

Workforce Investment Act

WIA Communication No. 05-63
 Policy Information

To: Chief Elected Officials
 Workforce Investment Board Chairs
 Workforce Investment Board Directors
 Title I Administrators
 Career Center Directors
 Title I Fiscal Officers
 DCS Regional Directors for Workforce Integration
 DCS Associate Directors
 DCS Field Managers

cc: WIA State Partners

From: Susan V. Lawler, Commissioner
 Division of Career Services

Date: August 25, 2005

Subject: MOSES Fall 2005 Training Courses for One-Stop Career Center Staff

Purpose: The following training sessions will be offered during October through December 2005 for One-Stop Career Center staff: the *Education Rewards Loan Program*; *HITg* (Hiring Incentive Training Grant); *MOSES Trade Training*; *Enhancing Title I Performance and the MOSES Application*; *Business Service Representative Training*; *CCS Train the Trainer* (Career Center Seminar); *Employment Assistance Services (EAS) MOSES Training*; *Employment Assistance Services for Managers Training*; *Matching in MOSES* (formerly: *MOSES Job Order / Job Match Training*); *MOSES for Managers Orientation*; *Enhancing Youth Performance Training*; *MOSES 101*; *MOSES Lab*; *Trade Policy & MOSES Training*; and *Case Management Tool in MOSES*. The sessions will cover both programmatic and MOSES related functions. Details follow, below.

Action

Required: Disseminate the content of this issuance to One-Stop Career Center staff and assure that appropriate staff register to attend the training date of their choice.

Contact Margaret Dixon at mdixon@detma.org to register for the following training sessions: *Education Rewards Loan Program*; *HITg*; *Enhancing Title I Performance and the MOSES Application*; *CCS Train the Trainer*; *Employment Assistance Services (EAS) MOSES Staff Training*; *MOSES Trade Training*; *Business Service Representative Training*; *EAS for Managers Training*; *MOSES Job Order / Job Match Training*; *MOSES Lab*; *MOSES for Managers Orientation*; *Trade Policy & MOSES Training*; and *Enhancing Youth Performance Training*.

Registration requests for *MOSES 101* or *Case Management Tool in MOSES* should be made via HRTRNG@detma.org (the DCS Human Resources Training Department).

Inquiries: Questions related to this issuance should be emailed to Tom Cartier at tcartier@detma.org.

Filing: Please file this in your notebook of previously issued WIA Communication Series Issuances as #05-63.

TRAINING WORKSHOP SUMMARIES and SCHEDULES

Subject: Training for Education Rewards Loan Program

Overview: *The Education Rewards Loan Program* is a pilot initiative providing low-cost tuition loans through the Massachusetts Educational Financing Authority (MEFA) for training in occupations with high vacancy rates. The loans are available to individuals enrolled in post-secondary occupational training that result in recognized certificates, credentials, licenses, or Associate Degrees. Training will be provided to One-Stop Career Center staff on the loan process, training vendor issues, the process for information sharing and facilitation of the loan process between the One-Stop Career Centers and MEFA and on data entry requirements related to the Loan Program enrollment and tracking functions. This training session is a half day in length and has been combined with the Hiring Incentive Training grant (HITg) training.

Subject: HITG (Hiring Incentive Training Grant) Overview

Overview: In 2004, Governor Romney announced a new anti-outsourcing initiative the Hiring Incentive Training grant (HITg). The initiative uses \$3 million from the Workforce Training Fund (WTF) to provide grants to companies that hire workers who have been unemployed for at least one year or, if unemployed for less than one year, permanently separated from their previous employment. This training covers the data captured in MOSES. This is a half-day training that has been combined with the Education Rewards Loan program training.

Dates: November 4, 2005

Franklin / Hampshire Career Center, Northampton, MA*

To register email mdixon@detma.org

*this location may change due to room availability

Subject: MOSES for Managers Orientation

Overview: *MOSES for Managers Orientation* provides a broad walk-through of the MOSES system, covering each MOSES component. It is not a hands-on MOSES training session, but rather a quick refresher / training for managers and senior staff providing detailed information on MOSES. An open discussion of MOSES is the standard format of this workshop. Full day class program.

Dates: November 30, 2005

Franklin / Hampshire Career Center, Northampton, MA*

All day session: 9:30 a.m. to 4:00 p.m.

To register email mdixon@detma.org

*this location may change due to room availability

Subject: Career Center Seminar Train the Trainer

Overview: The Career Center Seminar (CCS), a primary component of the Re-employment Services Program, is the entry-point to One-Stop Career Centers for all permanently separated claimants and as such is a required CORE service. It is expected that all One-Stop Career Centers and satellites will deliver the seminar as designed. On a statewide basis, it is extremely important that the Career Center Seminar be conducted by *all* One-Stop Career Center presenters in a consistent manner to assure that important information regarding benefit and service requirements that may affect an individual's continuing UI eligibility, is transmitted equitably to all UI customers. This training workshop is designed to review the new and updated CCS presentation with staff, who will be presenting it to claimants. A full day class program.

Dates: October 17, 2005

State Conference Room, Marlborough, MA *

December 16, 2005

C.F. Hurley Building, Anna Marie Gazda room , Boston, MA

All day session: 9:30 a.m. to 4:00 p.m.

To register email mdixon@detma.org

* see Special Notes section

Subject: Enhancing Title I Performance and the MOSES Application

Overview: This training workshop will focus primarily on Title I Adults, Dislocated Workers and Youth and the tracking and reporting of these programs in MOSES. Performance Measures, including Common Measures will be covered in this training session. Staff attending this training should have a strong understanding of the above programs and be regular users of MOSES. A full day class program.

Dates: October 21, 2005

State Conference Room, Marlborough, MA *

December 21, 2005

C.F. Hurley Building, Anna Marie Gazda room, Boston, MA

All day session: 9:30 a.m. to 4:00 p.m.

To register email mdixon@detma.org

* see Special Notes section

Subject: Business Service Representative Training

Overview: A recommended training workshop for all staff working with employers and/or their MOSES records. This will help ensure that staff provide consistent and high quality services to our business customers, and record information correctly in the MOSES system. Training subjects to be covered include: NAICS, Changes to Employer Records in MOSES, Using Employer Events, EmployOn, the Hiring Incentive Training grant (*HITg*) and the Rapid Response program. This is a full day program.

Dates: November 9, 2005
C.F. Hurley Building, Anna Marie Gazda room, Boston, MA

All day session: 9:30 a.m. to 4:00 p.m.
To register email mdixon@detma.org

Subject: Employment Assistance Services (EAS) MOSES Staff Training

Overview: The Department of Transitional Assistance (DTA) is partnered with the Division of Career Services (DCS) for the purpose of providing high quality, comprehensive employment services to DTA customers through the Massachusetts One-Stop Career Center System. The goal of these services is to promote and encourage the long term economic self-sufficiency of DTA customers. The primary programs through which these services are currently delivered include the Employment Assistance Services (EAS) and Skill Start programs. This training will cover the recording of these services into MOSES. It is a full day training program.

Dates: October 24, 2005
State Conference Room, Marlborough, MA *

All day session: 9:30 a.m. to 4:00 p.m.
To register email mdixon@detma.org

* see Special Notes section

Subject: **MOSES Trade Training for Career Center Staff**

Overview: The Division of Career Services is conducting *MOSES Trade* training to support the successful implementation of the enhancements and changes to MOSES. This will include the Trade, Rapid Response, and National Emergency Grants. One-Stop Career Center Staff that work closely with the Trade program should attend the training session. This training session lasts a full day. Staff who register to attend this training workshop are expected to be current MOSES users with a working knowledge of the MOSES application. Full day class program.

Prerequisite: *MOSES 101*

Dates: **October 26, 2005**
C.F. Hurley Building, Room 612 AB, Boston, MA

November 21, 2005
C.F. Hurley Building, Room 645, Boston, MA

All day session: 9:30 a.m. to 4:00 p.m.
To register email mdixon@detma.org

Subject: **Employment Assistance Services for Managers**

NEW!

Overview: The Employment Assistance Services Program (EAS) is a partnership between the Department of Transitional Assistance (DTA) and the Division of Career Services (DCS). The EAS program provides comprehensive job search services to applicants and current and former recipients of Transitional Aid to Families with Dependent Children (TAFDC). This training session will provide a general overview of the EAS program; a description of the roles and responsibilities of all stakeholders as detailed in the Interdepartmental Service Agreement (ISA) between DTA and DCS; and an understanding of how to assist and oversee the staff that performs the work described in the ISA. This training workshop is designed to help ensure that staff provide consistent and high quality services to our EAS customers and record information correctly in the MOSES system. It will cover EAS reports available to managers and their effective utilization. Who should attend this training: One-Stop Career Center Directors; new managers of EAS staff including managers whose role has changed to include oversight of EAS staff; DCS Field Managers; and any manager interested in learning more about the EAS program.

Dates: **November 22, 2005**
Employment & Training Resources, Newton, MA

All day session: 9:30 a.m. to 4:00 p.m.
To register email mdixon@detma.org

Subject: Enhancing Youth Performance & the MOSES application

NEW!

Overview: The Commonwealth Corporation and the Division of Career Services is providing a training session for Youth performance and MOSES. The training curriculum is designed for MOSES users who input data for the youth program. It will cover enhancing Youth Services and the MOSES application, as well as WIA Title I Youth, with a focus on performance measures and common measures. This training session is designed to help ensure that Youth staff and vendors provide consistent and high quality services to our Youth customers and record information correctly in the MOSES system. This is a two-part and full-day training session. 9:00 a.m. to 3:30 p.m. both days.

Prerequisites: MOSES 101. You need to have attended Part I to attend Part II.

Dates:

State Conference Room, Marlborough, MA *

September 30, 2005, Part I

October 4, 2005, Part II

Commonwealth Corporation, The Schrafft Center, Boston, MA

October 7, 2005, Part I

October 12, 2005, Part II

Career Center of Lowell, Lowell, MA

October 13, 2005, Part I

October 19, 2005, Part II

Greater New Bedford Career Center, New Bedford, MA

October 14, 2005, Part I

October 20, 2005, Part II

Franklin / Hampshire Career Center, Northampton, MA

October 18, 2005, Part I

October 25, 2005, Part II

C.F. Hurley Building, Anna Marie Gazda room, Boston, MA

December 20, 2005, Part I

January 4, 2005, Part II

All day session: 9:00 a.m. to 4:00 p.m. (please note 9:00 a.m. start time)

To register email mdixon@detma.org

* see Special Notes section

Subject: MOSES Lab **NEW!**

Overview: It's a proven fact that the more you enter information in MOSES, the faster and better you become at it. Use the MOSES Lab, a supervised experience, to engrain routines (job orders, case management, special programs, events, etc.) and improve your productivity. Bring all questions and information needed to spend a practical and supervised day away from the phones and demands of the office. All work will be done in the MOSES Production database. Seating is limited, so take advantage of this unique opportunity! Open to all MOSES users: staff, vendors and management.

Prerequisites: Must have taken MOSES 101. For specific topics, like Case Management Tool in MOSES, EAS training, youth, etc., you must have previously attended the related training workshop.

(**see note below)

Dates: November 18, 2005
C.F. Hurley Building, Larry Swedis Classroom, Boston, MA

All day session: 9:30 a.m. to 4:00 p.m.

To register email mdixon@detma.org

****NOTE: Please send your MOSES area of interest with your registration (i.e.: Case Management, Employer records, Job Seeker records, Administration, et cetera.)**

Subject: Matching in MOSES (formerly: MOSES Job Order / Job Match) **NEW!**

Overview: Participants will learn techniques for increasing the likelihood of matching job seekers and job orders. The training will emphasize the interdependence of job matching and job order writing. Staff members who develop and write job orders and placement specialists who work with job seekers are encouraged to attend. Prerequisites: MOSES 101.

Dates: December 2, 2005
C.F. Hurley Building, Anna Marie Gazda room, Boston, MA

All day session: 9:30 a.m. to 4:00 p.m.

To register email mdixon@detma.org

Subject: Trade Adjustment Assistance Policy and MOSES Training **NEW!**

Overview: A one-day training session covering the Trade Adjustment Assistance (TAA) program including Skill Training Services, Alternative Trade Adjustment Assistance program (ATAA), Job Search & Relocation Allowances, and the Health Coverage Tax Credit (HCTC) as well as TAA elements in MOSES .

Prerequisites: MOSES 101.

Dates: **October 25, 2005**
C.F. Hurley Building, Larry Swedis Classroom, Boston, MA

October 31, 2005
Marlborough Training Center, Marlborough, MA

November 3, 2005
FutureWorks Career Center, Springfield, MA

November 8, 2005
Quincy Career Center, Quincy, MA

November 10, 2005
North Central Career Center, Leominster, MA

Inquiries: Questions related to this workshop should be emailed to Beth Goguen at bgoguen@detma.org .

Notes: These are one-day sessions scheduled from 9:30 a.m. - 3:30 p.m. with a break for lunch (*not* provided).

Ongoing DCS Trainings Offered by Human Resources:

DIVISION OF CAREER SERVICES ■ DIVISION OF UNEMPLOYMENT ASSISTANCE

TRAINING CALENDAR

MOSES 101	October 18 to 20	November 15 to 17	December 13 to 15	Boston
Case Management Tool in MOSES	October 31	November 28		Boston

Register for these (MOSES 101; or MOSES Case Management) via HRTRNG@detma.org

These are all day sessions: 9:00 a.m. to 4:00 p.m.

The next few pages include the monthly workshop calendars.

Monday	Tuesday	Wednesday	Thursday	Friday
October 3 rd	October 4 th	October 5 th	October 6 th	October 7 th
	OY Enhancing Youth Performance Training, Part II State Conference Room, Marlborough, MA		Jobs 1st Day 	YY Enhancing Youth Performance Training, Part I CommCorp Boston
October 10 th	October 11 th	October 12 th	October 13 th	October 14 th
Columbus Day 		OY Enhancing Youth Performance Training, Part II CommCorp Boston	YY Enhancing Youth Performance Training, Part I Career Center of Lowell Lowell, MA	YY Enhancing Youth Performance Training, Part I Greater New Bedford Career Center New Bedford, MA
October 17 th	October 18 th	October 19 th	October 20 th	October 21 st
Pr CCS Train the Trainer, State Conference Room, Marlborough	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	 Enhancing Title I & MOSES State Conference Room Marlborough
	YY Enhancing Youth Performance Training, Part I Franklin / Hampshire Career Center Northampton, MA	OY Enhancing Youth Performance Training, Part II Career Center of Lowell Lowell, MA	OY Enhancing Youth Performance Training, Part II Greater New Bedford Career Center New Bedford, MA	
October 24 th	October 25 th	October 26 th	October 27 th	October 28 th
EAS EAS Training State Conference Room, Marlborough, MA	Taa Trade Policy & MOSES CF Hurley Boston Larry Swedis Classroom	Taa MOSES Trade CF Hurley Boston 612 AB	OY Enhancing Youth Performance Training, Part II Franklin / Hampshire Career Center Northampton, MA	
October 31 st				
 MOSES Case Management 101 , CF Hurley, Larry Swedis Classroom				
Taa Trade Policy & MOSES State Conference Room, Marlborough, MA				

Monday	Tuesday	Wednesday	Thursday	Friday
	November 1	November 2	November 3	November 4
			 Trade Policy & MOSES FutureWorks Career Center, Springfield, MA	 Education Reward / HITG Franklin / Hampshire Career Center Northampton, MA
November 7	November 8	November 9	November 10	November 11
	 Trade Policy & MOSES Quincy Career Center, Quincy, MA	 Business Service Rep CF Hurley Boston Anna Marie Gazda Room	 Trade Policy & MOSES North Central Career Center , Leominster, MA	VETERANS DAY 
November 14	November 15	November 16	November 17	November 18
	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	 MOSES Lab CF Hurley Boston Larry Swedis Classroom
November 21	November 22	November 23	November 24	November 25
 MOSES Trade CF Hurley Boston 645	 EAS for Managers Employment & Training Resources, Newton, MA		THANKSGIVING 	
November 28	November 29	November 30		
 MOSES Case Management 101, CF Hurley, Larry Swedis Classroom		 MOSES for Managers Franklin / Hampshire Career Center Northampton, MA		

Monday	Tuesday	Wednesday	Thursday	Friday
			December 1	December 2
				 MOSES Job Order / Job Match CF Hurley Boston Anna Marie Gazda Room
December 5	December 6	December 7	December 8	December 9
December 12	December 13	December 14	December 15	December 16
	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	 CCS Train the Trainer, CF Hurley Boston Anna Marie Gazda Room
December 19	December 20	December 21	December 22	December 23
	 Enhancing Youth Performance Training, Part I CF Hurley Boston Anna Marie Gazda Room	 Enhancing Title I & MOSES CF Hurley Boston Anna Marie Gazda Room		
December 26	December 27	December 28	December 29	December 30
BOXING DAY 				

Special

Notes:

***The Marlborough State Conference Room**

The Marlborough State Conference Room lease is set to expire during the course of this upcoming quarterly training period (October-December). Registrants who sign up for workshops scheduled for the Marlborough State Conference room need to be flexible, as room availability may change on short notice. **If a location change becomes necessary**, all workshop registrants will be notified within 48 hours prior to the workshop date. Thank you for your support and understanding in this matter.

Special Training Requests

Special requests for any of these training offerings are always welcomed and encouraged. The MOSES Training Team will gladly try to accommodate timely requests for any of these workshops for a specific One-Stop Career Center or region. The minimum attendance requirement is 6 participants. Availability of local and state training staff and the technical infrastructure capability of the proposed training site are considerations that will be assessed when requests are submitted. For more information, email Tom Cartier at tcartier@detma.org.

Adverse Weather Conditions for DCS/DUA/IOG Sponsored Courses

If hazardous weather conditions exist, training will be cancelled when the public schools are cancelled or delayed in the town or city where the training is being held. For example, if the schools in Boston are cancelled, all training programs in Boston will be cancelled.

If you live out of the area where the training will be given, you can call 617-626-5250, the Training Update Message Line, to receive up-to-date information.

Directions:

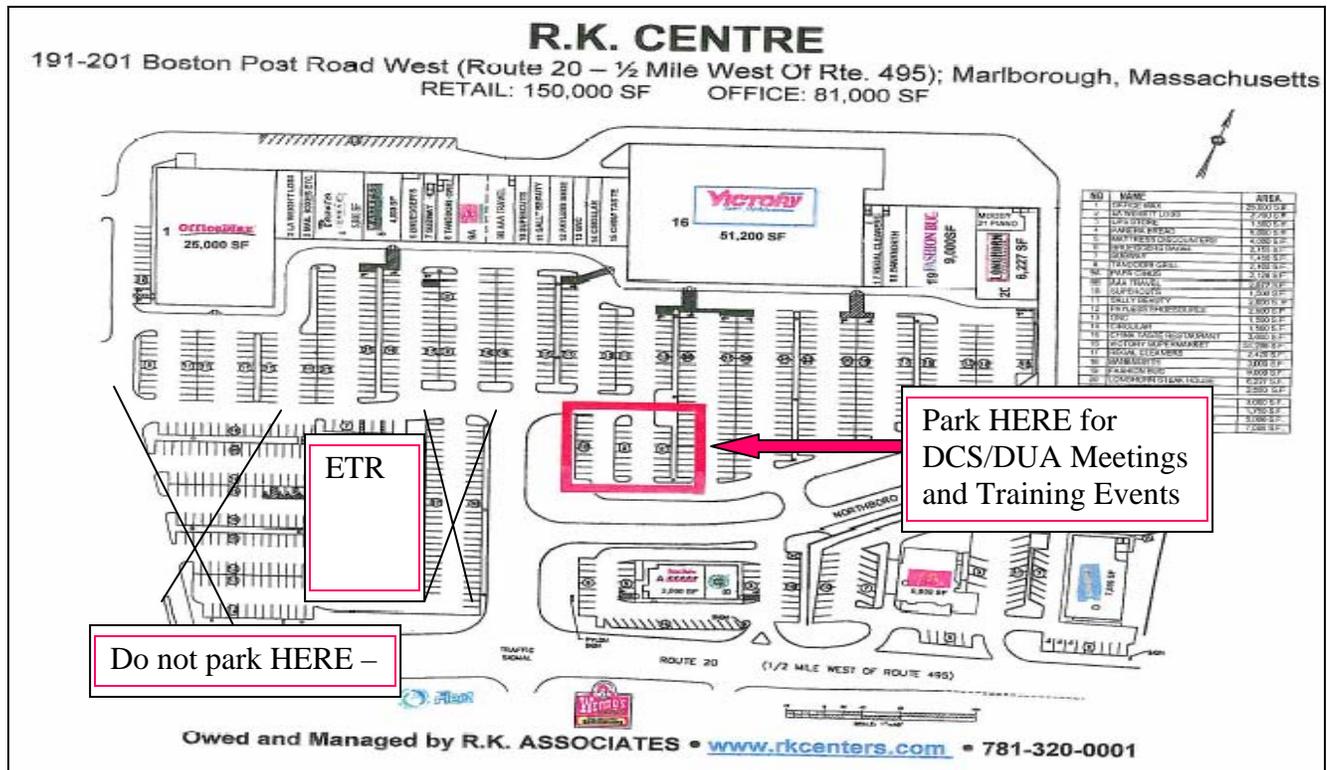
State Conference Room, Marlborough, MA
Employment and Training Resources, Marlborough, MA (down the hall)

(Directions at <http://www.detma.org/wsc.asp?ID=06>)

(SEE SPECIAL NOTES SECTION REGARDING TRAININGS AT THIS LOCATION.)

FROM NORTH OR SOUTH: Take Rte. 495 to Exit 24B - Northborough (Route 20 West). Travel towards Northborough approximately one-half mile. At the bottom of the hill, immediately after the Starbucks/Boston Market building, turn right at the traffic light into the parking lot of the R. K. Centre. ETR Marlborough is located in Suite 200 on the second floor of the 4-story building standing at the entrance to the R. K. Centre. **FROM EAST OR WEST:** Take Rte. 9 or Massachusetts Turnpike to Rte. 495 and follow directions above.

Parking:



C.F. Hurley Building, Boston

(Directions at <http://www.detma.org/wsc.asp?ID=37> or <http://intranet.detma.org/training/directions.htm#South>)

From the North: Take Route 93 South into Boston. Take Exit 26A, "Leverett Circle, Cambridge, 28N" Note: This is a newly constructed exit that avoids the lower deck traffic. Stay in the right lane when the road splits into two lanes, following signs for "Cambridge, North Station." Still bearing right, follow next set of signs for "Fleet Center, North Station." Take a left at the sign for "[North Station Garage](#)"* and then take an immediate left to enter the garage under the Fleet Center and North Station.

From the South: Take Route 93 North into Boston. Enter the 93 N Tunnel. You will see signs for Exit 26 (North Station or "Storrow Drive") Take Exit 26, Storrow Drive. Stay in the left lane when the road splits and follow the signs for "North Station." Once you exit, the FleetCenter will be on your left. Follow the signs for "[North Station Garage](#)"* to enter the garage under the Fleet Center and North Station

From the West: Take the Mass Pike (Route 90) East to Exit 18, "Cambridge, Allston." Bear right towards Cambridge. At the lights take a right onto Storrow Drive East. On Storrow Drive, follow signs to Government Center. Take Government Center exit. You are now on Cambridge St. Go under the overpass and through 4 sets of lights. At the 5th set of lights, take a left onto Staniford St. The Hurley Building is on the right. There is a parking garage on the left, or you can go to the [North Station Garage](#)* by following Staniford St. to the 1st traffic light. At that light, take a left and circle the Thomas O'Neil Federal Building that will be on your right. Entrance to the garage is right behind the Thomas O'Neil Federal Building.

***Parking:** Parking rate at the North Station Garage is \$13/day until 6:00 p.m. (**Note:** This rate may be subject to change.) Rates at other garages in the vicinity are higher.

When you come out of the North Station Garage, walk toward the front of the Fleet Center/North Station. You will be on Causeway St. Take a right, and follow Causeway St. for 2 short blocks until it merges into Staniford St. The Hurley Building is on the left.

Recommendation:

It is strongly recommended that you take public transportation to Boston.

By public transportation take the:

- **Blue Line** to Bowdoin Station. The Hurley Building is across New Chardon Street from the station.
- **Green Line** to Government Center. Walk down Cambridge Street with Boston City Hall on your right. Go past the JFK Building. The Hurley Building is the second block on the right.
- **Red Line** to MGH/Charles Street Station. Walk up Cambridge Street. Pass Mass General Hospital (on your left). Continue past the Holiday Inn and the Charles River Plaza shopping center. Continue past the public library (West End Branch) and the church. The Hurley Building is in the next block on the corner of Cambridge and Staniford Streets.

Commonwealth Corporation

The Schrafft Center
529 Main Street
Suite 110
Boston, MA 02129

Directions:

FROM I-93 SOUTH

- Take exit 28 (Sullivan Square/Charlestown)
- Pass straight through set of lights to enter rotary
- Merge into rotary traffic and take second right onto Main Street
- Take immediate left into the Schrafft Center parking lot, directly across from the Teamsters Building

FROM I-93 NORTH

- Take exit 28 at Sullivan Square (Route 99/Sullivan Square)
- Take right at T intersection at base of ramp (Cambridge Street)
- At 1st light enter rotary (Sullivan Square)
- Take 2nd right onto Main Street
- Take immediate left into the Schrafft Center parking lot, directly across from the Teamsters Building

FROM BOSTON, VIA STORROW DRIVE

- Take Storrow Drive Eastbound
- At Storrow Drive terminus, exit left on Route 28 Northbound (McGrath/O'Brien Highway)
- At 2nd set of lights turn right following signs to Charlestown
- Continue over Gilmore Bridge
- At set of lights take left onto Route 99/Rutherford Avenue
- Follow signs for Sullivan Square/Somerville
- At stop sign enter Sullivan Square Rotary
- Enter rotary and take immediate 1st right onto Main Street
- Take immediate left into the Schrafft Center parking lot, directly across from the Teamsters Building

FROM MASSACHUSETTS TURNPIKE EASTBOUND

- Stay on Mass Pike through downtown Boston
- At terminus of Mass Pike exit left onto I-93 North
- Follow I-93 North directions above

FROM CAMBRIDGE

- Take Memorial Drive eastbound following signs to Charlestown
- Memorial Drive turns into Edwin Land Boulevard
- Continue straight across Route 28/Msgr. O'Brien Highway following signs to Charlestown
- Continue over the Gilmore Bridge
- At the set of lights, take left onto Route 99/Rutherford Avenue
- Follow signs for Sullivan Square/Somerville
- At stop sign enter Sullivan Square rotary
- Enter rotary and take immediate 1st right onto Main Street
- Take immediate left into the Schrafft Center parking lot, directly across from the Teamsters Building

BY PUBLIC TRANSPORTATION

- Take the Orange Line to Sullivan Square.
- Upon exiting the station, you will see the Schrafft Center about a third of the way around the rotary. It is approximately a 5-minute walk or a complimentary shuttle service from the Flatley Company is available on the following schedule:
 - 6:00 AM to 12:00 PM- Regular Van Services (2 Vans) to and from Sullivan Square MBTA Station
 - 12:00 PM to 2:00 PM- One Van
 - 2:00 PM to 6:45 PM- Regular Van Services (2 Vans)
 - 6:45 PM to 9:00 PM- One van. Last run is at 9PM.

LOWELL, MA
Career Center of Lowell
18 John Street
Lowell, MA 01852

Directions: Take Route 495 to Lowell Connector. Take a left at end of Connector onto Gorham Street. Stay on Gorham Street (which becomes Central Street) for approximately $\frac{3}{4}$ mile until you reach downtown Lowell. At the end of Central Street take a left onto Merrimack Street. Take first right onto John Street. Entrance is #18 John Street.

NEW BEDFORD, MA
Greater New Bedford Career Center
618 Acushnet Avenue
New Bedford, MA 02740

Directions: From Route 195
Take Exit 15 (Downtown) to Route 18. Take the Purchase Street Exit. At the end of the ramp is a traffic light. Take a left at the light. Stay straight and proceed to the next traffic light. Take a left over the highway and proceed to stop sign. Take a left and proceed to the first building you see on the right hand side of the street.

From Dartmouth

Take Route 6 east. Stay on Route 6 until you come to the Downtown area (straight past Kentucky Fried Chicken). Continue to set of lights at Purchase Street intersection (Walgreen's is slightly to the left.). Take a left. Go past Walgreen's and at lights, take a right over the highway and proceed to stop sign. Take a left and proceed to the first building you see on the right hand side of the street.

From Fairhaven

Take Route 6. west over the Fairhaven Bridge. Do not take first right onto Route 18. Stay straight and get into right hand lane. At lights take a right onto Purchase Street. Go past Walgreen's and at lights, take a right over the highway and proceed to stop sign. Take a left and proceed to the first building you see on the right hand side of the street.

NORTHAMPTON, MA
Franklin / Hampshire Career Center
243 King Street
Northampton MA 01060

Directions: From North:
Take Exit 20 off of I-91 south. Pass straight through first traffic light. On the left after Hunan Gourmet is Pot Pourri mini-mall. Turn into the mini-mall parking lot. The office is through the main entrance on the left side of the building and is the first door on the right.

From South:

Take I-91 north to Exit 18. Take a left at the end of the ramp. Pass straight through 2 sets of lights. Go through the third light and take next right into the Pot Pourri mini-mall. Go down to the left side of the building to the main entrance. The office is the first door on the right.

NEWTON, MA

Employment & Training Resources
288 Walnut Street
Suite 130
Newton, MA 02460

Directions: From Route 128, take Exit 21 (Newton/Wellesley) to Route 16/Washington Street. Proceed 2 miles to the fork in the road, stay to right, continue on Washington Street. Follow Washington Street for one mile (Star Market will be on your right). Take a right onto Walnut Street after Star Market. Our building will be on the corner of Washington Street and Walnut Street (it is a former church). Once on Walnut Street, take first right; municipal parking will be on your left. Parking meters are for 1,3, and up to 12 hours. Entrance to ETR Newton is at 449 Newtonville Avenue (Suite 130), which is your first left off Walnut Street.

From the Mass Pike take interchange 17 (Newton Corner); follow Washington Street west to the intersection of Washington Street and Walnut Street. Take a left onto Walnut Street. Newton ETR is located at the corner of Walnut Street and Newtonville Avenue (the building is a former church). Entrance to Newton ETR is at 449 Newtonville Avenue (Suite 130), which is your first left off Walnut Street.

LEOMINSTER, MA

North Central Career Center
100 Erdman Way
Leominster, MA 01453

Directions: From Route 2:
Take Exit 31B. Turn right at the end of the ramp. Proceed to first traffic light (Erdman Way). Turn right onto Erdman Way and proceed ¼ mile, following signs to Career Center.

QUINCY, MA

Quincy Career Center
152 Parking Way
Quincy, MA 02169

Directions: Route 3 South (Exit 7 at the 128 split) to Exit 18 (Quincy Adams T/Braintree). Follow signs for Quincy Center (Burgin Parkway). Follow directions below.

Route 3 North to Exit 19 (Quincy Center/Quincy Adams T). Follow signs for Quincy Center (Burgin Parkway). Follow directions below.

From Burgin Parkway: At the 4th set of lights (approx. 1 mile) take a right onto Concourse Street. At the first light, go straight - the Career Center will be easily visible on your right.

From Boston on the "T": Take the Red Line to Quincy Center Station. Exit station onto Hancock Street, go right. Stay on Hancock, then take a right onto Cliveden Street. Left at end of Cliveden, walk approx. 2 blocks - you will see the Quincy Career Center on the left. Approx 15 minute walk.

By Bus: Take Bus #s 215, 230, or 238. Ask driver to drop you at the corner of School Street and Parkingway. Walk down Parkingway. The Career Center will be around the corner on the right. Less than 5 minute walk.

SPRINGFIELD, MA
FutureWorks Career Center
1 Federal Street
Building 103-3
Springfield, MA 01105-1160

Directions: From CT (on Route 91 North)

Take Exit 4, Broad Street. Follow East Columbus Avenue to 3rd light. Turn right onto State Street. Proceed for approx. 2 miles and take a left onto Federal Street. Take first right at Security Gatehouse. Guards will direct you to parking and building entrance.

From Points North (on Route 91 South)

Take Exit 7, Springfield Center. Follow State Street sign to first light. Take left under highway to State Street. Proceed for approx. 2 miles and take a left onto Federal Street. Take first right at Security Gatehouse. Guards will direct you to parking and building entrance.

From the Mass Pike

Take Exit 6, Springfield, then take a left onto Route 291 West. Take St. James Avenue exit. Bear left at end of ramp. Bear left at lights onto St. James Avenue. Continue to third set of lights. Turn right onto State Street. Take right at next set of lights onto Federal Street. Take first right at Security Gatehouse. Guards will direct you to parking and building entrance.