



Procedure Manual

ShaleNET was funded by a grant awarded under the US Department of Labor's Employment and Training Administration. This document was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This document is copyrighted by the fiscal agent institution that created it. Internal use, by an organization and/or personal use by an individual or non-commercial purpose, is permissible. All other uses require the prior authorization of the copyright owner.

Fiscal Agent Institution: Pennsylvania College of Technology

June 2015

Overview

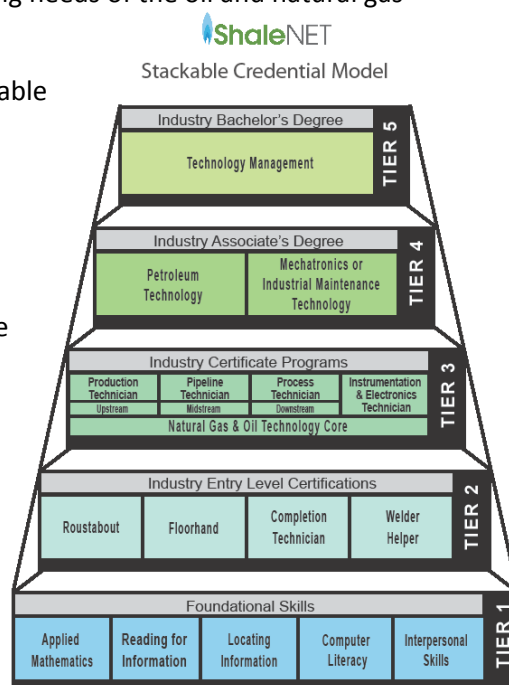
The ShaleNET consortium includes Pennsylvania College of Technology located in Williamsport PA (the project's fiscal agent), Navarro College located in Corsicana TX, Stark State College located in North Canton OH, and Westmoreland Community College located in Youngwood PA. These institutions partnered in response to the extensive workforce education and training needs of the oil and natural gas industry.

The project employs three strategies to implement the ShaleNET Stackable Credential Model:

STRATEGY 1: Provide ShaleNET entry-level services (Tier 1) as needed, entry-level certifications (Tier 2) and Talent Match System services to primary unconventional shale play regions in the US.

STRATEGY 2: Create and distribute four new ShaleNET credit certificate programs that meet the high demand workforce occupations of the oil and gas industry (Tier 3).

STRATEGY 3: Create and distribute two new ShaleNET AAS degree programs for Petroleum Technology and Industrial Maintenance/ Mechatronics Technicians (Tier 4).



Implementation

All ShaleNET consortium member institutions will comply with all applicable regulations and cost principles, grant funding restrictions and special conditions, and U.S. Department of Labor (USDOL) guidance, as flowed down from USDOL and included in the CoGrantee Memorandum of Agreement(s) and as listed at: <http://www.doleta.gov/taaccct/lawregulations.cfm>

Program (Hub) Directors located at each institution are responsible for ensuring compliance with all applicable federal, state, local and institutional policies and procedures.

Participant Enrollment & Assessment

Eligibility

Based on Grant Award No. TC-23799-12-60-A-42, ShaleNET will adhere to the eligibility guidelines included in SGA/DFA PY 11-08 by specifically conducting outreach to the targeted populations of trade-impacted, Veterans, unemployed, underemployed and low-skilled. Priority of enrollment will be given to 1) Veterans; 2) Veteran eligible spouse; 3) Workers eligible for training under the TAA for Workers program; 4) Other individuals determined to be eligible for training and education.

Definitions & Eligibility Documentation

<i>Target Population</i>	<i>Definition</i>	<i>Documentation Options</i>
Trade impacted	An individual who has lost their job, from Trade certified employer, through no fault of their own due to lack of work as a result of foreign trade.	Group eligibility certification TAA decisions listed on doleta.gov
Veterans & Veteran eligible spouses	As defined by 20 CFR Part 1010 Priority of Service for Covered Persons Final Rule at http://www.dol.gov/VETS/E8-30166.pdf Veterans and Veteran eligible spouses will be enrolled in compliance with each Hub's institutional Veteran's Priority policy and procedure(s).	Military ID Discharge Form DD214 VA letter Veteran data
Unemployed	An individual who has been terminated or laid off, or has received a notice of termination or layoff; employed at a facility at which the employer has made a general announcement the facility will close within 180 days; self-employed (including employment as a farmer, a rancher, or a fisherman) but unemployed as a result of general economic conditions or natural disasters; and a displaced homemaker.	Employer Verification Layoff Notice WIA Case Notes Rapid Response List Public Announcement UI Records Public Assistance Records Self-attestation
Underemployed	An individual who is working part-time but desires full time employment, or is working in employment not commensurate with the individual's demonstrated level of educational and/or skill achievement.	Employer Verification Layoff Notice WIA Case Notes Rapid Response List Public Announcement UI Records Public Assistance Records Self-attestation
Low Skilled	For noncredit programming: An individual who fails to demonstrate college readiness. For credit: No certificate or degree.	Noncredit: No proof of high school graduation or GED Credit: Must have GED or HS diploma ACT scores WorkKeys assessment scores Placement testing scores

Participant Notifications

All participants will be informed:

- They are participating in the USDOL TAACCCT-funded grant program.
- Personal information will be collected in order to track program performance outcomes, although services cannot be withheld if the participant declines to provide the information.
- They will be asked to register in shalenet.org, although services cannot be withheld if the participant declines to register.
- The ShaleNET program is committed to providing an educational environment that provides equal access to all students and prohibits discrimination or harassment against any person because of race, color, religion, national origin, sex, gender identity or expression, disability/handicap, age,

sexual orientation, political affiliation, status as a protected veteran, genetic information, or any characteristic against which discrimination is prohibited by applicable law.

- FERPA rights
- Financial Aid availability

Credit Intake

Enrollment in ShaleNET credit programs (Tiers 3 and 4) will comply with each consortium institution's Admissions policies and procedures, including the following as applicable:

- Application
- Placement testing
- Financial aid/payment
- Accommodations
- Advising
- Prior qualification assessment
- Registration
- Institutional orientation
- ShaleNET orientation
- Student registration in shalenet.org

Based on placement testing results, developmental coursework and intervention programs will be employed as necessary in compliance with each consortium institution's policies and procedures.

ShaleNET consortium institutions will offer college credit for prior learning experiences based on the results of the following assessment tools, as applicable:

- American Council on Education (ACE)
- DANTES/DSST
- College-Level Examination Program (CLEP)
- Competency Assessment/Demonstration
- Credit by examination
- Credit for Work/Life Experience
- Portfolio review

Non-credit Intake

ShaleNET consortium institutions will conduct the following with participants for enrollment in ShaleNET noncredit programs (Tier 2):

- Intake Assessment Form – Completed by participant to provide initial profile information and writing sample (Appendix A).
- Meeting with ShaleNET Career Counselor – Participant completes Assessment Review Form (Appendix B) with Counselor, discusses goals and employment requirements, reviews resume, enters/reviews shalenet.org participant data (Appendix C), and schedules physical assessment testing. During this meeting Career Counselor will advise participants with felony convictions of: a) the reduced likelihood of finding employment, and b) enrollment in training requires written commitment from a gas-related company that the participant will be considered for employment.
- Physical assessment – To determine participant's level of ability in lifting, carrying, overhead work, pushing, pulling, climbing, crouching, balancing, hoisting and grip. Medical professional must sign off that applicant is fit to perform said duties.

- Criminal background check (optional based on geographic location and industry requirements) – Applicant with a felony conviction is not permitted to enroll in training unless a participant convicted of a felony offense provides a gas-related company letter stating the participant will be considered for employment with the felony conviction.
- Drug testing (optional based on geographic location and industry requirements) – A minimum five-panel drug test will be conducted. A positive result is cause for immediate dismissal from training.
- Driving history – Participants must produce a valid driver's license from one of the fifty states. A state police check on a candidate's driver license for DUI is required. If the candidate has had a DUI conviction within the last five (5) years, he/she is not permitted to enroll in training.
- Enrollment – Participant is enrolled in training using standard institutional enrollment procedures and provided a student ID number.

Recordkeeping

Recordkeeping, physical and/or electronic, for ShaleNET credit programming participants will include the following as applicable:

Credit Programs

Application for Admission
 Demographics
 Records, transcripts (high school, GED, college)
 Assessments – College readiness, placement testing, accommodations
 Financial aid documentation
 FERPA release
 Drop, add, withdrawal forms, grade changes
 Immunizations
 Class schedules
 Application for graduation
 Voluntary Shalenet.org participant data

Noncredit Programs

Intake Form
 Assessment Review Form
 Voluntary Shalenet.org participant data
 Physical assessment results
 Proof of identity
 Verification of eligibility – TAA, Veteran, Veteran spouse, employment
 Verification of Selective Service registration
 Criminal history (optional based on geographic region and industry requirements)
 Driving history
 Drug testing results (optional based on geographic region and industry requirements)
 Release of information
 Career Counselor case notes
 Support services referrals
 Resume
 Earned industry certifications

Maintenance & Retention

All recordkeeping will comply with each consortium institution's records maintenance and retention policies and procedures.

All participant/student files will be stored in a secure environment.

In compliance with federal guidelines, all grant-funded project files will be retained for three years.

In compliance with SGA/DFA PY 11-08, all necessary steps will be taken to protect Personally Identifiable Information (PII), and all data exchanges will comply with all applicable state and federal laws.

ShaleNET Procedure Manual Acknowledgement of Implementation

I acknowledge *ShaleNET Procedure Manual dated June 2015* has been received and implemented by appropriate staff.

Signature

Date

Name

Title

CoGrantee Institution



Intake Assessment/Information Session

Date:

Contact Information

Name	
Street Address	
City, State, Zip	
Email Address	
Telephone	

Personal Profile (self-report)

Have you served in the United States Armed Forces (including reserve and National Guard; and discharged/released from such service under conditions <u>other</u> than dishonorable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you self-identify as an "eligible spouse" of a veteran?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you had safety training?	
How soon can you start working?	
Do you have an up to date resume?	
What type of job category are you interested in?	
Do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No

How were you referred to ShaleNET Training?

Appointment with Diane _____

Explain to the ShaleNET Team why you are interested in ShaleNET Training:

How does participating in ShaleNET training relate to your career goal?

Tell us why you want to work as a roustabout.

Tell us how you feel about following established policies & procedures:

Provide examples of how you have worked as a member of a team:

Describe your computer skills and abilities:

Why should the ShaleNET Team select your application for inclusion in ShaleNET training?

ShaleNET Team Use:

Self-reported Veteran/Eligible Spouse status:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Completed ShaleNET registration:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reviewed work history/education:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reviewed Intake Assessment Form:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Next steps:		

APPENDIX B



Assessment Review

Date:

Career Counselor:

Participant Information:

Name	
Street Address	
City, State, Zip	
Email Address	
Telephone	

Tuition Payment Method	
Comments	

ShaleNET Talent Match Information

Profile Completed:

☐ Yes

☐ No

Comments: _____

Verification

☐ Identity_____

☐ Social Security Number_____

☐ Selective Service_____

☐ Residency_____

APPENDIX B

Veteran/Eligible Spouse

☐ Veteran ☐ Eligible Spouse

Documentation provided for use of GI Bill _____

Documentation provided for Veterans' Act #13 CDL Training _____

Motivational Fit Assessment:

	Yes/No	Comments
Can you pass a drug test and stay off drugs as a condition of employment?		
Are you willing to work outdoors continuously for up to 12 hours per day in all weather conditions?		
Can you lift and carry 80 pounds several times per day? Give examples.		
Do you have a valid driver's license with a good driving record?		
Can you demonstrate that you are dependable and reliable? Can you report to work on time every day and prove no unexcused absences on previous jobs? Give examples.		
Are you willing to submit to a criminal background check?		
Do you have transportation to get to a work site? What is your transportation?		

Comments/additional discussion: _____

APPENDIX B

Basic Skills Review:

Education level: _____

Name of school: _____

Additional information: _____

Basic Skills Assessment Testing: _____

Type: _____

Administrated by: _____

Results: _____

Comments/discussion: _____

Job Search Skills Review:

☐ Completed up-to-date resume

Comments: _____

☐ Attended job search workshops/trainings

Comments: _____

Additional discussion/job search skills: _____

APPENDIX B

Computer Skills Review:

☐ Potential candidate is able to use the internet to conduct a job search AND to complete on line job applications (self-report).

☐ Potential candidate is able to use Microsoft Word to develop a natural gas industry specific resume (self-report).

☐ Potential candidate understands how to use email programs and is able to attach documents to an email message (self-report).

Additional discussion/computer skills: _____

Military Experience

Service Branch: _____ Service Dates: _____

Position Title: _____ Duties: _____

Transferable Skills from military to oil and gas industry: _____

Identify and discuss employers who are interested in hiring veterans: _____

Additional discussion: _____

APPENDIX B

Employment Status

☐ Employed, hourly wage_____, company_____, title_____

☐ Unemployed – Reason_____

☐ Receiving unemployment compensation benefits?

One Stop Information

☐ Working with LVER/DVOP Wagner Peyser personnel at one-stop center

Contact Person:_____

Comments:_____

☐ Eligible for Workforce Investment Act Training (WIA)

Contact Person:_____

Comments:_____

☐ Enrolled in additional One Stop Program(s):

Type:_____

Contact Person:_____

Comments:_____

☐ Trade Adjustment Act Eligible

Contact Person:_____

Comments:_____

Employment History:

Most Recent Employment:

APPENDIX B

Company Name/Address	Job Title	Dates Employed	Job Duties	Reason for Leaving

Transferrable Skills to Natural Gas Industry

Career Goal

Pre-training Screening/Testing

☐ Scheduled for testing at Susquehanna Health System Work Center
on _____

☐ To pay \$175 fee to Penn College on _____

Payment method for training

☐ Self-Pay ☐ WIA ☐ Scholarship Act# 13 _____

APPENDIX B

☐ TAA ☐ Veteran Administration ☐ Scholarship - Chevron
☐ OVR ☐ Other _____

Enrollment Information

☐ Accepted ☐ Not Accepted _____

Class type and dates: _____

Comments:

THIS IS CONFIDENTIAL DATA AND CAN ONLY BE USED FOR THE ADMINISTRATION AND DELIVERY OF FEDERAL/STATE FUNDED PROGRAMS

Name: _____ Student ID: _____
FIRST MI LAST

Application Date: ____ - ____ - ____ E-mail address: _____
MM DD YYYY

Current Mailing: _____
Address City State Zip Code

Phone #: _____ Social Security #: _____

Current Enrollment Type: ☐ Full Time ☐ Graduated ☐ Not enrolled ☐ Expelled ☐ Part-time ☐ Withdrawn

Enrollment Type Date: ____ - ____ - ____ Date of Birth: ____ - ____ - ____
MM DD YYYY MM DD YYYY

Gender: ☐ Male ☐ Female Occupation: _____

Ethnicity/Race: ☐ American Indian/Alaska Native ☐ Hispanic/Latino and More Than One Race
☐ Asian ☐ More Than One Race
☐ Black/African American ☐ Native Hawaiian or other Pacific Islander
☐ Hispanic/Latino ☐ White

Person with Disability: ☐ Yes ☐ No

Pell Grant Eligible: ☐ Yes ☐ No ☐ Do not know

TAA Eligible: ☐ Yes ☐ No ☐ Do not know

U.S Work Authorization: ☐ Yes ☐ No

Employment Status: ☐ Active Military
☐ Dislocated Worker
☐ Full-time Employee
☐ Part-time Employee
☐ Student
☐ Unemployed

Veteran Status: ☐ Yes ☐ No

Education: ☐ Associate's Degree ☐ Bachelor's Degree ☐ Graduate Degree
☐ High School Diploma/GED ☐ No High School Diploma ☐ Vocational Certification
☐ Other _____

I certify all statements and attachments on this form are true to the best of my knowledge. For research purposes to meet reporting requirements related to the U.S. Department of Labor TAACCCT grant, I authorize ShaleNET to use any information about me related to my academic record (including withdrawal, enrollment status, and degrees/certifications enrolled in and obtained, etc.) and my employment record (including retention, earning outcomes, etc.) I understand and consent to my social security number will be used for obtaining employment data through ShaleNET, SPR Third Party Evaluator and the State wage data collection agency for the purpose of national research regarding the U.S. Department of Labor program. (This Authorization shall be valid for a period of four (4 years) from the date of execution or until my written revocation is received, whichever occurs earlier)

Signature _____ Date: _____

"This product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership."

**STUDENT CONSENT TO RELEASE INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) of 1974, is a federal law that establishes the rights of students with regard to education records, and ensures students of the right to privacy and confidentiality with respect to those records. For required reporting and evaluation purposes, ShaleNET will need to collect information on your educational records and your demographic and profile information. ShaleNET will also need to collect data from state workforce agencies that operate Unemployment Insurance, Employment Service, Trade Adjustment Assistance and Workforce Investment Act programs about any assistance you have received from these programs as well as your employment and earnings information, both before and after your ShaleNET participation.

This release is provided as a means for you to give ShaleNET permission to collect this information and to disclose it for project reporting and evaluation purposes only.

This information may be disclosed to local workforce agencies, a third party project evaluator contracted by ShaleNET and to the U.S. Department of Labor as a reporting requirement of this federally funded grant.

ShaleNET career counselors may disclose your profile information and ShaleNET education information to perspective employers for the potential for employment.

Student Name: _____

Student Signature: _____

Student ID #: _____

☐ I understand the contents of this waiver and give access as described.

Date this release was accepted by student: _____

“This product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.”



Unless otherwise specified, this work by ShaleNET U.S. is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/).