

I. Educational Planning

Advanced

Knows how to obtain school transcripts	EP-11
Is aware of current educational credits and standing	Observation/demonstration of skill
Has an appropriate educational plan for the job selected	EP-2
Understands educational/skill requirements for job selected	Based upon job chosen; individualized to client
Is aware of the cost of higher education/vocational training	EP-9
Knows the difference between a loan and a grant	EP-13 EP-16
Knows where to find and how to access adult education or vocational training in the community	www.jobcorps.gov www.rvm.org EP-5, 6, 7
Knows how to obtain financial aid/scholarships for additional education	EP-9 EP-13, 14, 15, 16
Understands future prospects and probable living standards relative to levels of education and specialized skills	EP-9

How to Get Transcripts From High School Online

If you have been out of school for a while and are just deciding to go back to college, you may need a copy of your transcripts. Maybe you are applying for a job and need your diploma. You can get copies of your diploma or copies of your high school transcripts by following the steps below.

Instructions

1

Contact the school board in which you went to high school. If you no longer live in the area, simply search for the high school name under the white pages. Speak to someone who keeps track of paperwork within the facility.

2

Request a copy of your transcripts. Ask them to send a copy of your transcripts to your address. Make sure that the transcripts are notarized. Most transcripts are not valid unless notarized.

3

After you receive your paperwork, you can then apply to schools and for a job.

V-7 Choosing Classes

Objective: The student will indicate at least five choices of future classes that interest him or her and are appropriate selections.

Comments:

Remember when students' favorite classes were always lunch and gym? As students get older and approach the time at which they must make some necessary pre-vocational decisions, suddenly it really is important to think about what classes will help them towards their goals. In this lesson, students are to think about possible classes and activities that fictional characters should take in order to pursue their goals.

Introductory Activities:

- a. Have students list at least one class they are thinking about enrolling in during the next year or two.
- b. Have students tell or write why they are looking forward to this class.
- c. After completing (b), have students raise their hands if they selected the class because it sounded like "fun." Then have them raise their hands if they selected the class because it was part of a "career plan."

Activity:

Answers: (examples) 1. a. yes; b. yes – work at a kennel or veterinarian's office to see if he likes the work; c. drawing (some careers involve medical drawings for textbooks); 2. a. home economics, food preparation and nutrition; b. yes – she shouldn't limit herself – she may become interested in another career or interested in working with caring for children rather than adults; c. don't do it – she probably won't be successful; 3. a. if he is keeping them up; b. what kind of a worker Antonio is – does he show up on time?; c. any classes that will help Antonio with independence after school – business classes, auto mechanics classes, food preparation, etc.

Discussion: Go through each of the three examples on the worksheet. Not all details were provided, so students must make some assumptions about the students. Allow students time to express their opinions about what these students should do.

1. Why would it be helpful for Ralph to take science classes in high school? **(he will need to take science in college)**
2. Does every elective that Ralph take need to be relevant to his future career plans? **(no – in fact it's a good idea to use the time to keep exploring different options and try out different activities)**
3. What might happen if Maria decides she is tired of working at a nursing home but hasn't had any other sort of training? **(she'll probably quit and start from ground-zero)**
4. Why is it important for Maria to take other classes such as business or child care? **(she may want to have other options if she decides she doesn't want to work in the nursing home forever)**

5. Why shouldn't anyone take classes based on who is in the class? (**except for the obvious social reasons, it may not have any relevance to what the student wants to accomplish**)
6. Why is Antonio's situation a pretty good one? (**he's still in school, but he also gets some work experience**)

Extension Activities:

1. Invite a school counselor to visit your class to talk about special types of programs (such as work-study, job shadowing, volunteering in classrooms for credit, etc.) available to students. Sometimes just knowing about inventive, exciting programs that are in the not-too-distant future is a good incentive for students who are thinking about quitting to stay in school.
2. Invite an upperclass student (senior, junior) from the high school to visit your class to talk about what classes are particularly interesting or useful for him or her. A peer may have a lot more influence over the expectations of a student than a teacher. Students may not be aware of some classes that are particularly new and very exciting.

Evaluation:

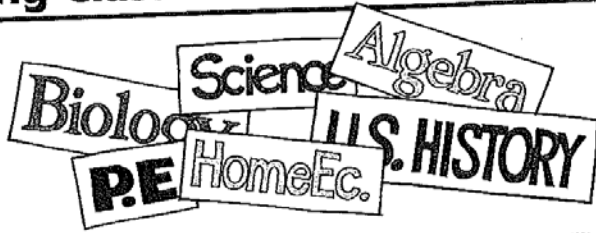
- a. List at least three possible classes you are interested in taking in the future.
- b. For each class listed in (a), write one reason why you are interested in that class.

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Name _____ Date _____

Choosing Classes

Directions: The following characters are planning classes for the rest of their high school education. Pretend you are their counselor and help them make appropriate selections.



1. Ralph wants to finish high school and then go on to college to study veterinary medicine. His grades are pretty good and he is willing to put time in to study.

- a. Should Ralph take a lot of science classes? _____
- b. Would you suggest that Ralph do some volunteer work? What?

- c. Ralph is also interested in art. What electives might Ralph want to take?

2. Maria doesn't know if she wants to go to any type of school after high school. She already has a part-time job in a nursing home and would like to work there full-time. Her grades are C's, but she doesn't enjoy school or put much effort into her classes.

- a. What type of classes might Maria do well with?

- b. Would you suggest that Maria take some business classes or child care classes? Why?

- c. If Maria wanted to take Advanced Physics because her boyfriend is enrolling in the class, what would you tell Maria?

3. Antonio is involved in a special work/study program that allows him to take classes in the morning and then work at a vocational training school program in the afternoon. As long as he keeps his grades up, he can continue in this program until he graduates.

- a. What would you want to know about Antonio's grades?

- b. What information might you want to know from the vocational school instructors?

- c. What classes might you suggest Antonio take at the high school?

Questions to Ask Schools You are Considering

Education it seems is profitable business. What with the number of diploma mills and so called 'accredited' colleges that are mushrooming all over the country, the average American student is overwhelmed by choices. With every school claiming its superiority, it may be difficult for you to identify the genuinely good ones from the colleges or schools that are substandard. Before you enroll in a program, ask the schools you're considering the following questions and see what they have to say!

Accreditation

By choosing an accredited and licensed school, you can be assured that your degree meets a basic set of standards. Jot down the names of schools that appeal to you and then ask the following questions:

- Is your school accredited and licensed?
- If yes, which agency has accredited your school? To find out if the school has been accredited by a reputed agency, check out the following, List of Nationally Recognized Accrediting Agencies; Directory of Higher Education Officials; Council on Higher Education Accreditation
- What is the reputation of the school according to the State Attorney General's Office and the local Better Business Bureau?

Industry Reputation

Generally speaking, if reputed companies are picking up students from the previous batches, you can safely assume that the school has a good reputation in the industry.

- What kind of credential would I get upon graduation? Would potential employers recognize it?
- What are the companies that have been hiring your school's graduates in the last seven years?
- What are the companies that have been hiring your school's graduates in my program of choice?

Placement

The previous years' placement records are a good way to gauge the school's reputation and credibility.

- What are the graduate survey results for your school in the last three years?
- What is your placement record in my program of choice in the last 10 years?
- Does this school provide a work experience program? If so, who would be responsible for finding the work placement, the students or the school?
- If the school has advertised its placement rates, check if it also publishes the following:
 - Graduation statistics
 - Recent employment statistics
 - Other information to back its claims

Alumni

The following questions you can ask students that have graduated from a college or university of interest.

- Could you provide me with a list of graduates that I can talk to? (If you do get to talk to graduates, ask them all about their training and if they eventually found the kind of work that they wanted after they finished school.)
- Could you team me up with a student for a day? If you do team up with a student, here are some questions you can ask:

- Do you like the program?
- Why would you recommend it for me?
- Do you think that you're learning what you need to know to get work?
- What is your opinion of the faculty?
- Does the faculty spend time to ensure you understand course materials?
- Have you faced any problems with the school, the classes or the faculty?

Finance

- How much would the program cost? Are tuition waivers available?
- Do you provide fellowships and assistantships? What are the criteria required for application?
- What are the forms of financial aid available? When are the deadlines?
- What is your set of criteria for selecting financial aid recipients?
- What is the process by which you determine financial need?
- What is the type and amount of assistance you provide students with?
- How and when would students receive the financial aid payments?
- If I change my mind after I apply, will I get back my fees?
- What is your return-of-aid policy?

Additional Financial Aid Information and Resources can be found in our article [Options for Financial Aid and Assistance](#), for students that need to interested in grants, scholarships or student loans.

Admission Requirements

- When are the admission deadlines?
- Would I be required to take standardized tests before admission?
- What are the required application materials?
- Who makes the admission decisions and what are the criteria used?
- In what way and when will I be notified about admission?

Timeframe

- How long would this program take?
- Do students have to attend full-time?
- Are part-time options available?

Job Outlook

- When was the curriculum last revised? (This should give you an idea about whether the course keeps pace with latest industry practices)
- Will I be using up-to-date equipment, machinery and processes?
- Do you focus more on theory or on practical work?
- How much money do students of this program usually make upon graduation?
- Does the course offer internships, externships and apprenticeship programs that will add value to my future?

Course Details

- What is the size of the program?
- May I know the background of the faculty handling my course?

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- Do you often hold seminars and invite visiting speakers?
- What are the student activities generally offered?
- What are the requirements for obtaining my degree?
- Will I have access to support services?
- Will I be required to take extra background courses/prerequisites?

Others

- Would I be allowed to sit in on a class or two before I decide?
- Would it be possible to talk to a few faculty members?
- Do your credits transfer to other schools?
- If I were to start taking classes here, and I have to move, will my course be recognized by another school?
- What is your school's completion and transfer-out rate?

WHAT IS A GRANT?

Grants are not benefits or entitlements. A federal grant is an award of financial assistance from a federal agency to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States. Federal grants are not federal assistance or loans to individuals.

A federal grant may not be used to acquire property or services for the federal government's direct benefit. The 26 federal agencies offer over 1,000 grant programs annually in various categories.

GRANT CATEGORIES

More than 1,000 grant programs are offered by the 26 federal grant-making agencies, and these programs fall into 21 categories. Select any of the categories below to learn more about specific grants and agencies. Some agencies may be listed in multiple grant categories.

- Agriculture
- Arts
- Business and Commerce
- Community Development
- Disaster Prevention and Relief
- Education
- Employment, Labor and Training
- Energy
- Environmental Quality
- Food and Nutrition
- Health
- Housing
- Humanities
- Information and Statistics
- Law, Justice and Legal Services
- Natural Resources
- Recovery Act
- Regional Development
- Science and Technology
- Social Services and Income Security
- Transportation

AGENCIES THAT PROVIDE GRANTS

The Department of Health and Human Services is the Grants.gov program's managing partner, and allows access to the 26 federal grant-making agencies available through this convenient E-Government initiative. Below are the links to those agency websites. If you would like to learn more about grants specific to these agencies, please click here.

Agency for International Development

The Agency for International Development is an independent federal government agency that provides economic and humanitarian assistance in more than 100 countries to ensure a better future for us all.

Corporation for National and Community Service [EXIT Disclaimer]

The Corporation for National and Community Service is the nation's largest grant-maker supporting service and volunteering. Through Senior Corps, AmeriCorps and Learn and Serve America programs, the Corporation is a catalyst for change and offers every American a chance to contribute through service and volunteering.

Department of Agriculture

Established in 1862, the Department of Agriculture serves all Americans through anti-hunger efforts, stewardship of nearly 200 million acres of national forest and rangelands, and through product safety and conservation efforts. The USDA opens markets for American farmers and ranchers and provides food for needy people around the world.

Department of Commerce

The Department of Commerce fosters and promotes the nation's economic development and technological advancement through vigilance in international trade policy, domestic business policy and growth, and promoting economic progress at all levels.

Department of Defense

The Department of Defense provides the military forces needed to deter war and protect the security of the United States through five major areas: peacekeeping and war-fighting efforts, Homeland Security, evacuation and humanitarian causes.

Department of Education

The Department of Education ensures equal access to education and

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<http://www.grants.gov/aboutgrants/grants.jsp>

promotes educational excellence through coordination, management and accountability in federal education programs. The Department works to supplement and complement educational efforts on all levels, encouraging increased involvement by the public, parents and students.

Department of Energy

The Department of Energy's goal is to advance national, economic and energy security in the U.S.; to promote scientific and technological innovation in support of that goal; and to ensure environmental cleanup of the national nuclear weapons complex.

Department of Health and Human Services

The Department of Health and Human Services is the federal government's principal agency for protecting the health of all Americans and providing essential human services, especially to those who are least able to help themselves.

Department of Homeland Security

The Department of Homeland Security has three primary missions: Prevent terrorist attacks within the United States, reduce America's vulnerability to terrorism and minimize the damage from potential attacks and natural disasters.

Department of Housing and Urban Development

The Department of Housing and Urban Development's mission is to increase homeownership, support community development and increase access to affordable housing free from discrimination. HUD fulfills this mission through high ethical standards, management and accountability, and by forming partnerships with community organizations.

Department of the Interior

The Department of the Interior protects and provides access to the Nation's natural and cultural heritage, including responsibilities to Indian tribes and island communities. Departmental goals include resource protection and usage, overseeing recreational opportunities, serving communities and excellence in management.

Department of Justice

The Department of Justice enforces the law and defends the interest of the United States, ensuring public safety against threats foreign and domestic; providing federal leadership in preventing and controlling crime; seeking just punishment for those guilty of unlawful pursuits;

and ensuring fair and impartial administration of justice for all Americans.

Department of Labor

The Department of Labor fosters and promotes the welfare of job seekers, wage earners and retirees by improving their working conditions, advancing their opportunities, protecting their retirement and health benefits and generally protecting worker rights and monitoring national economic measures.

Department of State

The Department of State strives to create a more secure, democratic and prosperous world for the benefit of the American people and the international community.

Department of Transportation

The Department of Transportation's mission is to ensure fast, safe, efficient, accessible and convenient transportation that meets vital national interests and enhances the quality of life of the American people, today and into the future.

Department of the Treasury

The Department of Treasury is a steward of United States economic and financial systems, and promotes conditions for prosperity and stability in the U.S., and encourages prosperity and stability in the rest of the world.

Department of Veterans Affairs

The Department of Veterans Affairs strives for excellence in patient care and veteran's benefits for its constituents through high quality, prompt and seamless service to United States veterans.

Environmental Protection Agency

The mission of the Environmental Protection Agency is to protect human health and the environment. Since 1970, EPA has been working for a cleaner, healthier environment for the American people.

Institute of Museum and Library Services

The Institute of Museum and Library Services is the primary source of federal support for the nation's 122,000 libraries and 17,500 museums. The Institute serves as a leader in providing services to enhance learning, sustain cultural heritage and increase civic participation.

National Aeronautics and Space Administration

The National Aeronautics and Space Administration serves as the nation's forefront of such exploration and continues to pioneer in aeronautics, exploration systems, science and space operations.

National Archives and Records Administration

The National Archives and Records Administration enables people to inspect the record of what the federal government has done, enables officials and agencies to review their actions and helps citizens hold them accountable.

National Endowment for the Arts

The National Endowment for the Arts is a public agency dedicated to supporting excellence in the arts; bringing the arts to all Americans and providing leadership in arts education. The Endowment is the largest national source of funds for the arts.

National Endowment for the Humanities

The National Endowment for the Humanities is an independent grant-making agency of the United States government dedicated to supporting research, education, preservation and public programs in the humanities.

National Science Foundation

The National Science Foundation is an independent federal agency created to promote the progress of science, to advance the national health, prosperity, and welfare and to secure the national defense. The NSF annually funds approximately 20 percent of basic, federally-supported college and university research.

Small Business Administration

The Small Business Administration maintains and strengthens the nation's economy by aiding, counseling, assisting and protecting the interests of small businesses and by helping families and businesses recover from national disasters.

Social Security Administration

The Social Security Administration advances the economic security of the nation's people through compassionate and vigilant leadership in shaping and managing America's Social Security programs.

Get Money for College

Whether you're enrolling in college for the first time or returning to school after a period of time off, you should apply for federal student aid.

Federal student aid from the U.S. Department of Education is the largest source of aid in America, providing over \$150 billion in grants, work-study, and federal loans for students attending four-year colleges or universities, community colleges, and career schools. On this page, we discuss who gets aid, the types of aid available, how to apply, and more!

Who Gets Aid

Student Aid Eligibility

Eligibility for most federal student aid is based on financial need and on several other factors.

The most basic eligibility requirements to receive federal student aid are that you must

- be a U.S. citizen or an eligible noncitizen,
- have a valid Social Security number,
- register (if you haven't already) with the Selective Service, if you're a male between the ages of 18 and 25,
- maintain satisfactory academic progress in college or career school, and
- show you're qualified to obtain a postsecondary education by
 - having a high school diploma or General Educational Development (GED) certificate;
 - passing an approved ability-to-benefit test (if you don't have a diploma or GED certificate, a school can administer a test to determine whether you can benefit from the education offered at that school);
 - completing six credit hours or equivalent course work toward a degree or certificate;
 - meeting other federally approved standards your state establishes; or
 - completing a high school education in a homeschool setting approved under state law.

[Read more about student aid eligibility](#)

Types of Aid

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Federal Student Aid Programs

We offer the following types of aid to help you pay for your education after high school.

- [Grants](#)—student aid funds that do not have to be repaid (other conditions apply).
- [Work-Study](#)—a part-time work program to earn money while you are in school.
- [Federal Loans](#)—student aid funds that you must repay with interest.
 - Types of federal student loans:
 - [Perkins](#)
 - [Direct Stafford](#)
 - [Direct PLUS \(graduate and professional degree student borrowers\)](#)
 - [Direct PLUS \(parent borrowers\)](#)
 - [Direct Loan Consolidation](#)

Explore Other Sources of Aid

- [More federal aid sources](#)
- [Your college, university, or career school](#)
- [State higher education agencies](#)
- [Scholarships](#)
- [Scholarships for military families](#)

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Reduce Education Costs

- [Check for Tax Breaks](#)
Read IRS Publication 970, *Tax Benefits for Education* to see how you might benefit from federal income tax credits for education expenses.
- [Saving Money](#)
You and your family can set up a tax-free Coverdell Education Savings Account—money from this account can be withdrawn without penalty. Learn about the tax advantages of state college savings plans and prepaid tuition plans at www.collegesavings.org
- [30 Ways to Reduce College Costs](#)

Apply for Aid

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Applying for federal student aid is quicker and easier than ever. You can complete the *Free Application for Federal Student Aid* (FAFSASM) at www.fafsa.gov. Follow these easy steps to simplify the process of applying for federal student aid.

1. Gather the documents needed to apply. For example, you'll need
 - income tax returns (yours and most likely your parents), W-2 forms, and other records of income, and
 - identification documents (social security cards, drivers licenses).

[Get the complete list of documents](#)

2. [Apply online at FAFSA on the WebSM](#). Submit a FAFSA. The FAFSA is used to apply for federal financial aid (grants, work-study, and loans). Also, many colleges, universities, and career schools use your FAFSA information to award state and college aid. The process is free. Never pay to apply for federal financial aid. You'll need a PIN to "sign" your online FAFSA, make corrections to the application, and more. If you are a dependent student, your parent will need one too. You can get your PIN before you begin or as you complete the FAFSA — it's up to you. [Get a PIN now!](#)
Note: Complete the FAFSA each year, starting on January 1. Be sure you meet application deadlines. For deadlines, visit www.fafsa.ed.gov.
3. Get free information and help from
 - your school counselor,
 - the financial aid office at the college, university, or career school you plan to attend, or
 - the U.S. Department of Education at www.fafsa.gov (online chat is also available), or call 1-800-4-FED-AID (1-800-433-3243).

More

- See [FAFSA Filing Options](#) for more ways to file.
- Use [FAFSA4CasteSM](#) to estimate your federal aid eligibility.
- Create a [MyFSA account](#) to keep track of your college searches and applications, your career interests and searches, and more.
- [Transfer information from your MyFSA profile to the FAFSA.](#)

What's Next?

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After You Submit the FAFSA

We process your FAFSA and the results are sent electronically to the schools you listed on your application, and we send you a *Student Aid Report* (SAR).

The Student Aid Report (SAR)

Your SAR summarizes all the information you provided on your FAFSA. It must be correct before you can receive federal aid. Read the information [How to find out how and when you will receive your SAR, and what to do with it once you receive it.](#)

How and when you will receive your SAR

Generally, it takes less time to process and send the SAR to you when you submit the FAFSA online and provide a valid email address. If we have your valid email address, you'll get your SAR email in three to five days. This email contains a secure link to your SAR online. If you don't provide a valid email address, it takes about seven to 10 days before you'll receive your SAR by postal mail.

If you submit a paper FAFSA, you'll receive your SAR by email within 2 weeks, or 3 weeks if you do not provide an email address.

Note: If you have a PIN and your FAFSA has been processed, you can login at www.fafsa.gov to view SAR information regardless of whether you filed the online or paper FAFSA or provided an e-mail address or not.

What to do with your SAR

When you get your SAR, review it for accuracy.

A complete, correct SAR will contain your

- Expected Family Contribution (EFC), the index number used to determine your federal student aid eligibility, and
- Data Release Number (DRN), a four-digit number assigned to your application by the U.S. Department of Education.

If you need to make corrections to your SAR, you can

- make them online using your PIN at www.fafsa.gov.
- check with your school; the school might be able to make them for you electronically.

If you received a paper SAR, make any necessary corrections on that SAR and mail it to the address on the form for processing. See [Correcting Your FAFSA](#).

Your Financial Aid

Make sure the financial aid office at each school you're interested in has all the information needed to determine your eligibility. Follow all directions on all communications from the school or from the U.S. Department of Education, and respond by any deadlines. If you don't, you might not receive federal student aid.

The Financial Aid Award

If you listed a school on your FAFSA and have been offered admission by that school, the financial aid office at the school will send you an award letter (most likely electronically). The award letter includes the types and amounts of financial aid you may receive from federal, state, and school sources. This combination of aid is your financial aid package.

Sample Financial Aid Package

Review each award letter carefully and compare how much aid you can receive at each school. Pay attention to letters or email from schools, follow all directions, and contact the financial aid office if you do not understand what the school is offering you. Again, if you don't, you might not receive federal student aid.

Borrowing Responsibly

Your financial aid package may include federal student loans. In the case of loans, keep in mind that whatever amount you borrow must be paid back with interest. While loans can be a good investment in your future, taking out a federal student loan is a serious obligation.

Receiving the Money

Schools must pay you at least once per term (semester, trimester, or quarter). If your school doesn't use formally defined, traditional terms, then they must pay you at least twice per academic year.

Your school will

- credit your grant funds to your school account,
- pay you directly (usually by check),
- combine these methods, or with your permission,
- credit your bank account.



Instructional Programs

Sections 10-67 to 10-73(d), inclusive, of the Connecticut General Statutes (C.G.S) require that the adult education services described in this section be provided by local school districts, free of charge, to any adult 16 years of age or older who is not enrolled in a public elementary or secondary school program. Local school districts and other eligible agencies providing mandated adult education programs are reimbursed by the Connecticut State Department of Education on a cost-sharing, sliding scale based on the relative wealth of a district.

The mandated instructional program areas are described below:

1. **Elementary School Completion / Adult Basic Education (ABE)**
Instruction is designed for adults seeking a high school diploma who are functioning below the secondary school level and lack the basic reading, writing and numeracy skills necessary to function effectively as workers, parents and citizens. Instruction can be individualized or offered in a classroom, or a learning lab. Persons completing ABE are prepared to benefit from secondary level instruction.
2. **Secondary School Completion**
Connecticut Adult Education offers three distinct pathways for adults to attain a high school diploma.

1. **Adult High School Credit Diploma (AHSCD):**

The Adult High School Credit Diploma program is a prescribed plan, process and structure for earning a required number of academic and elective credits. The provider must be a local education agency (LEA) or Regional Education Service Center (RESC).

Credits toward a local diploma must be obtained through a prescribed plan that requires a minimum of 20 credits in academic and elective areas (C.G.S. Section 10-69(b)). Credits for work or military experience, independent study projects and online courses are additional ways to obtain credit. Each provider/town can enhance the basic AHSCD program but must adhere to the minimum state requirements: 1) use certified teachers and counselors; 2) adhere to State Department of Education requirements regarding assessment, enrollment, accountability and reporting; 3) meet required credit standards; and 4) ensure that a one credit course offers a minimum of 48 instructional hours.

Credits are required to be distributed as follows:

4 English

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3 Social Studies (Including 1 credit in US/American History and half credit in Civics/Government)
3 Math
2 Science
1 Arts/Vocational Education
7 Electives

An adult who successfully completes the required credits of the AHSCD program is awarded a high school diploma by the providing LEA or RESC.

2. **General Educational Development (GED):**

Adults who have not completed high school must demonstrate, through a five-part examination that includes a writing sample, the attainment of academic skills and concepts normally acquired through completion of a high school program. Applicants for this examination must be at least 17 years of age and officially withdrawn from school for at least six months. Individuals who pass the GED Tests are awarded a Connecticut State High School Diploma. GED Instructional programs, provided throughout the state in local school districts and a variety of other instructional sites, help individuals to prepare for this rigorous examination.

3. **National External Diploma Program (NEDP):**

This program provides a secondary school credential designed for adults who have gained skills through life experiences and demonstrated competence in a particular job, talent or academic area. The NEDP is a portfolio assessment program that offers no classroom instruction. An adult who successfully completes the portfolio assessment, as required, is awarded a high school diploma by the providing LEA or RESC.

3. **Americanization/Citizenship**

Instruction is designed for foreign-born adults who wish to become United States citizens. Persons completing this program are prepared to pursue citizenship through the prescribed process of the United States Citizenship and Immigration Services.

4. **English as a Second Language (ESL)**

Instruction is designed for adults who have limited proficiency in the English language or whose native language is not English. ESL programs assist individuals to improve their English skills in listening, speaking, reading and writing in order to find or maintain employment, attain citizenship, become more involved with their children's schooling and make greater use of community resources. Instruction is provided in English as a unifying means of serving the broad ethnic diversity of limited-English-speaking adults.

Answers to Frequently Asked Questions

What is Job Corps?

Job Corps is the nation's largest career technical training and education program for young people at least 16 years of age that qualify as low income. A voluntary program administered by the U.S. Department of Labor, Job Corps provides eligible young men and women with an opportunity to gain the experience they need to begin a career or advance to higher education.

To find out more about the Job Corps program, please feel free to explore our Web site, and in particular, our [About Job Corps](#) page.

Where is Job Corps?

Job Corps has 124 centers nationwide, including the District of Columbia and Puerto Rico. Please see our [Locations](#) page to find the Job Corps center nearest you.

What does Job Corps offer?



Job Corps offers hands-on training in more than 100 career technical areas, including: automotive and machine repair, construction, finance and business services, health care, hospitality, information technology, manufacturing, renewable resources, and many more. All training programs are aligned with industry certifications and are designed to meet the requirements of today's careers.

Job Corps also offers the opportunity to earn a high school diploma or a GED for those youth who don't have either. For youth who already have a high school diploma, Job Corps can help them prepare for college through partnerships with local colleges. Resources are also available for English Language Learners.

Courses in independent living, employability skills, and social skills are offered to all Job Corps students in order to help them make the transition into the workplace. For more information, please see our [Recruiting Web site](#).

General Scholarship Information

The term "scholarship" can have many meanings. At its most basic, a scholarship is money for college that you will not be expected to repay. Scholarships are worth seeking!

Scholarships sponsored by colleges are often designated for students who fit a particular profile (from the college's home state, holding a specified grade average, enrolling in a particular major, or bringing special talent in athletics, music, and the like).

Other outside scholarships may be available to students whose parents work for a particular company or to students who are eligible for scholarships sponsored by church or civic organizations.

You will need to check with each college to see what scholarships are available. You should also become familiar with any scholarships available through your company or community.

And be sure to use our free [Scholarship Search](#) for any other scholarships you might qualify for!

What Does It Take to Get a Scholarship?

Many students assume that they have to be brilliant, or athletically talented, or gifted musically, to earn a scholarship for college. What they don't realize is that sometimes they just need to be persistent!

Be persistent in getting good grades. Many colleges award scholarships to students with significant financial need in the accepted applicant group — a grant that you don't need to repay, just for making the cut and getting admitted!

Good grades won't hurt if you hope to get a scholarship even if your family doesn't demonstrate financial need. When scholarships are awarded on the basis of academic merit, without regard for need, students who have worked hard and achieved results in high school will be the winners.

You should also be persistent in seeking out other scholarship sources. Sometimes all it takes to get a scholarship is to find out who in your area is offering them: your church, your employer, your parents' employers, local civic organizations. You'll just need to fill out any required applications or interviews on time in order to be considered.

How Do I Find Out About Scholarships?

Hit the books.

Doing research can help you find scholarships you may not have otherwise known about. Most public and campus libraries carry scholarship guides. Ask your librarian or guidance counselor for help. Also look under "financial aid," "student aid," and "scholarships."

Check with the colleges you're applying to.

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Most college-sponsored scholarships don't require additional applications beyond their standard admission and financial aid applications. Just be sure to complete and file the applications on time!

Some colleges offer special scholarships (for certain major fields or for certain talents) that you can apply for in addition to any that are open to all applicants.

Ask employers.

Your parents might already be aware if scholarships are provided for children of employees. If not, the human resource department is usually the place to check to find out what is available. The staff there should be able to provide applications, deadlines, and any other information you'll need.

If you are employed, check with your employer to see if scholarships are available. Be sure to get any application forms and information about deadlines and complete the process on time.

Check local scholarships.

Many community organizations, churches, and clubs offer scholarships. Your high school guidance counselor should be able to provide information about most of them, and can refer you to sponsors who can provide applications and information.

Search the Net.

Using keywords like those mentioned earlier, you can find a wealth of free scholarship information on the World Wide Web. Some sites even allow you to apply online for scholarships. But, be careful . . .

Don't Get Scammed!

Unfortunately, in their efforts to pay the bills, many students and their families are falling prey to scholarship scams. Visit our [Looking for Student Aid](#) page for pointers on avoiding scams and for a checklist of places to find free scholarship--and other non-federal aid--information. The site includes a printer-friendly fact sheet you can share with other students. For more information on avoiding scams, visit the Federal Trade Commission's "Scholarship Scams" page by [clicking here](#). The FTC works to prevent fraudulent, deceptive, and unfair business practices in the marketplace.

How Do I Apply for a Scholarship?

The most important thing to do to apply for scholarships is to get accurate information up front:

- What are the qualifications for applicants?
- Where do you get forms and how do you apply (online, by mail, etc.)?
- Are additional interviews or references required?
- What are the deadlines?

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<http://studentaid.ed.gov/PORTALSWebApp/students/english/scholarships.jsp>

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Once you have the information in hand, you can make a chart of what's due and when (use the [Scholarship Checklist](#)), and follow through. Taking small steps throughout the process will help ensure you will meet all the requirements on time. Then, you get to sit back while the sponsors make their decisions.

Remember, most scholarship funding comes directly from the colleges themselves, so focus on making your college applications as strong as possible.

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<http://studentaid.ed.gov/PORTALSWebApp/students/english/scholarships.jsp>

Scholarship Checklist

Traditional Scholarships

- Special application forms required?
- Interview required?
- Application deadline?

Special Talent Scholarships

- Art, Music, Theater
 - Special application forms required?
 - Interview, audition, or portfolio required?
 - Application deadline?
- Athletics
 - Special application forms required?
 - Interview, highlight tape required?
 - Application deadline?
- Leadership
 - Special application forms required?
 - Interview required?
 - Application deadline?
- Science/Engineering
 - Special application forms required?
 - Interview required?
 - Application deadline?
- Other _____
 - Special application forms required?
 - Interview required?
 - Application deadline?

Employer-Sponsored Scholarships

- Parents' Employer(s)
 - Special application forms required?
 - Interview required?
 - Application deadline?
- Student's Employer
 - Special application forms required?
 - Interview required?
 - Application deadline?

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Local/Community Scholarships

- Organization _____
 - Special application forms required?
 - Interview required?
 - Application deadline?
- Organization _____
 - Special application forms required?
 - Interview required?
 - Application deadline?