Job Training Programs

Grand Rapids Community College has a long history of providing the highest quality job training programs in west Michigan. We are dedicated to producing work ready students with the skills to meet the needs of local employers. We offer programs in sectors that are currently in demand, and work closely with area companies to ensure that our training meets and exceeds real world requirements.

Stop in any time to the Leslie E. Tassell M-TEC for more information about our programs. We look forward to serving you!

Programs Offered

- Automotive Technician
- Computer Support Technician
- Construction Electrician
- Green Construction Remodeling
- Introduction to Construction
- Machinist/CNC Technician
- Residential Construction
- Welding/Fabrication Technician

Unique Program Features

- Job Training Programs are approximately 18 weeks in length and meet 34 hours per week
- Small class sizes
- Job placement assistance
- Strong ties with local business & industry
- Programs begin every other month
- Self-paced, hands-on learning
- One-on-one support services
- Training for high wage careers

Class Location

LESLIE E. TASSELL M-TEC
622 Godfrey Avenue SW
Grand Rapids, MI 49503
(616) 234-3800
email: training@grcc.edu
Job Training Checklist for Veteran Students

Where to begin:

1. **APPLY FOR ADMISSION:** [www.grcc.edu/jobtraining](http://www.grcc.edu/jobtraining) and click on the APPLY NOW link.
   Make sure to select JOB TRAINING as the application type. Call the Tassell M-TEC at (616) 234-3800 for assistance, if necessary.

2. **REGISTER TO TAKE THE WORKKEYS ASSESSMENT** by calling (616) 234-3800.
   If you have already taken this, you will need to submit your scores to the Enrollment Specialist.

3. If desired, **APPLY FOR FINANCIAL AID** at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

4. **ARRANGE TO HAVE OFFICIAL MILITARY TRANSCRIPTS SENT** to Grand Rapids Community College
   a. Army, Navy, Marines, National Guard, Reserve – [https://jst.doded.mil](https://jst.doded.mil)
   c. Coast Guard – [www.uscg.mil/hq/cg1/cgi/active_duty/go_to_college/official_transcript.asp](http://www.uscg.mil/hq/cg1/cgi/active_duty/go_to_college/official_transcript.asp)

5. **ARRANGE TO HAVE OFFICIAL TRANSCRIPTS FROM ALL PRIOR COLLEGES AND UNIVERSITIES** sent to Grand Rapids Community College.

6. **APPLY TO VA FOR EDUCATION BENEFITS:**
   a. [www.gibill.va.gov](http://www.gibill.va.gov) – Use Internet Explorer (not Mozilla, Chrome, etc.)
   b. Click on the box - Apply for Benefits
   c. Launch VONAPP and Apply for Benefits (under the Blue E and Red VA)
   d. Click on New User and follow the prompts (click on continue), or if you have used VONAPP before
   e. If a new user, you’ll need to create a VONAPP (not a DoD) logon ID and Password. Make sure you keep a record of this for possible future use (i.e. to change place of training)
   f. After logging successfully the next page will have a blank box with a drop down arrow.
      Click on the arrow and choose:
      i. Educational Benefits (22-1990) if you are a Veteran
      ii. Educational Benefits… Family Member to use Transferred Benefits (22-1990E)
      iii. Dependent Education Benefits (22-5490) if you are the dependent of a Veteran
      iv. Change Program/Place of Training (22-1995) to change schools or degree plans
      v. Dependent Change of Program/Place of Training (22-5495)
         to change schools or degree plans
      vi. VRAP – (22-1990R)
      vii. When done click on Submit, then print a copy

7. **BRING THE FOLLOWING** to the Enrollment Specialist for Job Training:
   a. Copy of Certificate of Eligibility from VA
   b. Copy of WorkKeys scores if applicable

Learn more about how GRCC’s Job Training can change your life. Information Sessions are presented every week at various times to make it easy for you to attend. Registration is not required but is appreciated ([www.grcc.edu/jobtraining](http://www.grcc.edu/jobtraining)). Hear about:

• Programs Offered
• Employment Outlook
• Financial Aid
• Support Services
• How to Enroll