Fresno Regional Workforce Development Board

A proud member of America's Job Center of California^{SM} Network

2125 Kern Street, Suite 208 ● Fresno, California 93721 ● 559.490.7100 ● Fax 559.490.7199 ● www.frwdb.net

Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 08-22, Revision B	**Date Released: June 13, 2023**

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: June 13, 2023

Subject: Google Career Certificate Scholarships

Applicable Program: All

Revision History: Initial Release - 6/30/22

The purpose of this Operational Directive is to communicate the requirements for receiving a Google Career Certificate Scholarship.

This Revision B communicates the addition of a new certificate and when the program ends.

The Google Career Certificate Scholarships are provided to enrolled participants who are interested in pursuing a career in one of the following occupations:

- Information Technology (IT) Support Specialist
  - IT Support Certificate - Introductory
  - IT Automation with Python Certificate - Advanced
- Data Analytics
- Google Cybersecurity

The participant is limited to one scholarship for one certificate. IT Support Specialist enrollees may continue with the Advanced tier if they express interest and have completed the Introductory course within the allotted 6 months with passing scores. Each certificate will be tracked with a separate CalJOBS^{sm} service code.

The Google Career Certificate Scholarship program ends on December 31st, 2023. All courses must be completed prior to that date.

Minimum Requirements

- Expressed interest in pursuing one of these career opportunities.
- Minimum 9th grade Reading and Math, with the exception of Data Analytics which requires a 10th grade math level.
- Participants must meet the minimum WorkKeys™ scores for their selected occupation:
  - Information Technology (IT) Support
    - Applied Math – 5, Workplace Documents – 4, Graphic Literacy – 4
  - Data Analyst
    - Applied Math – 7, Workplace Documents – 6, Graphic Literacy – 6

- O*Net career interests and work values must align with their selected occupation
- Must have a valid e-mail address.
- Must be able to work on their own and possess the basic computer skills to be able to complete the certificate within six (6) months.

Program Flow Changes
- CASAS assessments are required to determine grade levels.
- OD 25-18, Skills Training Process is waived for this training program with the exception of the Scholarship Package.
- Drug Testing is not required prior to the training; however, it may be required for the job.

All other documented processes must be followed.

CalJOBS℠ Requirements
- Adult service code 328
- Youth service code 438
- CalJOBS℠ code projected end date must not be longer than six (6) months
- Provider – Coursera
- Program – Select the assigned program
- Document Measurable Skills Gain and Credential Attainment (if successful)

Process
Provider of Services must identify a SPOC to be responsible for inviting the participant and monitoring progress for the ERS/ACA within Coursera. Provider staff must pre-screen participants to ensure their career interests and employment goals align with the chosen certificate.

- Verify that participants meet all requirements as listed above.
- Send completed Scholarship Package, as outlined in OD 25-18, Skills Training Process.
  - Enter "Coursera" as the Training Provider on Form# STA-007, Scholarship Checklist.
- Provider staff must document participants' progress in the CalJOBS℠ case notes.

Digital Case File Naming Convention/Upload Process

All documents/forms must be uploaded to CalJOBS℠ in the Document (staff) section and labeled accordingly under the "Document Tags" field (Keywords that will be indexed with the attachment) in CalJOBS℠.

The digital case file standard as described below includes the naming convention of all documents uploaded to CalJOBS℠. Provider staff must use the digital case file naming convention for documents as follows:

- Utilizing the CalJOBS℠ Case Management System in the Document (staff) section
- Upload/Scan a document
- Input Document Tag name below that is in **bolded underline text:**

ITA/ (Insert Document Tag Name Below):
- Scholarship Check List (STA-207)
- Certificate of Completion

If you have any questions, please contact the FRWDB Program Coordinator.