

How do I apply?

If you are eligible, contact Training Futures for an intake appointment at:

Tyson's Corner (571) 748-2864

June, 2015

Manassas (703) 530-3041

October, 2015

Intake lasts from **8:45 a.m. to 2:00 p.m.** and involves a two-hour math/reading/language test, Program Orientation, completion of an application form, and a personal interview. There will be time for a snack/lunch. What Do I bring to Intake?

- A driver's license or photo identification
- Income verification; recent pay stub, and if married, a pay stub for your spouse; federal tax return
- Proof of legal residency for non-citizens



Training offered at two locations:

Training Futures Tyson's

Training begins June 2015

8603 Westwood Center Drive, Suite 300

Vienna, VA 22182

Rini Victor, Program Assistant

rvictor@nvfs.org

Phone: (571) 748-2864

Fax: (703) 448-1634

Training Futures Manassas

Training begins October 2015

9485 Innovation Drive, Suite 141

Manassas, VA 20110

Hannah Cook, Program Assistant

hcook@nvfs.org

Phone: (703) 530-3041

Fax: (703) 365-2374



Northern Virginia
Family Service

Training Futures

A nationally-recognized,
workforce development solution
Northern Virginia Family Service



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What is Training Futures?

Training Futures is a 6-month administrative job training program that provides a critical pathway to living-wage jobs for motivated, low-income individuals.

Due to a unique partnership with Northern Virginia Community College, trainees are co-enrolled with the college and receive up to 18 to 21 college credits for their **office technology training** and **healthcare office training** while at Training Futures.

Training Futures offers an internship within its curriculum that will help to prepare trainees for permanent employment.

Since its launch in September 1996, Training Futures has graduated over 1,600 trainees with a stunning record of success:

- Over 90% of those enrolled graduate
- 80% of all Training Futures graduates find administrative jobs with benefits paying an average of \$12.50 per hour!



Who is Eligible?

Successful applicants will be:

- Low-income
- Committed and able to attend training from 9:00 a.m. to 2:00 p.m., Monday—Friday, for 6 months
- A U.S. resident for at least one year, a permanent resident, an asylee or a work permit holder (A work permit will not qualify for NOVA credit.)
- A resident of Virginia (A minimum of one year Virginia residency is required to be eligible for credits from NVCC.)
- Interested in computer/clerical work with an ability to sit and concentrate for long periods of time
- 20 years or older with a minimum of a 7th—9th grade test level in basic English and Math
- Ready to comply with professional etiquette and business professional dress code (Trainees gain access to professional clothing bank.)
- Committed to taking a full-time job at the end of training
- Free from substance abuse for one year and attending NA/AA meetings if appropriate

And must have:

- A high school diploma or GED
- Reliable child care plus back-up child care identified, *if applicable*

What does it cost?

- The program is free to trainees, with a book and supplies fee of \$350 / \$400.
- In order to obtain the college credits, the trainee must apply for financial-aid grants and register with NOVA. Trainees will have no financial obligation for their credits unless they decide to drop out of the training program after the college deadline has passed.



Training Futures

www.nvfs.org/trainingfutures

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