OVERVIEW

The Job Corps Advanced Transportation career technical training program requires advanced training in the following subject areas:

- Transportation Service Worker – Emphasizing freight and passenger railroads, airlines, barge lines, and ground transportation systems
- Computer Operations – Keyboarding skill development, word processing, spreadsheet, and database applications
- Office Communications – Filing, Microsoft PowerPoint and Access, office etiquette
- Business/Consumer Math – Microsoft Excel and 10-key calculator
- Job Search Skills – Resume and interview preparation

PROGRAM ENTRY REQUIREMENTS

Before entering the Advanced Transportation training program, students must:

- Be at least 17 ½ years old.
- Meet academic (math and reading) requirements.
- Have successfully completed a basic Job Corps career technical training program.
- Have a high school diploma or high school equivalency credential.
- Have a positive behavior record with no major incidents in the past 90 days.
- Have a positive attendance and progress record.
- Have health clearance from the Job Corps center where they received basic training.
- Be willing to study office, business, and transportation types of courses.
- Pass an entrance exam.
- Complete a successful phone or in-person interview.

BENEFITS OF ADVANCED TRAINING

- More career options upon graduation
- Better chance of a higher salary
- The opportunity to earn advanced industry credentials
- The opportunity to fine-tune industry-specific skills and receive additional hands-on training at an accelerated pace

CREDENTIALS

Students who complete a Job Corps Advanced Transportation training program are eligible to attain the following credentials:

- OSHA 10-Hour Certification
- Office Skills, Clerical Skills, and Software Skills (OPAC) Certification

SALARY RANGE

$35,000 to $50,000/year for various careers in Advanced Transportation

For additional salary information and career path options in this field, visit www.mynextmove.org.
PROGRAM EXPECTATIONS

Students entering the Advanced Transportation training program will be expected to participate in the following professional practices:

• Arrive on time and be ready to begin work immediately.
• Dress for the training program with uniform worn properly.
• Work the entire time while on the job.
• Follow safety skills.
• Follow rules and instructions of the training program and Job Corps.
• Demonstrate respect for self, tools, and equipment.
• Exercise good customer relations skills.

PROGRAM LOCATIONS

The Advanced Transportation training program is offered at the following centers:

- **Atlanta Job Corps Center**, Atlanta, Ga.
- **Excelsior Springs Job Corps Center**, Excelsior Springs, Mo.
- **Gary Job Corps Center**, San Marcos, Texas
- **Hubert H. Humphrey Job Corps Center**, St. Paul, Minn.
- **Los Angeles Job Corps Center**, Los Angeles, Calif.
- **Potomac Job Corps Center**, Washington, D.C.
- **San Jose Job Corps Center**, San Jose, Calif.
- **Shriver Job Corps Center**, Devens, Mass.
- **St. Louis Job Corps Center**, St. Louis, Mo.

Administered by the U.S. Department of Labor, Job Corps is the nation's largest career technical training and education program for low-income young people ages 16 through 24. Job Corps is a U.S. Department of Labor Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY telephone number is (877) 889-5627.

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