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Dear Prospective Applicant:

Thank you for your interest in the Career Pathways Initiative (CPI) at College of the Ouachitas. This correspondence contains most information you will need to enroll. Please complete and return requested information to start your career journey.

We are proud to be a part of a program that believes in changing the lives of working parents/students as well as strengthening the workforce of Arkansas. You will find a wealth of information about Career Pathways on our state website: <http://www.arpathways.com/>. We hope that you will find the answers to most of your questions about our program at this site.

In addition to intensive counseling, other resources for students include assistance with tuition, fees, books, childcare, transportation, course related supplies and other short term training.

All students must earn an *Employability Certificate* before assistance is given. This certificate consist of, but not limited to registering with Arkansas Job Link, completing a Career Assessment, a timed typing test, discuss and completing an Individual Employment Plan (IEP), Individual Career Plan (ICP), a current résumé, and Soft Skills training.

You may start the *Employability Certificate* process at home with the following (***please remember your user name and password, as we will need to print certain information on your appointment date***):

**To Register with Arkansas Job link** you will use the following link: <https://www.arjoblink.arkansas.gov/ada/> and create a résumé after you complete your profile if you do not have an updated resume to turn in. When providing detailed information about your past work experience, include at least the past five (5) years, select a max of six (6) qualifications or the amount described in each section. Your résumé will be discussed on your appointment date.

A ***Career Assessment*** will be provided on campus during your appointment.

Once again, thank you for your interest. We look forward to assisting with you.

Best Wishes,

*Career Pathways*

Johnnie Mitchell, Career Pathways Director  
Terral Harper, Career Pathways Advisor

# Career Pathways Intake Requirements

Thank you for your interest in the *Career Pathways Initiative*. On your appointment day, you will bring in required documents, meet with a team member, complete the employability requirements and receive program expectations.

## **INTAKE REQUIREMENTS (We need copies of the following)**

1. Financial Aid(PELL) Award/Denial Letter
2. Driver's License or State ID
3. Children's birth certificates (proof of birth)
4. ARKids Card(s)
5. DHS Verification of services letter
6. Taxes or Proof of Income\*

**Taxes verified by prior year tax forms or other evidence of recent income.\***

## **COLLEGE STUDENT REQUIREMENTS**

1. Current college schedule

## **COUNSELOR REQUIREMENTS**

1. Discuss program rules, requirements, goals and objectives
2. Discuss childcare
3. Discuss and sign counselor contract
4. Discuss student handbook
5. Discuss employment verification for transportation, tuition and childcare assistance

## **EMPLOYABILITY REQUIREMENTS**

1. Complete Career Assessment
2. Register with Arkansas Job Link
3. Résumé
4. Typing Speed Test
5. Complete Employment Plan and Career Plan
6. Soft Skills Training

The following sources of evidence will be used for verification of the income:

- ✓ Latest federal tax return
- ✓ Pay slips, check stubs and/or collateral contact with the employer.

The following table will be used to compare the adult's income for eligibility verification:

Living in Household	INCOME ELIGIBILITY QUALIFICATIONS	
2	below	\$41,150
3	below	\$51,950
4	below	\$62,750
5	below	\$73,550
6	below	\$84,350
7	below	\$95,150
8	below	\$105,950

In accordance with the MOA, all prospective clients with income at or below 100% of the Federal Poverty Level (FPL) are to be referred to the DWS TANF CPI Liaison unit during enrollment in the CPI program. Email ADWS/TANF Information [ADWS.TANF.CPI.Unit@arkansas.gov](mailto:ADWS.TANF.CPI.Unit@arkansas.gov) and provide return contact information by email or phone. Note that you are enrolling in Career Pathways.