

Advantages

- Online, 24/7 “anywhere” learning
- The ability to choose between Rutgers University and County College of Morris for online certificate programs offering certification in high demand industry occupations
- No vouchers
- Easy application process
- Job placement activities and assistance

Am I Eligible?

Individuals with any physical or mental impairment that impedes employment may qualify for the **ENABLED to Work** program.

To be eligible, you must:

- Have a high school diploma / GED
- Be proficient on a computer and comfortable with technology
- Be self motivated and ready to learn
- Have a phone, computer, printer and access to the Internet in your home
- Have the ability to dedicate 15 to 20 hours per week (at least three hours per weekday) to learning
- Be registered with the New Jersey Division of Vocational Rehabilitation Services
- Complete the screening process with the **ENABLED to Work** Program Manager

Ask your Vocational Counselor to screen you for an interview into the program!

The **ENABLED to Work** program is fully funded through an Innovation and Expansion Grant from the New Jersey Department of Labor and Workforce Development’s Division of Vocational Rehabilitation Services. The grant covers the cost of tuition for the online course and participation in the job search training component. The grant period is March 1st, 2013 to February 28th, 2014. Participants may reside in any area of New Jersey.

About Us

Since 1987, the *ENABLE* Division of Small & Associates has helped people with disabilities find and maintain jobs in the community through a network of support services.

ENABLE serves people with a variety of disabilities, who reside in Bergen, Essex, Hudson, Morris, Passaic, Sussex, Union and Warren counties.

For more information, visit www.enable-work.com, or contact **Annette Matheney, Program Manager at 973-533-1662** or amatheney@enable-work.com



ENABLED To Work



An online certificate
and job search training
program for job seekers who
are registered with the Division
of Vocational Rehabilitation

*ENABLE Division of
Small & Associates, Inc.*

*New Jersey Division of
Vocational Rehabilitation Services*

ENABLE

The **ENABLE Division of Small & Associates, Inc.** of Livingston, N.J., is pleased to introduce “**ENABLED to Work**,” an innovative program that provides free online certificate programs to a traditionally underserved population: New Jersey job seekers who have disabilities.

In partnership with the **Division of Vocational Rehabilitation Services**, online certificate courses will be provided by the **Rutgers Center for Continuing Professional Development (CCPD)** and the **County College of Morris (CCM)**.

Choose from a variety of noncredit online certificate programs targeted to high-growth industries. These courses are shorter and more skills-focused than traditional degree programs, which also provides a relatively quick route to securing practical knowledge.

ENABLED To Work also prepares you to succeed in your job search. Group placement activities - rooted in the belief that each member has something valuable to contribute and that everyone benefits from a diverse group dynamic - will help to develop your marketability, prepare you for personal job development, and provide a Career Services Instructor for networking with potential employers.



Choose a Certificate Program

- Certified Electronic Health Records Specialist (100 hours)
- Graphic Design with Photoshop CS5 Training, Software Included (200 hours)
- Administrative Professional with Microsoft Office 2010 Master Certification (380 hours)
- Certificate in Sales and Supervision / Management Training (360 hours)
- ICD-10 Medical Coding: Preparation and Instruction for Implementation (200 hours)
- Customer Service (240 hours)
- Web Design / Webmaster (420 hours)
- Professional Bookkeeping with QuickBooks 2010 (140 hours)
- Certified Bookkeeper (120 hours)

For an online catalog, visit www.ccpd.rutgers.edu or www.gatlineducation.com/ccm/

Finish your course in three to six months, and earn a certificate in a field with high employment demand!

Learn Valuable Placement Skills

- Find job leads
- Use personal networks
- Design a resume and cover letter
- Write thank you letters
- Use the Internet for job development
- Research a company
- Answer commonly asked interview questions
- Prepare for an interview
- Decide when to disclose disability
- Ask for accommodations
- Negotiate salary
- Find strong references
- Fill out job applications
- Explain gaps in employment
- Disclose a criminal record
- Organize a job search

*In short, **ENABLED to Work** helps you gain the knowledge and confidence you need to succeed in today's job market!*

