

YOUTH OPPORTUNITY PROGRAM DEFINITIONS

LONG TERM EDUCATION (*Longer than one year*)

- **Regular High School, Junior High School**
- **Alternative High School**
- **Community College, Jr. College**
- **Four Year College**

LONG TERM OCCUPATIONAL SKILLS TRAINING

CBO/Proprietary Training - (*Verification will occur two weeks after the date of achievement*).

CBO/proprietary training is a type of long term occupational skills training placement provided by a community-based organization or a private, for profit provider. This type of training generally leads to an employer-recognized certificate in a particular occupational field.

Job Corp. - (*Verification will occur two weeks after the date of achievement*).

The Alaska Job Corps Center recognize the importance of integrating the Center's programs with specific activities in the community. The Center actively seeks activities or services that enhance training and job placement for its students. To be eligible for Job Corps you must be 16-24 years old, a U.S. citizen or legal resident, and free from all serious health and/or behavior problems. You also must have been a resident for a minimum of one month and meet income requirements. And you must be ready, willing and able to participate fully in an educational environment and actively seek employment after leaving Job Corps.

Pre-Apprenticeship Training - (*Verification will occur two weeks after the date of achievement*).

Pre-apprenticeship training is a long term occupational skills training designed to prepare enrollees for a qualified apprenticeship.

Vocational Training, Technical School - (*Verification will occur two weeks after the date of achievement*).

Vocational training/technical school is a type of long term occupational training consisting of specific classroom and workbased study in a specific occupation leading to a degree or certificate.

PREPLACEMENT ACTIVITY

Completion of a pre-placement activity is defined as the point at which an enrollee completes the activity and achieves the goal specified for that activity on the individual service strategy (ISS). It is necessary for the enrollee to achieve the goal before the activity completion date is recorded -- enrollees who have completed the activity but not achieved the goal should not be counted. If competency attainment is a defined standard for completion, local programs should assess youth prior to entrance and at completion of the preplacement activity to confirm the attainment of the skill. The use of a standardized assessment procedure such as a standardized test or a performance-based assessment with a standardized scoring method is encouraged.

College / SAT Prep

College/SAT prep is a youth development activity consisting of classroom work to prepare an enrollee for taking college entrance examinations. A minimum of four hours per month is required in this activity in order to constitute participation.

GED Prep

GED/prep is a type of pre-placement activity intended to prepare an enrollee for passing the GED examination. This includes any preparation for high school graduation examinations. A minimum of five hours per month is required in this activity in order to constitute participation.

Internship / Subsidized Employment

Internship/subsidized employment is a pre-placement activity that consists of onsite work experience designed to improve an enrollee's occupational skills and readiness for the world of work. A minimum of five hours per month is required in this activity in order to constitute participation.

Job Related Training (JRT)

JRT is a pre-placement activity consisting of site-defined, structured classroom-based activities that are designed to improve an enrollee's work readiness skills for those enrollees who are determined to be deficient in work readiness skills. A minimum of five hours per month is required in this activity in order to constitute participation.

Reading / Math Remediation

Reading/math remediation is a pre-placement activity consisting of classroom instruction designed to improve an enrollee's reading and/or math skills for those enrollees who are determined to be basic literacy skills deficient. Basic education skills include reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills. A minimum of five hours per month is required in this activity in order to constitute participation.

Short Term Occupational Training (Less than 1 year)

Short term occupational skills training is any pre-apprenticeship training, CBO/proprietary training, or vocational training which is deemed preparation for a long-term unsubsidized job or long-term educational or occupational skills training placement, and is designed to improve an enrollee's occupational skills for those enrollees who are determined to be deficient in occupational skills. A minimum of five hours per month is required in this activity in order to constitute participation.

Short Term Unsubsidized Employment (Less than 1 year)

Short term unsubsidized employment is any unsubsidized employment that is deemed short term or temporary, is intended to prepare an individual for a long-term unsubsidized employment placement, and is designed to improve an enrollee's occupational skills for those enrollees who are determined to be deficient in occupational skills. A minimum of five hours per month is required in this activity in order to constitute participation. This is not considered a placement, but rather a pre-placement activity.

UNSUBSIDIZED JOBS

Initial Job

Date of the **first unsubsidized employment opportunity** entered into by an enrollee while participating in the YO program. This placement must last at least two weeks before it constitutes a placement. This includes military and qualified apprenticeship placements. Qualified apprenticeship programs are those approved and recorded by the ETA/Bureau of Apprenticeship and Training or by a recognized State Apprenticeship Agency. Approval is by certified registration or other appropriate written credential. A series of temporary jobs for the same temp agency count as separate placements. Jobs less than two weeks are considered paid internships.

Date of verification for initial job placement. Placements occurring after enrollment in the YO program are counted and reported once they are verified, rather than once they occur. Verification of a placement will occur two weeks after the date of placement to ensure that the enrollee has remained in the placement for at least two weeks. Where there are potentially multiple placements, the verification of the initial placement is the one that determines when a placement is reported on the YO monthly report. This definition applies to job placements, long-term education placements and long-term occupational skills training placements.

Second Job (Same as above)

Third Job

Fourth Job

Fifth Job

Sixth Job

Seventh Job

Eighth Job

Ninth Job

Tenth Job

Eleventh Job



YOUTH DEVELOPMENT ACTIVITY DEFINITIONS

Internship/subsidized employment

Internship/subsidized employment is a pre-placement activity that consists of onsite work experience designed to improve an enrollee's occupational skills and readiness for the world of work. A minimum of **five hours per month** is required in this activity in order to constitute participation.

Community Service

Community service is youth development activity in which the enrollee participates in volunteer work that benefits the community, including service learning projects. A minimum of **five hours per month** is necessary to constitute participation.

League, lesson, class sports/recreation program

Sports/recreation is a youth development activity consisting of any type of sport or other recreational opportunity that is developed by or in partnership with YO program. A minimum of **five hours per month** is required in this activity in order to constitute participation.

Support Groups

Support groups are a youth development activity consisting of at least **five hours per month** of specific types of counseling or communication opportunities facilitated by a YO staff member focusing on specific issue areas experienced by enrollees.

Activities supportive of a larger program are counted in that program. Stand alone services that are not intensive in nature are not counted as enrolling activities for reporting purposes.

Peer to Peer Mentoring Groups

Peer to peer mentoring is a youth development activity in which enrollees assist other enrollees for at least **four hours per month** in specific issue areas or when a more experienced enrollee serves as a type of advisor or role model to a less experienced enrollee. This may also include adult mentoring.

Alumni Groups

Alumni group(s) are a specific youth development activity designed for enrollees who have participated for an extended period of time and/or have been placed in any of the long term placement categories. A minimum of **four hours per month** is required in this activity in order to constitute participation.

Life Skills Training Classes

Life skills training is a youth development activity designed to equip enrollees with the skills to succeed in life. This may include, but is not limited to, household management and parenting training. A minimum of **five hours per month** is required in this activity in order to constitute participation.

One-to-One Tutoring

Individual tutoring is a youth development activity that includes individual or group academic support services, excluding reading and math remediation. A minimum of **four hours per month** is necessary to constitute participation.

Secondary School Extra Curricular Activities

Secondary school extra curricular activities are a youth development activity consisting of any type of school sponsored activity. Examples of such activities include drama, music, yearbook, specialized clubs, athletics, etc. A minimum of **five hours per month** is required in this activity in order to constitute participation.

Job Readiness Training (JRT)

JRT is a pre-placement activity consisting of site-defined, structured classroom-based activities that are designed to improve an enrollee's work readiness skills for those enrollee's who are determined to be deficient in work readiness skills. A minimum of **five hours per month** is required in this activity in order to constitute participation.

Reading/Math Remediation

Reading/math remediation is a pre-placement activity consisting of classroom instruction designed to improve enrollee's who are determined to be basic literacy skills deficient. Basic education skills include reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills. A minimum of **five hours per month** is required in this activity in order to constitute participation.

GED Preparation

GED/prep is a type of pre-placement activity intended to prepare an enrollee for passing the GED examination. This includes any preparation for high school graduation examinations. A minimum of **five hours per month** is required in this activity in order to constitute participation.

College/SAT Preparation

College/SAT prep is a youth development activity consisting of classroom work to prepare an enrollee for taking college entrance examinations. A minimum of **four hours per month** is required in this activity in order to constitute participation.

Short Term Occupational Skills Training

Short term occupational skills training is any pre-apprenticeship training, CBO/proprietary training, or vocational training which is deemed preparation for a long-term unsubsidized job or long-term educational or occupational skills training placement, and is designed to improve an enrollee's occupational skills for those enrollees who are determined to be deficient in occupational skills. A minimum of **five hours per month** is required in this activity in order to constitute participation.

Short Term Unsubsidized Employment

Short term unsubsidized employment is any unsubsidized employment that is deemed short term or temporary, is intended to prepare an individual for a long-term unsubsidized employment placement, and is designed to improve an enrollee's occupational skills for those enrollees who are determined to be deficient in occupational skills. A minimum of **five hours per month** is required in this activity in order to constitute participation. This is not considered a placement, but rather a preplacement activity.