



LATAN, Louisiana Assistive Technology
Access Network
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Punch-in Employment Course

The Punch-in Employment Course is a pilot program presented in an on-line format providing job-seekers with information to start their career search and a social network of mentors, peers, and people to support them in the process. Candidates will be subject to a **mandatory orientation** on **Friday, May 22, 2015**, to confirm eligibility. Currently, the program is limited to 5 participants.

Registrants must meet the following eligibility requirements:

1. Participant will be available **June 1 – 12, 2015**, and must be able to commit to **16-20 hours** of course work per week during the two week session.
2. Participant must provide their own transportation to and from the training center location.
3. Participant must have a primary focus of future employment, but he/she does not have to be actively seeking a job.
4. Participant must be academically functioning at a high school level or above with the ability to take and follow instructions.
5. Participant must be able to work independently with minimal supervision.
4. Participant should be technically savvy and must be proficient with the use of a computer to access email and the internet for course work.
5. Participant must have a current and active email and should be comfortable working independently through an on-line learning experience.
6. Participant must be proficient in using assistive technology relative to their functional limitation.
7. Participant will agree to complete all module assignments and activities within the timeframe required.
8. Participant will agree to be honest and kind with their comments on the Punch-in website.
9. Participant must agree not to share anything from the Punch-in site (such as comments from other students or copyrighted resources) outside of the closed Punch-in network.
10. Participant will agree to evaluate their overall learning experience upon completion of the program.