

How do I apply?

If you are eligible, contact us for an
**Intake Assessment Appointment Begins
Tuesday, October 18**

Time: 8:45 a.m. to 2:00 p.m.

It involves:

- Completion of an application form
- Program orientation
- 2 hour English-Math test
- Personal interview with staff member

What do I bring to Intake?

- A driver's license or picture ID
- Income verification; recent pay stub, and if married, a pay stub for your spouse; federal tax return
- Proof of legal residency for non-citizens



Training Futures Metro Accessible

We are located at:

**8603 Westwood Center Drive
Suite 300
Vienna, VA 22182**

****Near Spring Hill Metro Station****

For more information call:

**Rini Victor
(Program Assistant)**

E-Mail: rvictor@nvfs.org

Phone: (571) 748-2864

Fax: (703) 448-1634



Northern Virginia
Family Service

*Investing in Families,
Strengthening Communities*

Training Futures

A Nationally-Recognized
Workforce Development Program of
Northern Virginia Family Service



Tysons Corner (571) 748-2864

**Next cycle begins:
January, 2017**



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What is Training Futures?

Training Futures is a nationally recognized, innovative 6-month administrative job training program to help increase economic opportunity by teaching marketable job skills to economically disadvantaged unemployed or underemployed, high-potential adults.

Through an innovative co-enrollment agreement with Northern Virginia Community College (NVCC), trainees earn 18 college credits and complete a Career Studies Certificate in Business Information Technology, a stackable credential.

Training Futures offers an internship within its curriculum which gives trainees an opportunity to apply what they have learned in the training sessions to a business environment, increasing their confidence.

In operation since 1996, Training Futures has graduated over 1,700 trainees with a stunning record of success:

- 96% Graduation rate
- 66% trainees earn college credits
- 64% Average wage gain post-training
- \$14.51 average wage per hour upon graduation



Who is Eligible?

Minimum Requirements:

- Proficient in English
- 20 years or older with a minimum of a 7th grade test ability in basic English and Math
- Have GED / high school diploma
- 1 year of work experience in U.S.
- Reliable child care plus back-up child care identified, *(if applicable)*

Successful applicants must be:

- A resident of Virginia (1 year Virginia residency is required to be eligible for credits from NVCC.)
- Committed and able to attend training from 9:00 a.m. to 2:00 p.m., Monday—Friday, for 6 months
- Citizenship status:
 - ⇒ U.S. resident for at least 1 year
 - ⇒ Permanent resident with a green card
 - ⇒ On asylum
 - ⇒ Work permit holder
(A work permit will not qualify for NVCC credit.)
- Interested in computer/clerical work with an ability to sit and concentrate for long periods of time
- Ready to comply with professional etiquette and business professional dress code (Trainees gain access to professional clothing bank.)
- Free from substance abuse for one year and attending NA/AA meetings *(if applicable)*
- Low-income individual
- Committed to taking a full-time job at the end of training

What does it cost?

- The program is FREE to trainees
- Trainee must be able to pay \$350 for books and supplies fee (in full payment or monthly installment plan)
- In order to obtain the college credits, the trainee must apply for financial-aid grants and register with NVCC. Trainees will have no financial obligation for their credits unless they decide to drop out of the training program after the college deadline has passed.



Training Futures Website:

www.nvfs.org/trainingfutures

Main (571) 748-2860

Fax (703) 448-1634