anchoring Systems
Door & Window Systems • Fall Protection & Site Safety*

Industry-Recognized Credentials:

- NCCER Carpentry Level I
- NCCER Core
- Rigging / Signal Person
- OSHA 10
- NCCER Site Safety
- Fall Protection

**May be eligible for college credits toward an Associate of Science
Degree in Construction and Civil Engineering Technology OR an
Associate of Science Degree in Supervision & Management for Industry*

You Can Earn:

OSHA



VALENCIA COLLEGE

Accelerated Skills Training

CONTACT OUR TEAM TODAY

407.582.6688 | valenciacollege.edu/ast

This training is made available through the Florida Department of Economic Opportunity's Rebuild Florida Workforce Recovery Training Program. Launched with federal Community Development Block Grant - Disaster Recovery funding to assist communities affected by Hurricane Irma, the Rebuild Florida Workforce Recovery Training Program trains Floridians in the construction trades necessary to support disaster recovery efforts. For more information visit www.RebuildFlorida.gov.



Masonry

Layout and build the foundation for a new career.

Avg. Entry-Level Salary: \$16 - 18 per hour
Assistance with Career Placement
Funding Assistance may be Available

Program Length:
10 weeks

You Will Learn:

- Read blueprints or drawings to calculate materials needed
- Lay out patterns, forms, or foundations according to plans
- Break or cut materials to required size
- Mix mortar or grout and spread it onto a slab or foundation
- Clean excess mortar with trowels and other hand tools
- Construct masonry walls
- Align structures, using levels and plumbs
- Clean and polish surfaces with hand tools or power tools
- Fill expansion joints with caulking materials
- Lay out and install rainscreen water systems

You Can Earn:

Industry-Recognized Credentials:

- NCCER Core Construction
- NCCER Site Safety
- NCCER Masonry Level I
- OSHA 10



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Commercial Truck Driving (CDL Class A)

*Open your possibilities
to navigate a new path.*

Avg. Entry-Level Salary: \$15 - 20 per hour
Assistance with Career Placement
Funding Assistance may be Available

Program Length:
4 weeks (Monday - Friday)

You Will Learn:

- *Pre-trip and road vehicle inspections*
- *Backing of large tractor trailers, truck controls and systems*
- *Coupling and uncoupling*
- *Maneuvering techniques*
- *Hour of service requirements and using logbooks*
- *Professional customer service skills*
- *Extreme driving conditions, hazard awareness, emergency maneuvers and accident procedures*

You Can Earn:

Industry-Recognized Credentials:

- *State of Florida Class "A"*
Commercial Driver's License (CDL)



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IT/Network Support Specialist

*Develop a career path
to make a difference in
the world of technology.*

Avg. Entry-Level Salary: \$15-18 per hour
Assistance with Career Placement
Funding Assistance may be Available

Program Length:
12 weeks (Monday - Thursday)
8:30 am - 4:00 pm (336 hours)

You Will Learn:

Broad foundational knowledge and skills in IT and Network support services. Topics include, but are not limited to:

- IT concepts and terminology
- Software applications and operating systems
- Advanced software, system features and programs
- Hardware and software selection and installation
- Cloud concepts and management

Industry-Recognized Credentials:

- CompTIA A+: 1001 & 1002
- CompTIA Network+
- CompTIA Security +
- CompTIA Cloud Essentials+

** May be eligible for college credits toward an Associate of Science Degree in Computer Information Technology OR an Associate of Science Degree in Computer Programming and Analysis OR an Associate of Science Degree in Cybersecurity and Network Engineering Technology.*

CompTIA.

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Medical Office Specialist

Transition into a new career while playing a pivotal role in the medical field.

Avg. Entry-Level Salary: \$13 - 15 per hour

Assistance with Career Placement

Funding Assistance may be Available

Program Length:

7 weeks (Monday - Thursday)

1:00 pm - 5:00 pm

You Will Learn:

- Review and answer healthcare correspondence
- Operate and manage electronic health records and database systems
- Answer and return calls, schedule appointments and greet patients
- Update and maintain patient records and other practice-specific information
- Work with insurance companies to manage billing and insurance verifications
- Patient referrals to specialist offices, imaging, laboratories or prescription medications
- Manage billing and coding tasks
- Work with other medical professionals such as doctors, physician's assistants, nurses and medical assistants and office managers in the coordination of patient care

You Can Earn:

Industry-Recognized Credentials:

- NHA Certified Medical Administrative Assistant (CMAA)
- NHA Certified Billing and Coding Specialist (CBCS)
- NHA Certified Electronic Health Records Specialist (CEHRS)
- NHA PersonAbility Certificate
- AHA Basic Life Support (BLS)



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Clinical Medical Assistant

Fulfill your calling to play an instrumental role in the medical field.

Various Locations

Two Weekdays

6 pm - 9 pm

Select Saturdays

9 am - 3 pm

Program Length: 18 weeks (180 hours)

Avg. Entry-Level Salary: \$12 - 14 per hour

Assistance with Career Placement

Funding Assistance may be Available

You Will Learn:

*HIPAA Compliance • Anatomy & Physiology
Patient Intake, Vitals & Charting • AHA Basic Life Support
Medical Terminology & Diagnostic Codes
Medical Law & Doctrines • Clinical Use of Electronic Records
Medical Insurance & Referrals • Healthcare Ethics & Behavior*

You Can Earn:

Industry-Recognized Credentials:

- NHA Certified Medical Administrative Assistant (CMAA)
- NHA Certified Clinical Medical Assistant (CCMA)
- AHA Basic Life Support (BLS)
- NHA PersonAbility Certificate

** May be eligible for credits toward an Associate of Science Degree in Medical Administration*



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Microsoft Office Specialist

*Master the basics and
map out a better career path.*

Avg. Entry-Level Salary: \$15 per hour
Assistance with Career Placement
Funding Assistance may be Available

Program Length:
8 weeks

You Will Learn:

- *Essential information about the internet, topics include what the internet is, social media, online security, and online information.*
- *Essential information about computers, including, computer hardware, computer systems, networks, and databases.*
- *Microsoft Word and its basic features.*
- *Microsoft Excel and how to manage workbooks*
- *Microsoft PowerPoint and how to create and manage PowerPoints*
- *Microsoft Outlook and how to manage messages*

You Can Earn:

Industry-Recognized Credentials:

- *Microsoft Office Specialist Certification*



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Distribution Operations Technician

*Run the floor
and take inventory
of your career goals.*

Program Length: 10 weeks (240 hours)

Avg. Entry-Level Salary: \$15 - 17 per hour

Assistance with Career Placement

Funding Assistance may be Available

**Locations in
Downtown Orlando
& Osceola County**

**Monday - Thursday
7:30 am - 2:30 pm**

You Will Learn:

*Warehouse Operations • Supply Chain Lifecycle
Fundamentals of Logistics & Safety
Operating Forklifts & Pallet Jacks • Maintenance Protocols
Manufacturing Production & Processes*

You Can Earn:

Industry-Recognized Credentials:

- *MSSC Certified Logistics Associate*
- *MSSC Certified Logistics Technician*
- *MSSC Maintenance Awareness*
- *MSSC Production Processes & Production*
- *OSHA 10 General Industry*



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Electronic Board Assembly

*Harness new skills
& assemble your new career.*

Program Length: 10 weeks (250 hours)
Avg. Entry-Level Salary: \$13 - 15 per hour
Assistance with Career Placement
Funding Assistance may be Available
Approved for Veteran Benefits

**Locations in Downtown
Orlando & Kissimmee**

**Monday - Thursday
7:30 am - 2:30 pm**

**You
Will
Learn:**

Soldering: Learn to solder small components to circuit boards to industry standards

Precision Measurements & Quality: Learn the proper use of calipers & other precision measuring instruments

Cable & Wire Harness Assembly: Learn how to properly crimp wire and build cable & wire harnesses to industry standards

Industry-Recognized Credentials:

- J-STD-001F (Solder)
- J-STD-001FS (Space Addendum)
- WHMA-A-620 (Wire Harness)
- IPC-A-610 (Acceptability)
- IPC FOD Prevention • OSHA 10 General Industry

**May be eligible for college credits toward an Associate of Science Degree in Supervision & Management for Industry*

**You
Can
Earn:**



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Apartment Maintenance Technician

*Be a jack-of-all-trades
and upgrade your pay.*

Program Length: 10 weeks (320 hours)
Avg. Entry-Level Salary: \$16 - 18 per hour
Assistance with Career Placement
Funding Assistance may be Available
Approved for Veteran Benefits

**Locations in Orange
& Osceola County**

**Monday - Thursday
7:30 am - 4:30 pm**

**You
Will
Learn:**

*Customer Service • Financial Literacy • Preventative Maintenance Smart Home Tech
Fire Alarm Systems • Plumbing • HVAC • Pool & Spa Operations • Appliance Repair
Basic Carpentry • AC Refrigerants • Electrical AC & DC • Tile Installation • Green Tech*

Industry-Recognized Credentials:

- Certified Apartment Maintenance Technician (CAMT)*
- NCCER Core Construction
- NCCER Site Safety
- Certified Pool & Spa Operator (CPO)
- National Fair Housing for Maintenance Workers

* CAMT Examination taken during program.

CAMT Certification issued after one (1) year of on-the-job experience.

** May be eligible for college credits toward an Associate of Science Degree in
Construction and Civil Engineering Technology OR an Associate of Science
Degree in Supervision & Management for Industry

**You
Can
Earn:**



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Help is Here: Stipends
Valencia College's Accelerated Skills Training Program (ASTP)
Frequently Asked Questions (FAQs) for Customers
November 12, 2020

1. What are the benefits of enrolling in a limited-time Accelerated Skills Training Program (ASTP) offered by Valencia College?

Valencia College's Accelerated Skills Training Programs focus on intensive, hands-on training designed to help you enter a new career field or advance your current skillset. You'll have the opportunity to earn industry-recognized credentials, train in essential workplace skills and receive job placement support.

You will have the potential to earn higher pay in as little as four to 12 weeks with training programs in high-demand fields with average entry level salaries between \$12-\$20 per hour.

2. How do I qualify to receive a stipend payment?

CareerSource Central Florida (CSCF) has received additional funding from Orange County Government to support residents in the Help is Here program. Only individuals who are enrolled in the [limited-time Accelerated Skills Training Programs offered by Valencia College](#) (ASTP) at the Orange County Convention Center are eligible to receive the stipend.

Orange County residents must also:

- Meet CSCF's Help is Here program qualifications.
- Be qualified and enrolled in Help is Here by Dec. 31, 2020.
- Be enrolled in a limited time Valencia College training program no later than Dec. 31, 2020.

3. How do I qualify for CSCF's Help is Here program?

To qualify for the Help is Here program, individuals must be at least 18 years of age or older and able to work in the U.S., must be able to verify Orange County residency, and must be able to verify they have been impacted by COVID-19 (loss of job or reduced hours). Residents must apply for the Help is Here program by Dec. 31, 2020.

Individuals can visit the [Help is Here website](#) for more information or call 1-800-757-4598 (press option 6).

4. How much is the stipend payment?

Eligible Orange County residents will receive a \$125 stipend for every week they are enrolled in one of the limited time Valencia College training program options held at the Orange County Convention Center through Help is Here up until Jan. 31.

5. When and how will I receive the weekly stipend?

Participants will receive a debit card, and dollars will be loaded weekly based on participant activity. The stipend is intended to help the individual cover other costs while they are in training at the Valencia ASTP Orange County Convention Center.

6. How long will the stipend payments be provided?

Residents must be enrolled into the Help is Here program to be qualified to receive the \$125 stipend for every week they are actively enrolled in one of the Valencia ASTP training courses offered. The stipend will be provided until completion of a training course and / or up until Jan. 31, 2021.

7. Which ASTP training programs offered by Valencia College do I need to be enrolled in to receive a stipend?

Enrollment is available in more than 10 technical skills training courses, which will begin to be offered beginning Nov. 30, 2020. The ASTP program lengths vary from four to 13 weeks and includes assistance with career consultation and job search services.

Limited time Valencia College Accelerated Skills Training programs include:

- Carpentry
- Masonry
- Commercial Truck Driving
- IT / Network Support Specialist
- Medical Office Specialist
- Clinical Medical Assisting
- Microsoft Specialist Certification
- Distribution Operations Technician
- Electronic Board Assembly
- Certified Production Technician
- Apartment Maintenance Technician

Additional details about the training programs can be found above in pages 2-11.

8. When and where do these training courses take place?

Valencia College ASTP begin Nov. 30, 2020 at the Orange County Convention Center. More information regarding the training courses will be provided by Valencia College upon enrollment.

9. If I am enrolled in the Valencia ASTL training program that is completed after Jan. 31, 2021 will I still receive stipend payments after January 31, 2021?

No. Stipends will not be paid after Jan. 31, 2021 even if the training course has not been completed.

10. If I complete a Valencia training program prior to Jan. 31, will I receive stipend payments until Jan. 31?

No. Stipend payments will cease upon completion of the training program residents are enrolled in, even if such completion occurs prior to Jan. 31, 2021.

11. I am currently enrolled in a different course at Valencia College ASTLP. Do I qualify for a stipend?

Only individuals enrolled in the [limited time Valencia College Accelerated Skills Training Programs](#) taking place at the Orange County Convention Center through CSCF's Help is Here program qualify for the weekly stipend payments.

12. Are there any stipulations to how I use the stipend payments provided to me?

No. There are no requirements for how the stipend payments can be used.

13. How can I apply for a training program and to receive the stipend?

To learn more and apply for CSCF's Help is Here program, limited time Valencia ASTP courses, and the stipend payments, visit www.careersourcecentralflorida.com/helpishere or call 1-800-757-4598 (press option 6).

14. If I have questions about my stipend payments, who should I contact?

Participants should work directly with their CSCF Career Consultant.