



# Student Handbook

**MAIN CAMPUS**  
**400 WILKES BOULEVARD, COLUMBIA MO 65201**  
**PHONE: 573.474.8560**  
**FAX: 573.474-8575**

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

**MARCH 2023**

**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:

- 17 years of age or older. With prior approval, 16 year olds may be considered for enrollment. Some programs have more specific age requirements.
- 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. Please inquire as some programs allow exceptions.
- 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.

Reasonable accommodations may be requested for all required testing and coursework. 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
- Covid-19 vaccination
- 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

- 17 year of age or older. Some credentials/program components may not be available to individuals who are not at least 18 years old.
- 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:

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

- 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)**

- 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](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
- Juneteenth
- 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 at the Wilkes location. Employment Services, Supported Employment Services, Job Works, YouthBuild and Vocational Counseling are also provided at the Wilkes location. 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) one includes a shower, six classrooms (ranging from 294-887 square feet), two construction shops (367 square feet each), one computer lab (322 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 more than 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](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	Printer
Module Examinations	Propane, Map-Pro, and/or Small Acetylene Cylinders
Molding Heads	Properly Operating Heating/Cooling Unit
MSDS or SDS for Solvent-Related Products	PSC Motor, Standard
Multi Meter Tester	Punch
Multimeters (Digital & Analog)	Putty Knives
Nail Guns	PVC and Metal Tubes
Nail Pullers	PVC and/or CPVC Clear Pipe Cleaner
Nipples	PVC and/or CPVC Plastic Pipe and Fittings
Nitrogen Cylinder with Regulator	PVC and/or CPVC Primer with a Purple Color
Nitrogen Purging Accessories	PVC and/or CPVC Solvent-Cement
Nitrogen Tank and Regulator	PVC Cut Off Tool
Nut Driver	PVC Pipe and Fittings
Nut Driver Tips	PVC Saws
Ohmmeter	Pythagorean Theorem Worksheets
Oil-Resistant Gloves	Quick Drive Extension for Deck Screws
Operating Air Conditioning and/or Refrigeration System(s)	R410 Freon 25 Lb. Tank
Operating Air Filtration System	Rags
Operating Gas-Fired Furnace	Rakes
Operational, Properly Wired and Assembled Air-To-Air Split-System Heat Pump	Ratchet Straps
Orange Cone	Ratchets
Oscillating Tool with Bag	Razor Blade Scrapers
Oxyacetylene Torch and Tips	Reaming Tools
Paddle Bit Kit	Rebar Cutters
Padlocks	Rechargeable Tool Batteries and Chargers
Paint Brushes and Rollers	Reciprocating Saw
Paint Mixer	Refrigerant
Paint Mixer Paddles	Refrigerant Cylinders, Variety
Paint Pans	Refrigerant Recovery Cylinder
Paint Shields	Refrigerant Scale
Paint Sprayer, Project Painter Plus	Retractable Cable System
Paper Tags W/ Strings, Small	Rigid Round Duct
Pencil Sharpeners	Riveter
Pencils and Paper	Roller Spinner (Cleaner)
Pergo Flooring	Roto Zips
Phillips Bit Tips	Router and Bits
Pig Tiers	Router Template for Cutting Circles
Pipe Cutters	Rubber Boots
Pipe Filling, Assortment of the Same Pipe Size	Safety Glasses
Pipe Hangers, Variety	Safety Harness
Pipe Insulation	Saw Blades
Pipe Joint Compound	Saw Horses
Pipe Reamers	Sawzalls in Cases
Pipe Wrenches	Scaffolding
Plastic Pipe Cutters	Schedule 40 PVC Vent Piping
Pliers	Screw Driver Sets
Plug Bit Kit (5 Bits)	Service Entrance Panel with Circuit Breakers
Post Hole Diggers	Sheet Metal Brake
Power Strips, Heavy Duty	Sheet Metal Hand Tools
PowerPoint Slides	Sheet Metal, Duct and Fittings
Pressure Switch (Adjustable/Non-Adjustable)	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

\*Rented or borrowed

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

## 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  
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

## **Magazines**

Business Education Forum  
Journal for Light Construction

## **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

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

This Old House

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 the Irate 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.