

Your Training Options



Provided by:

Eastern Carolina Workforce Development Board, Inc.

*Serving the citizens of Carteret, Craven, Duplin, Greene,
Jones, Lenoir, Onslow, Pamlico and Wayne County*

North Carolina



**Career Planning, Training
& Placement Services**

North Carolina's JobLink Career Center Vision:

To improve North Carolina's workforce and strengthen our state's economy by developing a system of JobLink Career Centers that offers labor market information, provides access to career training and job placement services, and serves as the connection between employers and qualified workers.

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PREPARING FOR A JOB IS HARD WORK!

For some it's a matter of brushing up on an old resume and learning what jobs are available. For others, career planning and education is needed. That's why the **JobLink Career Center** is in business—whether you are looking for your first job or a better job, the experienced professional staff is available to assist you with your employment and training needs.

JobLink Career Centers are user friendly facilities which provide job seekers, training seekers and employers access to a variety of employment and training services all under one roof.

Local workforce development professionals from various partner agencies work together to provide the best service for all customers. JobLink Career Centers offer a more convenient, efficient and effective way for all North Carolinians to look for a new or better job. By offering a wide range of service options from self-service to full-service, JobLink Career Centers offer comprehensive training and employment services to the community.

SERVICES TO MEET YOUR EMPLOYMENT AND TRAINING NEEDS INCLUDES:

- ◇ **Skills Assessments**
Evaluate your abilities, interests and basic skills
- ◇ **Job Search Assistance**
Explore your career options in the current labor market
- ◇ **Resume Preparation**
Prepare a professional resume through available software, workshops or staff assistance
- ◇ **Job Listings**
Employers list jobs directly with us
- ◇ **Career Planning and Job Search**
Identify skills training and education to meet your career goals
- ◇ **Connection to High School Completion and GED**
Free classes needed to get your high school diploma or GED
- ◇ **Occupational Skills Training for a Specific Career**
Explore a wide range of training options
- ◇ **Unemployment Claims**
Receive Assistance filing unemployment claims

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Carteret County JobLink Career Center

Employment Security Commission
309 Commerce Street, Morehead City, NC 28557
Phone: (252) 726-7151

Craven County JobLink Career Center

Employment Security Commission
1305 Simmons Street, New Bern, NC 28560
Phone: (252) 514-4828

Craven County JobLink Information Site

(JobLink staff available by appointment)
Craven Community College—Havelock Campus
305 Cunningham Blvd., Havelock, NC 28532
Phone: (252) 444-2384

Duplin County JobLink Career Center

Employment Security Commission
192 Magnolia Extension, Kenansville, NC 28349
Phone: (910) 296-1478

Greene County JobLink Career Center

Lenoir Community College
Greene County Education Center of LCC
818 Highway 91 North, Snow Hill, NC 28580
Phone: (252) 747-5689

Jones County JobLink Career Center

Lenoir Community College
Jones County Education Center of LCC
1124 Highway 58 South, Trenton, NC 28585
Phone: (252) 448-4791

Lenoir County JobLink Career Center

Lenoir Community College
231 Highway 58 South, Kinston, NC 28502
Phone: (252) 527-7320

Onslow County JobLink Career Center

Employment Security Commission
106 College Plaza, Jacksonville, NC 28546
Phone: (910) 347-2121

Onslow County JobLink Information Site

Coastal Carolina Community College
444 Western Blvd., Jacksonville, NC 28546
Phone: (910) 938-6309

Pamlico County JobLink Career Center

High School Drive, Bayboro, NC 28515
Phone: (252) 745-9931

Wayne County JobLink Career Center

Employment Security Commission
309 N. William Street, Goldsboro, NC 27530
Phone: (919) 731-7950

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Who can I talk to about available training options?

Visit the JobLink Career Center in your county. Each JobLink has professional staff available to discuss training options with you. If you are unemployed, underemployed, or have been laid off from work, inquire about the training opportunities that may be available under the Workforce Investment Act.

What are my training options available under Workforce Investment Act (WIA) program?

There are a variety of training programs that have been approved by the Eastern Carolina Workforce Development Board. On the following pages, you will find the approved WIA training programs for your consideration. You are also encouraged to visit the North Carolina State Training Accountability Report System website at www.ncstars.org for further training information.

What if the training program that I would like to pursue is not in the training guide?

Regrettably, if a training program is not listed in the training guide, it is not approved for WIA funding at this time. Reasons may vary, such as the training provider has not completed the application to be considered as an approved provider, training is not in demand in the local area, the cost is too high to be considered, the training provider is newly established with no performance history or is outside of the region, training may not result in employment, estimated wages after training will not lead to self-sufficient wage earnings, etc.

How much will it cost?

Cost is dependent upon the training program. At the JobLink Center, staff will review the variety of financial aid programs that are available. If you are selected to participate in the WIA program, an individual training account (ITA) will be established for you in which your tuition, fees and supplies may be paid through WIA.

How long can I attend training?

Depending upon the training program, all approved training can usually be completed within a two year period. Your WIA counselor will review the course content with you and help you set some goals with timelines to successfully complete the training. Under WIA, all students must commit to a full-time schedule, follow training provider's class attendance requirements and maintain above a 2.0 grade point average (GPA) to participate in training.

What happens after training?

Simply put, the purpose of the WIA program is **Employment, Retention and Earnings**. If that is not your goal, the WIA may not be the program for you to consider at this time. Throughout your participation in a WIA approved training program, you will meet with a WIA counselor at least once a month to discuss your progress and goals towards employment. You will have the opportunity to build your resume and learn of potential job opportunities. As a requirement for participating in the WIA program, you must commit to diligently seeking employment in your training field. There are numerous job search resources available in the JobLink Career Center to help you meet your employment goals. All you have to do is take advantage of them.

How much can I earn after training?

Become an informed consumer! Do as much research as possible before committing to a training program. There is plenty of research available to answer this question on-line by visiting some of the websites listed on page 18. Also, in the back of this guide, we have added the estimated wages for each of the approved training programs on pages 16-17. For additional information, visit www.ncesc.com and look under the labor market information link for additional wage information.

Have more questions?

Visit your local JobLink Career Center or email: admin@ecwdb.org

CAPE FEAR COMMUNITY COLLEGE

(910) 362-7000

411 N. Front Street
Wilmington, North Carolina 28401

www.cfcc.edu

- Accounting
- Air Conditioning, Heating, Refrigeration Technology
- Associate Degree Nursing (Integrated)
- Autobody Repair
- Automotive Systems Technology
- Basic Law Enforcement
- Business Administration
- Computer Engineering Technology
- Criminal Justice Technology
- Early Childhood Associate *
- Electronics Engineering Technology
- Industrial Systems Technology
- Machining Technology *
- Marine Propulsion Systems
- Mechanical Engineering Technology
- Occupational Therapy Assistant
- Pharmacy Technology
- Phlebotomy
- Practical Nursing
- Radiography
- Speech Language Pathology Assistant
- Truck Driver Training *

CAROLINA TRUCKING ACADEMY

1-800-561-6173

4629 US Highway 70
Princeton, NC 27569

www.carolinatruckingacademy.com

- Truck Driver Training (Class A CDL) *

** Special Approval Required*

CARTERET COMMUNITY COLLEGE

(252) 222-6000

3505 Arendell Street
Morehead City, NC 28557

www.carteret.edu

- Basic Law Enforcement Training
- Business Administration
- Computer Information Technology
- Criminal Justice Technology
- Early Childhood Associate *
- Electrical/ Electronics Technology
- Horticulture Technology
- Information Systems
- Marine Propulsion Systems
- Medical Assisting
- Medical Transcriptionist (*cont. ed*)
- Nursing Assistant *
- Office Systems Technology
- Paralegal Technology
- Practical Nursing
- Radiography
- Respiratory Care
- Web Technologies *
- Welding

COASTAL CAROLINA COMMUNITY COLLEGE

(910) 938-6309

444 Western Boulevard
Jacksonville, NC 28546

www.coastalcarolina.edu

- Accounting
- AC, Heating, Refrigeration Technology
- Architectural Technology
- Associate Degree Nursing (Non-Integrated)
- Autobody Repair
- Automotive Systems Technology
- Basic Law Enforcement Training
- Business Administration
- Computer Information Technology
- Criminal Justice Technology
- Dental Assisting
- Dental Hygiene
- Early Childhood, Associates
- Electrical/Electronics Technology
- Emergency Medical Science
- Fire Protection Technology
- Heavy Equipment/ Transport Tech
- Information Systems
- Medical Laboratory Technology
- Medical Office Administration
- Office Systems Technology
- Paralegal Technology
- Practical Nursing
- Support Technologies
- Surgical Technology
- Welding Technology

* *Special Approval Required*

CRAVEN COMMUNITY COLLEGE

(252) 638-4131

800 College Court
New Bern, NC 28562

www.cravencc.edu

- Accounting
- Air Conditioning, Heating, Refrigeration Technology
- Associate Degree Nursing (Integrated)
- Associate in Science, Engineering
- Autobody Repair
- Automotive Systems Technology
- Aviation Systems Technology
- Basic Law Enforcement Training
- Business Administration
- Business Administration, Banking and Finance
- Business Administration, Marketing and Retailing
- Business Administration, Operations Management
- Computer Information Technology
- Criminal Justice Technology
- Early Childhood Associate, Teacher Associate *
- Electrical Engineering Technology
- Electronics Engineering Technology
- Industrial Systems Technology
- Infant/Toddler Care (Certificate)
- Information Systems
- Information Systems Securities
- Machining Technology
- Machining Technology, Tool, Die and Mold Making
- Manufacturing Technology
- Mechanical Engineering Technology, Drafting and Design
- Medical Assisting
- Medical Office Administration (Certificate)
- Medical Office Administration
- Networking Technology
- Office Systems Technology
- Office Systems Technology, Legal
- Office Systems Technology, Medical
- Practical Nursing
- Welding Technology

FUTURE TRUCKERS OF AMERICA

(800) 610-3777

1095-A West Dixie Drive
Asheboro, NC 27203

www.futuretruckers.com

- Certified Truck Driver Training

** Special Approval Required*

JAMES SPRUNT COMMUNITY COLLEGE

(910) 296-2446

133 James Sprunt Drive

www.sprunt.com

P.O. Box 398

Kenansville, NC 28349

- Accounting
- Advertising and Graphic Design *
- Agribusiness Technology
- Associate Degree Nursing (Integrated)
- Automotive Systems Technology
- Basic Law Enforcement Training
- Business Administration
- Criminal Justice Technology
- Early Childhood Associate *
- Health Information Technology
- Livestock and Poultry Technology, Swine Management
- Masonry
- Office Systems Technology
- Phlebotomy
- Practical Nursing
- Welding Technology

JOHNSTON COMMUNITY COLLEGE

(919) 934-3051

245 College Road

www.johnstoncc.edu

P.O. Box 2350

Smithfield, NC 27577

- Associate Degree Nursing (Integrated)
- Basic Law Enforcement Training
- Criminal Justice Technology
- Heavy Equipment/Transport Technology
- Manufacturing Technology/
Plastics
- Medical Assisting
- Phlebotomy
- Radiography

* *Special Approval Required*

LENOIR COMMUNITY COLLEGE

(252) 527-6223

P.O. Box 188
231 Highway 58 South
Kinston, NC 28502

www.lenoircc.edu

- Accounting
- Agricultural Biotechnology
- Associate Degree Nursing
(Non-Integrated)
- Automotive Customizing Technology
- Automotive Management
- Automotive Systems Technology
- Basic Law Enforcement Technology
- Biotechnology*
- Business Administration
- Business Administration,
Marketing and Retailing
- Computer Engineering Technology
- Computer Engineering Skills Technology
- Computer Programming
- Court Reporting and Captioning
- Criminal Justice Technology
- Culinary Technology
- Dietetic Technology
- Early Childhood/ Teacher Associate
- Engineering-Associate of Science
- Environmental Science Technology-
Wastewater Treatment
- Global Logistics Technology
- Graphic Arts and Imaging Technology*
- Healthcare Management Technology
- Horticulture Technology
- Human Services Technology
- Human Services Technology,
Mental Health
- Human Services Technology,
Social Services
- Industrial Engineering Technology-
Quality Certification
- Industrial Engineering Technology-
Process Improvement
- Information Systems
- Industrial Engineering Technology-
Supervision Certificate
- Industrial Management Technology
- Machining Technology
- Medical Assisting
- Medical Office Administration
- Networking Technology
- Occupational Education Associate
- Office Systems Technology
- Polysomnography
- Practical Nursing
- Radiography
- Surgical Technology
- Welding Technology

* *Special Approval Required*

NASH COMMUNITY COLLEGE

(252) 443-4011

522 N. Old Carriage Road
Rocky Mount, NC 27804

www.nashcc.edu

- **Physical Therapist Assistant ***

PAMLICO COMMUNITY COLLEGE

(252) 249-1851

5049 Hwy. 306-S
P.O. Box 185
Grantsboro, NC 28529

www.pamlicocc.edu

- **Accounting**
- **Business Administration**
- **Computer Information Technology**
- **Criminal Justice Technology**
- **Early Childhood Associate**
- **Electric Lineman Technology**
- **Electrical/Electronics Technology**
- **Electroneurodiagnostic Technology**
- **Environmental Science Technology**
- **Horticulture Technology**
- **Information Systems**
- **Masonry**
- **Medical Assisting**
- **Office Systems Technology**

PITT COMMUNITY COLLEGE

(252) 321-4200

1986 Pitt Tech Road, Hwy, 11-S
Winterville, NC 28590

www.pittcc.edu

- **Associate Degree Nursing (Integrated)**
- **Automotive Systems Technology**
- **Basic law Enforcement Training**
- **Biotechnology***
- **Building Construction Technology ***
- **Criminal Justice Technology**
- **Electronic/Electrical Technology**
- **Electronic Servicing Technology**
- **Health Information Technology**
- **Human Services Technology**
- **Industrial Systems Technology**
- **Medical Sonography ***
- **Occupational Therapist Assistant**
- **Office Systems Technology**
- **Paralegal Technology ***
- **Radiography**
- **Respiratory Care**

* *Special Approval Required*

WAYNE COMMUNITY COLLEGE

(919) 735-5151

3000 Wayne Memorial Drive
Goldsboro, NC 27534

www.waynecc.edu

- Accounting
- Agribusiness Technology
- Air Conditioning, Heating,
Refrigeration Technology
- Applied Animal Science Technology
- Associate Degree Nursing
(Non-Integrated)
- Associate in Science, Engineering
- Autobody Repair
- Automotive Systems Technology
- Aviation Systems Technology
- Basic Law Enforcement Training
- Biotechnology
- Business Administration
- Business Administration,
Marketing and Retailing
- Computer Information Technology
- Criminal Justice Technology
- Dental Assisting
- Dental Hygiene
- Early Childhood Associate
- Electronics Engineering Technology
- Forest Management Technology
- Healthcare Management Technology
- Human Services Technology
- Information Systems-
Microcomputers/Systems
- Information Systems Securities
- Machining Technology
- Medical Assisting
- Medical Transcription
- Office Systems Technology
- Phlebotomy
- Practical Nursing
- Welding Technology

** Special Approval Required*

WILSON TECHNICAL COMMUNITY COLLEGE

(252) 291-1195

902 Herring Avenue
P.O. Box 4305

www.wilsontech.cc.nc.us

- **Interpreter Education ***
- **Computer Programming ***

EXPLORATION

Opportunity is found in unexpected places.

- ✓ Utilize community resources, such as libraries, employment agencies, career centers and job fairs.
- ✓ Take advantage of the Internet to post resumes and search for job openings.
- ✓ Conduct informational interviews to learn more about particular occupations.
- ✓ Remember: Most jobs are never advertised. Be proactive in finding out about unadvertised openings.
- ✓ Analyze your interests and skills and match them to your job search.
- ✓ Set realistic goals.
- ✓ Develop a specific course of action and a job search timeline.
- ✓ Don't let distractions sidetrack your search.

** Special Approval Required*

Training Options and Estimated Employment Wages for Eastern

Industry Cluster	Training Occupation	Estimated Wage Entry	Average Wage	Experienced Wage
Architecture and Engineering	Mechanical Engineering Tech.	15.37	19.14	21.02
Architecture/Eng.	Architectural Tech.	12.48	24.12	29.94
Architecture/Eng.	Electrical Engineering	24.21	33.09	37.53
Architecture/Eng.	Electrical Tech.	18.57	25.34	28.73
Architecture/Eng.	Industrial Engineering	22.57	31.55	36.04
Architecture/Eng.	Mechanical Engineering	22.93	31.35	35.56
Art Design	Graphic Arts	7.33	11.19	13.12
Arts, Design, Entertainment	Graphic Designers	9.06	12.17	13.72
Building and Grounds	Landscaping/ Grounds Keeping	6.93	8.78	9.70
Business and Financial	Accountants and Auditors	12.48	24.12	29.94
Business and Financial	Business/ Financial Operations	10.97	19.06	23.10
Business/Finance	Accounting	10.83	20.57	25.45
Community and Social Services	Social and Human Service Assist	7.89	11.16	12.80
Community/Social Services	Human Services Tech.	6.10	7.81	8.66
Computer	Computer Engineering	24.85	32.21	35.90
Computer	Computer Information Systems	16.00	24.37	28.55
Computer	Computer Networking	15.74	26.11	31.30
Computer	Computer Programming	20.49	28.87	33.06
Computer	Computer Technology	13.34	19.13	22.02
Computer	Global Logistics	11.63	15.07	16.79
Computer	Information Systems	7.70	12.44	14.82
Computer	Internet Technology	7.67	12.24	14.52
Computer	Networking Admin.	18.13	27.19	31.72
Computer	Office Systems Tech.	6.11	8.76	10.09
Construction and Extraction	Cement Masons	8.12	11.15	12.67
Construction and Extraction	Construction Laborers	7.54	9.03	9.78
Education	Early Childhood Associate	6.02	8.06	9.09
Education, Training and Library	Education, Training and Library	8.19	14.54	17.71
Farming, Fishing and Forestry	Farming/ Fishing/ Forestry Worker	7.99	11.35	13.02
Food Preparation	Culinary Arts	20.50	28.34	32.26
Healthcare	Central Sterile Processing	14.71	21.79	25.32
Healthcare	Dental Hygiene	20.91	26.56	29.39
Healthcare	Dietary Tech.	14.43	18.22	20.11
Healthcare	Emergency Medical Science	9.63	12.51	13.94
Healthcare	General Occupation Tech.	11.03	19.26	23.38
Healthcare	Health Information Tech.	9.06	12.17	13.72
Healthcare	Health Management Tech.	10.83	20.57	25.45
Healthcare	Healthcare Support (Others)	7.22	9.71	10.95
Healthcare	Medical Laboratory Technology	9.92	15.03	17.59
Healthcare	Medical Sonography	11.03	14.26	15.88
Healthcare	Phlebotomy	8.96	14.23	16.86
Healthcare	Physical Therapy Assistant	15.04	19.76	22.11
Healthcare	Practical Nursing	13.74	16.74	18.24
Healthcare	Radiology	15.40	20.37	22.86
Healthcare	Respiratory Care	15.56	20.55	23.04

Industry Cluster	Training Occupation	Estimated Wage Entry	Average Wage	Experienced Wage
Healthcare	RN	19.40	24.85	27.57
Healthcare	Surgical Tech	13.00	15.70	17.04
Healthcare	Therapeutic Recreation	8.83	11.83	13.33
Healthcare Practitioners	Licensed Practical Nurses	13.74	16.74	18.24
Healthcare Practitioners	Medical and Clinical Lab. Tech.	11.94	15.39	21.82
Healthcare Practitioners	Occupational Therapists	22.56	29.34	32.73
Healthcare Practitioners	Pharmacy Technicians	7.40	10.64	12.25
Healthcare Practitioners	Radiological Technologist	15.40	20.37	22.86
Healthcare Practitioners	Registered Nurses	16.87	20.62	22.50
Healthcare Practitioners	Speech-Language Pathologists	19.70	26.72	30.23
Healthcare Support	Certified Nursing Assistant	7.38	9.75	10.94
Healthcare Support	Medical Office Admin.	7.67	10.54	11.98
Healthcare Support	Dental Assistants	11.05	13.87	15.28
Healthcare Support	Healthcare Support Occupations	7.22	9.71	10.95
Healthcare Support	Medical Transcriptions	9.15	12.49	14.15
Healthcare Support	Nursing Aides	7.22	9.71	10.95
Installation, Maintenance, Repair	Auto Body	11.00	16.94	19.91
Installation, Maintenance, Repair	Automotive Tech.	9.70	15.37	18.20
Installation, Maintenance, Repair	Heating and Air Conditioning	10.88	14.64	16.51
Installation, Maintenance, Repair	Industrial Maintenance	13.57	19.82	22.94
Installation, Maintenance, Repair	Electrical Power-Line Installers	13.45	19.45	22.45
Installation, Maintenance, Repair	Electrical/ Electronics Repairers	12.88	16.71	18.63
Installation, Maintenance, Repair	Industrial Machinery Mechanics	13.57	19.82	22.94
Installation, Maintenance, Repair	Motorboat Mechanics	11.22	15.18	17.16
Legal	Court Reporting	10.83	20.57	25.45
Legal	Paralegal Tech.	10.27	14.33	16.36
Life, Physical and Social Science	Forest and Conservation Tech.	13.15	17.07	19.02
Life, Physical, Social Science	Environmental Science	10.37	13.93	15.72
Management Occupations	Lodging Managers	13.66	17.64	19.63
Management Occupations	Managers, All Others	19.54	35.64	43.69
Management Occupations	Marketing Managers	20.30	38.52	47.64
Office and Administrative	Business Admin.	13.15	17.94	20.33
Office and Administrative	Medical Assist	9.60	11.40	12.30
Office/ Administration Support	Bookkeeping, Accounting	8.02	11.42	13.13
Production	Machining Technology	16.87	20.62	22.50
Production	Wastewater Management	11.76	15.18	16.89
Production	Welding	9.41	14.63	17.24
Production Occupations	Production Workers	7.26	14.35	17.89
Production Occupations	Tool and Die Makers	14.51	18.86	21.03
Protective Services	Basic Law Enforcement Tech.	9.62	13.75	15.82
Protective Services	Criminal Justice	10.79	15.64	18.07
Protective Services	Fire Fighters	10.03	12.88	14.30
Transportation	Truck Driver	9.87	14.01	16.09

Source: Employment Security Commission—Labor Market Information

INTERNET RESOURCES

- ◇ www.nccommerce.com/en/WorkforceServices/FindInformationForIndividuals/JobLinkCareerCenters/
- ◇ www.ecwdb.org
- ◇ www.ncesc.com
- ◇ www.soicc.state.nc.us/soicc/
- ◇ www.ncstars.org

PREPARATION

Don't Agonize. Organize.

- ✓ Get the education and experience needed to succeed in your chosen field.
- ✓ Research prospective employers.
- ✓ Tailor your resume to each job opening.
- ✓ Memorize the details of your resume.
- ✓ Rehearse the interview. Anticipate what you will be asked.
- ✓ Tell everyone you know about your job search.
- ✓ Seek advice and ask for leads from people in your field of interest.
- ✓ Attend trade shows, seminars and workshops relating to your line of work.
- ✓ Use online newsgroups, chat rooms and forums to make contacts and develop leads.

NOTES



Eastern Carolina
WORKFORCE DEVELOPMENT BOARD, INC.

Communicate with Us!

1341 South Glenburnie Road
New Bern, North Carolina 28562

Phone (252) 636-6901 or
(877) 916-6901

Fax (252) 638-3569

e-mail: admin@ecwddb.org

*An Equal Opportunity Affirmative Action Employer
Auxiliary aids and services are available upon request to individuals with disabilities.*

North Carolina's JobLink Career Centers are an Equal Opportunity Employer/ Program.
Auxiliary aids and services are available upon request to individuals with disabilities.
(TTY) 1-800-735-2962 (Voice) 1-800-735-8262