



**T&E Program**

## 免費青少年英語及電腦班招生

### 提供就業及大學升學服務 (疫情期間網上教學服務)

**報名時間：** 星期一至星期五：上午 9:30-12:30；下午 1:30-4:30

**地點：** 人力中心青少年職業培訓部 (T&E Program)  
55 Chrystie Street, 2nd Floor, New York, NY 10002

**課程和服務：** 基本電腦應用(Word, Excel, PowerPoint), 指法打字；就業輔導:簡歷寫作, 見工面談, 職場文化, 了解及明確自己在就業或升學方面最佳的選項；日常英語, 美國文化及大學入學考試 (ACT 包括閱讀寫作和數學)；所有大學入學及助學金申請相關事宜；有地鐵卡補助和每小時\$18 的帶薪實習機會，並提供為期一年的就業和升學後續服務。

**上課時間：** 2022 年 11 月 28 日至 2023 年 2/24 日 (共十三周)  
(星期一至星期五；上午 9 點至下午四點)

**申請資格：**

1. 年齡 16-24 歲
2. 美國公民、永久居民、或其它可在美國合法居留和工作
3. 居住在紐約市五大區內
4. 家庭收入需符合政府規定低收入標準

**報名需備證件：**

1. 生日證明 (出生證、護照、綠卡、或其它身份證明)
2. 社安卡
3. 住址
4. 家庭人數
5. 家庭收入
6. 高中畢業證書 (輟學或其它證明)
7. 18 歲或以上男士需備兵役登記證明

**查詢電話：** (646) 292-9673, Charlie 或 (646) 292-9680, Shirley

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*C M P is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

*TTY: 1 800 662-1220*



**T&E Program**

## Free Computer Training & ESL Class

**Job Placement & College Application Assistance Available**

**Program Services will be conducted remotely for all Train & Earn Participants in Covid-19**

- LOCATION:** CMP Train & Earn Program (T&E)  
55 Chrystie Street, 2nd Fl., New York, NY 10002
- REGISTRATION:** Monday through Friday  
9:30 am to 12:30 pm and 1:30 pm to 4:30 pm
- CLASSES & SERVICES:** **Computer:** Microsoft Office (Word, Excel, PowerPoint and Access) & Keyboarding skills;  
**Basic Skills:** Reading, Writing and Math;  
**Work Readiness:** Resume, Cover Letter, Job Search and Interview Skills, Job Market Information and Career Exploration.  
**English as a Second Language (ESL) & college preparation**  
Financial Literacy Education & Free Bank Account  
Paid Internship Opportunities & One-year Follow-up Services
- CLASS SCHEDULE:** **November 28, 2022 to February 24, 2023 (13 Weeks)**  
Monday through Friday, 9:00 am to 4:00 pm
- ELEGIBILITY:**
1. 16-24 Years Old;
  2. Citizen, Permanent Resident, or Other Legal Residents with Work Permit;
  3. Reside in the Five Boroughs of New York City;
  4. Meet Government Low Income Eligibility Requirements if a High School Graduate.
- REGISTRATION DOCUMENTS:**
1. **Proof of Date of Birth**
  2. **Social Security Card;**
  3. Address;
  4. Family Size;
  5. Family Income;
  6. High School Diploma (or drop-out letter);
  7. **Selective Service Registration** (males 18 and older only)
- INFORMATION:** **(646) 292-9673**, Charlie, or **(646) 292-9680**, Shirley

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