



Student Handbook

MAIN CAMPUS
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WWW.JOBPOINT.ORG

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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.

Notice Regarding Emergency Situations: In order to comply with federal, state or local orders due to a pandemic or other emergency situations, Job Point may find it necessary to change delivery of services to a primarily virtual environment. In this instance, we will do everything in our power to ensure students have the tools needed to enroll and/or continue participation in our programs.

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 Course

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 4:30pm Monday through Friday. Otherwise Job Point's office will be locked.
- Persons served are required to show proof of identification and wear a badge or uniform 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

- 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.

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 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 70 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 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 | Gauge Manifold Set |
| Drill Bits | Gloves |
| Drill Bits and Adapter | Goggles |
| Drills | Grilles, Registers, and Diffusers |
| Drive Extensions | Grinders |
| Drivers | Grout Squeegee |
| Drywall Knives | Grubbing Fork |
| Drywall Screw Gun | Grubbing Hoes |
| Drywall Tape Banjo | Hacksaws |
| Drywall T-Squares | Hammers |
| Duct Seams | Hand Miter Saw |
| Duct Sections | Hand Saw |
| Ducts in Different Shapes and Materials | Hand Tile Cutter |
| Dump Truck * (City Municipalities) | Handheld Tubing Benders |
| Dust Pan Large | Handheld Tubing Cutters |
| Ear Muffs | Hangers and Supports |
| Easy Out, 1/2" | Hard Hats |
| Electric Drill | Hcfc-22 Refrigerant |
| Electrical Test Instruments | Hearing Protection |
| Electronic Charging Scale | High-Top Work Boots |
| Electronic Leak Detector | Hoe |
| Electronic Manometers | Hole Boring Adapter with Drill Bit |
| Electronic Thermometer | Hole Boring Kit |
| Electronic Vacuum Gauges | Hole Saw Kit |
| Engraver | Husky Tool Set |
| Evaporators, Assortment | HVAC/R Contactor, Typical |
| Extension Cords | HVAC/R Relay, Typical |
| Eye and Face Protection | Ignition Controls and Devices |
| Fan Coil with Electric Heating Elements | Impact Drivers |
| File Brush | Insulation Knife and Other Tools to Cut and Fabricate Ductwork |
| Files | Insulation Materials |
| Filing Cabinets | Jig Saws |
| Filters Used with Packaged Equipment | Job Forms, Examples |
| Fire Extinguisher | Kerosene Plastic Can |
| Fixed-Orifice Devices | Keyhole Saw |
| Flare Fittings | Ladder Mounted Scaffold Brackets |
| Flare Nut Wrenches | Ladders |
| Flaring Tools | Laminate Flooring |
| Flashlights | Laptop Computers |
| Flat Bar | Laser Marker |
| Flat Bit Tip | LCD Projectors and Screens |
| Flexible Duct | Leak Detectors |
| Flexible Round Duct | Levels |
| Floor Fan 36" | Liquid (Bubble) Leak Detector |
| Floor Kickers | Liquid Line Pressure at the Condensing Unit -Task Sheets |
| Floor Scraper | Liquid Line Temperature at the Condensing Unit - Task Sheets |
| Flue Piping and Fittings | Locker Stack |
| Folding Rule | Magnesium Screeds |
| Fused Disconnect Box | Magnum Hole Shooter 3/8" |
| Gas Furnace Components and Controls | Manometer |
| Gauge and/or Manometer with Devices to Measure Furnace Gas Manifold Pressure | |
| Gauge Manifold | |

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 21st 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 21st 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.