

## MWBE/Workforce Development Community Workshop

*Contracting and job opportunities  
in construction-related fields*



November 30, 2017  
Capital South Campus Center



## MWBE OPPORTUNITIES

Is your company already MWBE-certified?

1. General information on the City School District of Albany website:
  - [www.albanyschools.org/RebuildingAHS](http://www.albanyschools.org/RebuildingAHS)
2. Register with the district and provide your company's information to receive notifications, helpful information and other updates:
  - [www.albanyschools.org/RebuildingAHS/MWBE\\_form\\_11-17.pdf](http://www.albanyschools.org/RebuildingAHS/MWBE_form_11-17.pdf)
3. Monitor active bids:
  - [www.csarchplanroom.com](http://www.csarchplanroom.com)
  - You can set up an account and view active projects and bid documents. There is a \$49 fee to download documents in PDF format.
4. Questions or general feedback for the district?
  - [www.albanyschools.org/district/feedback.htm](http://www.albanyschools.org/district/feedback.htm)



## MWBE CERTIFICATION PROCESS

### Not certified?

Here's what you need to know about the process.

✓ **First Step:** *Does my company qualify for MWBE certification?*

1. Is the company at least 51% owned, operated and controlled by a minority member and/or woman?
2. Personal net worth cannot exceed \$3.5 million after allowable deductions:
  - a) Primary residence, or mortgage for that residence;
  - b) Ownership interest in the applicant's firm;
  - c) Up to \$500,000 of any qualified retirement savings plan.
3. Independent of other firms, demonstrate active business and that the business has been in operation for at least one year.



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## MWBE CERTIFICATION PROCESS

✓ **Second Step:**

1. Begin eligibility process:
  - [esd.ny.gov/mwbe-new-certification](http://esd.ny.gov/mwbe-new-certification)
2. Complete a Personal Net Worth Affidavit to confirm personal net worth.
  - Sign, notarize and date.
4. Use Attachment B worksheet to determine your personal net worth.
5. Review and obtain mandatory supporting documents.
6. Firms must not employ more than 300 individuals.



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## MWBE CERTIFICATION PROCESS

### ✓Third Step:

1. Begin application process:
  - [ny.newnycontracts.com](http://ny.newnycontracts.com)
  - Follow Option 1 for new certification.
2. Create an account in the vendor management system.
3. Complete and submit an electronic application.



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## WORKFORCE REQUIREMENTS

### Minimum requirements:

- TASC (formally GED) high school equivalency
  - [www.tasctest.com/test-takers.html](http://www.tasctest.com/test-takers.html)
- OSHA training

### *Union apprenticeships may require additional requirements:*

- Specific high school courses
- Additional training
- Prior experience



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## WORKFORCE REQUIREMENTS

### Pre-Apprenticeship Program:

- Albany Youth Build
  - [albanyny.gov/Government/Departments/YouthandWorkforceServices](http://albanyny.gov/Government/Departments/YouthandWorkforceServices)

### *Unions may offer pre-apprenticeship or pre-job programs:*

- **Minimum requirements:**
  - 18 years or older
  - High school graduate or equivalent



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## WORKFORCE REQUIREMENTS

### Apprenticeship Program:

#### **How do I become a union apprentice?**

- Be 18 years or older (or 16 years old with parental approval)
- Take part in on-the-job training under a skilled union worker
- Complete related classroom training
- Sign a contract with the employer, approved by the New York State Department of Labor



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## WORKFORCE RESOURCES

Register with the district and provide your information to receive notifications, helpful information and other updates.

- [www.albanyschools.org/RebuildingAHS/WD\\_form\\_11-17.pdf](http://www.albanyschools.org/RebuildingAHS/WD_form_11-17.pdf)

### If you need high school equivalency:

- TASC, or high school equivalency classes, are offered locally to prepare for the exam.
- Classes may be free based on economic eligibility.
- Pre-registration is recommended.



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## WORKFORCE RESOURCES

### TASC preparation classes

- **Capital Region BOCES Career and Technical School**
  - Building A, 1015 Watervliet-Shaker Road, Latham
  - Tuesday through Thursday, 9 a.m. to noon
- **New York State Department of Labor**
  - 179 Central Avenue, Albany
  - Tuesdays and Thursdays, 9 a.m. to noon

For additional information and locations, visit:

[capitalregionboces.org/CareerTech/AdultEd/HSE\\_ESOLProgramDescript.cfm](http://capitalregionboces.org/CareerTech/AdultEd/HSE_ESOLProgramDescript.cfm)



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## WORKFORCE RESOURCES

Additional resources to search for job opportunities:

Active union trades with job description

[labor.ny.gov/apprenticeship/general/occupations.shtm](http://labor.ny.gov/apprenticeship/general/occupations.shtm)

Apprenticeship general information

[labor.ny.gov/apprenticeship/appindex.shtm](http://labor.ny.gov/apprenticeship/appindex.shtm)

Apprenticeship opportunities

[labor.ny.gov/pressreleases/apprenticeshiparchive.shtm](http://labor.ny.gov/pressreleases/apprenticeshiparchive.shtm)

Search engine for apprenticeships and jobs

[newyork.us.jobs/index.asp](http://newyork.us.jobs/index.asp)



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## ELIGIBILITY FOR TASC EXAM

### ***General eligibility requirements:***

1. Be a New York resident for the previous 12 months
2. Be at least 16 years old and not officially enrolled in high school
3. For tuition-free assistance, meet educational and economic guidelines for admission



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## WHERE TO TAKE THE TASC EXAM

### Capital District Educational Opportunity Center (EOC)

30 North Russell Road, Westgate Plaza, Albany

Every Friday (except when closed)

Arrive at 8:15 a.m. to noon

Call (518) 273-1900 for more information

You may also begin the application process online at  
[hvcc.edu/eoc/register](http://hvcc.edu/eoc/register)



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## WHERE TO TAKE THE TASC EXAM

### Register Online

- Review general information on the TASC exam:
  - [tasctest.com/test-takers.html](http://tasctest.com/test-takers.html)
- Create an online account and take the exam:
  - [newyork.tasctest.com](http://newyork.tasctest.com)



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## OSHA TRAINING

### Capital Safety Services

260 Osborne Road, Loudonville

Email: [capitalsafety@capitalsafetyervices.com](mailto:capitalsafety@capitalsafetyervices.com)

Phone: (518) 427-8405

For more information, visit:

[capitalsafetyervices.com](http://capitalsafetyervices.com)



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## OSHA TRAINING

### Upcoming Schedule:

**December 14-15**

7:00 a.m. to 12:30 p.m. both days

**Cost \$150**



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## OSHA TRAINING

### Capital Region BOCES

Shenendehowa Central School District  
Transportation Department – Training Room  
970 Route 146, Clifton Park

**Email:** [jennifer.bennett@neric.org](mailto:jennifer.bennett@neric.org)

**Phone:** (518) 464-5118

For more information, visit:

[capitalregionboces.org](http://capitalregionboces.org)



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## OSHA TRAINING

### Upcoming Schedule:

**January 23-24**

8:00 a.m. to 2:30 p.m. both days

**Cost \$100**



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## OSHA TRAINING

Online:

OSHA Education Center  
[oshaeducationcenter.com](http://oshaeducationcenter.com)  
24/7 assistance at 1-800-586-3784

Create an online account and take the training

**Cost \$59**



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## QUESTIONS/DISCUSSION

- Please complete the informational forms provided
- Follow the district website for future notifications, information and updates – [albanychools.org](http://albanychools.org)



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