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# MoHealthWINS Passport

## Computer Information Systems-CIS Computer Support Certificate

**FAST TRACK!**



**You may qualify for FREE TUITION\* for the CIS- Computer Support certificate through the MoHealthWINS grant if you are:**

- Eligible for Trade Act Assistance OR
- Unemployed OR
- Underemployed OR
- Low Skilled in Reading, Math, or Writing

**Use this Passport to help you complete the application process for MoHealthWINS and start your new career!**

**IMPORTANT DEADLINES: Submit application by 11/26/13  
Complete all Admissions & Essay requirements by 12/6/13**

**CLASSES WILL BE HELD AT JEFFERSON COLLEGE-ARNOLD**

Applicant's Name \_\_\_\_\_

## APPLICATION

- Complete MoHealthWINS CIS application
- Register at **www.jobs.mo.gov** as job seeker
- Take completed application, current valid driver's license/State ID, **and** this Passport to:

### MISSOURI CAREER CENTER

3675 West Outer Road,  
Suite 102  
Arnold, MO 63010  
(636) 287-8909, ext. 278

#### Office Hours:

Mon.-Thurs., 8 A.M. – 4:30 P.M.,  
Fri. 9 A.M. – 4:30 P.M.

### MISSOURI CAREER CENTER

1108 Washington Square  
Shopping Center  
Washington, MO 63090  
(636) 239-6703

#### Office Hours:

Mon., Tues., Thurs., Fri., 8 A.M. – 4:30 P.M.,  
Wed., 9 A.M. – 4:30 P.M.

## ELIGIBILITY

- Complete Welcome Orientation at Career Center
- Meet with Skills Team at Career Center for Eligibility Review
- Complete WorkKeys assessment at Career Center by 11/26/13
- If Eligible, continue to Admissions Section. (This does not guarantee acceptance into the training program.)

## ADMISSIONS

- Meet with Jefferson College Admissions and complete Admissions process
- Pay \$25.00 application fee, if first time student
- Complete FAFSA (Free Application for Student Aid) at Student Financial Services - bring most recent tax returns
- Take COMPASS test at Jefferson College's Testing Center & meet with advisor to review scores
- Submit two paragraph essay electronically to CIS Instructor at [kbruce@jeffco.edu](mailto:kbruce@jeffco.edu) by 12/6/13

## Essay should address the following questions:

- What are your career goals?
- How do you plan to use your computer repair & networking skills to support the healthcare industry?
- You must include your name and V# on the essay and submit by 12/6/13

## ACCEPTANCE

- Instructor will notify you of acceptance into CIS-Computer Support Program via email by 12/20/13
- Meet with an advisor to enroll in CIS certificate classes
- Meet with Student Financial Services to discuss your financial aid prior to first class
- Obtain required textbook/supplies

## INELIGIBLE for MoHealthWINS:

- Meet with Jefferson College Admissions Representative to discuss educational options
- Complete Jefferson College Application
- Pay \$25.00 Admission Fee, if first time student
- Meet with an advisor to enroll in courses

\*Grant does not cover required fees, developmental courses, books, or supplies. Other financial aid may be available to assist with costs.

