



# Student Handbook

**MAIN CAMPUS**

**400 WILKES BOULEVARD, COLUMBIA MO 65201**

**PHONE: 573.474.8560**

**FAX: 573.474-8575**

**[WWW.JOBPOINTMO.ORG](http://WWW.JOBPOINTMO.ORG)**

**MARCH 2020**

**Job Point** is Mid-Missouri's premier employment center and community development corporation. Since 1965, we have been linking people and jobs by providing career planning, skills training and job placement assistance.

**Our Goal:** We specialize in preparing individuals to enter the workforce, while meeting a critical need of the business community.

**Vision:** To unleash human potential by creating life changing solutions for personal fulfillment and economic independence.

**Mission:** Job Point promotes the abilities of individual seeking employment through innovative training, education and business partnership, enriching the communities where we work and live.

## Student Services Information

---

### **AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY STATEMENT**

It is the policy and practice of Job Point to provide services to persons without regard to race, religion, color, gender, national origin, disability, sexual orientation, veteran status, marital status, ancestry, familial status (housing), pregnancy, genetic information or gender identity, except where *bona fide* occupational requirements exist. For persons sixteen years or older, vocational services shall also be provided without regard to age. This policy will remain consistent with Affirmative Action/Equal Opportunity, Title VI of the Civil Rights Act, Equal Pay Act, Age Discrimination Act, Section IV of the 1973 Rehabilitation Act, Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994, the Americans with Disabilities Act (ADA), the ADA Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination Act of 2008, and any other applicable laws.

Furthermore, Job Point has pledged to support Missouri's veterans. As a member of "Show-Me Heroes", Job Point places a preference on assisting and hiring those who have served and continue to serve in the Armed Forces, National Guard and Reserve.

### **ADMISSION REQUIREMENTS AND PROCEDURES**

The minimum admission requirements for Job Point's programs include:

- 16 years of age or older (some programs have specific age requirements). Individuals under age 18 are required to obtain guardian/parental consent for enrollment and service provision.
- Be capable of independent, safe functioning during limited periods when staff supervision is not provided. Such instances may include, but are not limited to, breaks, lunch and arrival to Job Point site prior to start of class or program, etc.
- Capable of caring for own personal needs or have made arrangements for personal care assistance.
- Be responsible for transportation to services.
- Current medical and/or psychological examination as appropriate.
- Pose no threat of harm to self or others.
- Expressed interest in obtaining employment in the specified field and completing the specified program.
- Completion of Job Point's Enrollment Agreement.
- Appropriate I-9 documentation (legally able to work in U.S.).
- Income verification.
- Fees for service(s) must be paid. Fee sponsorship is usually obtained through a third party, such as the Division of Vocational Rehabilitation, Rehabilitation Services for the Blind, Federal, State or Local funds, and Central & West Central Workforce Development Boards. However, funding may also be arranged on an individual basis.

- All participants must be **determined** eligible for services as stipulated by referral source's appropriate guidelines.
- Some programs require males, who are 18 to 25 years old, to register with Selective Service. Males 26 years or older and born on or after January 1, 1960, must have proof of registration with the Selective Service.

The School Administrator shall make all final decisions on admissions for applicants who do not meet the minimum requirements. Students who lack a requirement for admission may be considered on an individual basis, however, must provide evidence they can successfully meet the demands of the program. A one week trial admission may be recommended to assess the student's likelihood to complete. Should a student be unable to meet all admission criteria or fail to meet program requirements during the trial period, the student will be dismissed from the program, and receive a refund of all monies paid.

Additional admission requirements apply to certain programs.

## Office Technology

- All students enrolled must have a high school diploma/equivalency or be enrolled in classes to obtain this requirement prior to completion of program.
- Students must test at the ninth grade reading and math levels on the Test of Adult Basic Education (TABE).
- Physical tolerance for sedentary work.

The following also applies to these Office Technology Courses:

**Secretarial Refresher**  
**Executive Office Administration**  
**Legal Office Administration**  
**Medical Office Administration**

- Typing speed of 40 wpm is preferred.

## Certified Nursing Assistant

- 18 years of age or older
- Negative drug screen
- Negative TB test
- Clear legal background check (misdemeanor considered case by case, good cause waiver accepted)
- Students must test at the eighth grade reading level on the Test of Adult Basic Education (TABE).
- Physically capable of performing CNA duties.

## Construction Trades

- Students must test at the eighth grade reading and math levels on the Test of Adult Basic Education (TABE).
- Medical clearance from a certified medical professional.
- Physical tolerance for light and moderate work, encompassing a lifting requirement range of 5 to 40 lbs. Although heavy work is not typical, the occasional expectation may be present from time to time; also, students will not be limited from activities, including bending, stooping, kneeling, crawling, reaching [with hand(s) and arm(s) extended outward or overhead], climbing, standing, or walking. Manual dexterity and good physical health is necessary.
- Students must pass a drug screen to participate in the Trades Internship.

The following also applies to:

**Intermediate Construction Trades (ICT)**

- 17½ years of age or older.

The following also applies to:

#### **Highway/Heavy Construction Trades (HHCT)**

- 18 years of age or older.
- All students enrolled must have a high school diploma/equivalency or be enrolled in classes to obtain this requirement prior to completion of program.
- Access to reliable vehicle (waivers may be considered).
- Strong preference given to racial and ethnic minorities, females and individuals with economic disadvantages for non-tuition paying students.
- Valid Driver's License.

The following also applies to:

#### **Heating Ventilation and Air Conditioning (HVAC)**

- 18 years of age or older.
- Minimum score of 56% on the Bennett Mechanical Comprehension Test, Form S.

#### **Retail Sales**

- All students enrolled must have a high school diploma/equivalency or be enrolled in classes to obtain this requirement prior to completion of program.
- Students must test at the ninth grade reading and math levels on the Test of Adult Basic Education (TABE).
- Physical tolerance for light to medium work.

Interested students should follow the procedures outlined below for admission:

- Contact Academic Advisor to determine eligibility for fee sponsorship and potential start date, if admissions criteria are met.
- Review Enrollment Agreement.
- Complete Enrollment Agreement.
- Upon acceptance, sign Enrollment Agreement, determine attendance schedule, and make arrangements for payment.

### **GENERAL INFORMATION AND PROCEDURES**

Job Point fosters a safe work environment, which encourages the development of mature work skills. Many of our rules, policies, and procedures are designed to provide a safe environment and to prepare persons for general employment standards.

- Normal business hours are 8:00am to 9:00pm Monday through Friday. Otherwise Job Point's office will be locked.
- Persons served are required to show proof of identification and wear a badge identifying program participation while on Job Point premises, during daytime hours.
- Visitors are required to enter through the main entrance and stop at the front desk to seek assistance from the receptionist. Guests will be required to show proof of identification prior to entry and will wear a visitor's badge for the duration of their stay. Visits should be limited to breaks unless otherwise approved.
- Job Point is a smoke free organization. Use of tobacco products is permitted at designated areas outside the building in compliance with local laws.

#### **Safety Procedures**

- Fire and other emergency drills will be held every other month. Procedures will be explained by your Advisor/Instructor. All evacuation and drill procedures are posted throughout the facilities.
- After exiting the building during a fire drill or other evacuation, everyone is to meet in the area designated by your Advisor/Instructor for roll call.

- Persons served are urged to use universal precautions at all times, assuming any bodily fluids may be contaminated with bloodborne pathogens.
- Remember, you are responsible for the safety of others, as well as your own. Report any safety hazards or suggestions as soon as possible to the staff person with whom you are working.

## **Code of Conduct**

Job Point has adopted a Student Conduct Code to protect the rights of students, staff and the organization. This code ensures Job Point's training programs are characterized by mutual respect, civility and good citizenship. The code may also govern conduct that occurs at Job Point sponsored events/activities. Job Point students are expected to accept and adhere to these high standards of personal conduct.

Students shall:

- Treat all members of the Job Point staff and other students with courtesy, respect and dignity.
- Comply with directions of administrative officials acting in the performance of their duties.
- Treat the location itself, including buildings, grounds, furnishings, and company vehicles with respect.
- Respect the rights and property of other students attending training.
- Fulfill their obligations through honest and independent effort and integrity in academic and personal conduct.
- Accept responsibility for and the consequences of their actions and encourage responsible conduct in others.
- Respect the prohibition of possession, consumption, distribution and provision of alcohol on site and the illegal possession, use, distribution and provision of controlled substances.
- Abide by all published policies.
- Refrain from any contact with firearms while on site and tampering with fire safety equipment in buildings and on the grounds.
- Possess no firearms, weapons or any other item designed to inflict harm or damage on campus. Sworn law enforcement and military officials possessing firearms while on duty may be exempt.
- Behave in a manner that does not intentionally or recklessly interfere with Job Point operations, including, but not limited to, studying, teaching, administrative activities, or fire, police or emergency services.
- Refrain from behavior that intentionally or recklessly endangers, threatens, or causes physical or emotional harm to any person including self, or that intentionally or recklessly causes reasonable apprehension of such harm.
- Repeated violations of the above expectations may result in removal from the course. Any threatening or illegal behavior will be reported to the legal authorities, and the student may result in an immediate and permanent dismissal.

## **Bag/ Backpack Policy—Wilkes Location**

- Students will be allowed to bring with them a clear plastic, vinyl or PVC bag that does not exceed 12 inches by 6 inches by 12 inches, or a one-gallon plastic bag (such as Ziploc or Hefty bags). The bags may have a logo on one side that is no larger than 4.5 inches by 3.4 inches.
- Small clutches 4.5 inches by 6.5 inches, or approximately the size of a hand, with or without a handle or strap can be brought into the facility along with clear bags.
- Exceptions will be made for approved medical bags or equipment, which will be inspected prior to entry.
- Prohibited items include, but are not limited to, purses larger than a clutch bag, coolers, briefcases, backpacks, fanny packs, drawstring bags, luggage of any kind, computer bags, camera bags, binocular cases, diaper bags, plastic grocery store bags, reusable bags or totes and bags larger than the permissible size. Items in such bags including diapers, wipes and other supplies for babies and small children should be placed in an approved clear bag.
- Students are encouraged to bring only necessary items into the facility. All students and their belongings are subject to inspection prior to entry.

- Students carrying bags that do not meet the criteria will be asked to return them to their vehicles or s/he will be issued a locker and key for storage. Approved clear bags are available at the front desk of Job Point.
- This policy also applies to non-Job Point events, such as MACC HiSET classes and tours/meetings with prospective students and their guests or other meetings hosted on Job Point premises.

## **Dress Policy**

Job Point respects the individual's right to dress in a manner according to his/her personal taste; however, all persons receiving services at Job Point are expected to dress in a manner acceptable to employment standards. It is the policy of this organization that each person's dress, grooming, and personal hygiene be appropriate to the work situation.

- We ask you to not wear these items while at the organization: low cut clothing, excessively short skirts or shirts, tattered jeans, tank tops, T-shirts or hats promoting alcoholic beverages or drugs, or any other clothing that may be offensive to others.
- Hats may be worn in some areas of Job Point, but you may be asked to remove your hat while participating in other areas.
- For safety reasons no open-toed shoes or sandals are to be worn while participating in Construction Trades Training, or other programs, as identified.
- Some programs require uniforms. Additional fees may apply.

More specific dress code standards may be addressed at community work or internship sites. Students dressed inappropriately will be asked to leave the premises, but may return after changing into clothes which meet the criteria listed above. Repeated infractions may result in removal from the course.

## **Attendance Policy**

- Students are expected to attend all scheduled classes for the course in which they are enrolled.
- The course instructor will define conditions under which an absence is excused.
- An absence is an individual matter between the student and instructor. Students are directly responsible to their instructor(s) for class attendance and for work missed during any absence.
- If absences jeopardize progress, the student's instructor will report this information to the Academic Advisor.
- At the instructor's discretion, s/he may allow a student to withdraw from a course if absences jeopardize progress. Any withdrawal initiated during the session for a student's lack of attendance will be recorded on the student's permanent record as a grade of "Incomplete". A student may be determined to be withdrawn from the institution after missing three (3) consecutive instructional days and all of the days are unexcused.
- An instructor may drop a student with excessive absences from the course after consulting with the Academic Advisor. Any drop initiated during the course by an instructor for a student's lack of attendance will be documented on the student's permanent record as a grade of "Fail".
- Eleven percent of class hours absent may result in the student being dropped.
- Information regarding a student who is dropped or withdrawn may be reported to the student's funding entity.
- Instructions will be posted if an instructor cannot attend any regularly scheduled class.
- To ensure the safety of students and staff and to increase the ease and certainty of communication during inclement weather, students will follow Job Point's inclement weather policy. When the public schools are closed due to inclement weather there will be no classes for the day. Evening classes will be cancelled if Columbia Public Schools issue early dismissal. A separate announcement may not be made on local television or radio. To verify class cancellation, call 573-474-8560.
- Additional specific attendance requirements above and beyond those contained herein are located at [www.jobpointmo.org](http://www.jobpointmo.org).

## **Satisfactory Academic Progress**

- The instructor is responsible for the maintenance of standards and quality of work in his/her class(es).

- Failure to progress at a reasonable rate in achieving course competencies, as listed in the course catalog, may result in program termination with a grade of “Incomplete” recorded, unless arrangements for accommodation have been made in advance for expected time to complete.
- An instructor may drop a student for lack of effort from the course after consulting with the Main Campus Director. Any drop initiated during the course by an instructor for a student's lack of effort will be documented on the student's permanent record as a grade of “Fail”.
- Information regarding a student who is dropped may be reported to the student's funding entity.

## Withdrawal Policy

Nothing shall prohibit a student from voluntarily choosing to terminate his/her participation in Job Point's training programs. No punitive grade will be issued at the time the student terminates participation in the program. Any student who wishes to re-enroll after dropping from a course may be required to start from the beginning of training as if s/he has never attended. In the case a student voluntarily withdraws from a training program, the below refund policy shall apply:

- A student choosing to withdraw from Job Point after the commencement of classes is to provide a written notice to the Main or Branch Campus Director. The notice must include the expected last date of attendance and be signed and dated by the student.
- If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be recorded as the prearranged return date, should the student not return from his/her leave of absence. A leave of absence in excess of 6 months will require re-enrollment. Upon re-enrollment fees will be pro-rated based on the previous progress and level of skill retained.
- A student will be determined to be withdrawn from the institution if the student misses three (3) consecutive instructional days and all of the days are unexcused.
- All refunds will be issued within 45 days of the determination of the withdrawal date to the student or third party payee.

Books, supplies and fees are not refundable. Tuition refunds will be determined as follows:

Proportion of Total Program Taught by Withdrawal Date	Tuition Refund
Less than 25%	75% of program cost
25% up to 50%	50% of program cost
51% or more	No Refund

## Transcript Issuance Policy

To preserve the right to privacy of all persons receiving services through Job Point, this organization maintains a firm policy in safe guarding the confidentiality and release of records. Under no circumstances, unless the student is a minor, has a legal guardian, or has legal requirements imposed by a criminal justice authority, will records be released to anyone other than the student's referral (funding) source without his/her written consent. Job Point has established the following procedures regarding requests for transcripts.

- Requests for transcripts must be submitted in writing and include the address to which the transcript should be mailed, if applicable.
- A copy of the students government-issued photo identification and Student Identification Number must accompany the request.
- A fee in the amount of \$.47 per page plus a \$20.02 handling charge must be submitted with the request.

- The transcript copy will be made available within three working days, then may be picked up by the student, otherwise will be mailed by U.S Postal Service via General Delivery.

## HOLIDAYS

Job Point is closed for the following:

- New Year's Eve
- New Year's Day
- Martin Luther King Jr.'s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

**Note:** Days off may not actually occur on those designated above due to the calendar year and Job Point's schedule.

## GRIEVANCE POLICY

The organization's policy shall be to maintain an internal process through which formal complaints and appeals to decisions are addressed with respect to organizational policies and individual rights and responsibilities. In no way shall such action result in retaliation toward the person lodging a formal complaint, nor will barriers to services for which the person served is eligible be tolerated.

### Definitions

**Complaint:** An expressed dissatisfaction or resentment about an action or decision.

**Formal Grievance:** A circumstance regarded as just cause for formal protest, usually associated with the feeling of being wronged as a result of perceived infringement of individual rights coupled with the expectation for review and resolution. This is presented in written form.

**Appeal:** A request for the review of a particular decision with an interest in seeing the decision reversed or amended in favor of the person making the appeal.

### Procedure for Resolving Complaints, Formal Grievances and the Appeal Process

The following procedures and process will be explained to the person served in an understandable manner, using language familiar to the individual. If required or requested, the person served may have a personally selected advocate, parent, guardian or case manager present to facilitate communication and provide support and/or assist with developing a written grievance.

- Discuss the problem with your Advisor. Your complaint will receive courteous and prompt attention. Your Advisor must meet with you and, if you choose, your selected advocate, and reply to your concerns within two days of your request. You will receive the assurance that neither retaliation nor barriers to services will occur as a result of your action. In most situations, complaints can be resolved immediately as a result of clear communication and, in some cases, compromise.
- At any time beyond this point, you have the right to appeal any decision made in terms of your complaint. The appeal process is discussed throughout the remainder of this document.
- If you are not satisfied that the problem has been resolved, you have the right to request an appeal which results in a meeting between you and the Manager to further discuss your complaint. The Manager must meet with you and reply to your concerns within two days of hearing the complaint. Again, you have the right to have a selected advocate with you at this meeting. Minutes will be kept of the meeting, including the



Manager's decision. You may have copies of these minutes if you so desire. These minutes will be maintained in the office of the Vice President/Compliance Officer (Human Resource Representative).

- Again, you may find that discussing all aspects of the situation result in resolution of the complaint. Most complaints can be resolved through communication and, in some cases, through compromise. However, if you are not satisfied with the Manager's response to your complaint, you have the right to take the next step and file a formal grievance. The Manager will inform you of this right and your responsibility to put your grievance in writing as well as his/her responsibility to take your filed grievance to the Vice President.
- A meeting will be arranged between you and the Vice President/Compliance Officer within five days from when your written grievance is presented to the Vice President/Compliance Officer. Minutes will be kept of the meeting. You have the right to receive a copy of these minutes, if you desire. You will receive a written reply within five days.
- If you are not satisfied with the response from the Vice President/Compliance Officer, you have the right to present your written grievance as an appeal to the Board of Directors Ethics and Compliance Committee. You may request assistance with writing out your grievance and appeal from any of the staff previously identified or an advocate you might select.
- A meeting between you and the Board of Directors Ethics and Compliance Committee will be arranged and scheduled within five days of receiving your filed grievance. Minutes will be kept of the meeting and will be maintained in the office of the Vice President/Compliance Officer. You have the right to receive a copy of these minutes if you so desire. The minutes will be placed in your case record. You will receive a written reply within five days of submitting your written grievance appeal or of your meeting with the Board of Directors Ethics and Compliance Committee. The Ethics and Compliance Committee is comprised of the Vice President/Compliance Officer (Human Resource Designee) and three Board Members that have been appointed by the Board Chair. The decision of the Committee will be final in terms of the organization's internal procedure.
- However, if still dissatisfied with the Ethics and Compliance Committee's final decision, you have the right to appeal the decision further by taking it to Missouri Protection and Advocacy, the Missouri Coordinating Board for Higher Education, and/or Department of Mental Health. The Vice President/Compliance Officer (Human Resource Representative) will provide you with the telephone numbers and assist you with the call, if necessary. Job Point willingly accepts its responsibility in cooperating fully with these entities to reach a final decision in the matter.
- If your complaint is not resolved utilizing these procedures, you may file a complaint within 180 days from the date of the alleged violation with the Director:

Civil Rights Center (CRC)  
U.S. Department of Labor (DOL)  
200 Constitution Avenue NW, Room N-4123  
Washington, DC 20210

Upon request the complaint procedure will be made available in the individual's primary language, as possible.

## **Annual Review of Complaints**

- Records of all complaints and filed grievances, as well as the appeal process exercised for each action, will be maintained in the office of the Compliance Officer.
- The Compliance Officer will provide an annual summary of all filed complaints, grievances and appeals and forward this summary to the Board of Directors Ethics and Compliance Committee. This summary will be written in such a way as to focus on the nature of the complaint or grievance and shall keep the identities of the persons served taking action anonymous.
- The Directors will review the summary and prepare recommendations. The Directors will monitor the effectiveness at least annually or as appropriate to the situation.

## DESCRIPTION OF FACILITIES

### Main Campus

400 Wilkes Boulevard  
Columbia, Missouri 65201

Job Point's Certified Nursing Assistant (CNA), Heating, Ventilation and Air Conditioning (HVAC), Highway/Heavy Construction (H/HC), Intermediate Construction Trades (ICT) and Accounting/Computing, Basic Clerical, Executive Office Administration, Legal Office Administration, Medical Office Administration, Office Support Specialist, Retail Sales and Secretarial Refresher programs are housed in the Wilkes location. Employee Development, Employment Services, Supported Employment Services, Job Works, YouthBuild and Vocational Counseling are also provided at the Wilkes Center located in Boone County, Missouri, equidistant from St. Louis and Kansas City on Interstate 70. The Wilkes Center is easily accessible to City residents by personal vehicle, public transportation or walking. The building consists of a lobby/reception area (515 square feet), five restrooms (ranging in size from 76-128 square feet), five classrooms (ranging from 294-887 square feet), two construction shops (367 square feet each), two computer labs (322 and 551 square feet), two conference rooms (132 and 174 square feet), a kitchen (252 square feet) and numerous offices (approximately 100 square feet each).

## QUALIFICATIONS OF INSTRUCTORS

Job Point staffs are highly trained and qualified. The President (Chief Academic Officer/Main Campus Director/Chief Administrator), Vice President and Data Coordinator/Academic Advisor combined have 67 years of experience in job training, education, rehabilitation and employment services. Instructors are required to hold a Bachelor's in Education or related field or at least three years professional experience.

A valid Class E Missouri driver's license, excellent driving record, Positive Supports Training, First Aid and CPR is required of all professional services staff. Background checks conducted on all new staff include verification of Social Security Number, criminal check, sex offender registry, driving records upon employment (annually thereafter), and Missouri Department of Health and Senior Services Worker Registration. These are periodically re-checked.

For specific information on qualifications of individual faculty, please contact the Main Campus Director at 573-474-8560, send an E-mail to [info@jobpointmo.org](mailto:info@jobpointmo.org) or go to <http://www.jobpointmo.com/services/job-points-proprietary-school/>.

## EQUIPMENT FOR INSTRUCTION

Students can expect to utilize the following equipment, as designated for each occupational family.

### Office Technology

Book Shelves  
Book Stands  
Calculators  
Cash Register  
Chairs  
Coat Rack  
Computers  
Copier  
Desks  
Filing Cabinets  
Index Cards  
Laptop Computer  
Pencil Sharpener  
Printer

Stapler  
Tables  
Telephone Doctor® Customer Service Tapes/DVDs  
Telephone System  
Television with VCR/DVD Player  
Transcription Machine  
Transcription Tapes  
White Board

### Construction Trades

1/2 Drive Break Over Bar  
1/2 Drive Speed Handle  
1/2 Drive Swivel  
1/2" Air Impact Wrench  
1/2" Router

10" Folding Saw  
 10" Professional Table Saws with Extension Table  
 10" Table Saw On Legs  
 10x20 Box Trailer  
 120/240vac to 24vac Transformers or Suitable Batteries  
 2' Level  
 2 Ton Bottle Jack  
 2 Wheel Dolly  
 22" Magnetic Sweeper/Roller  
 24 Pack Assorted Bungee Cords  
 3 Step Step Stool  
 3/8" Drive US Reducer  
 35 Pc Socket/Drive Set  
 4 1/2" Grinder  
 5" Bench Vise  
 5" Hand Plane  
 50' Air Hoses  
 5x8 Box Trailer  
 7 1/4" Worm Drive Saw  
 8lbs Sledge  
 Abrasive Wheels  
 Ac and Dc Power Generation Kits (Optional)  
 Acetylene Torch  
 Adjustable Wrenches  
 Air Compressors  
 Air Filters, Clean and Dirty  
 Air Grinder  
 Air Hose, 50'  
 Air Ratchet Wrench  
 Air Temperature Entering the Condenser -Task Sheets  
 Air Temperature Entering the Evaporator -Task Sheets  
 Air Temperature Leaving the Condenser -Task Sheets  
 Air Temperature Leaving the Evaporator -Task Sheets  
 Air Tool Kit  
 Air/Acetylene Torch Kit, Complete  
 Allen Wrench  
 Aluminum 48" Adjustable Work Platforms  
 Aluminum Concrete Chute, 12'  
 Angle Grinder Blades  
 Annealed (Soft) Copper Tubing  
 Arc Welder  
 Auto Drain Cleaner  
 Automatic Expansion Valve  
 Axe/Mall  
 Bar Clamps  
 Belt Sander  
 Bench Vises  
 Bender  
 Bending (Break) Tool 10'  
 Bending Springs  
 Black Iron Pipe and Fittings  
 Blind Rivet Tool  
 Book Shelves  
 Brace and Bit Handle  
 Brazing Filler Metals  
 Brazing Flux  
 Brooms  
 Bucket Buddy  
 Cable Cutter  
 Calculated Superheat -Task Sheets  
 Calculators  
 Caulk Gun  
 Ceramic/Glass Tile  
 Certified Recovery or Recovery/Recycle Unit  
 Chairs  
 Chalk Boxes  
 Chalk Line  
 Chalk Refills  
 Chisels  
 Circular Saw  
 Circumference Rules  
 Clamp-On Ammeter  
 Color-Coded Refrigerant Cylinders  
 Common Leak Detection Devices  
 Compound Miter Saws  
 Computers  
 Concrete Float and Extension Handles  
 Concrete Trowel  
 Copier  
 Copies of a Heat Pump Wiring Diagram  
 Coping Saw  
 Copper Tubing and Fittings  
 Cordless Impact Driver 1/4"  
 Cordless Reciprocating Sawzall  
 Couplings  
 Crankcase Heater  
 Crescent Wrench (Adjustable)  
 Crimper  
 Cut Out Saw  
 Cylinders of Nitrogen  
 Dampers  
 Desks  
 Diagonal Cutters  
 Dial or Digital Pocket Thermometers  
 Differential Pressure Gauges  
 Digital Clamp Meter Tester  
 Disconnect Switch  
 Disposable Furnace Air Filters, Assorted  
 Disposable Refrigerant Cylinders with Colors Clearly Identifiable (At Least Four)  
 Double Wall (Types B, L, and B-W) Vent Piping

Drill  
 Drill Bits  
 Drill Bits and Adapter  
 Drills  
 Drive Extensions  
 Drivers  
 Drywall Knives  
 Drywall Screw Gun  
 Drywall Tape Banjo  
 Drywall T-Squares  
 Duct Seams  
 Duct Sections  
 Ducts in Different Shapes and Materials  
 Dump Truck \* (City Municipalities)  
 Dust Pan Large  
 Ear Muffs  
 Easy Out, 1/2"  
 Electric Drill  
 Electrical Test Instruments  
 Electronic Charging Scale  
 Electronic Leak Detector  
 Electronic Manometers  
 Electronic Thermometer  
 Electronic Vacuum Gauges  
 Engraver  
 Evaporators, Assortment  
 Extension Cords  
 Eye and Face Protection  
 Fan Coil with Electric Heating Elements  
 File Brush  
 Files  
 Filing Cabinets  
 Filters Used with Packaged Equipment  
 Fire Extinguisher  
 Fixed-Orifice Devices  
 Flare Fittings  
 Flare Nut Wrenches  
 Flaring Tools  
 Flashlights  
 Flat Bar  
 Flat Bit Tip  
 Flexible Duct  
 Flexible Round Duct  
 Floor Fan 36"  
 Floor Kickers  
 Floor Scraper  
 Flue Piping and Fittings  
 Folding Rule  
 Fused Disconnect Box  
 Gas Furnace Components and Controls  
 Gauge and/or Manometer with Devices to Measure  
     Furnace Gas Manifold Pressure  
 Gauge Manifold

Gauge Manifold Set  
 Gloves  
 Goggles  
 Grilles, Registers, and Diffusers  
 Grinders  
 Grout Squeegee  
 Grubbing Fork  
 Grubbing Hoes  
 Hacksaws  
 Hammers  
 Hand Miter Saw  
 Hand Saw  
 Hand Tile Cutter  
 Handheld Tubing Benders  
 Handheld Tubing Cutters  
 Hangers and Supports  
 Hard Hats  
 Hcfc-22 Refrigerant  
 Hearing Protection  
 High-Top Work Boots  
 Hoe  
 Hole Boring Adapter with Drill Bit  
 Hole Boring Kit  
 Hole Saw Kit  
 Husky Tool Set  
 HVAC/R Contactor, Typical  
 HVAC/R Relay, Typical  
 Ignition Controls and Devices  
 Impact Drivers  
 Insulation Knife and Other Tools to Cut and Fabricate  
     Ductwork  
 Insulation Materials  
 Jig Saws  
 Job Forms, Examples  
 Kerosene Plastic Can  
 Keyhole Saw  
 Ladder Mounted Scaffold Brackets  
 Ladders  
 Laminate Flooring  
 Laptop Computers  
 Laser Marker  
 LCD Projectors and Screens  
 Leak Detectors  
 Levels  
 Liquid (Bubble) Leak Detector  
 Liquid Line Pressure at the Condensing Unit -Task  
     Sheets  
 Liquid Line Temperature at the Condensing Unit -  
     Task Sheets  
 Locker Stack  
 Magnesium Screeds  
 Magnum Hole Shooter 3/8"  
 Manometer

Manual Expansion Valve  
 Measuring Tape  
 Mechanical Fasteners  
 Metal and PVC Furnace Venting Materials, Typical  
 Metal Stakes  
 Module Examinations  
 Molding Heads  
 MSDS or SDS for Solvent-Related Products  
 Multi Meter Tester  
 Multimeters (Digital & Analog)  
 Nail Guns  
 Nail Pullers  
 Nipples  
 Nitrogen Cylinder with Regulator  
 Nitrogen Purging Accessories  
 Nitrogen Tank and Regulator  
 Nut Driver  
 Nut Driver Tips  
 Ohmmeter  
 Oil-Resistant Gloves  
 Operating Air Conditioning and/or Refrigeration System(s)  
 Operating Air Filtration System  
 Operating Gas-Fired Furnace  
 Operational, Properly Wired and Assembled Air-To-Air Split-System Heat Pump  
 Orange Cone  
 Oscillating Tool with Bag  
 Oxyacetylene Torch and Tips  
 Paddle Bit Kit  
 Padlocks  
 Paint Brushes and Rollers  
 Paint Mixer  
 Paint Mixer Paddles  
 Paint Pans  
 Paint Shields  
 Paint Sprayer, Project Painter Plus  
 Paper Tags W/ Strings, Small  
 Pencil Sharpeners  
 Pencils and Paper  
 Pergo Flooring  
 Phillips Bit Tips  
 Pig Tiers  
 Pipe Cutters  
 Pipe Filling, Assortment of the Same Pipe Size  
 Pipe Hangers, Variety  
 Pipe Insulation  
 Pipe Joint Compound  
 Pipe Reamers  
 Pipe Wrenches  
 Plastic Pipe Cutters  
 Pliers  
 Plug Bit Kit (5 Bits)  
 Post Hole Diggers  
 Power Strips, Heavy Duty  
 PowerPoint Slides  
 Pressure Switch (Adjustable/Non-Adjustable)  
 Printer  
 Propane, Map-Pro, and/or Small Acetylene Cylinders  
 Properly Operating Heating/Cooling Unit  
 PSC Motor, Standard  
 Punch  
 Putty Knives  
 PVC and Metal Tubes  
 PVC and/or CPVC Clear Pipe Cleaner  
 PVC and/or CPVC Plastic Pipe and Fittings  
 PVC and/or CPVC Primer with a Purple Color  
 PVC and/or CPVC Solvent-Cement  
 PVC Cut Off Tool  
 PVC Pipe and Fittings  
 PVC Saws  
 Pythagorean Theorem Worksheets  
 Quick Drive Extension for Deck Screws  
 R410 Freon 25 Lb. Tank  
 Rags  
 Rakes  
 Ratchet Straps  
 Ratchets  
 Razor Blade Scrapers  
 Reaming Tools  
 Rebar Cutters  
 Rechargeable Tool Batteries and Chargers  
 Reciprocating Saw  
 Refrigerant  
 Refrigerant Cylinders, Variety  
 Refrigerant Recovery Cylinder  
 Refrigerant Scale  
 Retractable Cable System  
 Rigid Round Duct  
 Riveter  
 Roller Spinner (Cleaner)  
 Roto Zips  
 Router and Bits  
 Router Template for Cutting Circles  
 Rubber Boots  
 Safety Glasses  
 Safety Harness  
 Saw Blades  
 Saw Horses  
 Sawzalls in Cases  
 Scaffolding  
 Schedule 40 PVC Vent Piping  
 Screw Driver Sets  
 Service Entrance Panel with Circuit Breakers  
 Sheet Metal Brake  
 Sheet Metal Hand Tools

Sheet Metal, Duct and Fittings  
 Shingle Scraper  
 Shop Vacuums  
 Shovels  
 Siding Geckos  
 Silver Solder for Brazing  
 Single Wall Vent Piping  
 Slap Staplers  
 Sledges  
 Smart Boards  
 Sockets  
 Solder and Brazing Filler Metals  
 Solder and Brazing Fluxes  
 Space Heater 55,000 BTU  
 Spark Lighter  
 Speed Out Kit (Easy Out for Screws)  
 Speed Square  
 Spring Clamps  
 Squares  
 Staplers  
 Star Board  
 Steel-Toed Boots  
 Stick Arc Welder  
 Storage Shelf Units 24x72x72, Four Shelves, HD  
 Straightedge  
 String on Spinners  
 Suction Line Pressure at the Condensing Unit -Task  
 Sheets  
 Suction Line Temperature at the Condensing Unit -  
 Task Sheets  
 Survey Kit, Laser Self Leveling  
 Switches Suitable for the Circuit Constructed  
 System Pressure Charging Charts  
 Table Saw  
 Tables  
 Takeoffs  
 Tap & Die Kit, 40 Piece  
 Tap Handles  
 Tape Measures  
 Tape Measures  
 Tape W/ Paper Roller Applicator  
 Tarp  
 Tees  
 Telephone System  
 Television with VCR/DVD Player  
 Temporary Heat Unit, Heat Pump  
 Thermal Expansion Valve (TEV or TXV)  
 Thermometers for Air and Surface Temperature  
 Assembly  
 Thermostat, Typical  
 Thermostatic Switch (Limit Switch)  
 Tile Saw  
 Tile Trowel

Tin Snips  
 Tool Belts  
 Tool Boxes/Chests  
 Tools for Joining Ductwork  
 Torque Bit Tips  
 Transformers, Variety  
 Trim Router W/ Bag  
 Trowels  
 Tube Bender  
 Tubing Cutters  
 Ultrasonic Leak Detector  
 Utility Knives and Blade Kits  
 U-Tube Manometers and/or Inclined-Tube  
 Manometers  
 Vacuum Gauge  
 Vacuum Pump  
 Vent Piping  
 Vice Grip  
 Voltmeter or Multimeter  
 Walk Boards 16'  
 Water Hose  
 Wheel Barrows  
 White Board  
 Whiteboard/Chalkboard  
 Wire Brushes  
 Wire Rack 60x60x12  
 Wire Stripper  
 Wooden Bench 8'  
 Work Lights  
 Wrenches

## **Health Care**

Aftershave lotion  
 Alcohol sponges  
 Alcohol wipes  
 Assistive Devices (per care plan)  
 Bath Blanket  
 Bath Floor Mat  
 Bath Thermometer  
 Bed with Side Rails  
 Bedpan and Cover  
 Bedspread  
 Blanket  
 Bottom Sheet (flat or fitted)  
 Calculators  
 Cane  
 Cart  
 Chairs  
 Chase Doll  
 Clean Bed Linens  
 Copier  
 Cotton Balls

Cotton Lift Sheet  
Cotton Pad or Disposable Pad  
Curlers/Rollers  
Denture Cleanser  
Denture Cup  
Deodorant  
Digital Overhead Projector  
Digital Thermometer  
Disinfectant Solution and Cleaning Cloth  
Disposable Razor  
Disposable Washcloth  
Disposable/Reusable Bed Protector  
Elastic Stockings  
Electric Razor  
Emery Board  
Emesis Basin or Sink  
Face Soap  
Face Towel/Wash Cloth  
Food Tray  
Footstool  
Gait Belt  
Glass Oral Thermometer and Holder  
Glass Rectal Thermometer  
Glasses  
Gloves  
Goggles  
Gown  
Gown or Pajamas  
Hair Conditioner  
Hair Dryer  
Hand Mirror  
Hose  
I&O Form  
Ice  
Ice Tongs or Large Spoon  
Lap Robe  
Large Basin or Bucket  
Linen Bag  
Linen Container  
Lip Balm  
Liquids (to be thickened)  
Lotion  
Mask  
Mattress Pad or Cover  
Measuring Devices  
Measuring Guide  
Mechanical Lift  
Mirror  
Mouthpiece  
Mouthwash  
Nail Clippers

Napkins  
Non Sterile Gloves  
Nonskid Bathtub Mat  
Orange Stick/Flat Toothpick  
Overbed Table  
Pencil Sharpener  
Pillowcase  
Pitcher/Handheld Shower Nozzle  
Pitchers  
Plastic Bath  
Plastic Pillow Cover  
Plastic Thermometer Covers (if available)  
Preshave Lotion  
Resident's Personal Comb/Brush  
Resident's Toiletries, Makeup  
Shampoo  
Shaving Cream  
Shower Cap  
Skin Barrier  
Soap and Soap Dish  
Sphygmomanometer  
Spoon  
Stethoscope with Diaphragm  
Tables  
Telephone System  
Thickening Agent  
Tissues  
Toothbrush  
Toothpaste or Powder  
Top Sheet  
Towel  
Trays  
Tub chair  
Upright Scale with Measuring Rod  
Urinal and Cover  
Vinegar Rinse  
Walker  
Washcloth  
Wastebasket  
Watch with Second Hand  
Waterproof Bed Protector  
Water-soluble Lubricant

### **Retail**

Book Shelves  
Calculators  
Cash Register  
Chairs

\*Rented or borrowed

## SCHOOL LIBRARY

### Books

100 Fastest-Growing Careers  
15 Minute Cover Letter  
150 Best Low-Stress Jobs  
151 Quick Ideas to Deal with Difficult People  
175 Best Jobs Not Behind a Desk  
200 Best Jobs for College Graduates  
25 Best Time Management Tools and Techniques  
250 Best Jobs Through Apprenticeships  
300 Best Jobs Without a Four-Year Degree  
45 Things You Do That Drive your Boss Crazy  
50 Best Jobs for Your Personality  
9 to 5 Beats 10 to Life  
99 Days and a Get Up  
A Foot in the Door  
Adams Job Interview Almanac  
Adams Resume Almanac  
Administrative Office Management  
Administrative Procedures for the Legal Professional  
American Heritage Dictionary  
Basic Letter & Memo Writing  
Being Job Ready  
Best Jobs for the 21<sup>st</sup> Century  
Best Resumes and Letters for Ex-Offenders  
Big Book of Jobs (Occupational Outlook Handbook)  
Blue Collar Resume and Job Hunting Guide  
Blue Collar Resumes  
Breakthrough to Math for Level 3  
Breakthrough to Math for Level 4  
Building Strategies - Writing  
C.I.T.E. Learning Styles Instrument  
Calculators Printing & Display  
Cambridge GED Program - Science  
Career Match (personality colors)  
Career Power  
Careers for Hardhats and Other Constructive Types  
    Carpentry  
Century 21 Accounting  
Century 21 Computer Applications & Keyboarding  
CNA Cram  
College Money Handbook 2008  
Communication Skills for the Processing of Words  
Contemporary's Medical Office Procedures  
Contemporary's Building Skills in Reading  
Contemporary's Building Skills in Science  
Contemporary's Edge on English  
Contemporary's Foundations - Reading  
Contemporary's GED - Social Studies  
Customer Service  
Do What You Are  
Dorland's Pocket Medical Dictionary  
Encyclopedia of Job-Winning Resumes  
EPA-608 Study Guide  
Ex-Offender's Job Hunting Guide  
Ex-Offender's Job Search Companion  
Ex-Offender's Quick Job Hunting Guide  
Exploring Technical Careers  
Filing Made Easy  
Five Forbidden Phrases  
Four Year Colleges 2008  
Gallery of Best Resumes-For People Without a Four-  
    Year Degree  
GED Language Arts, Reading  
GED Language Arts, Writing  
GED Mathematics  
GED Science  
GED Skill Workbook - Language Arts  
GED Skill Workbook - Mathematics  
GED Skill Workbook - Mathematics 2  
GED Skill Workbook - Science  
GED Skill Workbook - Writing  
GED Skills Workbook Social Studies  
GED Test 1 Writing Skills Exercise  
General Clerical Test  
Getting a Job  
Gordon Occupational Checklist  
Guide to Internet Job Searching  
Haldane's Answers to Tough Interview Questions  
Handling Words 2  
Health-Care Careers for the 21<sup>st</sup> Century  
How to Say It at Work  
ICD 9 CM International Classification of Diseases  
Insiders Guide to Finding a Job  
Interview Style Inventory  
Jeffrey's Department Store: A Retail Simulation  
Job Hunting for Dummies  
Job Hunting Online  
Job Interview Tips for People with Not-So-Hot  
    Backgrounds  
Job Interviews for Dummies  
Job Savvy-How to be a Success at Work  
Job Search and Career Checklists  
Job Search Handbook for People with Disabilities  
Job Search Knowledge Scale  
Knock 'Em Dead  
Living in the Reader's World  
Making Peace with Your Past  
Marketing & Economics Learning Activity Packets  
Marketing & Essential Math Skills  
Medical Abbreviations & Eponyms  
Medical Office Practice



Medical Terminology Made Easy  
 Merriam Webster Dictionary (Paperback) (4)  
 Merriam Webster Thesaurus (Paperback)  
 Microsoft Office  
 Modern Carpentry  
 More Words You Should Know  
 Moving Beyond Your Past  
 National Center for Construction Education and  
     Research (NCCER) – Core Curriculum:  
     Introductory Craft Skills Trainee Guide  
 NCCER – Core Curriculum: Introductory Craft Skills  
     Annotated Instructor's Guide  
 NCCER – Carpentry Fundamentals Level 1  
     Annotated Instructor's Guide  
 NCCER – Carpentry Fundamentals Level 1 Trainee  
     Guide  
 NCCER – HVAC Level 1 Annotated Instructor's  
     Guide  
 NCCER – HVAC Level 2 Annotated Instructor's  
     Guide  
 NCCER – HVAC Level 1 Trainee Guide  
 NCCER – HVAC Level 2 Trainee Guide  
 NCCER – Highway/Heavy Construction Level 1  
     Annotated Instructor's Guide  
 NCCER – Highway/Heavy Construction Level 1  
     Trainee Guide  
 Networking for Job Search and Career Success  
 New Guide for Occupational Exploration  
 No One is Unemployable  
 No One Will Hire Me  
 Number Power - Consumer Math  
 Number Power 1 - Add, Subtract, Multiply  
 Number Power 3  
 Number Power 4 - Geometry  
 Number Power 7 - Problem Solving/Test  
 Number Power 9  
 Number Power Review  
 Number Sense - Whole Numbers  
 Nurse Assistant in a Long-term Care Facility  
 O\*NET Dictionary of Occupational Titles  
 Office Procedures for the Legal Professional  
 Opportunities in Construction Careers  
 Over 40 Job Search Guide  
 Overcoming Barriers to Employment  
 Personal Development for Life and Work

Practical Math Applications  
 Pre GED Critical Thinking Skills  
 Pre GED Language Arts, Writing  
 Pre GED Science  
 Quick Resume & Cover Letter Book  
 Reading For Progress  
 Reading for Results  
 Reading Performance  
 Real People Working in Building and Construction  
 Resumes for Dummies  
 Resumes that Knock 'Em Dead  
 Retailing  
 Roget's II The New Thesaurus  
 Selling Learning Activity Packets  
 Sink or Swim  
 Social Skills At Work  
 Stedman's Medical Dictionary  
 Substantive Law for the Legal Professional  
 Taber's Cyclopedic Medical Dictionary  
 The Cashier  
 The Essential Writer's Companion  
 The Medical Word Book  
 The Merck Manual  
 The Office  
 The Road Atlas  
 The Ultimate Job Search  
 Top 100 Careers Without a Four-Year Degree  
 Top 100 Careers for College Graduates  
 Top 100 Health-Care Careers  
 Top 300 Careers  
 Two Year Colleges 2008  
 Unwritten Rules of Highly Effective Job Search  
 Using QuickBooks Pro for Accounting  
 Very Quick Job Search  
 Vocational and Technical Schools-East 8th Ed  
 Vocational and Technical Schools-West 8th Ed  
 Webster's Classic Reference Library Dictionary  
 Webster's II Dictionary  
 What Color is Your Parachute?  
 Word 2003 for Dummies  
 Work Personality Profile  
 Yellow Book  
 Young Person's Guide to Getting and Keeping a  
 Good Job  
 Your Rights in the Workplace

## Magazines

Business Education Forum  
 Journal for Light Construction

This Old House

## **Tapes**

Legal Office Practice  
Medical Terminology  
Office Administration

## **Videos**

50 Best Jobs for the 21st Century  
An Introduction to Getting the Job You Really Want  
Basic Telephone Skills  
CNA Cram DVD  
Determining Caller Needs  
Ex-Offender's Quick Job Hunting Guide  
From Curt to Courteous  
How to Avoid Emotional Leakage  
How to Deal with the Foreign Accent  
How to Handle theirate Caller  
How to Treat Every Caller as a Welcome Guest

HVAC Bundle  
HVAC YouTube  
Job Interview Tips for People with Not-So-Hot  
Backgrounds  
Quick Job Search Video Set  
Six Cardinal Rules of Customer Service  
How to Deal With Negativity in the Work Place  
Mosby's CNA Skills DVD Set  
Pleasing Your Hard to Please Customers  
Telesale, Tips A to Z  
The 9 Deadliest Sins of Communication

## **ACCREDITATION**

Job Point's occupational skills training programs have been accredited by CARF, the international accrediting body for rehabilitation services, since 1975.

## **PLACEMENT ASSISTANCE**

Career counseling and exploration is offered to assist students in identifying types of jobs and potential employment opportunities upon completion of training. Students have access to an extensive career library and online resources, including employer directories, labor market information, company literature, post-secondary education catalogs, computerized career information systems and other career development guides. Job Point's optional internships provide an excellent opportunity to showcase student's assets to a potential employer, in addition to offering valuable experience for his/her resume.

Students will be offered the tools to successfully obtain gainful, unsubsidized employment in a career related to the training received. Group discussion and individualized instruction facilitate the best matching of interests, skills and experiences with employer needs. Topics such as interviewing, resume writing and job search strategies are covered. Once employment is secured, follow-up support may be extended for job retention. Job leads and resources are provided for the job search. Career Labs are equipped with computer work stations to develop/tailor resumes and cover letters. Internet access is provided in order to apply for positions online, post resumes and search for job openings through *Jobs.Mo.Gov*, a statewide job database, or through other means. Participants are able to establish personal e-mail accounts so they can receive information and messages from employers. Job Point staff maintains partnerships with a large database of employers who are familiar with the quality of our training, and have hired past graduates.

Students' academic, career and personal needs are met by Job Point staff when possible. If issues arise, which require additional support, a referral to ancillary services may occur. Programs are designed to assist students, as they move toward self-reliance and self-confidence.