



STEP UP...
TO A CAREER
AND A
BRIGHTER
FUTURE!



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At the College of Lake County, you can improve your English or earn a High School Equivalency diploma. But the college offers much more. Do you want to:

- Earn a college certificate program in a year or less?
- Get a better-paying job or career?
- If you answered yes to one or both questions, then check out CLC's STEP UP program offered jointly by the Adult Education and ESL Division and various career programs.

What is the STEP UP program?

Step Up helps adult education students prepare for college, succeed in college and find a career job.

To participate, follow these steps:

STEP 1

Enroll in a free Bridge to Careers program.

Improve your language, math and computer skills by applying your learning to a career field in:

- **Healthcare**
- **Manufacturing**
- **Early childhood education**
- **Administrative Management & Technology**
- **Computer Information Technology**
- **Criminal Justice**



CLC's Adult Education and ESL program is funded in part by grants from the federal government representing 13 percent of the total cost of the program. The program is a core partner in the Lake County Workforce Development Board as required by the Workforce Innovation Opportunity Act.

STEP 2

Earn a career certificate in one year or less

while studying with a group of students in a program called the **Integrated Career and Academic Preparation Systems (ICAPS)**, which offers eight certificate options:

Healthcare certificates:

- Certified Nurse Assisting (CNA)
- Healthcare Office Assistant
- Personal Care Aide (non-credit)

Manufacturing certificates:

- HVAC/Refrigeration Installation Technician
- Automotive Brakes and Suspension Specialist
- Automotive Oil Change Specialist
- Automotive Service Specialist
- Automotive Collision Repair Assistant
- Automotive Damage Analyst
- Forklift Technician

Business certificates:

- General Office
- Desktop Support Technician
- CISCO Networking

Criminal Justice:

- Private Security and Loss Prevention

STEP 3

Get a Job

Meet with a Student Success Coordinator to assist you with:

- Resume and cover letter preparation
- Online job search engines
- Evaluation required qualifications
- Interview preparation

What you'll receive in the ICAPS program:

- **Free tuition, books and toolkits** for your first six credits or first two classes (if applicable).
- **Opportunities to apply for financial aid or scholarships** such as the Connect to Your Future Transition Scholarship.
- **A student success coordinator assigned to you.**
This person will work with you every step of the way to help you register and connect with resources. He or she also will coach you to never to give up!
- **Help finding a job after you graduate,** from creating a resume to preparing for a job interview.
- **An Adult Education instructor to help you succeed in ICAPS.** For example, let's say you are taking Nurse Assisting (NUR 110) in the Certified Nursing Assistant program. To help you learn the material, an Adult Education instructor is in class teaching alongside the nurse assisting instructor. You'll also take a support class taught by the Adult Education instructor. He or she will help you with homework, studying and test preparation.
- **Virtual Advising in ING Room 303**

Do You Qualify for STEP UP programs?

As an Adult Education student, **you can enroll in Step 1** (the Bridge to Careers program) **if you meet the requirements based on scores from the Tests of Adult Basic Education (TABE).***

You can qualify for Step 2 (ICAPS) if you:

- Are registered in Adult Basic Education/Adult Secondary Education, ESL, and Bridge to Careers at CLC.
- Meet specific career certificate program requirements.
 - Some programs require College Reading Writing Readiness (CRWR).
 - English or English Learning Instruction classes are offered to meet CRWR.
- Attend a New Student Orientation for ICAPS students.

If you qualify, you must submit an ICAPS application and interview with Adult Education administrators.

** The TABE requirement does not apply if you're enrolled in the Bridge to Early Childhood and Education (ECE). Enrollment in the ECE program is based on test scores or teacher recommendation.*



DRIVEN: ADULT ED. HELPS ADVANCE AUTO CAREER



Yeimi Uvera didn't know she would become an auto mechanic when she started at College of Lake County.

She first reached out to learn English after friends told her she could take language classes for free at CLC. After completing her ESL classes, the Mexico native went on to earn her GED and start the first of many certificates in automotive technology. As an adult learner, the Integrated Academic Preparation System (ICAPS) offered her additional academic and social support with a cohort of similar students, ensuring her success.

Scholarships continue to help Uvera as she works toward an associate degree. After receiving help with her resume and applying for jobs, Uvera landed a job at a local body shop in Mundelein. She will continue her education at CLC while getting first-hand experience working as a woman in the male-dominated field.

“The instructors at CLC explain everything well and the automotive classes give you great, hands-on education.”

– Yeimi Uvera



What are you waiting for? STEP UP today!

For more information, contact:

Adult Education and ESL Division

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