

PM America's Promise and ICDI IT Training Students' Responsibilities

#	Factors	<i>PM America / ICDI IT Training's Promise</i>	<i>ICDI IT Training Students' Responsibilities</i>	Comments
1	Open House	<p>a) Conduct the <i>ICDI IT Training Open House</i>.</p> <p>b) Explain our ICDI IT Training Program to interested parties.</p> <p>c) Answer attendees' questions.</p>	<p>a) Attend the Open House.</p> <p>b) Ask questions</p> <p>c) Clarify any details, prior to registering for any <i>ICDI IT Training Classes</i>.</p>	<p>a) On a needs basis, <i>PM America</i> will have our "<i>ICDI IT Training Open House</i>".</p> <p>b) We recommend the interested individuals RSVP us, with at least 24-hour notice.</p>
2	Registration	<p>a) Provide a "Registration Form" when prospective students decide to join the <i>ICDI IT Training Program</i>, for their specific <i>ICDI IT Training Class</i>.</p> <p>b) Verify the prospective students' qualifications for any discounts, such as</p> <ul style="list-style-type: none"> • Students' discount • Veterans' discount • Non-Profit Organization Membership discount • Early-Bird discount 	<p>a) Complete and sign the "Registration Form".</p> <p>b) Make the required payment for the <i>ICDI IT Training Class</i>.</p>	The prospective students should provide us with a "Proof of Evidence", such as Student ID, Veteran's ID, Non-Profit Organization Membership Card or any other supporting document to receive any discounts.
3	Training Class	<p>a) Provide each registered student with Course materials (for example, "<i>TestOut</i>") for the registered Training Class.</p> <p>b) Provide the students with the training class schedule.</p>	<p>a) Attend the ICDI IT Training Class, per schedule.</p> <p>b) Review the course materials, prior to the Training Class, to enable you ask the instructor relevant questions about the subject of the day.</p>	<p>a) We recommend that our students do not to miss any classes.</p> <p>b) For any un-avoidable situations, the students should notify the Instructor and <i>ICDI IT Training Coordinator</i>, ASAP.</p>
4	Tests and Quizzes	<p>a) Conduct tests and / or quizzes on the subjects already covered.</p> <p>b) Tests and / or quizzes may or may not be announced ahead.</p>	<p>a) Prepare well for the tests and / or quizzes.</p> <p>b) Perform well in the tests and / or quizzes</p> <p>c) Pass the tests and / or quizzes.</p>	
5	Certification Exam(s)	<p>a) Provide you with sample "Questions & Answers" to help you prepare for your certification exam(s).</p>	<p>a) Prepare well for your certification exam(s).</p> <p>b) Keep practicing until you consistently get a score of 90% or higher (at least three</p>	<p>a) Remember, the certification exams cost money (approximately, \$200 - \$300 per exam).</p>

		<p>b) Provide you with access to Exam Simulation Software to prepare for your real certification exam(s).</p> <p>c) Provide you with information on your Certification Exam Registration.</p>	<p>times) for your Practice Exams, prior to taking the real certification exam.</p> <p>c) When you are ready to take your certification exam, register and pay for your certification exam.</p> <p>d) Visit the nearest Test Center, and take the certification exam.</p> <p>e) Pass the certification exam(s), and get certified.</p>	<p>b) Prepare well (<i>Practice! Practice! Practice!</i>), until you are really ready to take the real exams.</p> <p>c) Some exams may be easy to pass, while some certification exam(s) may be very hard. You may fail, but, never give up.</p> <p>d) If you fail any exam, repeat the following Steps:</p> <ul style="list-style-type: none"> o Again, practice and prepare for your exam. o Again, register and pay for your certification exam. o Take your certification exam at a Test Center, and pass.
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After getting certified...

6	PM America's Real-life Orientation	<p>a) When you are certified (for example, after obtaining <i>CompTIA A+ Certification</i>, <i>Network+ Certification</i>, and <i>Security+ Certification</i>) by passing <i>Certification</i> exams (for example: <i>CompTIA A+ exams</i>, <i>Network+ exam</i>, and <i>Security+ exam</i>), we will provide you with a "Real-life Orientation" for a specific job (for example, IT Security Specialist job/position).</p> <p>b) <i>PM America's Real-life Orientation</i> is Free for our Students, who registered and attended all the required training classes and got certified by passing all the required certification exams.</p>	<p>a) Notify <i>PM America</i> when you have passed all of the certification exams and have become certified.</p> <p>b) Provide <i>PM America</i> with copies of your certifications (for example, <i>CompTIA A+ Certification</i>, <i>Network+ Certification</i>, and <i>Security+ Certification</i>).</p> <p>c) Enroll for <i>PM America's</i> Real-life Orientation.</p> <p>d) Participate and complete <i>PM America's Real-life Orientation</i>.</p>	<p>a) You may have passed all of your certification exams with flying colors and earned all of your certifications.</p> <p>b) However, if you have not successfully completed your "<i>Real-life Orientation</i>", you may not be ready for your real IT job.</p> <p>c) <i>PM America's Real-life Orientation</i> is Free for our Students. Please take advantage of it.</p>
7	Resume	<p>a) Help you prepare/update your resume, by mentioning the following:</p>	<p>a) Provide <i>PM America</i> with the required information to help you prepare/update your resume.</p>	<p>a) Without a good resume, you might not be noticed by recruiters.</p> <p>b) <i>PM America's</i> service/help in preparing/updating your</p>

		<ul style="list-style-type: none"> • IT Training Classes that you successfully completed. • IT Certifications. • Knowledge and skills obtained by successfully completing <i>PM America's Real-life Orientation</i>. <p>b) Provide you with information on how to post your resume online on popular job bulletin boards, such as <i>Career Builder, Dice, Indeed, Washington Post, Monster</i>, etc.</p>	<p>b) Post your resume online at popular job bulletin boards, such as <i>Career Builder, Dice, Indeed, Washington Post, Monster</i>, etc.</p> <p>c) Check the Classified Ads at <i>Washington Post</i> and other media, and respond to relevant ads, with your resume.</p>	<p>resume is <i>Free</i> for our students. Please take advantage of it.</p>
8	Job Interview(s)	<p>a) Help you prepare for your IT job interviews (with various companies and recruiters).</p> <p>b) Provide you with tips for a successful interview.</p> <p>c) Help you practice by participating in a <i>Mock Interview</i>, which will help you prepare for your real interview.</p>	<p>a) Be available and coordinate with <i>PM America</i> to help you prepare for your IT job interviews.</p> <p>b) Learn from <i>PM America</i>, when it provides you with tips for a successful interview.</p> <p>c) Participate in a <i>Mock Interview</i>.</p>	<p>a) You might have passed all of your certification exams with flying colors and received all of your IT Certifications.</p> <p>b) You might have successfully completed your "<i>Real-life Orientation</i>".</p> <p>c) You might have prepared / updated your resume to showcase your talents.</p> <p>d) However, if you perform poorly on your interview, you may lose your opportunity.</p> <p>a) Coordinate with <i>PM America</i> to prepare for your IT job interviews.</p> <p>b) This service is <i>free</i> for our Students. Please take advantage of it.</p>
9	A Real IT Job	<p>a) When we have any job opportunities available at <i>PM America</i>, we will notify all of our students about the available opportunities.</p> <p>b) First priority for hiring will go to our students, and then to outsiders, provided that they</p>	<p>a) While <i>PM America</i> is trying to help you by developing your skills and increasing your job-ability, you should be ready to apply for relevant IT jobs at any companies, on your own.</p>	<p>a) Be proactive, and keep applying for your real IT job.</p> <p>b) Remember: Now, you have developed your skills and increased your job-ability, by doing the followings:</p> <ol style="list-style-type: none"> 1. Finished your IT Training Classes.

	<p>meet the following criteria / requirements:</p> <ol style="list-style-type: none"> 1. Get certified (for example, <i>CompTIA A+, Network+, and Security+</i>), by passing all required certification exams. 2. Participate and complete <i>PM America's Real-life Orientation</i>. 3. Meet the eligibility requirements (Note: Some Gov't contract positions require U.S. Citizenship, etc.). 4. Be available. <p>c) When we don't have a position for you at <i>PM America</i>, we will reach out to fellow business owners and other recruiters to find out whether they have any job openings for you. If they do, we will try to place you on their openings / positions.</p> <p>d) If you are a qualified fit, when any recruiters and / or fellow business owners reach out to us for specific talents and skills, we will connect you with them to fill their positions.</p>	<p>b) You should NEVER completely depend on <i>PM America</i> for getting your job.</p> <p>c) You should do your part, by keep applying for relevant IT jobs.</p>	<ol style="list-style-type: none"> 2. Got your IT Certifications, by passing your Certification exams. 3. Completed your '<i>Real-Life Orientation</i>'. 4. Got your IT-related resume. 5. Posted your resume online. 6. Got ready for a successful interview.
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The Bottom Line

1. PM America's *ICDI IT Training* Team has helped our students earn real IT jobs or to transition from non-IT backgrounds to IT.
2. We are doing our level best to help our students, by developing their IT skills and increasing their job-ability.
3. So far, we have helped many people. We will continue to help many more.
4. However, students need to do their part by fulfilling the responsibilities outlined in this document.
5. Your success ultimately belongs to you.
6. When you do your part, by working hard and never giving up, *PM America* can do its part and help you write ***Your Own Success Story***.