

## FREQUENTLY ASKED QUESTIONS FOR: SCHOOL VISIT / CONTACT CHECKLIST

**Name of School:** T. Byrd Training Center      **Phone #:** 609) 484 – 9356  
**Web Site Address:** [www.tbyrdcenter.com](http://www.tbyrdcenter.com)      **School Representative:** Veronica McCoy

- ✚ Are there any prerequisites, skills, or equipment needed before starting the course?  
**All students must have a 9th grade reading and comprehension level to become a student. There are no other requirements.**
- ✚ What are the admissions requirements?      **9th grade reading level**
- ✚ How long is the course?      **250 hours for 10 weeks**
- ✚ What is the daily class schedule?      **8:30 am to 4:30 pm Monday through Wednesday**
- ✚ Will the schedule change during the course?      **No**
- ✚ Does the course have an internship or work-study program?      **No, students seek employment**
- ✚ Is the equipment the same or nearly the same, as the equipment you will use on the job?  
**Meets current industry standards**
- ✚ Will you be able to practice on the same equipment after classes?  
**Yes, Tutoring is provided daily during the hours of 4:00p and 4:30pm**
- ✚ Describe the school's placement assistance: (How do they help you get a job?)  
**You will be required to begin job search in week 2 after successfully completing your resume. Students will e-mail, post or fax three resumes per day for a weekly job search grade & report.**
- ✚ About how much homework or study after class is necessary each day?  
**None, all assignments are completed in class; however there is 1 field assignment per week**
- ✚ How much does the program cost?      **Ms Office Professional and Quick Books \$4,500.00**
- ✚ Will you have to pay any money yourself?      **THERE ARE NO OUT OF POCKET EXPENSES**
- ✚ How long has the school been in business?      **Since 1990**
- ✚ Is the school close to a bus route?      **YES    Route: 509    Train Route: YES**
- ✚ Does the school have accommodating parking?      **YES**
- ✚ What types of jobs have other students ended with and were the jobs training related?  
**Hourly and/or yearly wages for prior students: \$12 -- \$18 per hour  
Contact us for a copy of our most recent Job Placement Report**