Program Information: Job Site Ready - Construction

Program Overview
The Job Site Ready - Construction program is a job-preparedness program designed to equip learners with the essential skills to start an entry-level job in the construction trades. Students gain exposure to tool use and maintenance, materials handling, workplace safety, industrial practices, and project management. The program combines online learning modules with hands-on experience.

Program Provider
Curriculum is provided by Missoula College’s Sustainable Construction Department. Program is delivered by Bitterroot College University of Montana.

Program Location
Bitterroot College, 103 South 9th Street, Hamilton

Program Days and Times: April 18 – June 12, 2022
- Online Learning Modules (30 instructional hours)
  - April 18 – May 21, complete two 3-hour modules per week for five weeks
- Hands-on Experience (15 experiential hours)
  - 4:00pm-7:00pm, Friday, June 10
  - 9:00am-3:30pm, Saturday & Sunday, June 11 & 12 (30 minutes for lunch)

Program Fee
- Full payment of $750 due by Wednesday, April 13, 2022
- Fee includes tuition, textbooks, tools, and materials
- Refund Policy: 100% refund before payment due date; 75% refund between payment due date and course start date; no refund after course start date

Program Fee Assistance
- IMPORTANT: Program Fee Assistance takes time to process; connect with assistance providers ASAP
  - Pathways Programs Funding (formerly WoRC), Human Resource Council, 303 North 3rd Street, Hamilton
    - (406) 363-6101: Lisa Kearns ext. 237 or Holly Montgomery ext. 239 or Tomie Martin ext. 3
  - Rural Employment Opportunities (REO) (for eligibility, must have worked in agriculture within last 2 years)
    - Sesar Bonilla, sesar@reomontana.org, (406) 274-4172
  - Veterans Administration Educational Benefits, Valley Veterans Service Center, 217 N 3rd St, Suite L, Hamilton
    - Veterans and family members: check your benefits eligibility, call (406) 363-9838 for an appointment
  - Veterans Administration Vocational Rehabilitation Services Training Funds
    - Debra Fleig, debra.fleig@va.gov, (406) 258-1084; 2681 Palmer Street, Suite N, Missoula
  - Vocational Rehabilitation Services Training Funds – Disability Employment Assistance Program
    - Julie Ochoa, julie.ochoa@mt.gov, (406) 329-5400, 2675 Palmer St. Ste A, Missoula
  - Workforce Innovation & Opportunity Act (WIOA) Funding, Human Resource Council, 303 N 3rd Street, Hamilton
    - DeLynn Gardner, dgardner@mt.gov, (406) 560-1689
    - Chelle Twist, chelle.twist@mt.gov, (406) 565-2243
  - WIOA Youth Employment Program (serves ages 14 to 24), Human Resource Council, 303 N 3rd Street, Hamilton
    - Shane Kravik, sek@hrcxi.org, (406) 363-6101, ext. 236
Age, Education, Email, and Other Requirements for Program Application

- 16 to 19 years **AND** a high school student
  - Public or state-accredited private high school student: recommendation letter from high school counselor or appropriate academic administrator
  - Home school student: qualifying TABE scores (explained below) and interview with Program Instructor – to schedule an interview, contact Meri Telin at (406) 375-0100 or meri.telin@mso.umt.edu
- 16 years of age or over **AND NOT** a high school student
  - High school diploma, high school equivalency diploma (GED or HiSET), **OR** qualifying Test of Adult Basic Education (TABE) scores
    - TABE is available free of charge every Monday at 9AM at Literacy Bitterroot (303 North 3rd Street, Hamilton). Testing takes approximately 3 hours. Contact Literacy Bitterroot at (406) 363-2900 or abc123@montana.com for more information

- Must have a current, government issue photo ID for proof of identity
- Must have a personal email account which can be accessed frequently
- Must demonstrate requisite emotional and mental maturity/health for professional placement

Background Check Required with Program Application

- Visit https://doj.egovmt.com/choprs/ and under **Public Users** click on **Start Service**
- $20.00. Pay online with eCheck, credit card, or debit card
- Print background check document within 14 days of payment and attach to program application

*Retain Program Information for Your Records*

Program or application questions? (406) 541-3187 or lea.guthrie@mso.umt.edu

Bitterroot College UM, 103 South 9th Street, Hamilton, MT 59840 | (406) 375-0100 | fax (406) 375-0200
Program Application: Job Site Ready - Construction

Application Requirements (see program information sheet for details)

1) Must meet age, ID, email, and emotional/mental health requirements
2) Must submit HS transcript, GED or HiSET transcript, or TABE scores with application
3) Must submit cleared background check with application

Application Deadline is Wed, April 13 for program starting on Mon, April 18, 2022

Submit completed application to:

Bitterroot College UM
103 South 9th Street, Hamilton, MT 59840

Application questions? (406) 375-0100 or lea.guthrie@mso.umt.edu

Include with completed application:

☐ Full program fee payment of $750 — make checks payable to Bitterroot College UM or pay in person at Bitterroot College with cash, credit card, or debit card (see accompanying information for payment assistance options)
☐ HS transcript, GED or HiSET transcript, or TABE scores (see program information sheet for details)
☐ High School Counselor/Academic Administrator letter if applicable (see information sheet for details)
☐ Cleared background check documentation (see accompanying information for details)

Full Legal Name: __________________________________________

First                     Middle                     Last

Mailing Address: __________________________________________

City: ___________________________ State: ___________ Zip Code: ___________________________

Telephone No: ___________________________ Email Address (required): ___________________________

Date of Birth: ___________________________ Gender (optional): Male ______ Female ______

Age at Start of Program: ___________________________

If age 16 to 19 AND a high school student (check one):

☐ Public High School (attach letter from high school counselor)
☐ State-accredited Private High School (attach letter from academic administrator)
☐ Home School (attach TABE scores & schedule interview)

(application has two pages – continue to second page)
List any certifications or college certificates/degrees currently held: ______________________________________

___________________________________________________________________________________________

Summarize previous work-related experience: ______________________________________________________

___________________________________________________________________________________________

What are your employment goals for taking the Job Site Ready – Construction program? ______________

___________________________________________________________________________________________

___________________________________________________________________________________________

By signing this application, I certify that my application information is true and correct to the best of my
knowledge, and I understand that falsification or omission of information may result in denial or rescinding
of admission to Bitterroot College’s Job Site Ready - Construction Program.

By signing this application, I understand and agree if I begin the program I am ultimately responsible for the
full payment of the program fee. If I am applying for program fee assistance, I understand and agree it is my
responsibility to provide written confirmation of third party funding approval prior to the start of the
program. Finally, I understand and agree if my third party funding is not ultimately received in full or in part,
it is my responsibility to pay any remaining program fee balance.

Applicant’s Signature ___________________________________________ Date _______________________

For Office Use Only

Required Application Materials

Circle one: Accepted   Denied

Reviewer’s name: ________________________________________________
Review date: ____________________________________________________
Reviewer’s comments:

Photo ID: ID Type ___________________________ ID No. ___________________________ ID Checked By ____________

Payment Type: __________________________________________________

Comments: _____________________________________________________