

First Step-Next Step Partner Role Overview

In order for your client to be eligible for the First Step – Next Step program, they must successfully complete all the following relevant pre-screening steps and have a High School diploma or a GED. A Post-Secondary degree is also welcome.

1. Partner agency must submit First Step-Next Step Letter of Interest to Employer Solutions, Inc.
2. Complete and pass a Profile Work Assessment *(This assessment is currently in the process of being developed. A staff member from PPL will inform all partner agencies once the Profile Work Assessment is completed)*
3. Per employer partner request candidates must pass the Test of Adult Basic Education (TABE) **at a sixth grade level or higher for Reading** to be accepted into the program. TABE Tests are given Monday-Thursday at the Ronald M. Hubbs Center promptly at 10:30a.m. If client does not pass the test, they can be referred to Ronald M. Hubbs Center where they can work on building reading, vocabulary and test taking skills. The candidate can work through the Reading sections in about 12 hours and then retest on the TABE.
4. Verify that all referred candidates have a High school diploma or a GED to be eligible for the First Step – Next Step program.
5. Obtain a signed Participant Agreement form which gives permission to the referring Community Based Organization to share/exchange program information with Regions Hospital, PPL, and Employer Solutions Inc's First Step –Next Step program. The candidate must also follow the rules and principles of the First Step – Next Step program.
6. If your client is a Certified Nursing Assistant or has any other Certifications, please take a copy of the document and submit it with all other paperwork. The telephone number to verify if a CNA is current on the Minnesota State Nursing Assistant Registry is **651.215.8705. Please follow the prompts and press 2 and enter your client's social security number and continue to follow the prompts.**
7. All potential candidates must pass a criminal background check before entrance to the First Step – Next Step program and be eligible for employment in the healthcare field. **Partner agencies are responsible for obtaining criminal background report; this requires paying a fee for the service.**

For organizations that do not have a process for running criminal background checks, Project for Pride in Living's Employment and Training program currently utilizes Verified Credentials, Inc. to complete criminal backgrounds.

Verified Credentials, Inc. will customize a background check package(s) that fits your needs. If you are interested in finding out more about VCI the number is **952.985.7200.**

Criminal background checks generally go back 7-10 years. However, certain charges—even from 20 or 30 years ago—will show up on a background check. **On any job application, it is always better to be honest and up front -** potential employers should not be surprised by something on a background check. There are some charges/convictions that can be a disqualification for the program. These include any charges that disqualify a candidate from working in healthcare in the state of Minnesota with a vulnerable population. Examples of unacceptable charges/convictions include but are not limited to:

- Theft
- Assault
- Criminal Sexual Conduct
- Domestic Assault
- Malicious Punishment of a Child
- Welfare Fraud
- Check Forgery/Fraud
- Harassmen