

Career Training Database Guide

A project of the Free Library of Philadelphia | Funded by PECO and the Institute of Museum and Library Services



1. Go to freelibrary.org/jobseekers

You can find the database in two places on the Job Seekers webpage.

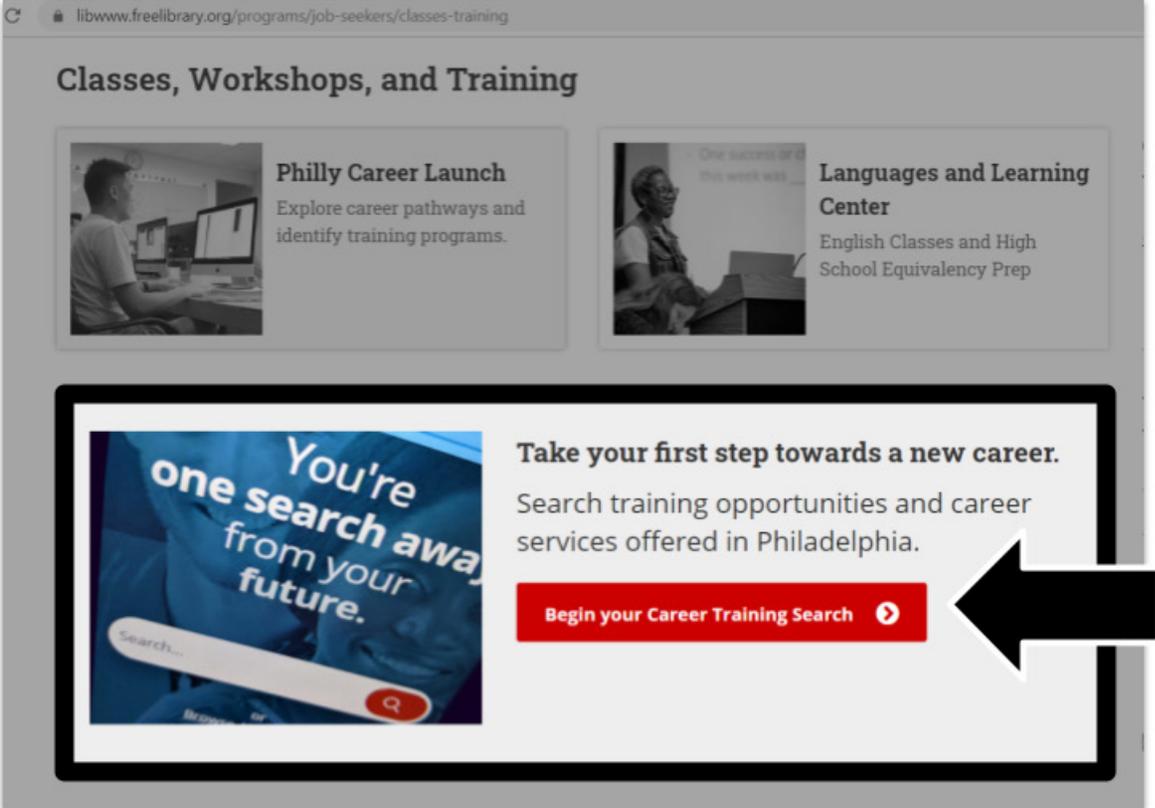
The first is the “**Classes and Training**” tab at the top of the Job Seekers page. The second is the “**Classes, Workshops, and Training**” box.

The screenshot shows the 'Job Seekers' page on the Free Library of Philadelphia website. The navigation bar includes 'Locations', 'Events', 'Programs & Services', 'About', 'Support the Library', and 'Blog'. The main header has 'Find', 'Explore', and 'Ask' options, with 'Job Seekers' selected. Below the header, there are tabs for 'Job Seekers' (active) and 'Classes and Training'. The main content area features a large image of people working at computers, with the text 'Find a job. Launch your career.' and a call to action 'Check out Philly Career Launch'. There are also sections for 'Classes, Workshops, and Training' and 'One-on-One Help'. On the right side, there is contact information (phone number 215-686-5436, email workplace@freelibrary.org, and address Workplace, Parkway Central Library, 1901 Vine Street, 19103), social media icons for Facebook, Twitter, and Instagram, and a sign-up form for an newsletter with fields for 'Email' and 'First Name' and a 'Sign up' button. At the bottom right, there is a note: 'Looking for a job opportunity at the Free Library? Browse current openings at the Free Library.'

2. Click the “Begin your Career Training Search” button

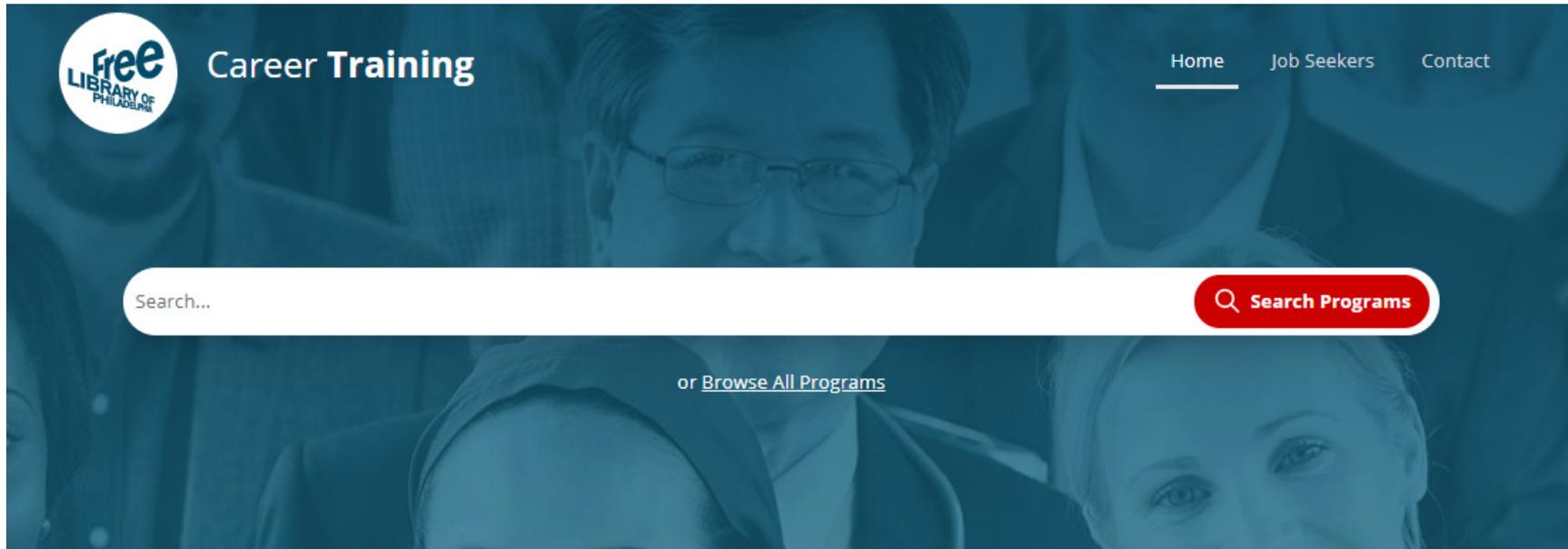
The “Begin your Career Training Search” button is on the “[Classes, Workshops, and Training](#)” webpage.

When you click this button, the [Career Training Database](#) will open as a new tab.



The screenshot shows a web browser window with the URL libwww.freelibrary.org/programs/job-seekers/classes-training. The page title is "Classes, Workshops, and Training". There are two main content areas: "Philly Career Launch" with a photo of a person at a computer and the text "Explore career pathways and identify training programs.", and "Languages and Learning Center" with a photo of a person at a podium and the text "English Classes and High School Equivalency Prep". A large callout box with a black border highlights a promotional banner. The banner features a blue background with a person's face and the text "You're one search away from your future." and a search bar. To the right of the banner is the text "Take your first step towards a new career. Search training opportunities and career services offered in Philadelphia." and a red button labeled "Begin your Career Training Search" with a right-pointing arrow. A large black arrow points from the right side of the callout box to the red button.

3. Search the Career Training Database



To Search Programs

Type a career or related term in the search bar and results will be generated by program name, industry, and/or name of the organization.

To Browse All Programs

You have the option to go through all the programs listed in the database by clicking the “**Browse All Programs**” link below the search bar.

Locate career training opportunities in Philadelphia and build your skills!

Career Readiness

Build general skills to prepare for a career and improve your opportunities.

[View Programs](#) →

For Returning Citizens

Re-enter the workforce with confidence!
Browse programs for returning citizens.

[View Programs](#) →

No HSE Required

No diploma? No problem. Find programs that do not require a high school equivalency (HSE) or diploma.

[View Programs](#) →

You can also select between three different categories of programs:

Career Readiness

Browse programs that provide career readiness assistance, or provide work experiences you will need before joining another training program. In this category, you will also find programs that will help you achieve a high school equivalency.

For Returning Citizens

View programs that are only for returning citizens. These programs are for those who have experienced or been impacted by incarceration. **Returning Citizens** are people returning to the workforce after spending time in prison. We encourage you to send a message to an organization with any questions regarding your background.

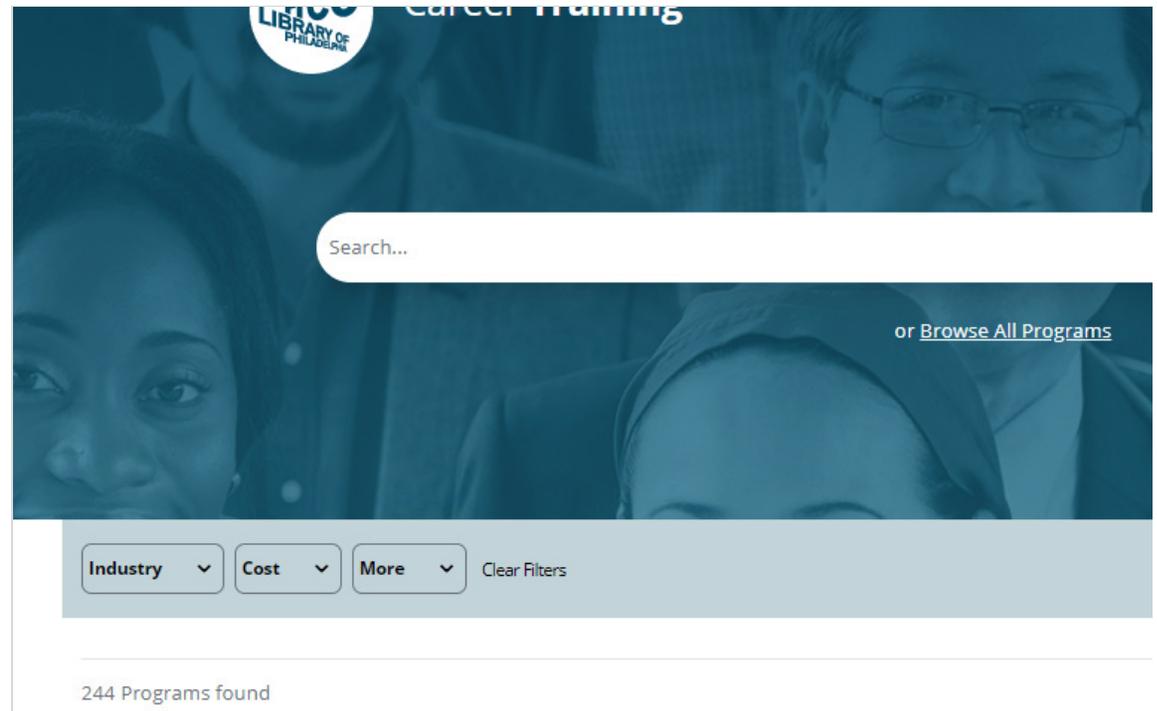
No HSE Required

View programs that **do not** require a high school diploma, GED, HiSET, or any other certification that is equivalent to a high school diploma. If these programs require an entrance exam, this will be listed in the "Eligibility" section of the program's profile.

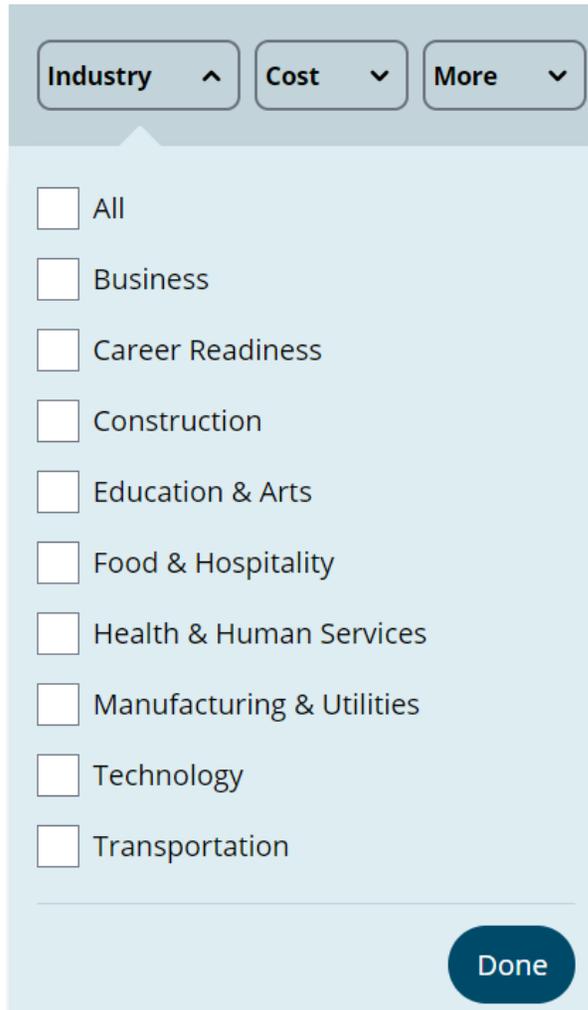
4. Use filters to assist in your search of the database

Narrow your original search with the help of filters.

You can filter by selecting any **“industry”** you'd like to find a training in, the **“cost”** of the training, or using the help of **“more”** filters.



Filter by “Industry”



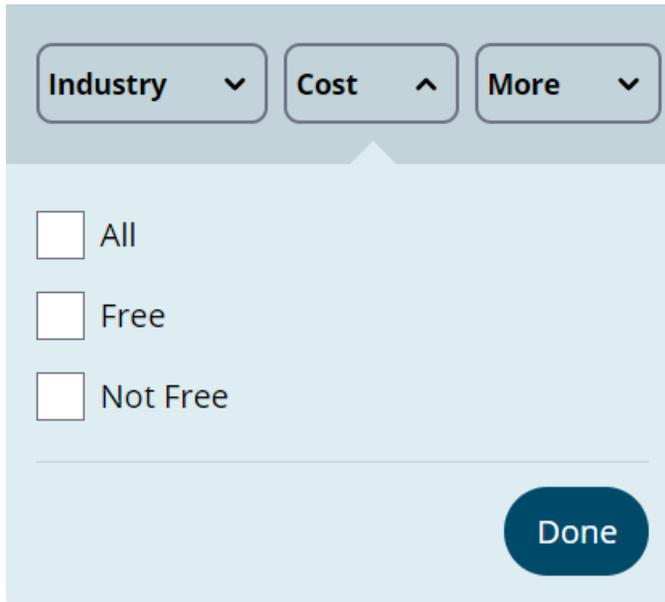
The screenshot shows a filter menu with a header bar containing three buttons: 'Industry' with an upward arrow, 'Cost' with a downward arrow, and 'More' with a downward arrow. Below the header, there is a list of ten industry categories, each with an unchecked checkbox to its left. At the bottom right of the menu is a dark blue 'Done' button.

Industry	Cost	More
<input type="checkbox"/> All		
<input type="checkbox"/> Business		
<input type="checkbox"/> Career Readiness		
<input type="checkbox"/> Construction		
<input type="checkbox"/> Education & Arts		
<input type="checkbox"/> Food & Hospitality		
<input type="checkbox"/> Health & Human Services		
<input type="checkbox"/> Manufacturing & Utilities		
<input type="checkbox"/> Technology		
<input type="checkbox"/> Transportation		

You are able to filter programs by nine fields or display all fields. Available filters include:

- **All**
- **Business**
- **Career Readiness**
- **Construction**
- **Education & Arts**
- **Food & Hospitality,**
- **Health & Human Services**
- **Manufacturing & Utilities**
- **Technology**
- **Transportation**

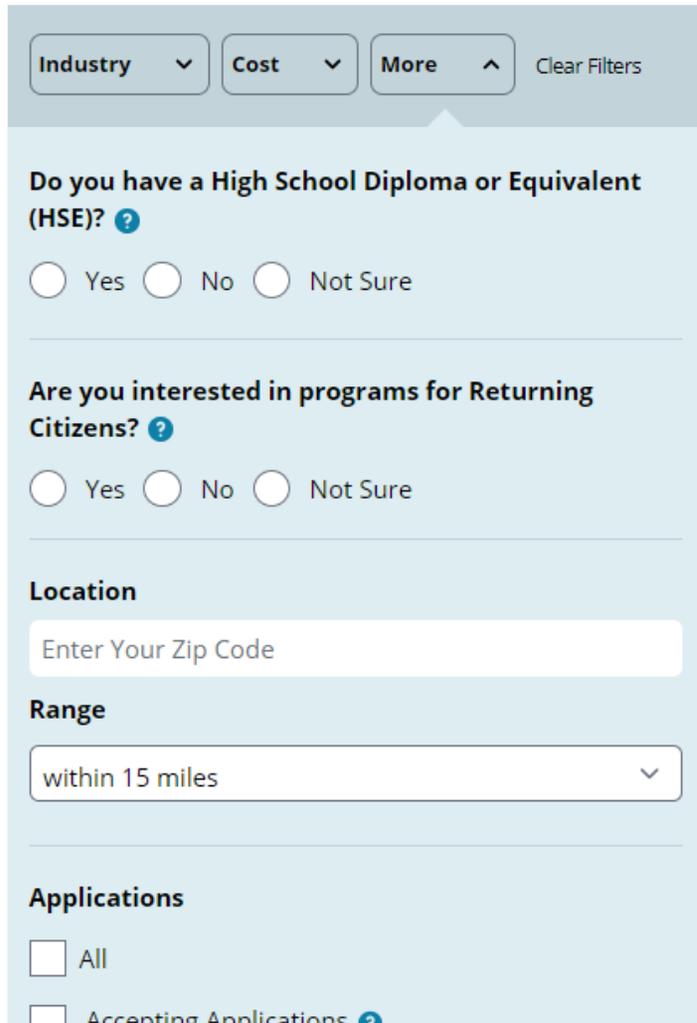
Filter by “Cost”



The image shows a filter menu with a light blue background. At the top, there are three filter categories: 'Industry' with a downward arrow, 'Cost' with an upward arrow, and 'More' with a downward arrow. Below these, there are three options for the 'Cost' filter: 'All', 'Free', and 'Not Free', each with an unchecked checkbox. At the bottom right, there is a dark blue rounded button labeled 'Done'.

- You can select to show “**All**” programs.
- You can select “**Free**,” to find programs that will not cost anything if you qualify.
- You can also select “**Not Free**,” which will show you programs with some type of cost. You can also find programs with financial aid listed in the “**Not Free**” category.

You can find additional filters under “More”



The image shows a filter menu with a light blue background. At the top, there are three filter buttons: 'Industry' with a downward arrow, 'Cost' with a downward arrow, and 'More' with an upward arrow. To the right of these buttons is a 'Clear Filters' link. Below the buttons, the 'More' filter is expanded, showing several filter options:

- Do you have a High School Diploma or Equivalent (HSE)?** [?](#)
 Yes No Not Sure
- Are you interested in programs for Returning Citizens?** [?](#)
 Yes No Not Sure
- Location**
Enter Your Zip Code
- Range**
within 15 miles
- Applications**
 All
 Accepting Applications [?](#)

Do you have a High School Diploma or Equivalent (HSE)?

Use this filter to find results based on educational **requirements**. Clicking “**Yes**” will not affect results, but clicking “**No**” will only display programs that **DO NOT** require a high school diploma, GED, HiSET, or an equivalent. Click the “**?**” for a definition of high school equivalency.

Are you interested in programs for Returning Citizens?

Use this filter if you are interested in programs for returning citizens. If you click “**Yes**”, you will find programs that are only for returning citizens and friendly to returning citizens. Click the “**?**” for a definition of returning citizens.

YES NO NOT SURE

Location

Enter Your Zip Code

Range

within 15 miles

Applications

All

Accepting Applications ?

Ongoing Enrollment ?

Length of Program

Less than 1 Month 6 Months and less 1 Year and less Longer than a year All

Done

Location

Search by your zip code and select a distance in the Range bar. Note that all programs in the database are in Philadelphia County.

Applications

Click on **“Accepting Applications”** for programs that are actively recruiting. Click on **“Ongoing Enrollment”** for programs that have a range of starting dates. These programs are also accepting applications on a rolling-basis. Applying on a rolling-basis means that these programs do not have a final deadline for applying. The programs will continue to accept applications until they are able to fill their training programs with applicants.

Length of Program

You can filter by the length of the program. Programs can be filtered by **“less than one month,” “six months and less,” “one year and less,”** and **“longer than a year.”**

5. Program profile

When you click on a program, the program profile will appear. The program will have information separated into the following sections. Make sure to read the “Eligibility” section.

About the program: Description of program

Length: Length of program

Cost: Lists if the program is free, has a cost, or is a paid opportunity

Financial Aid: If there is a cost, you can learn about any available financial aid and the steps you can take to access this financial aid.

Age: Minimum and maximum age will be listed, if applicable.

Eligibility: This section lists if a program requires a high school equivalency, along with any other requirements, for example, a driver’s license, certain documents, whether the program is accepting applicants from particular zip codes,

and more. **Please make sure to fully read this section.**

Certification: Describes the job certification you will receive at the end of the program. If the program will help you find a job at the end of the program, this job placement information is in this section.

Returning Citizens: This section will include if this is a program that is only for, friendly to, or not recommended for returning citizens. Check the “**Eligibility**” section to view requirements or to learn if the program will conduct a background check.

Online: This section will note if the program is offered online or is available in person.

The following is an example of a program profile that may be found after conducting a search in the database:



About the program

In this program, young mothers receive job readiness, mental health services, and other support services to support successful reentry into steady, family-sustaining employment. Participants receive one-on-one case management support and the opportunity to attend information sessions to search, apply, and interview for a job, in addition to continued assistance with maintaining the job. Participants also receive counseling for mental health and funding to cover numerous critical expenses, such as childcare, housing, clothing, food, and transportation.

Length

Program participants receive services for 6 months. Many of the services are optional/volunteer only, so participants can expect a part time schedule

Cost

No out of pocket costs.

Age

Minimum: 21 years

Maximum: 40 years

Eligibility

High School Equivalent Required? **Yes**

Participants must be enrolled in the EARN program at PA CareerLink in order to be referred to the Alivio Project. Please contact to learn more about enrolling if you aren't already. Those who live in the 19121, 19122, 19123, 19125, 19130, 19132, 19133, and 19140 zip codes in North Philadelphia are strongly encouraged to apply.

Certifications

This program is for young mothers, typically ages 21-40.

Returning Citizens

This program is returning citizen friendly. [?](#)

Online?

No this course is not available online.

6. “Reach out to this Program”

High School Diploma or General Education Diploma (GED)

Reach out to this Program

Returning Citizens
This program is returning citizen friendly. ?

Online?
No this course is not available online.



Philadelphia Job Corps LSI
215-300-5299
<https://www.jobcorps.gov/recruiting/enrollment-interest>

Location
2810 South 20th Street, Building 12
Philadelphia, PA 19145

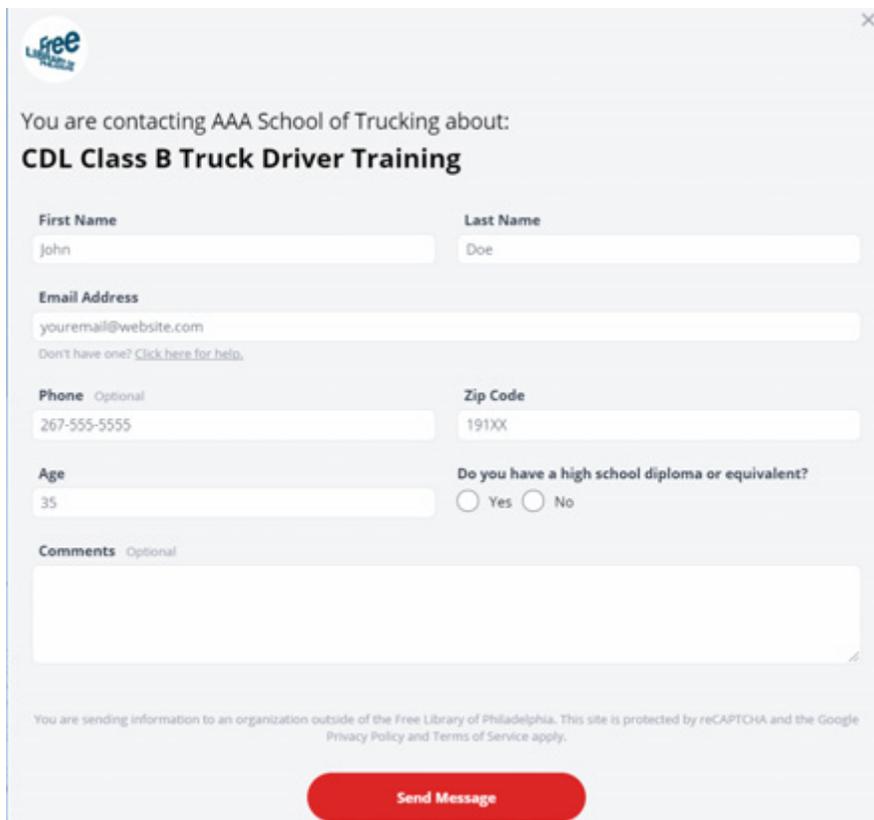
Click the “Reach out to this Program” button at the top of the page and send a message to the program.

If you cannot find this button at the top of the page, scroll to the bottom of the page and visit the program’s website or call the program.

7. “Send Message”

Send a message to a training program by filling out the “Send Message” form.

The "Send Message" form will ask you for various information. This information helps the training provider contact you, and also helps the program determine if you are eligible for the program.



The screenshot shows a web form titled "Send Message" for the "AAA School of Trucking". The form is for "CDL Class B Truck Driver Training". It includes the following fields and options:

- First Name:** john
- Last Name:** Doe
- Email Address:** youremail@website.com
- Phone (Optional):** 267-555-5555
- Zip Code:** 191XX
- Age:** 35
- Do you have a high school diploma or equivalent?:** Yes (selected), No
- Comments (Optional):** (Empty text area)

At the bottom of the form, there is a red "Send Message" button. Below the form, a small disclaimer states: "You are sending information to an organization outside of the Free Library of Philadelphia. This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply."

- **First Name**
- **Last Name**
- **Email Address**
- **Phone (optional)**
- **Zip Code**
- **Age**
- **If you have a high school diploma or equivalent**
- **Comment (optional)**

You will receive a confirmation email that your message has been sent, and you can now exit the database or continue to search for more programs.



Career Training Database is a project of the Free Library of Philadelphia, 2021
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