

**PULASKI TECHNICAL COLLEGE**

**CAREER PATHWAYS NEWS**

**Changes to Employability: Career Readiness Certificate**



A new certificate has been added to the Career Pathways (CP) employability training component. Students who score at higher levels can earn the Career Readiness Certificate (CRC) by completing the WorkKeys Employment Skills assessment.

WorkKeys is a computer-based tool developed to measure and improve common skills required for success in the workplace.

There are three levels of certificates, indicating higher levels of proficiency in reading for information, applied mathematics, and locating information. Students will be able to

present their certificates to potential employers to show they have the basic workplace skills required for today's jobs. Some employers may even require potential employees to earn the certificates as part of the hiring process.

Career Pathways participants will use KeyTrain, a self-paced, computer-based learning system, to assess and improve the basic skills measured by WorkKeys before taking the actual WorkKeys assessment. Besides discipline-specific training, KeyTrain also contains components for learning a wide variety of career skills, such as teamwork, communication, conflict management, and business etiquette. All of the KeyTrain modules, from mathematics and career skills, are available to Career Pathways participants.

**Nearly 800 Students Served**

Career Pathways (CP) at Pulaski Tech has served 793 participants during the 2007-2008 fiscal year. There are three counselors on staff who are responsible for working with participants in the program. This breaks down to each counselor seeing roughly 265 students on a regular basis over the course of a year.

Because counselors must schedule their time wisely in order to meet with all of their advisees, it is important that participants make their scheduled appointments or cancel them early enough to allow the counselors to schedule someone else in the same time slot. Participants may be dropped from the program for not cancelling scheduled appointments they miss.

**Pathways Students Honored**

On June 26, Career Pathways students were honored with a recognition ceremony, including an elaborate buffet, in the Grand Hall of the Campus Center. The event recognized students who have recently completed associate degrees, technical certificates, certificates of proficiency, employability, and GEDs.

Roderic Duckworth, associate director for career and technical education with the Department of Workforce Education, was the keynote speaker for the event.

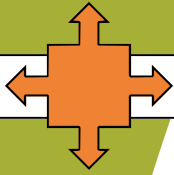


**Career Pathways**

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### Gas Voucher Information



In order to be eligible for gas vouchers, Career Pathways participants must be employed for the month they are requesting assistance.

Participants should notify their counselors that they want gas vouchers and bring in verification of earnings and classroom attendance forms each time they go in to collect gas vouchers.

Additionally, participants receiving transportation assistance must meet with their counselors at least once per month and request to be put on the gas voucher list. Gas vouchers are limited to \$40 per month for students living in Pulaski County and \$60 per month for students living outside the county.

### Update Your Information

It is extremely important that we have update information on all Career Pathways participants. If you change your phone number or move to a new home, please let us know. Without the updated information, we will be unable to contact you, which could mean that you may not get important information on changes to the programs, availability of assistance, notification of educational or career opportunities, and more.

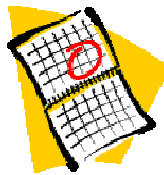
If you have not done so, please be sure to join the Career Pathways Yahoo Group (see address below). Group members get information and updates regularly sent to their email accounts. If you do not have an email account, you can get a free one at [www.yahoo.com](http://www.yahoo.com) or other sites.

**Group Website:** <http://groups.yahoo.com/group/ptcarpathways>

#### NOTE:

July gas vouchers will be available the last full week in July.

Gas vouchers will not be distributed in August. Gas vouchers for August will be available starting September 2.



### Gas Voucher Schedule

- Mon: 12:30 p.m.-6:00 p.m.
- Tues: 9:00 a.m.-3:00 p.m.
- Wed: 12:30 p.m.-6:00 p.m.
- Thurs: 9:00 a.m.-3:00 p.m.
- Fri: 9:00 a.m.-2:00 p.m.

**Gas vouchers are available the first full week of the month during fall and spring semesters.**

### Important Dates

- July 8-Aug 13: New Student Registration (Fall)
- July 21: July Gas Voucher Week
- July 25: Last Day to drop a class or withdraw
- July 30: Final exams, classes end
- Aug 6: Grades available online
- Aug 13: Last day to register for Fall 2008
- Aug 18: Fall classes begin
- Aug 21: Last day to change schedule
- Sept 1: Labor Day Holiday (campus closed)
- Sept. 2: August Gas Voucher Week
- Oct.13-14: AATYC Conference (campus closed)
- Oct. 25: Career Pathways Fall Conference
- Oct. 24: Priority deadline for December Graduates
- Oct. 27: Last day to drop a class
- Nov. 24: Last day to withdraw



### Career Pathways

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[http://www.pulaskitech.edu/current\\_students/career\\_pathways/](http://www.pulaskitech.edu/current_students/career_pathways/)