



# **Right Skills Now CNC Mill and Lathe Operations Program**

**Applicant Pack**

Revised: May 16, 2014

## **Right Skills Now - CNC Mill and Lathe Operations**

Cuyahoga Community College's Right Skills Now program is a 200 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 200 hours of technical training covering safety, shop floor calculations, measurement and gaging, machining fundamentals, job planning, quality assurance, material composition, drawings and CNC mill and lathe operations. Students who successfully complete all training and attendance requirements of the first 8 weeks 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) certificate exam in either CNC Mill Operation or CNC 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               | • CNC Lathe Operations      |
| • Shop Floor Calculations          | • Communication Skills      |
| • Blueprint Reading for Machinists | • Quality Systems           |
| • Measurement & Gaging             | • NIMS Exam Preparation     |
| • Machining Fundamentals           | • NIMS Exam (Lathe or Mill) |
| • CNC Mill Operations              | • 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.

**Projected start date for next evening class: July 14, 2014**

**Projected start date for next day class: August 4, 2014**

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

### **Action Steps**

- ☐ 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 (\$36.00)
- ☐ 3. Send test results with proof of high school diploma/GED and current resume to Mike White.
- ☐ 4. Interview with Swagelok scheduled (Resume required)
- ☐ 5. Background check
- ☐ 6. Notification of acceptance
- ☐ 7. Register and pay for training (\$4295.00)
- ☐ 8. Training at Tri-C (8 weeks for daytime classes, 12 weeks for evening classes)
- ☐ 9. 8 week paid internship at Swagelok Company (must have perfect attendance and a grade 70% or better in training to enter the internship)
- ☐ 10. NIMS exam prep class at Tri-C
- ☐ 11. Take written NIMS exam

Students who successfully complete the program will receive an employment offer from Swagelok Company.

## **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 Overview

Learn about machine layout, tooling, machining processes, workholding, G & M codes and program format for a 3 axis 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 Mill Operations Exam Prep

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

#### NIMS CNC Lathe Operations Exam Prep

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

#### **Evening Class – July 14 – Dec 11, 2014**

Due at registration:	\$1098.75	July 14, 2014
Payment 2	\$1073.75	Aug 23, 2014
Payment 3	\$1073.75	Oct 2, 2014
<b><i>Internship Starts</i></b>		<b><i>Oct 6, 2014</i></b>
Payment 4	\$1073.75	Dec 11, 2014

#### **Day Class – Aug 4 – Dec 2, 2014**

Due at registration:	\$1098.75	Aug 4, 2014
Payment 2	\$1073.75	Sept 13, 2014
<b><i>Internship Starts</i></b>		<b><i>Sept 29, 2014</i></b>
Payment 3	\$1073.75	Oct 23, 2014
Payment 4	\$1073.75	Dec 2, 2014

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

The contact for veteran funding from the Ohio Department of Job and Family Services is Joshua Collins. Please mention the Right Skills Now – CNC Operations program with paid internship at Swagelok Company when contacting Joshua.

Joshua Collins  
Veterans Representative  
Office of Workforce Development

11699 Brookpark Rd  
Parma, OH 44130  
(216) 898-3202  
[Joshua.Collins@jfs.ohio.gov](mailto:Joshua.Collins@jfs.ohio.gov)

## **Student Loan**

Sallie Mae Smart Option Career Training Student Loan

1-866-414-3082

Tri-C School Code – 003040-00

[HTTPS://WWW.SALLIEMAE.COM](https://www.salliemae.com)

**Before starting, it is recommended you (and your cosigner, if applicable) have the following information handy:**

- Permanent address and current address, if applicable, along with previous address information if you've lived at your permanent address for less than one year.
- Social Security numbers of both the student and the cosigner, if applicable.
- School information, including GPA and academic period of enrollment.
- Loan amount requested, as well as other financial aid you expect to receive.
- Employment information.
- Financial information, including monthly mortgage or rent payments.
- Name and contact information for two personal contacts (not required for cosigners).

1. **AFTER COMPLETION OF THE APPLICATION, YOU WILL KNOW IMMEDIATELY IF YOU ARE APPROVED.**
2. **YOU WILL E-SIGN THE LOAN.**
3. **SALLIE MAE WILL SEND A NOTE TO TRI-C TO CERTIFY THE LOAN. THIS CAN TAKE UP TO TWO WEEKS.**
4. **ONCE THE LOAN IS CERTIFIED BY THE COLLEGE, YOU WILL HAVE A 7-DAY RIGHT TO CANCEL PERIOD.**
5. **AFTER THE RIGHT TO CANCEL PERIOD, YOU WILL DO A FINAL APPROVAL WITH SALLIE MAE.**
6. **THEN SALLIE MAE DISPURSES YOUR LOAN DIRECTLY TO TRI-C.**

## **Cuyahoga Community College Workforce Development Scholarship Assistance**

For assistance in identifying possible funding options (i.e. Tri-C Workforce Development Scholarships, tuition assistance through your local One Stop Career Centers) please contact Caren Marchmon in the Job Link Services Department in the Unified Technologies Center Room 203. Hours: Monday – Thursday, 10am-3pm. 216-987-4391, [caren.marchmon@tri-c.edu](mailto:caren.marchmon@tri-c.edu). Limited tuition assistance.

## 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. This may take up to 2-4 weeks to complete.

### Ohio Means Jobs-Cuyahoga County (Employment Connection)

LOCATION	PHONE (216)	FAX (216)	HOURS
<b>Brookpark</b> 11699 Brookpark Road Parma, OH 44130	<b>898-1366</b>	898-1497	Mon. thru Fri.: 8:00am-5:00pm
<b>Downtown</b> 1020 Bolivar Road Cleveland, OH 44115	<b>664-4673</b>	443-5950	Mon. thru Fri.: 8:00am-5:00pm
<b>Southgate</b> 5398 ½ Northfield Road Maple Heights, OH 44137	<b>518-4954</b>	518-4976	Mon. thru Fri.: 8:00am-4:30pm
<b>Westshore</b> 9830 Lorain Avenue Cleveland, OH 44102	<b>939-2599</b>	939-2593	Mon. thru Fri.: 8:30am-4:30pm

### 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](mailto: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](http://www.act.org/workkeys)

### Online Practice Tests

Full-length online WorkKeys practice tests are available to purchase. 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.

Applied Mathematics, Applied Technology, Locating Information, and Reading for Information practice tests are available for \$5.00 each.

### To Purchase an official ACT WorkKeys Practice Test

- [www.act.org/workkeys/practice](http://www.act.org/workkeys/practice)

### Link to Free Practice Tests from Ohio Means Jobs

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

(Click on "Assess your skills" then "Access Learning Express Anonymously" then "OMJ Core Assessments")

### 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: 33130 **Cost is \$36.00**

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 CRN (33228) **Cost is \$12 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, 2<sup>nd</sup> floor, Cleveland, Ohio.

- Testing Center Hours:

<u>Mon, Tues, Thurs &amp; Fri</u>	<u>9am – 5pm</u>
<u>Wed</u>	<u>1pm – 9pm</u>
<u>Sat</u>	<u>8am – 12pm</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 TECHNICAL 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, 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 career coach 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 your career coach 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 my assigned career coach 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 my career coach 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)