



T&E Program

Free Computer Training & ESL Class

Job Placement & College Application Assistance Available

Program Services will be conducted remotely for all Train & Earn Participants in Covid-19

- LOCATION:** Train & Earn Program (T&E)
(Call: 646 292-9680/9673)
- REGISTRATION:** Monday through Friday
9:30 am to 12:30 pm and 1:30 pm to 4:30 pm
- CLASSES & SERVICES:** **Computer:** Microsoft Office (Word, Excel, PowerPoint and Access) & Keyboarding skills;
Basic Skills: Reading, Writing and Math;
Work Readiness: Resume, Cover Letter, Job Search and Interview Skills, Job Market Information and Career Exploration.
English as a Second Language (ESL) & college preparation
Financial Literacy Education & Free Bank Account
Paid Internship Opportunities & One-year Follow-up Services
- CLASS SCHEDULE:** **August 9, 2021 to October 29, 2021** (12 Weeks)
Monday through Friday, 9:00 am to 4:00 pm
- ELEGIBILITY:**
1. 16-24 Years Old;
 2. Citizen, Permanent Resident, or Other Legal Residents with Work Permit;
 3. Reside in the Five Boroughs of New York City;
 4. Meet Government Low Income Eligibility Requirements if a High School Graduate.
- REGISTRATION DOCUMENTS:**
1. **Proof of Date of Birth**
 2. **Social Security Card;**
 3. Address;
 4. Family Size;
 5. Family Income;
 6. High School Diploma (or drop-out letter);
 7. **Selective Service Registration** (males 18 and older only)
- INFORMATION:** (646) 292-9680, Shirley; 或 (646) 292-9673, Charlie

*CMP is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
TTY: 1 800 662-1220*



T&E Program

免费青少年英语及电脑班招生

提供就业及大学升学服务

(疫情期间网上教学服务)

报名时间: 星期一至星期五: 上午 9:30-12:30; 下午 1:30-4:30

地点: 人力中心青少年职业培训部 (T&E Program)
(Call: 646 292-9680/9673)

课程和服务: 基本电脑应用 (Word, Excel, PowerPoint), 指法打字; 就业辅导: 简历写作, 见工面谈, 职场文化, 了解及明确自己在就业或升学方面最佳的选项; 日常英语, 美国文化及大学入学考试 (ACT 包括阅读写作和数学); 所有大学入学及助学金申请相关事宜; 有地铁卡补助和带薪实习机会, 并提供为期一年的工作和升学后续服务。

上课时间: 2021 年 8 月 9 日至 2021 年 10 月 29 日 (共十二周)
(星期一至星期五; 上午 9 点至下午四点)

申请资格:

1. 年龄 16-24 岁
2. 美国公民、永久居民、或其它可在美国合法居留和工作
3. 居住在纽约市五大区内
4. 家庭收入需符合政府规定低收入标准

报名需备证件:

1. 生日证明 (出生证、护照、绿卡、或其它身份证明)
2. 社安卡
3. 住址
4. 家庭人数
5. 家庭收入
6. 高中毕业证书 (辍学或其它证明)
7. 18 岁或以上男士需备兵役登记证明

查询电话: (646) 292-9680, Shirley; 或 (646) 292-9673, Charlie.

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