MANUFACTURING 2000—MACHINIST TRAINING

The New Century Careers MANUFACTURING 2000 Machining Training Program offers training and placement assistance to help you begin your manufacturing career.

The Machinist Training Program trains you in the necessary skills to become a machine operator or entry-level machinist.

Manufacturing 2000 (M2K) offers 3 levels of training, from 250 hours to 600 hours, over a 3- to 6-month period. These sessions include hands-on experience, as well as special sessions focused on professional development and resume writing.

Three Levels of Training available:
Level—one Manual/CNC Machine Operator
Level—two Machine Operator/Machinist Trainee
Level—three Manual/CNC Machinist Trainee

WHAT WILL I LEARN?
Machining training students learn the basics of operating:

- Lathes
- Vertical Milling Machines
- CNC Machines
- Pedestal Grinders
- Saws
- Drill Presses
- Surface Grinders
- Various Shop Tools

Machining students also learn blueprint reading, applied math theory, precision measuring, and layout and benchwork.

WHEN DO CLASSES START?
On average, between 5 and 8 students are accepted approximately every 8 weeks on a rolling admissions basis. Day classes take place at our Pittsburgh Southside location from 9:00am to 3:00pm. Evening classes take place from 4:00 to 10:00 two days per week. Please let us know which class option will work for you.

HOW MUCH DOES IT COST?
Training is made possible through a variety of governmental or charitable funding sources, as well as manufacturing employer contributions. There is no cost to qualified students who are accepted into the program.

HOW DO I REGISTER?
Registration is offered on an on-going basis throughout the year. Contact us for the latest seminars, to schedule a visit, or to receive an application. Our next class is scheduled to start. Start dates may be subject to change depending on enrollment.

Applicants must:
- Be at least 18 years of age
- Have earned a High School Diploma or GED*
- Demonstrate successful performance on an industry-developed aptitude test
- Submit a completed application, including high school diploma/ GED, two reference letters, a brief questionnaire, and an application form.
*Some exceptions apply.

WHY MANUFACTURING?
Manufacturing is the second-largest source of private sector employment in southwestern PA. Manufacturing accounts for 15% of regional employment.

The average annual wage for machinists in southwestern PA is $40,130* and the vast majority of these jobs do not require a college degree. Instead, most manufacturing jobs require work-related and on-the-job training.

Call us to find out how you can prepare yourself for a career with good wages, benefits and personal satisfaction.

1-800-822-9337
rosenberg@ncsquared.com or zema@ncsquared.com

* Source: PA Career Guide 2013

New Century Careers
Training Innovation Center
305 E. Carson Street
Pittsburgh, PA 15219
MANUFACTURING 2000 Application Process and Training Agreement

The application process consists of five steps. You will need to complete all five steps to be considered for the MANUFACTURING 2000 training program.

The five steps of the application process are:

1. Complete the Application Form
   - Application must be completed before you can take the test

2. Submit Two Letters of Recommendation
   - Letters can be from anyone except a family member
   - Forged letters will disqualify you from the program

3. Submit Your High School or GED Diploma or Transcripts, or achievement record (Resume)
   - Photocopies may be submitted—certified transcripts are not necessary

4. Complete the Application Questionnaire
   - Tell us about yourself and why you think this program is a good fit for you. Fill out as completely as you can.

5. Take the Aptitude Test- TEST IS GIVEN AT 305 E. CARSON ST. EVERY TUESDAY AT NOON!
   - The test will last approximately 1.5 to 3 hours and will consist of 4 parts:
     ■ Mechanical Reasoning
     ■ Problem Solving
     ■ Vocabulary
     ■ Math (Fractions & decimals, basic algebra, geometry and trig at a high school level)

NOTE: TEST WILL NOT BE GRADED UNTIL STEPS 1-4 ARE COMPLETED & TURNED IN

Please be sure to follow up with us to make sure we have received the materials you are submitting. You can contact Matt Zema at 412-258-6624 or Samara Rosenberg at 412-258-6617. When you leave a message, please make sure you leave your first and last name, phone number, and reason for calling.

Contact Information:

If you have any questions during the application process, please feel free to call us at New Century Careers.

Matt Zema or Samara Rosenberg
New Century Careers

Office Mailing Address: Training Center and Testing Site Address
New Century Careers Training Innovation Center (TIC)
305 E. Carson St. 305 E. Carson St.
Pittsburgh, PA 15219 Pittsburgh, PA 15219

Phone: 412-258-6624 / 412-258-6617
Fax: 412-258-6625
Email: zema@ncsquared.com or rosenberg@ncsquared.com
Web: www.ncsquared.com

MANUFACTURING 2000 is a program of New Century Careers
www.ncsquared.com
Refresh Your Skills  
Before Taking the Aptitude Test!

The websites listed below offer opportunities to review math. Use them to refresh or increase math skills:

- **Khan Academy**  
  https://www.khanacademy.org/

- **AAA Math**  
  http://www.aaamath.com

- **Purple Math**  
  http://www.purplemath.com/modules/index.htm

- **Spark Notes**  
  http://www.sparknotes.com/math/

We suggest the following website to refresh your skills in Mechanical Reasoning, Verbal Reasoning, and Numerical Reasoning:

- **Psychometric-Success**  
  www.psychometric-success.com

We also suggest using *SAT prep books* from your local bookstore or library to refresh your math skills.
Demographic Data Sheet

Name: ______________________ Date: __________

Please circle the information that applies to you.
All information is confidential.

1. Gender __________

2. Ethnicity – Please circle all that apply.
   a. Black/African-American
   b. White
   c. Hispanic/Latinx
   d. Asian
   e. Pacific Islander
   f. Middle Eastern
   g. Native American/American Indian/Alaskan Native/First Nation
   h. Bi-racial
   i. Multi-racial
   j. None of these apply to me. I identify as __________
   k. Prefer not to answer

3. Which County do you live in?
   a. Allegheny
   b. Westmoreland
   c. If other, please list __________

4. Age
   a. 18-20
   b. 21-25
   c. 26-44
   d. 45-51
   e. 52-64
   f. 65-74
   g. 75-84

5. Are you a veteran of the United States Military?
   a. Yes
   b. No
   If Yes, please list branch __________

6. Do you identify as someone who has a disability or impairment?
   a. Yes
   b. No
   c. Prefer not to answer

7. Household Income Range
   a. <$15k
   b. $15k-$19k
   c. $20k-$29k
   d. $30k-40k
   e. >$40k

   Household monthly income: __________
   Source(s) of income: __________

   Are you currently employed?
   a. Yes
   b. No

   Have you recently lost your job or experienced a reduction in wages?
   a. Yes
   b. No

8. Are you the head of your household?
   a. Yes
   b. No

   If no, what is the gender of the head of your household? __________

9. Total number of people in your household: __________

10. Are you a parent to one or more dependent children?
    a. Yes
    b. No

11. Do you have dependent children that live in your household?
    a. Yes
    b. No

    If Yes, please list number __________

12. Are you a recipient of SNAP (Supplemental Nutrition Assistance Program)?
    a. Yes
    b. No

    Are you interested in applying for SNAP?
    a. Yes
    b. No

13. Were you on the BotsIQ team at your high school?
    a. Yes
    b. No
MANUFACTURING 2000 APPLICATION QUESTIONNAIRE
Please write a few sentences for each question. One word answers will not be accepted.

1. TELL US ABOUT WHO YOU ARE, WHAT YOUR STRENGTHS ARE, WHAT YOUR BACKGROUND IS. INCLUDE ALL CREDENTIALS, DEGREES, AND CERTIFICATES Earned.

2. DO YOU HAVE ANY BACKGROUND IN MACHINING/MANUFACTURING? IF YES EXPLAIN. IF NO, WHAT IS YOUR IMPRESSION OF MACHINING/MANUFACTURING?

3. WHAT INTERESTS YOU ABOUT MACHINING?

4. WHY DO YOU THINK THIS TRAINING IS THE RIGHT FIT FOR YOU?
Application for Admission to MANUFACTURING 2000 MACHINIST TRAINING

Please complete both sides of this application, using blue or black ink and printing clearly. Bring or mail your completed application to: Admissions Office, New Century Careers, 305 E. Carson St., Pittsburgh, PA 15219. Applications may also be emailed to zema@ncsquared.com / rosenberg@ncsquared.com or faxed to us at (412) 258-6625.

Personal Information

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<tr>
<th>Name: Last</th>
<th>First</th>
<th>M.I.</th>
<th>Street Address</th>
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<td>City</td>
<td>State</td>
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<td>Date of Birth (Mo/Day/Yr)</td>
<td>Social Security No.</td>
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<td>E-mail address:</td>
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Are you registered with selective services? ☐ Yes ☐ No
Are you authorized to work in the U.S.? ☐ Yes ☐ No

☐ I was referred to Manufacturing 2000 by a graduate. Please indicate their name:
☐ I was referred by another individual/organization. Please tell us their name/agency:

Please check here if you agree that we may share information about your application/enrollment with the referral source you listed.

Employment History

Please list your last three employers. Start with your present or most recent employer.

Current Family/Household Annual Income. Please check one:

☐ < $15,000 ☐ $15,000 - $19,999 ☐ $20,000 - $29,999 ☐ $30,000 - $40,000 ☐ > $40,000

1. Date (Mo/Yr-Mo/Yr) From To Employer’s Name and Phone Number Position Held Hourly Rate Reason for Leaving

2. Date (Mo/Yr-Mo/Yr) From To Employer’s Name and Phone Number Position Held Hourly Rate Reason for Leaving

3. Date (Mo/Yr-Mo/Yr) From To Employer’s Name and Phone Number Position Held Hourly Rate Reason for Leaving

Education/Military Experience

Please provide as much information as possible.

HIGH SCHOOL Name Location (City/State) Years Attended (Yr-Yr) Did you Graduate? List Math, Science, Industrial Arts or similar courses completed.

COLLEGE Name Location (City/State) Years Attended (Yr-Yr) Did you Graduate? List Math, Science, Industrial Arts or similar courses completed.

TRADE OR BUSINESS SCHOOL Name Location (City/State) Years Attended (Yr-Yr) Did you Graduate? List Math, Science, Industrial Arts or similar courses completed.

MILITARY Experience (List Branch) Location (City/State) Years in Service (Yr-Yr) Highest Rank Held List Math, Science, Industrial Arts or similar courses completed.

2013-1

MANUFACTURING 2000, a program of New Century Careers, is made possible through the efforts of area manufacturers, educators, foundations, and the Commonwealth of Pennsylvania. www.ncsquared.com
MANUFACTURING 2000 APPLICATION INSTRUCTIONS:

- You must complete All 5 Steps for us to review your application. All 5 steps must be completed by the application deadline.
- Completing all 5 steps does not guarantee you a spot in our program, as space is limited.
- All of the 5 steps are important when evaluating your application. If you have any questions about the application process, please contact our Admissions Office at 412-258-6624.

STEP ONE: Complete application packet, including all questionnaires.
STEP TWO: Obtain High School Diploma or GED, and (if applicable) College, Trade or Business School Transcripts. If you have any Skills Certificates or Professional Licenses, please send us a copy.
STEP THREE: Obtain two letters of recommendation. Letters of recommendation cannot be from family members.
STEP FOUR: Submit all materials. Completed applications may be emailed, mailed, faxed, or hand delivered.
STEP FIVE: Take an aptitude test. Tests are given Tuesdays at noon and no appointment is necessary. If you are not available on this day/time, please call our Admissions office at 412-258-6624 to schedule a test.

PLEASE CIRCLE A FIRST AND SECOND CHOICE IN THE COURSE SELECTION BELOW:

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<thead>
<tr>
<th>Machining Class Selections</th>
<th>Class Days and Times</th>
<th>Application Deadline</th>
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<tbody>
<tr>
<td><strong>DAY PROGRAM</strong>*</td>
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<tr>
<td>New Century Careers</td>
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<td>Monday-Friday</td>
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<tr>
<td>Training Innovation Center (South Side)</td>
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<td>(9:00 AM – 3:00 PM)</td>
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<td>305 E. Carson St. Pgh. PA 15219</td>
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<td><strong>EVENING PROGRAM</strong>*</td>
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<td>New Century Careers</td>
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<td>Training Innovation Center (South Side)</td>
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<td>305 E. Carson St. Pgh. PA 15219</td>
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PLEASE READ THE FOLLOWING AND SIGN BELOW: I certify that the facts contained in this application are true and complete to the best of my knowledge, and I understand that, if accepted into Manufacturing 2000, falsified statements on this application shall be grounds for dismissal. Furthermore, I authorize investigation of all statements contained herein and authorize the information they may have, personal or otherwise, and release New Century Careers from all liability for any damage that may result from utilization of such information. I do hereby agree and authorize that any and/or all information provided on this application may be forwarded to partners associated with New Century Careers and Manufacturing 2000 to determine possible financial aid and/or funding available to cover costs associated with my training in their program.

SIGNATURE OF APPLICANT

DATE

New Century Careers is an Equal Opportunity Organization