



PIONEER TECHNOLOGY CENTER GUARANTEED GRADUATE

Pioneer Technology Center (PTC) is aware of the time and energy employers invest in new employees. We have made it our mission to prepare our students to be a reliable asset in their chosen career. PTC's confidence in our graduates now comes with a guarantee!

PTC is dedicated to serving the best interests of our students, graduates, and industry partners. The Guaranteed Graduate Program is another example of our commitment to the community we serve. Of course, with any new program there are many questions to be answered. We hope you will find the following information helpful.

Pioneer Technology Center believes that in order to be successful in a career, individuals must meet the academic and technical standards related to their career of choice. To that end, PTC offers rigorous programs of study designed in cooperation with business and industry to ensure that students are fully prepared for the demands of the workplace.

PTC is pleased to introduce the **PTC Guaranteed Graduate** program which allows employers to hire PTC graduates with the confidence of knowing that their new employees have the backing of the school that prepared them for the job.

For complete program details, or if you have any questions, please contact Lori Evans with PTC's Student Services Department at lorie@pioneertech.edu or (580) 762-8336 ext. 313

Here's how it works:

- Being a Guaranteed Graduate is something that is *earned* by our graduates. Students are encouraged to strive for this goal beginning at the time of enrollment.
- Not all PTC graduates are eligible to become a Guaranteed Graduate. Candidates for this program undergo a rigorous screening process to make sure that they are ready to work for you. When a student completes the following standards, they will be considered a "Guaranteed Graduate" of PTC:
 - Verification of HS Diploma or GED
 - Completion of all Career Major course requirements
 - Recommendation from teacher
 - PTC GPA ≥ 3.0
 - PTC Attendance ≤ 3 absences/semester (3 tardies = 1 absence)
 - Achieve a minimum of Silver WorkKeys endorsement
 - Achieve a credential, license or certification related to Career Major
 - After the Guaranteed Graduate is hired and on the job, we ask that employers complete a one month progress update and return it to PTC.
 - If during the first 90 days of employment, the employer experiences issues or concerns with a Guaranteed Graduate's performance of skills related to his/her PTC training, the employer can request additional support for the new hire. PTC will provide re-training, coaching and support for the Guaranteed Graduate at no cost to the graduate or the employer. Some limitations may apply to the services we can provide. PTC stands by our graduates!

Contact PTC to learn more about the program or discuss your specific hiring needs:

Lori Evans, PTC Student Services Coordinator

lorie@pioneertech.edu

(580) 762-8336 ext. 313



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EMPLOYER AGREEMENT

This agreement, between Pioneer Technology Center (PTC) and _____ (Employer), details the terms for participating in PTC's Guaranteed Graduate Program as a result of employing _____ (Graduate's Name) on _____ (1st day of full-time employment).

Eligibility:

- A. The employer must be established with a phone book listing that includes the organization's name, address and phone number.
- B. Qualified employment includes permanent, full-time positions or contract, full-time positions no less than 6 months in duration.

Program Requirements and Limitations:

- A. Not all PTC graduates are eligible to participate in this program; only PTC graduates who have been issued an official Guaranteed Graduate Certificate are eligible. Confirmation of eligibility and acceptance by the employer must be approved prior to the graduate's first day of employment.
- B. PTC must have the Student Application (signed by the graduate) and the Employer Agreement (signed by authorized representatives of both PTC and the Employer) on file on or before the graduate's first day of employment.
- C. The Employer will be contacted for a progress status update on the Guaranteed Graduate within 30 days of fulltime employment.
- D. The Employer must communicate any concerns or on-the-job challenges involving the graduate with PTC's Student Services Department, thus allowing PTC to work with the graduate to improve his/her performance.
- E. The graduate guarantee is in effect 90 calendar days from the graduate's first day of employment.

The above terms of eligibility, program requirements, limitations and criteria are understood and accepted.

Employer Contact Information:

Company Name: _____ Phone: _____

Address, City, State, Zip: _____

Employer Authorized Representative (Please Print): _____

Email: _____ Representative Phone: _____

If you have questions regarding Pioneer Technology Center's Guaranteed Graduate program, please contact:

Lori Evans, PTC Student Services Coordinator

Phone: (580) 762-8336 ext. 313 Email: lorie@pioneertech.edu FAX: (580) 718-4370

Pioneer Technology Center (2101 N. Ash, Ponca City, OK 74601) does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, or veteran status. For inquiries concerning the application of this policy contact either Kahle Goff (580) 718-4297 or Arlene Stauffer (580)718-4243, Co-Compliance Officers.



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STUDENT APPLICATION

Any student desiring to be recognized as a PTC Guaranteed Graduate should complete and submit this application to the instructor of his/her instructional area. The student must have met all the requirements listed below and must provide the supporting documentation requested. The Guaranteed Graduate distinction is limited to the first full-time employment position (for up to one year) post-completion at PTC.

- Earn a HS Diploma or GED
Final HS Transcript; GED Examination Transcript; Other Approved Documentation
- Complete all course requirements from Career Major
PTC Transcript
- PTC GPA \geq 3.0
PTC Transcript
- PTC Attendance \leq 3 absences/semester (3 tardies = 1 absence)
(Attendance requirement if for the final year of training at PTC)
PTC Attendance Record
- Achieve a minimum of Silver WorkKeys credential
Copy of WorkKeys Certificate
- Achieve a credential, license or certification related to Career Major
Copy of Credential

To be completed by the student:

Student Name (Printed): _____

Student Signature: _____ Date: _____

Career Major/Course: _____

Primary Phone: _____ Alternate Phone: _____

Instructor Verification:

(Forward completed/signed application to the Instructional Director for your area.)

I hereby recommend the student named above as a Guaranteed Graduate in the Career Major indicated. S/he has met or exceeded the requirements established for this distinction.

Instructor Signature

Date

Instructional Director Approval:

(Return completed/signed application to the Student Services Coordinator.)

Instructional Director Signature

Date

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