



Right Skills Now CNC Mill and Lathe Operations Program

Applicant Information Pack

Multi-Employer Session

Right Skills Now - CNC Mill and Lathe Operations

Cuyahoga Community College's Right Skills Now program is a 180 hour training program combined with a 320 hour paid internship that is focused on the knowledge and skills necessary for employment as an operator on a CNC Mill or Lathe.

This fast track training program designed for people to obtain high-quality manufacturing jobs contains two nationally recognized credentials; the National Career Readiness Certificate and the National Institute of Metal Working Skills, (NIMS) CNC Operations Certificate.

The program starts off with 180 hours of technical training covering safety, shop floor calculations, measurement and gaging, machining fundamentals, quality assurance, communications, material composition and CNC mill and lathe operations. Students who successfully complete all training and attendance requirements of the technical training will begin an 8 week, 40 hour per week, paid internship at a local company. After the internship students return to the classroom to prepare for the National Institute of Metal Working Skills, (NIMS) Level 1 certificate exam in either CNC Mill or Lathe Operation.

Requirements

- High school diploma or equivalent
- Skills validation by achieving a WorkKeys Silver NCRC Level 4 in Applied Math, Locating Information & Reading for Information
- Ability to attend all program sessions
- Agree to background check/drug test

Program Content

- Safety in the Shop
- Shop Floor Calculations
- Blueprint Reading for Machinists
- Measurement & Gaging
- Machining Fundamentals
- CNC Mill Operations
- CNC Lathe Operations
- Communication Skills
- Quality Systems
- NIMS Exam Preparation
- NIMS Exam (Lathe or Mill)
- 8 Week Paid Internship

Program Fee: \$4295.00

First Steps for Applicants:

1. Notify Mike White of interest in program and obtain Applicant Pack.
2. Register and take National Career Readiness Certificate exams, scoring level 4 or above on each of the three exams.

Next class: Early 2018, date to be determined.

Program Contact: Mike White (216) 987-3040, Michael.white@tri-c.edu

Action Steps

- 1. Notify Mike White of interest in program and obtain Applicant Pack
- 2. If you are unemployed or under employed, contact Ohio Means Jobs (page 7) to see if you qualify for funding.
- 3. Register and take National Career Readiness Certificate exams, scoring level 4 or above on each of the three exams (See pages 8 & 9)
- 4. Send test results with proof or high school diploma/GED and current resume to Mike White.
- 5. Notification of acceptance
- 6. Register and pay for training
- 7. Training at Tri-C (8 weeks for daytime classes, 10 weeks for evening classes)
- 8. 8 week paid internship at Participant Company (must meet attendance requirements and a grade 70% or better in each subject to enter the internship)
- 9. NIMS exam prep class at Tri-C
- 10. Take written NIMS exam

Right Skills Now – CNC Mill and Lathe Operations

Course Descriptions

Shop Safety

Learn how to safely work in a manufacturing environment. Topics include personal protection equipment, walking and working surfaces, fall hazards, fire safety and emergency action.

Shop Floor Calculations

This course covers the math skills required on the shop floor including calculator use, working with fractions, fraction – decimal conversion, rounding, percentages and ratios.

Blueprint Reading for Machinists

Blueprints are the universal form of communication in manufacturing. Learn how to read and interpret the blueprints commonly used in machining. Topics include orthographic projection, line types, section views, dimensions, notes, tolerances and a GD & T overview.

Measurement and Gaging

Inspection is a critical function in machining. Learn how to use and read the measurement and gaging tools commonly used by a CNC operator, including OD/ID/depth micrometers, dial calipers, thread gages and optical comparator. Overview of coordinate measuring machine is also provided.

Machining Fundamentals

Learn the basic principles of machining including turning and milling machine processes and tools, calculation of speeds and feeds, coordinate systems, cutting fluids, machine lubrication and proper use of common hand tools.

CNC Mill Operations

Learn how to mount tools, set tool length offsets, locate program zero, activate a program, run parts, inspect parts and adjust offsets to maintain tolerance on a 3 axis CNC Machining Center.

CNC Lathe Operations

Learn how to mount tools, set geometry offsets, locate program zero, activate a program, run parts, inspect parts and adjust offsets to maintain part tolerance on a 2 axis CNC lathe.

NIMS CNC Operations Exam Prep

Complete the performance requirements of the NIMS Credentialing Achievement Record and prepare for the written NIMS CNC Lathe or Mill Operations exam.

Communication Skills

Gain the skills to communicate with others and work effectively in a team environment.

Quality Improvement

Systems and tools that ensure components are within quality specifications

Payment and Funding Options

Payment Plan

Cuyahoga Community College offers a payment plan for registration fees. ***One fourth of the registration fee plus a \$25 non-refundable payment plan fee is due at time of registration.*** The remaining amount is divided into 3 equal payments spread out evenly throughout the entire program with the last payment due by the last day of program.

Options:

4 Payments of \$698.75 with \$1500 Gene Haas grant only

or

4 payments of \$323.75 with \$1500 Gene Haas grant & \$1500 College Now grant

Gene Haas Machine Technology Scholarships

Cuyahoga Community College has received a limited number of \$500 scholarships from the Gene Haas Foundation to support the Right Skills Now CNC Operations program. These funds are distributed through the Workforce Development Scholarship process listed on the top of page 6.

College NOW - Scholarship

College Now Greater Cleveland Manufacturing Scholarships may be available.

Here is the link for more information and to apply: <https://app.smarterselect.com/programs/27605-College-Now-Greater-Cleveland>.

Military Veteran Funding – Ohio Dept. of Job and Family Services

Each of the Ohio Means Jobs Local One Stop Career Centers has a Veterans Representative. See page 7 for locations and more info.

Cuyahoga Community College Workforce Development Scholarship Assistance **SCHOLARSHIP PROCESS (2017-2018)**

Please have the following at the time you apply:

- Current or returning students: Student ID number
- New student: Call 866-933-5175 and select option 1 to obtain an S#
(Please ask the customer service representative how to obtain your Password)

Go to www.tri-c.edu/scholarships to access the scholarship page. Click the box to 'Apply for Scholarships'. Next, scroll down to box that says 'Sign in with your Institution'. You will need to have your student ID number ready to begin to sign in.

1. Complete all required areas of the online application
2. When completing the essay keep the punctuation very basic to avoid error messages.
3. Send an email to Latina.johnson@tri-c.edu or Melissa.hall@tri-c.edu to confirm that you have completed and submitted your application. Please include your S# or last 4 of SSN, the name of the class and the date you would like to start.

Ohio Means Jobs Workforce Development Revolving Loan Fund Program

Students approved to enter the Right Skills Now CNC Operations program may apply for a loan from the Ohio Means Jobs Workforce Development Revolving Loan Fund Program. The Workforce Revolving Loan Fund promotes and encourages Ohio's workforce development and job growth through educational training and retraining in programs related to employment opportunities in growing fields in Ohio.

To be eligible a student must be registered in the program, be a resident of Ohio and be current on all other student loans. Approval of the loan is not based on consideration of the creditworthiness of the student and no inquiry will be made into the student's credit history of financial condition beyond a check to see if the student is current on all his or her student loans.

Loan repayment will start 6 months after completion of the program (or the date on which a student withdraws or ceases to participate in the training program, or the date a student ceases to reside in Ohio). The interest rate is 4 percent per annum. When repayment begins you will be charged a \$48.50 loan origination fee and a monthly \$6.90 loan servicing fee.

Once you are approved for the Right Skills Now Program you start the loan application process by contacting Financial Aid Services Coordinator Gabrielle Crenshaw at (216) 987-0272 or gabrielle.crenshaw@tri-c.edu) to setup access to the Program's website where you will formally apply for the loan.

Ohio Means Jobs - Local One Stop Career Centers

Your local One Stop Career Centers provide a host of resources for job seeker and employers. One of the services provided are training vouchers for those deemed eligible. To determine if you are eligible to receive a training voucher to pay for your tuition, please contact your One Stop. Each One Stop has an orientation process that you must go through. The process may take up to 2-4 weeks to complete.

Ohio Means Jobs-Cuyahoga County (Employment Connection)

LOCATION	PHONE (216)	FAX (216)	HOURS
Brookpark 11699 Brookpark Road Parma, OH 44130	898-1366	898-1497	Mon. thru Fri.: 8:00am-5:00pm
Downtown New Address TBD			

Ohio Means Jobs-Lake County (Lake County Employment & Training Division)

Lake [County Job](#) & [Family Services](#) 177 Main Street Painesville, OH 44077

(440) 350-4000 Main (440) 918-4000 Lake County West (440) 428-4838 Lake County East

TTY/TTD services available in the Resource Center

Ohio Means Jobs-Lorain County

Main Office: 42495 North Ridge Road, Elyria, Ohio 44035

Business hours are Monday through Friday, 8:00 am to 4:30 pm.; 440-324-5244

Satellite Office Locations: Lorain County Community College, [Employment & Career Services](#)

1005 North Abbe Road, Elyria, Ohio 44035; 440-366-4076

Ohio Means Jobs-Geauga County (GAPP)

(440) 285.5842; info@gapp-inc.com

Ohio Mean Jobs-Medina County (Medina County Workforce Development Center)

3721 Pearl Road, Medina, OH 44256

P: 330-723-9675 F: 330-722-4657

ACT/National Career Readiness Certificate

ACT's National Career Readiness Certificate (NCRC) is a portable credential that demonstrates achievement and a certain level of workplace employability skills in Applied Mathematics, and Locating Information, and Reading for Information. In the future, ACT Career Credentials powered by ACT WorkKeys is an expanding program that will offer certifications in other areas. Individuals can earn the NCRC by taking three WorkKeys® assessments:

- Applied Mathematics,
- Locating Information
- Reading for Information

WorkKeys assessments measure "real world" skills that employers believe are critical to job success. Test questions are based on situations in the everyday work world.

There are five levels of difficulty. Level 3 is the least complex, and Level 7 is the most complex. The levels build on each other, each incorporating the skills assessed at the previous levels.

Students must score at Level 4 on each of the assessments to enter the Right Skills Now- CNC Mill and Lathe Operations program.

Test Content

For more information on test content please refer to ACT's website: www.act.org/workkeys

Online Practice Tests

Full-length online WorkKeys practice tests are available to purchase (\$5.00 each). The practice test will look and feel like a real WorkKeys test, which includes two sample questions at the beginning. Individuals will receive an estimate of the level score achieved at the end of the practice test. Individuals may also review each question and see why the answer he or she chose was correct or not prior to selecting "Quit" to end your session.

To Purchase an official ACT WorkKeys Practice Test

- www.act.org/workkeys/practice

Link to Free Practice Tests from Ohio Means Jobs

- <https://jobseeker.ohiomeansjobs.monster.com/home.aspx>

(Click on "Online Training" to access the free practice exams.)

To Schedule the NCRC Test at no cost:

www.neo.schedulenow.me

To Schedule the NCRC Tests at Tri-C

- See next page

ACT National Career Readiness Certificate

ACT WorkKeys Tests Registration Process

1. Candidates can purchase the WorkKeys Applied Mathematics, Locating Information and Reading for Information Exams by calling (216) 987-3075. Three test vouchers (one for each exam) are combined into one CRN for purchase:

CRN: TBD – July 1, 2017 – June 30, 2018 Cost is \$42.00

If a candidate does not pass all three tests, a single exam can be retaken for \$12. After a second failed attempt there is a 30 day waiting period before an exam can be taken a third time.

Single exam retake voucher July 1, 2017 - June 30, 2018 CRN (TBD) Cost is \$14 each

2. Test information:
 - Applied Mathematics test is 55 minutes long with 33 questions
 - Locating Information test is 55 minutes long with 38 questions
 - Reading for Information test is 55 minutes long with 33 questions
3. 48 hours prior to the date you would like to take an exam complete the following:
 - a. **Contact the ACT Testing center at (216) 987-4113**
 - Provide your Full Name
 - Contact Number
 - Valid Email Address
 - Test you would like to take
 - Preferred date and time to take the exam
 - b. Tests can be scheduled separately on different days or consecutively all in the same day.
 - c. Once the ACT Test Administer schedules your exam they will send you an email confirmation verifying your registration.
4. The day of your exam, please bring a receipt of purchase of the test voucher to the testing center. If you do not have a receipt you can visit the Registration counter located on the 1st floor to get a receipt. You will also need a current valid ID with Photo: issued by school/city/state/federal government agency
 - WorkKeys tests can be taken in Cuyahoga Community College's Workforce Testing Center located at 2415 Woodland Avenue, 2nd floor, Cleveland, Ohio.
 - Testing Center Hours:

<u>Monday - Thursday</u>	<u>9am –4pm</u>
<u>Friday & Saturday</u>	<u>9am - 1pm</u>
5. Take your tests. Results are available immediately after the test is finished.

Candidates should arrive to the testing center a minimum of 15 minutes prior to their appointment time. Current valid ID with Photo, issued by school/city/state/federal government agency required.

National Institute of Metal Working Skills, (NIMS) Certificate

The National Institute for Metalworking Skills (NIMS) was formed in 1995 by the metalworking trade associations to develop and maintain a globally competitive American workforce. NIMS sets skills standards for the industry, certifies individual skills against the standards and accredits training programs that meet NIMS quality requirements.

NIMS operates under rigorous and highly disciplined processes as the only developer of American National Standards for the nation's metalworking industry accredited by the American National Standards Institute (ANSI).

NIMS Skill Standards

NIMS has developed skills standards in 24 operational areas covering the breadth of metalworking operations. The Standards range from entry (Level I) to a master level (Level III). All NIMS standards are industry-written and industry-validated, and are subject to regular, periodic reviews under the procedures accredited and audited by ANSI.

NIMS Credentials

NIMS certifies individual skills against the national standards. The NIMS credentialing program requires that the candidate meet both performance and theory requirements. Both the performance and knowledge examinations are industry-designed and industry-piloted. There are 52 distinct NIMS skill certifications.

CNC Lathe Operator Level 1 CNC Mill Operator Level 1

NIMS offers CNC Lathe Operator Level 1 and CNC Mill Operator Level 1 credentials. Students in the Right Skills Now program work toward earning both of these credentials. Earning a credential is a two part process. The first part is the completion of a Credentialing Achievement Record (CAR). The CAR is a check list of critical work activities and experience that is co-initialed by the trainer and trainee as they are completed. After the CAR is completed an Affidavit of Successful Completion is filled out and the student registers with NIMS (\$40 one-time fee). The Affidavit is then submitted to NIMS and once accepted by NIMS the student is eligible to take the written exam (\$35 fee for each exam). The credential is awarded when the exam is passed. CNC Lathe Operator and CNC Mill Operator are two separate credentials each requiring a CAR, an Affidavit and a written test.

More Information on NIMS

For more information on NIMS please see their website: [**www.nims-skills.org/**](http://www.nims-skills.org/)

Job Responsibilities for Right Skills Now Program Graduates

- Perform basic machine setup including mounting and setting tools, mounting chuck jaws or other work holding hardware, setting program zero location and activating the proper part program.
- Conduct production runs and adjust offsets to ensure work pieces are within specified tolerances and quality standards.
- Complete records and forms.
- Responsible for maintaining a clean and safe work environment.
- May work alone, with minimal supervision, or with other technicians.
- Recognize and report machine malfunctions.
- Responsible for routine scheduled machine maintenance.
- Coordinate and work in conjunction with service technicians in the performance of major maintenance tasks.

Future Career Opportunities

With further education and experience, there are numerous career advancement opportunities within the manufacturing industry.

Career options include setup technician, part programmer, shop floor supervisor and manufacturing engineer positions.



**RIGHT SKILLS NOW CNC OPERATIONS TRAINING PROGRAM
PARTICIPANT AGREEMENT AND CONTRACT**

The College team is committed to ensuring you succeed in the training program. This includes all aspects, the technical training, certification and internship. Your success is dependent as well on you fully committing to the program. This includes attendance, preparation, commitment and ability to be a team player and work well with others to achieve positive outcomes. Please read thoroughly the information below and, if you are able to agree to the requirements, please initial after each statement and sign and date the bottom of the form. We are looking forward to receiving your application.

ATTENDANCE, COMMUNICATION AND PARTICIPATION

It is expected that you will have 100% attendance throughout the technical program. If you are ill you must contact your instructor at least one hour prior to class start time.

Being late to the program or leaving early is not acceptable; be sure to start early enough for the program to ensure you will be there approximately 15 minutes early. (No more than two late arrivals during the program is acceptable; more than two will be reviewed to determine if it is advisable to continue the program). Information regarding classroom absences, tardiness, working well with other participants, being a positive influence in the classroom and on the manufacturing floor, etc. may be shared with the internship partners. These are vital employability skills that employers look for when determining if they wish to hire a person. Frequently the instructors are asked this information by the employer. The participant is expected to be available for all meet and greet sessions, test prep sessions, job fairs, and internship assignments.

Please initial that you have read and agree to the above. _____

You are required to update the Right Skills Now Program Manager in the event the contact information or employment status changes during and after the training period, as well as during the retention period once employed.

Please initial that you have read and agree to the above. _____

EMPLOYMENT VERIFICATION AGREEMENT

I understand I am required to contact the Right Skills Now Program Manager as soon as I receive official notification that I am employed. I will provide the company contact information for the college staff to perform the necessary follow up to verify employment.

I understand that upon completion of the program the Right Skills Now Program Manager will make regular calls (monthly) for up to nine months after I exit the program to check on my employment status and/or to see if I am actively seeking employment. I agree to respond to the request for information.

I understand the above information and agree to participate fully and give 100% effort to fully engage in every aspect. My signature below demonstrates my understanding and commitment.

(Printed Name)

(Signature)

(Date)

