



# CITY COLLEGE FOR MUNICIPAL EMPLOYMENT

## Train Now For Available City Jobs



- Professional Development
- Skilled Trades
- Healthcare
- Technology
- Business & Administration
- Public Safety

Our partners include the **Community College of Philadelphia (CCP)**, the **School District of Philadelphia**, **Philadelphia Works** and others. Together, CCME will build workforce training in key City career pathways including:

- Skilled Trades
- Healthcare
- Technology
- Business & Administration
- Public Safety
- STEM



# CITY COLLEGE FOR MUNICIPAL EMPLOYMENT (CCME)

## ABOUT

The City College for Municipal Employment (CCME) is a City of Philadelphia program that opens doors to Philadelphians 18 and older with a high school diploma to FREE career specific training and education. The CCME programs prepare Philadelphians to work and serve in essential areas of City government with good paying jobs, healthcare, retirement and other benefits.

### Programming will be available to individuals interested in:

- a City career, but may lack the education, training, or certifications necessary.
- City employees looking for promotional opportunities.
- career readiness for Philadelphians interested in City-supported workforce development opportunities.

Training is at no cost to those enrolled and accepted into the program. Individuals who are enrolled in CCME will receive wrap around services and supports to ensure success in their program and in the opportunity to be hired by the City, or other employers partnered with the City of Philadelphia's workforce programming. Participants can also earn achievement incentives and other benefits as part of their engagement and achievement throughout their program.



# PROFESSIONAL DEVELOPMENT COURSES

## Career Readiness Soft Skills (CRS) Program

The Career Readiness Soft Skills (CRS) Program provides participants with a strong foundation in the application of workplace skills, including communication, teamwork, work habits, life skills, and budget basics. A basic math refresher is also included to reintroduce key math concepts needed to successfully enter employment, further study, or other programs. CRS Programs will be offered regularly throughout the year and are required for all CCME participants enrolling in a technical program.

## City 101

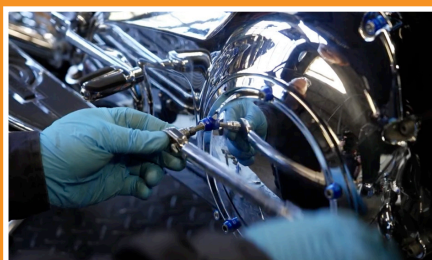
This course is prepared for CCME participants to gain an understanding of the importance of public service employment with the City. The course will cover topics that include: an overview of municipal service and its importance to Philadelphia; structure of Philadelphia's government and employment structure; outline the City's Diversity Equity and Inclusion Principles; responsibilities and expectations of public service and its municipal service employees; characteristics of working with diverse cultures. The course will provide case scenarios and activities that allow individuals to imagine the roles and responsibilities involved in working for City government.

# CAREER PATHWAY PROGRAMS

## SKILLED TRADES - MECHANICAL, CONSTRUCTION, TRANSPORTATION

### Automotive Service 1 Proficiency Certificate

CCP's Automotive Service I Proficiency Certificate is designed for individuals interested in entering the field of automotive technology with a set of core skills. This credit program aligns with the City's Trades Helper (Auto Mechanic) roles, and also prepares participants to obtain employment in small shops, dealerships or franchise-based repair facilities. Upon completion, the courses in this program can be applied to the College's Automotive Technology Associate in Applied Science Degree. Individuals interested must be admitted to the College for enrollment.



## HEALTHCARE

### Patient Services Representative Proficiency Certificate

CCP's Patient Service Representative (PSR) Proficiency Certificate program will teach the administrative components of a medical practice and clinical setting. Participants will learn how to collect demographic and insurance information, schedule patients according to the provider's guidelines and protocols, collect payments associated with services rendered, and other duties necessary to provide efficient, timely services to patients and their families. This credit bearing program aligns with the City's Medical Clerk roles within the City of Philadelphia Health Department. Upon completion, the courses in this program can be applied to the College's Health Care Studies Degree program. Individuals interested must be admitted to the College for enrollment.



# CAREER PATHWAY PROGRAMS

## [TECHNOLOGY]

### Computer Support Specialist Technician Program

The Computer Support Specialist Technician program is a stackable credential for entry level employment with the City as a Computer User Support Specialist. The program will also prepare participants to continue into related certificate or degree programs at Community College of Philadelphia. Computer Support Specialist technicians maintain computer networks and provide technical assistance to computer users. This program runs 28 weeks. During the first 14 weeks students learn foundational skills in information technology, including CompTIA IT Fundamentals and AWS Cloud Practitioner modules. After successful completion of Part 1, students take courses eligible for college credit, and can earn both the CompTIA A+ and CompTIA Network+ certificates. Students must test into the College for Part 2.



## [BUSINESS & ADMINISTRATION]

### Office Administrative Professional

This non-credit course prepares participants for employment as an administrative assistant, office clerk, secretary, or office manager. It will introduce participants to the essential skills required to work in an office with efficiency, productivity, and professionalism. The course also covers pertinent technical skills and soft skills including customer satisfaction, ethics, and telephone etiquette, along with information systems management. Math and English essentials will be reviewed as they apply to this position. The program is over 100 hours of training and runs for 10 weeks. The program aligns with the Office Clerk role within departments across the City of Philadelphia.



# CAREER PATHWAY PROGRAMS

## [PUBLIC SAFETY]

### Criminal Justice and Human Services Pilot

The City of Philadelphia is hiring Correctional Officers for the Philadelphia Prisons Department. Individuals who are 20 years old, have a high school diploma and can carry out the physical requirements of the job could be eligible for a potential role as a Correctional Officer. The City is partnering with the College to support eligible candidates to take courses in the criminal justice and human services programs that have been identified as key to the skills and knowledge necessary to be successful as a Correctional Officer. Courses include Survey of Criminal Justice, Victimology and Trauma, Introduction to Behavioral Health and Human Services, Introduction to Conflict Resolution Theory and Practice, and Introduction to Trauma and Trauma-Informed care. This pilot is targeted to currently enrolled CCP students.





**We're looking for  
the best in Philly to  
make Philly the best  
it can be.**

If you want to make a difference in Philadelphia, this is the place to start.

The City of Philadelphia offers dependable jobs in municipal government with good salaries, great benefits, and pathways for growth and career advancement.

Through the first ever City College for Municipal Employment (CCME), Community College of Philadelphia is ready to help prepare you for these jobs at no cost to you.

Together, we're creating a future for Philly that's safer, cleaner, and greener for everyone, and we're looking for people excited by what Philly can become. If that's you, and you want your time, your talent, and your energy to really mean something, join us in making a difference in Philadelphia. Make a smart choice for your future.

**Let's make it happen!**



Complete an interest form to learn more about CCME and start the enrollment process in any open programs of interest. You will be added to the mailing list and receive updates about events and future opportunities.



Scan to learn more:

Visit:  
[ccp.edu/ccmeinterest](http://ccp.edu/ccmeinterest)