

WELCOME TO MASSHIRE

METRO NORTH CAREER CENTER

Career Advising and Training Information Session

MassHire Program & Services are funded in part by US Department of Labor (USDOL) Employment and Training Administration grants as well as non-federal funded grants. Additional details furnished upon request.



MASSHIRE
METRO NORTH
CAREER CENTER

WHY ARE YOU HERE ?

To learn about the basic, individual and training services available and how to access those services.

Wagner Peyser – Basic Services

A federally funded program that is universally available for all individuals.

Who is eligible for Wagner Peyser services?

Anyone looking for career and job search assistance.

Basic Services Available through Wagner-Peyser

Career Center – Self Service

YouTube video tutorials

https://www.youtube.com/channel/UCXZBRHz1Qlub_tDgzMqiD8A

Various information posted on website including job listings, labor market information and other resources

<https://masshiremncareers.com/jobseekers/getting-started/>

Virtual Staff Assisted Services

Resume critiques, interviewing guidance, career assessments, labor market information, and more (*via phone, email or Zoom*)

Email jobsearchhelp@mhmnc.com

Webinars/Virtual Job Fairs

Job Search, Interviewing Skills, Resume Writing/Critique, LinkedIn, Networking, Computer Skills (including Microsoft Word, Excel, PowerPoint, Outlook), Career Panels, Virtual Job Fairs and more

- Register and Update JobQuest profile for job search matches
- Fully completing your information including your basic, education and work history allows MassHire staff to best assist you on your pathway to reemployment.
- Use assessment tools and register for webinars online
- **LINK TO MHMNC Career Advising and Training Information Session webpage**

<https://masshiremncareers.com/career-development-options-cdo/>

- **LINK TO MHMNC LINK TO MHMNC JobQuest Guide**

<https://masshiremncareers.com/wp-content/uploads/JobQuest-New-User-Registration-Book.pdf>

Walks you step by step through registering and updating your profile.

WIOA – Individual Services

A federally funded program with *specified eligibility requirements*.

The Workforce Innovation and Opportunity Act (WIOA), a federal act, was signed into law on July 22, 2014.

WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

Who is Eligible for WIOA?

- 18 Years of Age
- Individual legally authorized to work in U.S.
- Meet Selective Service criteria
- **Priority of Service**
 - Veterans and Eligible Spouses
 - Recipients of Public Assistance
 - Other Low Income Individuals
 - Individuals who Lack Basic Skills
- **Programs Under WIOA**
 - Adult
 - Dislocated Worker



Selective Service Requirement

- All individuals assigned male at birth and born on or after 1/1/1960.
- SHOULD HAVE registered with Selective Service prior to age 26.
- Go to www.sss.gov and *print out the online verification or for Veterans provide a copy of your DD214.*
- For naturalized citizens your Naturalization Certificate is proof.
- If there is a good reason why you did not register or there is an error, you can apply for a status information letter through the website.
- The MASSHIRE Metro North Career Centers will consider a Waiver for those whose failure to register was not willful.



WIOA is a PARTNERSHIP

Your Success is Our Success!

Participation is a **long-term commitment, up to 12 months after employment, with a minimum of contact every 30 days.**

The primary goal is employment.

Individual Career Planning Services are a part of this program. One on one career planning meetings, assessments, job search assistance, labor market research and more.

Training Services are a part of this program. You will work with your Career Counselor to revise your resume, strategize your job search and determine your training needs and interests if applicable.

Even after you obtain employment, your Career Counselor will be available to assist you with ongoing job retention support up to 12 months, including to work towards a promotion or find a new job if necessary.

Individual Career Planning Services

- We offer the opportunity to work 1-to-1 with a career counselor on your career path!
- Counselors can assist you with your job search, interviewing skills, development of a Career Plan, salary negotiation, and more!
- Your Counselor will work with you until you are employed.
- 12 month follow up to support job retention with a minimum of contact every 30 days.

Are You Interested in Training?



Training Programs currently approved for WIOA funding are listed at

<https://jobquest.dcs.eol.mass.gov/jobquest/>

The maximum funding in the Metro North region is:
\$6000 for Skills training programs and
\$8000 for combined Educational and Skills training programs
(example: English for Speakers of Other Languages PLUS Medical Billing)

**You must apply for all other available sources of funding first
before receiving WIOA funds.**

If selected training cost exceeds the maximum, you and the training provider need to determine
if remaining balance can be paid by grant or scholarship.

No Cost to Customer

NOTE: TRAINING FUNDING IS NOT GUARANTEED

Seeking Training Funds can be a 4-6 week process, inclusive of Intake and Eligibility



Service Delivery Area (SDA)

In order to receive WIOA training services you must either reside in or last worked in one of the following towns that make up the Metro North Region
(except if you are a Veteran or eligible spouse – no residency restrictions):

- Arlington
- Belmont
- Burlington
- Cambridge
- Chelsea
- Everett
- Malden
- Medford
- Melrose
- North Reading
- Reading
- Revere
- Somerville
- Stoneham
- Wakefield
- Watertown
- Wilmington
- Winchester
- Winthrop
- Woburn

How to Explore Training Options

Use  **MASSHIRE JobQuest**

- Training course Must Be **Approved for Individual Training Account (ITA) Metro North** region.
- If you are collecting Unemployment Insurance (UI) benefits training must be **Approved for ITA Metro North AND Section 30**.
- You must contact training providers to determine if you meet their requirements to be eligible for potential enrollment, in addition to determine if the training provider is a good fit for your needs.
- You will need to compare at least two training providers to find the best fit for your career plan taking into consideration time, location, cost and learning style.



Home

Find Jobs

JOBS



Total Job Openings: 175,896

Keywords

Example: Office worker, Excel

[Search Tips](#)

Quick Tip: Use Keywords for Fastest Search

Job Title

Example: Clerk

Location

Massachusetts City or ZIP Code

Search

[More Search Options](#)

Job Seeker Login

SSN or Job Seeker ID

Password

Go

[Forgot Your Password?](#)

First Time User?

Registering with JobQuest lets you post your resume online and save your job search criteria.

Register Now

[JobQuest Guide](#)

Other Helpful Links ...

[MassHire Career Centers](#)

Visit a MassHire Career Center for additional Job Search Assistance.

[MassCareers Job Opportunities](#)

Search for Massachusetts state and other public sector jobs.

[Massachusetts Career Information, MassCIS](#)

Explore careers, education and training.

[Veterans' Program and Services](#)

March Madness Virtual Job Fair

March 24, 2021

10AM - 12PM

presented by
MassHire Metro North

[more information](#)

[Previous](#)

[Next](#)

Kickstart your Future at a MassHire Career Center

from Mass.gov

01:13

MassHire Career Center Resources

[Find Events and Workshops](#)

[Explore Training Opportunities](#)



Learn how your skills transfer to other occupations

See the NEW "mobile friendly" specialized job sites.

- Green Jobs
- Job Search for Veterans
- Healthcare Jobs
- IT Jobs
- Jobs in Education
- Creative Sector Jobs

MassHire JobQuest

Search for Green Jobs





[Search and Find Jobs in Massachusetts with JobQuest](#) » [Locate Training](#)

Locate Training

The job training programs available through the MassHire JobQuest system include training opportunities currently approved for ITA, Section 30, and Trade. Use the 'Approved Funding Regions' map to find training approved for funding by that region.

To search by the location where the training is being held use the 'Training Location' search box.

Keyword

Provider Name

Course Name

Targeted Occupation

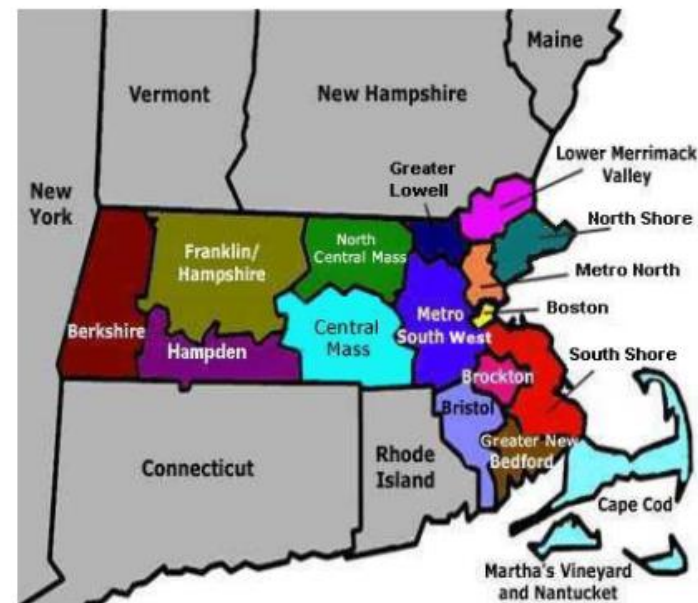
Approved Course Type

Training Location: Specify City or ZIP Code

Approved Funding Regions

Check region(s) manually or by clicking on the map:

- No Geographic Preferences
- Berkshire County (Pittsfield)
- Boston
- Bristol (Attleboro, Fall River, Taunton)
- Brockton
- Cape & Islands (Hyannis)
- Central Mass (Southbridge, Worcester)
- Franklin/Hampshire (Greenfield)
- Greater Lowell
- Greater New Bedford
- Hampden (Springfield, Holyoke)
- Merrimack Valley (Lawrence, Haverhill)
- Metro North (Cambridge, Chelsea, Woburn)
- Metro South West (Framingham, Norwood)
- North Central (Leominster)
- North Shore (Gloucester, Lynn, Salem)
- Out Of Area
- South Shore (Plymouth, Quincy)


[Reset Criteria](#)
[Search](#)



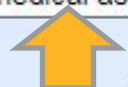
[Search and Find Jobs in Massachusetts with JobQuest](#) » [Locate Training](#)

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- Franklin/Hampshire (Greenfield)
- Greater Lowell
- Greater New Bedford
- Hampden (Springfield, Holyoke)
- Merrimack Valley (Lawrence, Haverhill)
- Metro North (Cambridge, Chelsea, Woburn)





You Searched For

Keyword

medical assistant

Approved Region

Searched by Regions:

- Metro North
(Cambridge, Chelsea, Woburn)

Click the above to remove the criteria from your search.

Modify Search



Training & Education Search Results

Showing records 1 to 20 of 25

Sort by clicking on Column Headings. Reverse sort order by clicking the same column heading a second time.

▲ Course Name

Address

[Certified Clinical Medical Assistant \(CCMA\) Test Voucher Included](#)

352 Lafayette Street
Salem, MA 01970

Course Approved For:

ITA
Trade

Targeted Occupations:

31909200 - Medical Assistants

[CERTIFIED MEDICAL ASSISTING](#)

250 FOUNDRY ST.
SO. EASTON, MA 02375

Course Approved For:

Section 30

[Clinical / Medical Assistant](#)

Targeted Occupations:

31909200 - Medical Assistants

600 West Cummings Park, Suite 2550
Woburn, MA 01801

Course Approved For:

Trade
Section 30
ITA

Targeted Occupations:

31909200 - Medical Assistants

[Clinical / Medical Assistant](#)

2 Granite Avenue, Suite 200
Milton, MA 02186



Course Information

Provider Name:
Millennium Training Institute Inc.

Company Web Site

Course Location

600 West Cummings Park
Suite 2550
Woburn, MA 01801

 **Map this location**

Course Contact

Contact Name:
David Mercure
Title:
Director of Admissions
Phone:
781-933-7882
Email Address:
dmercure@millennium.edu

Course Details

Course Name: Clinical / Medical Assistant
Course ID: 1081001
Approved For: ITA(North Shore Metro North, Greater Lowell, Merrimack Valley,), Section 30(Statewide), Trade(Statewide)



Description

Program teaches students basic computer skills, office administrative procedures, HIPAA regulations. clinical subjects covered are: medications, electrocardiography (EKG), minor surgery, CPR/defibrillation.

Eligibility/Entry Requirements

HS Diploma/GED/HiSet

Targeted Occupations

Job Title 1:
Job Title 2:
Job Title 3:

Occupation Codes:

Is Financial Aid Available? **Yes**



Remember you **MUST** Apply for Financial Aid first if you are able

Is this course a distance learning course? **No**

Refund Policy

Before the start of 1st class-100% refund. During the 1st quarter of a program-75%. D
During the 4th quarter-NO REFUND.

Performance Summary

Program Year (Most Recent): 2018

Total Program Participants Enrolled:	12
Total Participants Completed (includes dropouts):	12
Participants Hourly Placement Wage:	\$16.75

Are You Collecting Unemployment?

You May Be Eligible for DUA's TOP Section 30 (Training Opportunities Program)

Your work search requirements may be waived while attending full-time, approved training:

- You may be eligible for up to an additional 26 weeks of unemployment benefits while attending "full time - 20 or more hours per week" Section 30 approved training.
- Submit your Section 30 application to Department of Unemployment Assistance (DUA) by the 20th payable week of Unemployment Insurance (UI) benefits.
- Training must be approved by the Department of Unemployment Assistance (DUA).
- Training must enhance skills for jobs that are in demand.
- **Department of Unemployment Assistance (DUA) does not pay for the training.**
- For more information:
 - <https://www.mass.gov/training-opportunities-program-top>
 - Contact the TOP unit : (617) 626-5521

Interested in TOP (Training Opportunities Program) WHAT YOU SHOULD KNOW...



TOP Section 30 Application is REQUESTING UI BENEFITS EXTENSION and waiver of work search requirements approval from Department of Unemployment Assistance (DUA).



Seeking training funds grants to pay for training IS A SEPARATE MassHire CAREER CENTER PROCESS.

TOP Section 30



Department of Unemployment Assistance (DUA)



Training Opportunity Program (TOP)

Approval Process:

Submit Section 30 (TOP) application to DUA

If receiving UI benefits and you qualify with DUA you can:

- Collect unemployment benefits without searching for a job
- Extend your unemployment benefits to up to 26 weeks

Is the training free? NO. You may pay for training or find scholarships or grants.

Seeking Training Funds



Seeking Training Funds Grant

Approval Process:

Participate with MassHire Metro North Counselor

Funding for training is not guaranteed and subject to both approval and availability.

- Begin 4-6 week process with initial intake and eligibility
- Assigned to work with a Career Counselor
- If you have less than a Bachelor's degree, complete math and reading assessment
- Complete comprehensive assessment
- Up to 12 months commitment to work with MassHire
- Complete training proposal



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[Estimate Future Benefits](#)

[View And Request 1099G](#)

[View UI Records](#)

[Request TOP Application](#)



[-] Benefits Overview ?

Claimant ID: 560329

! You may submit your next benefit request beginning Sunday 01/28/2018 through Saturday 02/03/2018. ✕

Claim Information

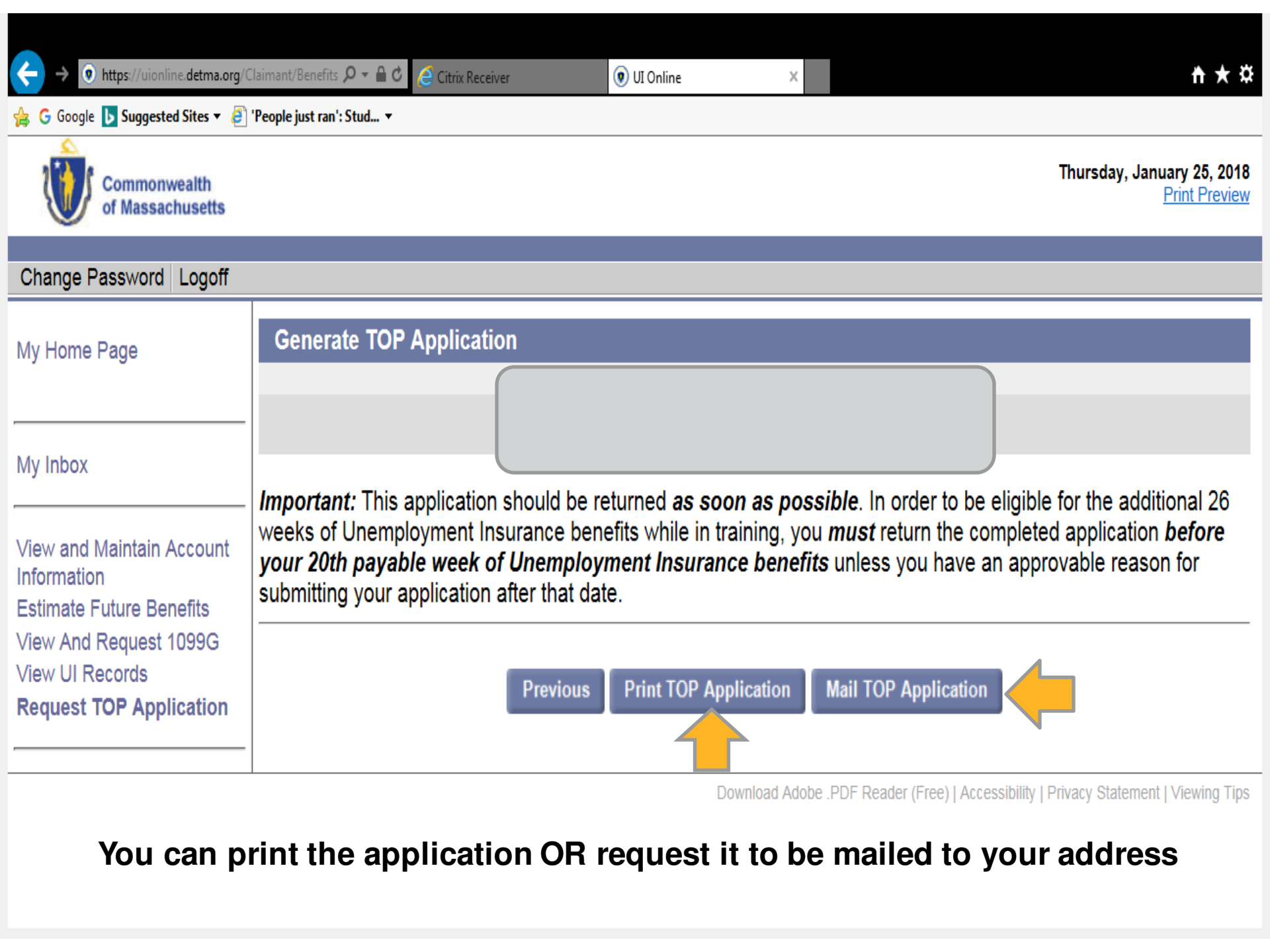
When do I request payment for Benefits?	Weekly Benefit Amount: \$184	Benefit Year: 12/17/2017 - 12/15/2018
View Weeks Claimed	Dependency Allowance: \$92	Last Requested Week: 1/14/2018 - 1/20/2018
	Potential Remaining Balance: \$5,379	
	Potential Weeks Left: 30	

[-] Payments Overview ?

Last payment: \$82.00 on 01/18/2018

Recent Payments

	Payment Date	Amount	Method
View Payment History	01/18/2018	\$82.00	Debit Card
	01/10/2018	\$194.00	Check



Thursday, January 25, 2018

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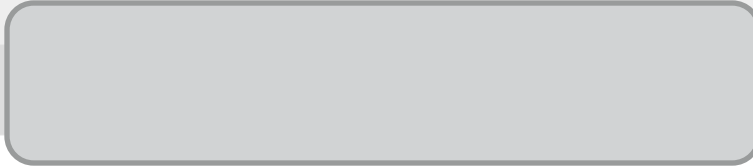
[Estimate Future Benefits](#)

[View And Request 1099G](#)

[View UI Records](#)

[Request TOP Application](#)

Generate TOP Application



Important: This application should be returned *as soon as possible*. In order to be eligible for the additional 26 weeks of Unemployment Insurance benefits while in training, you *must* return the completed application *before your 20th payable week of Unemployment Insurance benefits* unless you have an approvable reason for submitting your application after that date.

[Previous](#)

[Print TOP Application](#)

[Mail TOP Application](#)

[Download Adobe .PDF Reader \(Free\)](#) | [Accessibility](#) | [Privacy Statement](#) | [Viewing Tips](#)

You can print the application OR request it to be mailed to your address

Training Research and Justification

Complete the Training Proposal – which includes the following:

- If you have less than a bachelor's degree, you will have to take the Virtual WorkKeys assessment, which is a test of basic reading and math skills.
- Complete an interview with your counselor to determine that training is necessary in order to be employed at self-sufficient wages.
- Have the skills and qualifications necessary to complete the training program.
- Conduct Labor Market research to show there are job opportunities in the occupation of your training interest.
- Conduct an informational interview, 2 interviews if career transition.
- Compare at least two training providers/courses.

Trade Adjustment Assistance (TAA)

- If you have lost your job as a result of foreign trade you *might* be eligible for training benefits under the TAA Program which is different from WIOA.
- If you believe this applies to you please let MassHire Career Center staff know at your Intake/Eligibility appointment.

We can guide you to determine if you may be eligible.



Are you a Massachusetts Rehabilitation Commission (MRC) consumer?

We have an existing partnership with MRC. If you are currently a consumer working with MRC, please let MassHire Career Center staff know at your Intake/Eligibility appointment.

Through our partnership there are training funds available for shared customers and we can guide you to determine if you might be eligible.



Where Do I Go From Here?

If you would like to move forward with Individualized Career Counseling or are seeking to explore Training Programs;

- Stay on the session until after this video ends. A team member will be available and will provide you with an Intake appointment.
- Next step is to speak with a staff person to review intake and eligibility requirements.
- Go to our website for all of today's documents <https://masshiremncareers.com/career-development-options-cdo/>

If you are interested in training, you can begin using Job Quest to research your training program options.

- Select two training programs of interest.
- Begin working on a Training Proposal provided by our staff.

• **BE PREPARED to submit all** required documents when requested from

Customer



The Career Center is here to serve you!

We appreciate all your feedback as it will assist us in improving our services. However, if you believe that you have been denied service or treated in an unfair or inappropriate manner, you have the right to file a complaint. Our grievance process can be found here <https://masshiremncareers.com/career-development-options-cdo/>

Complaint Officers

Cambridge/Chelsea

Woburn

Kim Ware

Kathleen Weislein

617-661-7867 x240

781-932-5501

