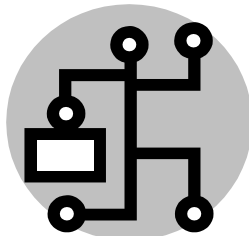


● ● ● | This could be
your chance...

...to make a
change in your
life...

...to build your
future, for your
family and
yourself...

...to get ahead!



*Get in step with the rest of
your life... with a successful
career and employment in
highway construction!*



The Mn/DOT-DEED Highway Heavy Construction Training (HHCT) Program

Mn/DOT-DEED HHCT Administration
Minnesota WorkForce Center—St Paul
540 Fairview Avenue North
Suite 100
Saint Paul MN 55104

Curt Sammann—State Program Coordinator
651-642-0704
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Program Year 2011-2012 Mn/DOT-DEED HHCT

The Mn/DOT-DEED Highway Heavy Construction Training (HHCT) Program



What is the
Mn/DOT-DEED Highway
Heavy Construction
Training Program?

What can it do for me?

How can I apply?



A Partnership of the
Minnesota Department of Transportation,
the Minnesota Department of Employment
and Economic Development and your
Minnesota WorkForce Center

What it is...

The **Mn/DOT-DEED Highway Heavy Construction Training (HHCT) Program** provides construction laborer employment preparation and training opportunities in Minnesota for women and minorities who have traditionally been underrepresented in the highway construction industry.

The Minnesota Department of Transportation (Mn/DOT), the Minnesota Department of Employment and Economic Development (DEED), and the Minnesota WorkForce Centers have combined resources to provide basic highway construction related training, support services and job referrals to qualified participants.

After hire, HHCT participants may receive additional help with buying tools or work clothing, or with union dues and child care.

Job seeking skills training and help with keeping a job after hire are also available.

Where it is...

The **Mn/DOT-DEED Highway Heavy Construction Training Program** will be delivered in the following districts: St Paul (metro), Bemidji, Duluth, Owatonna and Mankato. Testing/training will be delivered at the primary WorkForce Centers affiliated with those districts.

Ok, how do I qualify for the Program?

You must meet all these requirements:

Automobile Ownership and Insurance—you must own a reliable car, maintain current insurance coverage and have proofs of same.

Female/Minority Candidates—no person is prohibited from applying. Mn/DOT-DEED HHCT Program participation is limited to female and minority job seekers.

High School/GED—you must have proof of receiving a high school diploma or a GED.

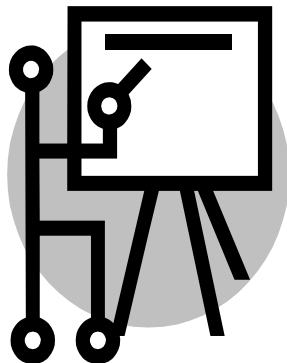
Physical/Psychological Abilities—you must be willing and able to do extremely strenuous and heavy work in all types of weather conditions.

English Language Skills—you must be able to speak and understand English in order to quickly follow important work and safety instructions.

Basic Arithmetic Skills—you must be able to add, subtract, multiply and divide, and you must be able to work with fractions, decimals and percentages.

National Career Readiness Certification — you must achieve a qualifying score on the National Career Readiness Certification (NCRC) Assessment test.

Assessment tests will be given at the primary district affiliated WorkForce Centers.



Read the Mn/DOT-DEED HHCT Program FAQ sheets! They'll provide you with information and details about the HHCT Program!

The NCRC test is not available on paper, so you must have sufficient computer skills to take the tests. Many WorkForce Centers offer computer skills training classes.

You'll receive great skills training in basic safety, tools usage, construction terminology and job search, free of charge!

You should also note that you must have an active e-mail account to participate in the Program and to receive Program updates!

You will be responsible for acquiring the necessary computer skills to take the NCRC test. You will be limited to one opportunity to successfully complete the NCRC test.

You can find more information about the National Career Readiness Certification at www.act.org/certificate/index.html

Keep Your Job—the Mn/DOT-DEED HHCT Program will help you with work related issues that may come up after you are hired, such as help with paying union dues. Contact the State Program Coordinator if you need help keeping your job.

How do I sign up?

You can sign up at the Minnesota WorkForce Center. See a Minnesota WorkForce Center Representative for Program FAQ sheets and the Contact/Application form. Once you have read the HHCT FAQ sheets, complete the Contact/Application form and return it to the WorkForce Center Representative.

The State Program Coordinator will decide if you are eligible, contact you for an interview, and register your participation in the Program.

If you have any questions, contact the State Program Coordinator at 651-642-0704 or at curt.sammann@state.mn.us.

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