

Be
YOUR OWN
HERO



**“Getting my degree
has given me financial
freedom, and now my son
is inspired to go to college
because he saw how
determined I was.”**

-Leticia Levi

CareerUp with Capital IDEA

OUR STORY

Capital IDEA’s mission is to lift working adults out of poverty and into living wage careers through education and career advancement. Our vision is a thriving Central Texas where non-traditional students have the opportunity to get an education and reach their full potential. We also aim to help leading employers access a diverse pool of skilled workers that are trained for the best careers of today and the future. Capital IDEA was established through the shared goals and efforts of the local business community and Austin Interfaith, a non-partisan community organization dedicated to addressing issues affecting our families and neighborhoods.

What We Do

PROVIDING SUPPORT BEYOND EXPECTATIONS

Capital IDEA offers financial assistance to qualified applicants in the following ways:



MONEY FOR SCHOOL

Capital IDEA pays your tuition directly to Austin Community College, Temple College (or other approved school or training program) each semester.



FUNDING FOR BOOKS

Capital IDEA provides book vouchers to cover the cost of your textbooks



HELP WITH CHILDCARE

Capital IDEA offers income-based assistance to help cover a portion of childcare costs.

We also provide additional guidance that will help you transition through college and into a career:



A TEAM OF NAVIGATORS

Career Navigators provide ongoing advice and learning opportunities that will help you develop important skills that lead to success in college and your future career.



CAREER PLACEMENT ASSISTANCE

Upon graduation, Capital IDEA staff will guide you through your job search preparation and keep you informed of opportunities our employers share with us.

FAQ: Why is this Program Free?

Capital IDEA provides full tuition assistance, guidance, and other support free of charge to more than 800 low-income adults participating in our program each year. It costs approximately \$4 million annually to make this program available in our community. So, where does the money come from? The funds that pay for our students' expenses are provided by the generous support of community members, foundations, and government agencies, including our two largest investors, the City of Austin and Travis County.

Qualifications

Capital IDEA is committed to providing opportunity to people in our community who show commitment and determination to finish their education. In addition, you must meet these qualifications:

- Committed to going to school full-time
- 18 years or older
(no maximum age limit)
- Have a GED or High School diploma
- Test at or above a fifth-grade math and reading level
- Have not completed a college degree
(Associate Degree or higher)
- Are a Travis County/City of Austin, or Williamson County resident
- Are a US Citizen or Permanent Resident
- Qualify as low-income
(use chart below as a guide)

Household size	Gross Monthly Household Income	Gross Annual Household Income
1	\$2,010	\$24,120
2	\$2,707	\$32,480
3	\$3,403	\$40,840
4	\$4,100	\$49,200
5	\$4,797	\$57,560
6	\$5,493	\$65,920
7	\$6,190	\$74,280
8	\$6,887	\$82,640

Federal Poverty Guidelines (200%). Updated: 2.16.17.
Family units of more than 8 members add \$697 per month or \$8,360 per year for each additional person

The logo for College Prep Academy is a stylized orange speech bubble with the words "COLLEGE PREP ACADEMY" written inside in white, uppercase letters. The bubble has a 3D effect with a darker orange shadow on the right side.

Get Started With College Prep

The College Prep Academy is for adults who need to bring up their math, reading, and writing skills to a college level and pass the The Texas Success Initiative (TSI).

The TSI is a college readiness test. Although the TSI can feel like a barrier to college, the real purpose of the test is to make sure students who need extra academic help get it before they jump into college courses.

WHAT TO EXPECT

A new College Prep class starts each semester, Spring, Summer and Fall.

**CLASSES: 12 WEEKS / MON. - FRI.
8:00 AM - 2:30 PM**

SUBJECTS: MATH, READING, & WRITING

CAMPUS: ACC HIGHLAND



Tech & Trades

TECHNOLOGY ASSOCIATE DEGREE PROGRAMS

- CAD - COMPUTER AIDED DESIGN
- COMPUTER PROGRAMMING WITH WEB PROGRAMMING SPECIALIZATION
- ELECTRONICS TECHNICIAN
- LAND SURVEYING TECHNOLOGY & GEOMATICS
- POWER TECHNOLOGY
- RENEWABLE ENERGY TECHNOLOGY
- UTILITY LINEWORKER

TRADES ASSOCIATE DEGREE PROGRAMS

- AUTOMOTIVE TECHNICIAN
- HEATING, AIR CONDITIONING AND REFRIGERATION (HVAC)

PROFESSIONAL UNION PROGRAMS

- CARPENTER - LOCAL UNION 1266
- ELECTRICIAN - LOCAL UNION 520
- IRON WORKER - LOCAL UNION 482
- PLUMBERS & PIPEFITTERS - LOCAL UNION 286
- SHEET METAL WORKERS - LOCAL UNION 67



Healthcare

HEALTHCARE ASSOCIATE DEGREE PROGRAMS

- DENTAL HYGIENIST
- DIAGNOSTIC CARDIAC SONOGRAPHY (ECHOCARDIOGRAPHY)
- OCCUPATIONAL THERAPY ASSISTANT
- BIOTECHNOLOGY
- EMERGENCY MEDICAL SERVICES (EMS)
- HEALTH INFORMATION TECHNOLOGY (MEDICAL CODER)
- DIAGNOSTIC MEDICAL - VASCULAR SONOGRAPHY
- PHYSICAL THERAPY ASSISTANT
- REGISTERED NURSE (RN, ADN)
- RESPIRATORY THERAPIST

- SURGICAL TECHNICIAN
- MEDICAL LABORATORY TECHNICIAN

HEALTHCARE CERTIFICATE PROGRAMS

- LICENSED VOCATIONAL NURSE (LVN)





CAREER EXPRESSWAY

TECH



Why a Career in Tech?



HIGHER SALARIES Earning a degree in tech leads to careers with higher salaries and better benefits.



EMPLOYMENT STABILITY With steady growth projections and leading employers in Austin, the tech industry offers excellent job security.



GROWTH IN A LEADING INDUSTRY The harder you work, the higher you go. Gaining skills and certifications keeps you moving up and earning more.



CAREER EXPRESSWAY ASSOCIATE DEGREE PROGRAMS

SOFTWARE TESTER	IT SUPPORT	NETWORK ADMIN
A Computer Programmer trained to test software will look for problems in apps and software.	As an IT User Computer Support Specialist, you will help solve day-to-day technical issues.	As a LAN Network Admin, you will set up and maintain networked computer systems.
SKILLS NEEDED: Good communicator, collaborator, problem solver, and life-long learner.	SKILLS NEEDED: Good listener, clear communicator, and a problem solver who enjoys helping others.	SKILLS NEEDED: Good planner, time manager, organizer, and a life-long learner interested in new technology.

PAID INTERNSHIPS — \$11+/HOUR Capital IDEA works with ACC and local employers to secure paid internships for Career Expressway students. Each student will work three semester-long internships with a minimum pay of \$11/hour, 20 hours a week. Internships give students valuable exposure to the tech industry and help them gain the real work experience that tech employers are asking for.

Documentation



When you apply to Capital IDEA, we will ask you to provide documents to show you meet our qualifications. **Look for the full list of documents in your application packet and follow those instructions.** Below is just an overview to give you an idea of the kind of documents you should start collecting. Please note: we do not keep any original documents. You will turn in photocopies.

WE ARE HERE TO ANSWER YOUR QUESTIONS

Collecting and turning in the right documents can be frustrating, but don't get discouraged! The benefits are worth it: a fully funded college education and a bright future in a great career. If you get stuck, reach out for help: outreach@capitalidea.org, 512-457-8610.

PROOF OF	DOCUMENTS YOU MAY NEED
IDENTITY, CITIZENSHIP, & FAMILY SIZE	<ul style="list-style-type: none"> ▪ Self: Photo ID, social security card, and birth certificate ▪ Spouse: Photo ID, social security card, and birth certificate ▪ Children and other dependants: social security card(s) and birth certificate(s) <p>If needed, you may ask to provide alternative IDs such as: Permanent Resident card, Naturalization certificate, or US Passport</p>
INCOME, EXPENSES, & COUNTY RESIDENCE	<ul style="list-style-type: none"> ▪ Income documentation may include: pay stubs, public assistance letters, taxes, and/or letters of financial support from family or friends. ▪ Expenses documentation may include: mortgage or lease agreements, and all monthly bills ▪ County Residence: utility bills showing your name and address also count as proof of your current residence in a county we serve. If needed, ask about alternative proofs of residency.
EDUCATION	<ul style="list-style-type: none"> ▪ If you are in college now: Your most recent financial aid award letter, 'Activity Sheet', and your College transcripts (unofficial are acceptable.) ▪ If you are not in college now but you have attended before: Transcripts from all colleges you have attended (unofficial are acceptable.) ▪ If you have not been to college before: Your high school transcript and diploma, or GED
ADDITIONAL DOCUMENTS FOR SOME APPLICANTS	<ul style="list-style-type: none"> ▪ If you served in the armed forces: Form DD214 ▪ If you are a male who did not serve in the armed forces: Proof of selective service registration from www.sss.gov. ▪ If you have a criminal background: Criminal background from the DPS and a declaratory letter from licensing board (if the career requires licensing.)

10 Most Frequently Asked Questions

1. How long will I be in Capital IDEA?

That depends on your starting point and your career choice, but on average our students complete a program in about 3.5 years. College Prep takes 1 semester, pre-requisites and co-requisites classes can take 1 to 1.5 years, and program classes can also take 1 to 1.5 years to complete.

2. Can I attend classes at night?

ACC sets the class schedules and may have some evening or weekend classes, but most classes are during the day. It is unlikely you will be able to take most of your coursework at night.

3. Whose income do I count?

Most applicants will provide their own income and the income of their spouse or partner. If you do not have an income of your own, we may ask you to provide letters from those who help you financially, such as your relatives and friends. If you have additional questions regarding your income status, contact us at 512-457-8610 or outreach@capitalidea.org.

4. What if I'm not a permanent resident yet?

To qualify for Capital IDEA programs you must be able to prove you have Permanent Resident status. If you are in the process of applying for Permanent Residency, you may begin the Capital IDEA application process but we will not be able to accept you until your Permanent Resident status is confirmed.

5. What if I have a degree already? (USA or other country)

Capital IDEA does not sponsor adults who have already earned a college degree. If your degree is from a foreign country, you may have your credits reviewed and the equivalency determined by a local college. If the college evaluates your equivalent credits to be less than an Associate Degree, you may qualify for Capital IDEA.

6. Are DACA students eligible for this program?

Not at this time.

7. Can I still apply if I'm a high school senior but not 18?

High school seniors still need to meet our qualifications. However, in their last semester of school, they can start applying and complete all steps of the process before they turn 18 years of age. Capital IDEA will not be able to accept applicants until they turn 18 years old. See www.capitalidea.org/high-school

8. What if I have student loans in default?

To be accepted by Capital IDEA, you must be in good standing with your student loans and with ACC. You will have to establish a payment plan if your loans are in default.

9. Can two people from the same family apply?

Our policy is not to sponsor two people who rely on each other for their income, like a spouse or domestic partner. Experience has shown this creates financial hardship for the household. A good financial plan is critical to your success. If you are not financially dependent on one another, like siblings or a parent/child with separate incomes, then yes, two or more people from the same family may apply at the same time.

10. Can I be considered if I have a criminal history?

Yes, but you may be ineligible for certain careers that require licensing. As part of your application process you will bring a criminal history from DPS. If the career you choose requires licensing, you will be asked to submit an application to the Licensing Board. If the board finds you eligible for licensing, Capital IDEA can accept you. If you can't be licensed, then we will not pay for your education in that career, and you may have to consider a different career choice.



A special thanks to

Austin Interfaith leaders and volunteers for their tireless work in the community and their ongoing support of Capital IDEA.

How To Apply



STEP 1: ATTEND A CAREERUP

Attending a CareerUp is an important (and required) first step for two reasons. It helps the Capital IDEA team: 1. make sure all applicants are starting with the same information, and 2. identify applicants who are motivated to seek out opportunity and who are committed to their education.

Your Next Step...

STEP 2: APPLICATION PICK-UP & TEST SIGN UP

Your next step is to pick up an application and sign up for a basic skills assessment.

OPTION A: IN PERSON

1. Come to our main office during business hours: Mon - Fri, 8:30 am - 5:00 pm.
Address: 835 N. Pleasant Valley Rd., 3rd Floor, Austin, TX 78702.
2. Pick up a paper application and set your assessment appointment.

-OR-

OPTION B: ONLINE

1. Get online and go to this web address: www.capitalidea.org/step2
2. This will take you to SignUp Genius. Sign up for an assessment and download an application (pdf). You will need to print the application on your own.

A Preview of Steps to Come:



STEP 3: ASSESSMENT OF BASIC SKILLS & VOCATIONAL INTEREST

You will turn in your complete application packet at this step and take your assessments. This step helps us assess your current reading and math levels. In addition, you will complete a vocational interest assessment. Your results will help us build your individual education plan.



STEP 4: YOUR FIRST INTERVIEW

Meet with Career Guidance staff who will walk you through the program and:

- Review your assessment results
- Customize a plan to successfully balance your life as a full-time student
- Verify your income qualification & go over your budget
- Discuss your career goals and any potential challenges



STEP 5: YOUR COMMITMENT INTERVIEW

In this final interview, a Director will talk with you about your commitment to finish your academic program, your career choice, and how you can give back to the community upon graduation. A final decision on your acceptance will be made at this interview.