

LOOKING FOR WORK?

## Work Experience

Work Experience allows a worker to learn how to do a job at an actual job location for a set period of time.

Once registered as a "Work Experience" client, workers train at a specific job site, as agreed upon by the job site; the worker; and the Western Maryland Consortium. The Consortium pays for wages, Workman's Comp, and taxes so that the worker can train. Although it is never guaranteed, sometimes clients are hired at the job site permanently.

#### **On-the-Job-Training**

On-the-Job-Training allows workers to become skilled at a position while working at the job. Part of the employee's wages are paid by the Western Maryland Consortium for a period of time.

For adult workers, we reimburse 50% of wages. For youth, 75%.

#### **COLLEGE TRAINING**

The Western Maryland Consortium can pay for tuition, books, and fees for approved college courses that can lead to a degree, a certificate, or training toward a certification.

#### **Approved Colleges:**

Garrett College, Allegany College, Hagerstown Community College On-Line, and Mineral County Vo-Tech...or, submit a request for another training for possible approval.

You do not need any prior credits to complete a certificate or non-credit training. However, if you are pursuing a degree, you will need to have completed at least half of the credits required to finish the program prior to entry. If you attended college before or have military credits, it is possible some of those credits may transfer.



## **Approved Garrett College Trainings**

#### **Non-Credit: Continuing Education**

- Certification in Apartment & Building Maintenance Tech
- CFC-EPA Sect 608 Cert. Exam Prep
- Machining-CNC Machining
- Welding
- Class B Commercial Driver's License
- Class A Commercial Driver's License
- Commercial Vehicle Transport
- Certified Nursing Assistant
- Certified Clinical Medical Assistant
- Medical Coding and Medical Billing
- Medical Office Assistant
- Phlebotomy-Venipuncture
- Veterinary Assistant

#### **Credit: Degree or Certificate**

#### **Certificate**

Adventure Sports Management Cyber Security

#### (Hagerstown On-line)

Administrative Assistant Certificate Management Certificate

#### **AAS Degree**

Business & Information
Technology/Web & Graphic Design
Business & Information
Technology/Business Management
& Entrepreneurship
Natural Resources & Wildlife Tech
Cyber Security

#### **OUR SERVICES**

**Work Experience** 

**On-The-Job-Training** 

**Education Leading to a Degree** 

**Education Leading to a Certificate** 

Training Leading to a Specialized Certification

**Custom Resumes Written for Anyone Free of Charge** 

Assistance Signing Up for the Maryland Workforce Exchange to Search and Apply for Jobs

Computers Available to the General Public for On-line Job Searches and Applications

Assistance with On-Line Job Applications

**Bulletin Board Updated Weekly with Current Job Listings** 

**Job Interview Tips and Coaching** 

Assistance Signing Up for the Maryland Workforce Exchange for Unemployment Benefits and with Entering Job Search Contacts to Fulfill Unemployment Requirements

#### **Additional Facts**

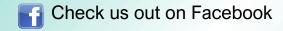
All of our services are available free of charge to VETERANS.

Please call to schedule an appointment.

301-334-8136

Thank you for your service to our country!

www.westernmarylandconsortium.org





### **VETERANS**

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**OPEN MONDAY – FRIDAY** 

8:00 A.M. - 3:30 P.M.

(Closed 12:00 – 12:30 for lunch)

A proud partner of the americanjobcenter

(In the event of inclement weather, the Garrett County Office of the Western Maryland Consortium follows Garrett Colleges' Schedule of Delays or Closures.)