

HIGHER HEIGHTS YOUTH EMPOWERMENT PROGRAM

INFORMATION TECHNOLOGY PATHWAY CERTIFICATION

The Higher Heights Youth Empowerment Program **OFFERS FREE MICROSOFT OFFICE SPECIALIST CERTIFICATIONS** and **INTERNSHIPS**.

The Microsoft Office Certification Program offers extensive knowledge in all three Microsoft Office applications:



Microsoft Word Certification



Microsoft Excel Certification



Microsoft PowerPoint Certification

Upon completion of the Microsoft Office Specialist (MOS) Certification: Higher Heights offers **Resume strategies and Interviewing skills**.



To qualify you must be:



Age 18 to 24



Low Income or Unemployed



Education Background:

- No High School Diploma, GED, or High School Diploma

BECOME **MICROSOFT OFFICE CERTIFIED** ENROLL IN THE **HIGHER HEIGHTS YOUTH MICROSOFT OFFICE SPECIALIST PROGRAM TODAY!**

Additional Qualifying factors & Needed Documentation

See reverse for detail list

157 Church Street, 19th Floor New Haven, CT 06511 | (475) 655-3117

www.higherheightsyouth.org or email Corrine, the IT Coordinator, at

corrine@higherheightsyouth.org

ICC-Corrine Sterling

FUNDED BY



HIGHER HEIGHTS YOUTH EMPOWERMENT PROGRAM

Eligible applicants must:

- Be a resident of the New Haven area
- Between the ages of 18-24 on date of enrollment
- Be a documented high school drop-out or enrolled at an Adult Education Program
- Be willing and able to make a long-term commitment to their involvement in the Information Technology program

Be able to provide documentation proving ONE of the following criteria:

- o Enrollment in a GED and Adult Education Program
- o A current or former foster youth
- o A adult offender
- o A youth who is an individual with a disability
- o A youth offender
- o A child of an incarcerated parent
- o A low-income youth

PROVIDE THE FOLLOWING DOCUMENTATION IS NEEDED FOR ENROLLMENT:

- State Photo ID
- Birth Certificate
- Children's Birth Corticates (*if applicable*)
- Social Security Card
- Proof of Residence (a piece of mail with name and address on it)
- Parent or Guardian Pay stubs
- Student Pay stubs if working
- Permanent Resident Card (*if applicable*)
- Letter of enrollment in a GED or Adult Education Program
- Letter of Assistance from Social Services

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