



**ARKANSAS STATE UNIVERSITY-NEWPORT (ASUN)
CAREER PATHWAYS INITIATIVE
SITE LOCATIONS**

ASUN Newport Career Pathways Initiative

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Career Pathways Staff Contact Information

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Mission

The mission of the Career Pathways Initiative at Arkansas State University - Newport is to assist eligible parents complete an educational degree and enter a high wage, high demand career.

Program Description

The Arkansas Career Pathways Initiative (CPI) is a federally grant funded program started in 2005 which is administered by the Arkansas Department of Higher Education (ADHE) in association with several other state agencies and institutions. Career Pathways provides funding for participating public two-year colleges to offer educational and support services for Transitional Employment Assistance (TEA) recipients and Temporary Assistance for Needy Families (TANF) eligible students to earn high demand educational credentials for immediate entry into high wage occupations and/or further educational attainment.

Expectations of Career Pathways Participants:

- Use this program to gain education and employability skills
- Find a career pathway for a job and, ultimately, a career
- Set and reach educational and personal goals
- Take advantage of support services that will help lead to personal and professional success
- Have good attendance and attitude
- Keep in close contact with Career Pathways Case Manager and other Career Pathways staff
- Use this program after gaining employment as a way to gain support, problem solve, stay employed and complete further steps on the Career Pathways plan

Program Eligibility

Student Eligibility Criteria

In order for a student to be considered program eligible, he or she must be:

- An Arkansas resident
- Have dependent child(ren), under 21 years of old, living in the home
- Be a current Transitional Employment Assistance (TEA): OR
- Receive Food Stamps (SNAP), ARKids or be a Medicaid recipient; OR
- Family income less than 250% of the Federal Poverty Guidelines (see chart below)

Worksheet on Family Income – Eligibility for TANF-Funded Services

250 Percent of the Federal Poverty Level

Family size	2016 Federal Poverty	Yearly total (x250 %)
2	\$16,240.00	\$40,600.00
3	\$20,420.00	\$51,050.00
4	\$24,600.00	\$61,500.00
5	\$28,780.00	\$71,950.00
6	\$32,960.00	\$82,400.00
7	\$37,140.00	\$92,850.00
8	\$41,320.00	\$103,300.00

Required Documentation to Prove Eligibility

Prospective Career Pathways Student Eligibility Documents:

- Copy of Driver's License or State Issued ID
- Social Security Card
- Signed copy of most recent Federal Tax Return (Forms 1040, 1040A, 1040EZ, tax transcript, etc.)

Dependent's Eligibility Required Documents:

- Copy of Birth Certificate for each child
- Adoption papers, if applicable
- Social Security Card of each child/children

Students must provide all documentation requested by the CPI Staff in order to be eligible for the program.

Disclaimer: All documentation and requirements are subject to change at the discretion of the Career Pathways Program, Arkansas Department of Higher Education, Department of Workforce Services and/or Department of Human Services.

Program Guidelines

Enrollment Process

Career Pathways is a federally funded grant program and ASU-Newport receives funding to serve a limited number of students. All applicants must have a goal of immediate employment in high wage/high demand occupations in accordance with Arkansas Act 514.

All applicants will receive written notification regarding the status of their application. Any applicant who fails to submit the required eligibility documents and or complete Orientation in a timely manner will have to reapply to the program.

Attending Career Pathways Orientation is required for all program participants.

Students cannot be enrolled in the Career Pathways Program until all eligibility documents are received and all other requirements are met. Eligibility for current students will be verified annually, usually in July after original enrollment. Returning students may be asked to provide documents from DHS, Tax Forms, and sign new release forms.

Applications and eligibility documents for Career Pathways are accepted at all times.

The Career Pathways Case Manager, or other available staff, will walk each student through the necessary steps needed to enroll into a program of study and/or college courses. ASUN's Career Pathways staff works hard to make the student's educational journey enjoyable and rewarding.

Intake Process

During this step, the student completes an application, along with all other required documents and is given the opportunity to establish a connection with the staff while setting goals and learning more about the program rules. Verification documents must be attached to the student's application. When the student's file is complete and all documentation is verified as correct, the student will be sent an eligibility letter.

Denial of Admission into the Career Pathways Program

Career Pathways reserves the right to deny admission to the program even if the student meets the criteria for admission. Reasons for possible denial may include, but are not limited to:

- Student has a history of very poor academic performance
- Alteration or falsification of documents
- Student has violated ASU-Newport's Code of Conduct
- Student does not attend class regularly
- Student does not provide information and documents to the Career Pathways Staff in a timely manner
- Student has previous training/certification and/or degree(s) that will allow for employment in a high-demand/high-wage job
- Student is not an active job seeker
- Student failed background check
- Student has sufficient funding

Probation/Suspension from Career Pathways

Students not complying with the provisions of the Student Handbook will be placed on probation for receiving CPI funds and for services the following semester or for the remainder of the enrolled semester. Services may be discontinued at the Career Pathways Director's discretion based on the area(s) of noncompliance. The student will receive notification containing the following information:

- Placement on probationary status,
- Area(s) of noncompliance, and
- Corrective action(s) required
- Excessive noncompliance may result in immediate suspension from CPI.

Students must maintain a 2.0 GPA each semester in order to receive assistance. Students who receive less than a 2.0 may be placed on suspension. Students who have less than a 2.0 for the semester, but have a cumulative GPA above 2.0 will be required to meet with a counselor to determine if they will be allowed a probationary semester. Students who are in the CPI program and withdraw from credit courses may be placed on probation. Alteration and/or falsification of documents will result in immediate suspension.

Students who are placed on suspension will be notified in writing of their status and will not be eligible for continued assistance through the Career Pathways program. Students who wish to be readmitted to the program must meet with the CPI Director to determine eligibility.

Counseling & Academic Advisement Process

Participants are required to meet with the Career Pathways Case Manager before enrolling for college each semester and on a monthly basis thereafter. The Career Pathways Case Manager will review schedules and discuss degree plans and refer students for academic advising and financial assistance. Students must also meet with their CPI Case Manager to discuss any academic changes, difficulties or barriers encountered, and graduation plans.

The advisement process includes: assessments, remediation programs and identification of career pathways. It is our main goal to help establish a clear picture of each student's skill level to ensure success in the program. The student will be asked if he/she has taken any of the following assessments: Test of Adult Basic Education (TABE), ASSET, ACCUPLACER, COMPASS, etc. If the student has not taken a recent assessment, he/she must take an assessment for staff use to determine skill levels.

To achieve the best view of each student's skill level, student's scores for COMPASS or ACCUPLACER should be taken within the last year and for TABE within the last six months. Once the case manager has received the assessment scores, an individualized Career Plan will be established for the student. Depending upon the score, students may be placed in a Refresher Course(s) to help improve skill levels so that the student can enroll in college level courses. The Case Manager will provide more information.

Students will receive continuous advisement during their time in the program. The program works to ensure that students have support while seeking an education.

The staff of Career Pathways asks that each student follow the program guidelines:

- a. All students who are enrolled in college credit courses must maintain a 2.0 GPA.
- b. Students who have tuition or courses paid by Career Pathways must see a Career Pathways Case Manager or staff member before dropping or adding a course.

Career Pathways Services

Students need to be aware that funds are limited and Pathways services are not entitlements. Services available to Pathways students may include:

Assessment Assistance	Career Counseling
Childcare Assistance	Individualized Counseling
Mentoring Services	Workshops
Fuel Assistance	Job Placement Assistance
Lab/Clinical/Technical Supplies	Tutoring
Employability Skills	Basic Academic Skills Prep
Referrals to other agencies	Career Readiness Certificate (CRC)
Tuition, Books and Fees Assistance	Case Management

Based on availability, the following may be checked out from your Career Pathways Case Manager/Advisor:

- Graphing Calculators
- Laptops

Tuition & Fees

The Arkansas Career Pathways Initiative is a federally-funded program and all students must complete a FAFSA (Free Application for Federal Student Aid). Students must use all awarded Pell funds before Career Pathways funds (TANF) can be used for tuition/fees and books. If a student is denied a Pell award, students must submit the financial aid denial letter to the Career Pathways Office to “apply for” assistance with tuition/fees. Career Pathways would like to serve as many students as possible with its limited supply of funds for tuition assistance. Students who have not completed a FAFSA are not eligible for tuition assistance. Applications for tuition assistance must be submitted each semester.

The following guidelines have been established to help determine how tuition assistance will be administered:

- a. All students who meet eligibility requirements may receive assistance with tuition/fees, and other services from Career Pathways as long as they have a current GPA of 2.0 and provided they follow the guidelines for each service.
- b. All verification documents must be in a student's file before tuition/fees assistance can be granted.
- c. Students must complete all Employability Certificate requirements and WorkKeys Exam (obtaining a CRC) before they are eligible for any assistance through Career Pathways.

Career Pathways understands that there are external factors which can influence a person's success and failure. Tuition assistance through Career Pathways can give students a second chance at an education. Our goal is to help the student find some type of assistance even if Career Pathways cannot provide funding. Partnerships with other agencies are established to aid in referring students for tuition assistance.

Books & Supplies

To relieve the financial burden of buying textbooks, students who complete the Employability Certificate requirements will be allowed to purchase textbooks from ASUN's campus bookstore. Career Pathways' funded students will return any books and supplies that have been purchased by Career Pathways when the student withdraws from a class/program. Career Pathways will make every attempt to have textbooks and supplies available for as many students as possible. Each semester, qualified Career Pathways students should request any needed books and/or supplies.

Fuel Assistance

Career Pathways has funds to assist with transportation for students who drive back and forth to ASUN's various campus locations. Students, or a student's driver, must show proof of a valid driver's license. Federal guidelines stipulate that a student must work a minimum of one hour a week to receive transportation funds. Students must submit work verification forms and attendance monthly as scheduled by their CPI Case Manager for the month the student is requesting reimbursement. All documents will be verified at that time and transportation allotment will be made if the student is in compliance. Students who take only online courses are not eligible to apply for fuel assistance. Fuel Cards are not expected to completely cover a student's transportation costs. Students must apply for assistance each semester. Other Transportation Assistance Guidelines are as follows:

- Student must have a valid driver's license.
- The amount of the card is predetermined by ASUN/CPI staff.
- Purchasing items other than gas will result in immediate termination of any and all assistance, including Student Support Services through ASUN/CPI.
- All receipts from fuel purchases must be submitted prior to receiving the next disbursement of fuel.
- Fuel cards may only be used by the qualified CPI student.

Childcare Assistance

Childcare assistance is offered to students with children under the age of thirteen. Students must submit work verification forms and attendance monthly as scheduled by their CPI Case Manager for the week(s) the student is requesting daycare charges to be paid. The forms must be submitted to Career Pathways before the childcare bill will be paid. Career Pathways will only pay for daycare charges during the time a student attends class.

Employability Process

Employability and Career Readiness Certification

The overall goal of Career Pathways is to use education as a tool to help train students for high demand, high wage jobs. This Employability Certificate will help students to develop the soft skills necessary to prepare for employment. Career Pathways has partnered with local business/industry personnel to establish the Employability Certificate. All students are expected to complete Employability within thirty (30) days, unless a special exception is made by the CPI Director and noted in the student's file. All Career Pathways students will be required to earn an Employability Certificate and a Career Readiness Certificate (CRC) prior to completion of technical, certificated, and degree programs.

Students who receive any type of assistance from Career Pathways must take steps to achieve the certificate. The student can work at their own pace on the items listed on the checklist.

The following requirements for this certificate are as follows:

- a. Complete career assessment
- b. Complete ARJobLink through Department of Workforce Services
- c. Complete keyboard timing-goal of 20 WPM* (Depending on program track)
- d. Submit an updated resume and cover letter.
- e. Complete Computer GCF Literacy training (Score of 85 % required)
OR score a "B" or higher on approved computer literacy course
- f. Complete Job Readiness Training (Employability Certificate)

Skills to be covered, but not limited to:

Interviewing skills	Communication	Handling Personal Emergencies
Self-Esteem	Dress for Success	Applying for Jobs Skills
Workplace Safety	Following Directions	Work Ethics
Being Dependable	Filling out Forms	Listening
Motivation	Body Language	Time Management

KeyTrain is the chosen method of delivery for covering many courses. Each semester, workshops will be scheduled to cover certain topics.

All students will be required to earn an Employability Certificate designed to help the student compete in today's workforce. Students must meet basic academic requirements, demonstrate proficiency with computers, learn workplace skills, and job search strategies. The Employability Certificate requires coursework in the Pathways lab on the above mentioned skills.

Career Assessments

Part of the CPI enrollment process is to assist students with their career interest. All participants will be required to take a career assessment. The results of the assessment will be used to develop an Individual Career Plan (ICP), which remains in the student's file and is updated each semester, if needed. All non-college students will also be required to take the TABE or other equivalent basic skills assessment, the results of which will be used to identify academic basic skills needs.

Refresher Program

The Career Pathways Refresher Program is designed to assist students who are interested in going to college; however, they may not have the necessary skills to attend. Our Refresher Program is intended to help students achieve the academic skills levels that ASU-Newport says a student needs in order to be successful in their college courses. Students work on the computer or use other designated resources and can access a one-on-one teacher to help with any problems or difficulties they may encounter. The main goal is to help the student go directly into credit courses at the college level. Generally, this service is offered by ASUN Adult Education.

Additional Information

Mandatory Meetings and Workshops

A Career Pathways group orientation session is required for all Career Pathways students, as well as group/individual counseling session with a Counselor/Student Advisor. Students are required to attend scheduled workshops at least once a semester.

Students are required to attend class on a regular basis and maintain satisfactory progress. Career Pathways staff will check attendance as needed and will contact instructors with concerns. Students are required to meet with counselors monthly and when otherwise requested.

Change of information

It is very important for the CPI Staff to have current and correct student contact information. Students who change mailing addresses, phone numbers, etc. need to contact their counselor as soon as possible so that necessary corrections can be made in the database.

Reapplying/Recertification for the Program

A student's eligibility for Career Pathways will last for one academic year or through June 30 of each year. The student will need to submit verification of eligibility each year after the initial verification date. The student will need to provide updated verification documents to the Career Pathways office.

If a student drops out of the program or is administratively withdrawn from the program before completing a degree or certificate, they will be allowed to reapply for the program one more time. No student will be allowed to "enroll in" the program more than twice.

Withdrawal/Completion

Students who do not participate in any Career Pathways related activities or maintain contact with their Counselor/Student Advisor for one quarter of the fiscal year may be withdrawn from the program.

A student who earns a certificate or degree while in Career Pathways and subsequently withdraws from the program becomes a "Completer." The Counselor will continue to offer employment related support services for one year by contacting the student to assess progress.

Re-enrollment after withdrawal is at the discretion of the Career Pathways' Director and on a case-by-case basis. A student may only re-enroll once after withdrawing.