



## Workforce Advantage:

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Finding Employees and Training Resources in Springfield and Sangamon County, Illinois

# WORKFORCE ADVANTAGE:

Finding Employees  
and  
Training Resources  
in  
Springfield  
and  
Sangamon County, Illinois

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# INTRODUCTION

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“Where will we find the workers to staff our expansion?” Among all of the many questions and comments received by the Economic Development Council for Springfield and Sangamon County, Illinois, (EDC) this question ranks among the most heard - and rightfully so! The unprecedented, steady growth of our economy, combined with changing trends in demographics, has created one of the most serious challenges to growing business in this decade: a shortage of qualified labor.

While there are no easy or quick solutions to this challenge, employers who need new workers or need to upgrade the skill base of their employees do have options. Knowing about these options is the first step in staying competitive in a fast-paced marketplace. Cataloging these options is the purpose of this resource for local employers.

Within this publication, employers will be able to locate sources of labor. A list of local agencies who are in direct contact with individuals seeking employment are profiled at the end of this section. Next, employers will find a section on the local institutions and agencies that train local labor. Last is a section on financial resources for employers who would like to participate in programs that will allow them to expand their workforce.

While instructions are provided to access any of the resources in the publication, remember the EDC stands ready to assist any employer who would like assistance.

Our thanks to the several agencies who cooperated with the EDC in the development of the publication.

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# SOURCES OF LOCAL LABOR

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## Sources for Finding Labor

Finding workers in today's economy can be daunting. Almost all employers with whom representatives of The Greater Springfield Chamber of Commerce and the Economic Development Council for Springfield and Sangamon County interact with state that finding well-skilled, trainable workers is one of their most critical responsibilities.

This section of the publication catalogues several sources of labor for local employers. Some of the sources described below are well-known; others may appear to be unconventional. In any case, using these resources should greatly increase your capacity to find the workers you need to get the job done.

Illinois Employment & Training Center-Springfield

The Lee Resource Center

The Springfield Urban League

Employment Agencies Serving Local Employers

# *ILLINOIS EMPLOYMENT & TRAINING CENTER*

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The Springfield Illinois Employment & Training Center is a joint venture between the Illinois Department of Employment Security, the Land of Lincoln Consortium, Workforce Investment Board, and Sangamon County Department of Community Resources. Together these agencies provide information, at no cost, for those individuals currently seeking employment as well as those exploring career changes. The Center offers an array of services, everything from unemployment benefits through retraining. The Center's computer lab allows job seekers to do resume preparation, seek jobs via the World Wide Web and communicate with other Training Centers nationwide. The career library provides a complete collection of reference materials including books, videotapes and CD-ROMs. Fax machines, copiers, printers and telephones are available for public use. Counselors and staff on hand are committed to the clients they serve and are able to help clients cope with the unexpected changes in the job.

The Springfield Employment & Training Center (SETC) Network is an innovative, customer-driven system designed to provide employment and training services to job seekers and employers, in cooperation with local educational institutions. The SETC Network is a one-stop source where the public can easily access a broad array of employment, training, educational and related services.

Job seekers or workers looking to improve their skills or locate employment can rely on SETC resources and services to help them realize their employment potential.

## **Contact:**

Springfield IETC  
1300 S. Ninth  
Springfield, IL 62703  
(217) 782-3846  
[www.ietc.org](http://www.ietc.org)

# *THE DR. EDWIN LEE RESOURCE CENTER*

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The Dr. Edwin Lee Resource Center is a community-based, one-stop family center at 501 S. 13th Street in Springfield, Illinois. The Center provides various services to support families as they work toward becoming self-sufficient. The Community Resource Center is not a new service but a new way of delivering services and is:

- A one-stop shop for information on how to access state and community human services.
- A center in the Springfield Enterprise Community for job opportunities.
- A place where everyone will be treated with dignity and respect.

## **What Does the Community Resource Center Offer?**

The Lee Resource Center regularly screens its program participants to determine suitability for employment, special skills, training and experiences. Additionally, The Center determines which remedial skill training is needed to enhance the program participant's employability. The Center actively maintains a list of individuals who are ready to work.

## **Contact:**

Mr. John James  
The Dr. Edwin Lee Resource Center  
501 South 13th Street  
Springfield, IL 62701  
(217) 557-0045

# *THE SPRINGFIELD URBAN LEAGUE, INC.*

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The mission of the Springfield Urban League is to enable African-Americans, other minority groups and the underprivileged to cultivate their potential and exercise their full human rights as American Citizens. The Springfield Urban League utilizes its dual role of advocacy and service in the delivery of many forms of a social services which provides support to individuals in the midst of career reorientations. The Urban League provides career counseling together with pre and post employment interventions.

The employer-support services provided by the Springfield Urban League are housed in its Division of Employment Training and Career Development (ET&CD). The ET&CD is part of a consortium comprised of the following local service providers: Sangamon County Department of Community Resources, Springfield Community Federation, Springfield Housing Authority and United Cerebral Palsy of Land of Lincoln. The consortium was formed to assist Temporary Assistance to Needy Family (TANF) individuals in becoming self-sufficient.

ET&DC provides area job seekers and employers with efficient, effective and conscientious employment generating services. Services provided to area job seekers and employers include but are not limited to intake assessment, vocational/career consultation, resume preparation, counseling, referral, job placement, supportive service assistance and post employment follow-up services. Area employers derive an immediate direct benefit from on-going ET&DC scheduled job development initiatives. It is during this time that a meaningful exchange between the employer and the job developer occurs, thus prompting a more in-depth understanding of the expectations and offering of the two parties and greater assurance of appropriate job referrals/placement occurs.

## **Contact:**

Springfield Urban League, Inc.  
P.O. Box 3865  
Springfield, IL 62708  
(217) 789-0830  
(217) 789-9838 (fax)  
[www.springfieldul.org/index.html](http://www.springfieldul.org/index.html)

## *THE “HIDDEN RESOURCE”*

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In June of 2002, The Center for Governmental Studies at Northern Illinois University under contract with the Department of Commerce and Community Affairs conducted a labor market analysis of the Springfield area, which includes Springfield and a 60 mile radius. The study found a “hidden resource” in the Springfield area. There are currently 228,057 individuals who are underemployed, unemployed or re-entering retirees. Listed below are the characteristics of the potential available workforce:

- 85.2% are currently employed primarily full time and year round
- 36.0% have worked for their current employer for 3 years or less, 56.0% for 6 years or less
- Only 18.7% have worked for their current employer for more than 15 years
- 44.8% reported earnings of less than \$25,000 per year
- Nearly 60% travel less than 16 miles to their current job, yet only 21.6% reported that the maximum distance they would be willing to travel to a new job was less than 16 miles
- Most respondents would be willing to take additional training to qualify for a new job
- 34.1% have a high school degree or less while 36.4% have earned at least a 4 year degree, over 28.0% have some college education and 1.2% have graduated from a vocational/technical school
- Overall, 18.4% live within a 10 mile radius, 25.3% within a 20 mile radius, 21.8% within a 35 mile radius and 34.5% within a 60 mile radius
- Females represented over 60% of the potential available workforce
- 78.4% are ages 25-54

To download a free complete study please visit our website at [www.gscc.org/html](http://www.gscc.org/html).

# EMPLOYMENT AGENCIES

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With growing efficiencies in the workplace, many employers are now better able to match human resource needs with the demands of near-term productivity goals. These efficiencies allow employers to know the short-term, and often temporary demands of their workforce needs. Without the time to train or pursue the traditional methods of advertising, screening, interviewing and hiring new staff, many employers are turning to employment agencies for workers on demand. These agencies provide staff, often within hours notice, who have the skills required by their clients. These workers are on-site on a short-term basis, often with options for full-time employment. The advantages to a busy employer are obvious: flexibility, time-savings, cost-savings and productivity enhancements.

Throughout the greater Springfield area, many agencies exist whose business it is to enlist and catalogue the skills and experiences of workers and match each with expanding employers. Listed below are the names of the employment agencies in the area who, for a fee, will provide a temporary workforce for your intermediate staffing needs.

Action Personnel Consultants, Inc.  
2070 W. Monroe  
Springfield, IL 62704  
(217) 241-2000

Aviopro, Inc  
(217) 341-7236

Adecco Employment Services  
3001 Spring Mill Dr., Suite A  
Springfield, IL 62704  
(217) 787-2333

BCH & Associates  
2055 W. Iles Ave.  
Springfield, IL  
(217) 793-0093

Alice Campbell Staffing  
2121 W. White Oaks Dr., Suite D  
Springfield, IL 62704  
(217) 793-5522

Capstone Careers  
46 Lambert Lane  
Springfield, IL 62704

American Data Records  
300 E. Iles Ave., Suite C  
Springfield, IL 62703  
(217) 522-8840

CMW & Associates  
122 W. Pine St.  
Springfield, IL 62704  
(217) 522-0452

## *EMPLOYMENT AGENCIES-CONTINUED*

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Express Personnel Services  
3000 Professional Drive  
Springfield, IL 62703  
(217) 528-3000

Extension Staffing  
1507 S. 9th  
Springfield, IL 62703  
(217) 789-7823

Futures in Rehabilitation Management  
206 S. Sixth St.  
Springfield, IL 62701  
(217) 753-1190

Health Facility Staffing  
(800) 514-4308

Human Resource Specialists, Inc.  
PO Box 316  
Virden, IL 62690  
(217) 965-4919

Illini Placement Bureau, Inc.  
2070 West Monroe  
Springfield, IL  
(217) 546-9292

Illinois Employment Training Center  
1300 S. 9th  
Springfield, IL 62702  
(217) 524-5996

Interim Healthcare  
421 W. South Grand Ave.  
Springfield, IL 62704  
(217) 522-7665

Kelly Services, Inc.  
3001 Montvale Dr., Ste B  
Springfield, IL 62704  
(217) 793-1226

Labor Ready  
1110 S. 9th  
Springfield, IL 62703  
(217) 744-7103

Land of Lincoln Goodwill Industries, Inc.  
PO Box 8528  
Springfield, IL 62792  
(217) 789-0400

Land of Lincoln Consortium  
PO Box 19493  
Springfield, IL 62794  
(217) 524-5996

Management Recruiters of Springfield, Inc.  
1999 W. Wabash Ave.  
Springfield, IL 62704  
(217) 547-2554

Manpower  
2719 W. Monroe  
Springfield, IL 62704  
(217) 528-2323

Medical Staffing Network, Inc.  
315 Chatham Rd.  
Springfield, IL 62704  
(217) 726-6440

Network Resource Group, Inc.  
920 S. Spring  
Springfield, IL 62704  
(800) 519-1000

## *EMPLOYMENT AGENCIES-CONTINUED*

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Norrell Staffing Services  
920 S. 6th St.  
Springfield, IL 62703  
(217) 528-0559

Unique Personnel Consultants  
2501 Chatham Rd. Ste 210  
Springfield, IL 62704  
(217) 787-9400

Personnel Connections, Inc.  
944 S. 2nd  
Springfield, IL 62704  
(217) 544-2200

Westaff  
Montvale Dr.  
Springfield, IL 62704  
(217) 241-9459

Pro Emp, Inc.  
PO Box 1181  
Decatur, IL 62525  
(217) 233-4729

The Right Staff, Inc.  
450 S. Durkin Dr., Ste F  
Springfield, IL 62704  
(217) 793-8151

Robert Morris College  
3101 Montvale Plaza II  
Springfield, IL 62704  
(217) 793-2500

Snelling Personnel Service  
2931 Montvale Dr.  
Springfield, IL 62704  
(217) 698-4969

Spherion  
913 S. Sixth St.  
Springfield, IL 62703  
(217) 528-0559

Summit Professional Recruiters, Inc.  
1021 N. Walnut  
Springfield, IL 62702  
(217) 544-2200

# TRAINING LOCAL LABOR

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## Area Training Institutions

A solid education and training base is a crucial part to any workforce. If workers are not developed with the skills that employers are looking for, it can create a barrier in the labor market that could have very serious consequences. Often, if employers can not find the workers they need, they turn to other areas to fill that demand. Springfield is fortunate to offer many different educational and training facilities that can meet the needs of current and potential employers.

The following is a brief synopsis of the educational institutions and the training facilities in the greater Springfield area. The area agencies were surveyed regarding the nature of their institution and the services available to local employers seeking training assistance. Following is a list of the participating agencies.

Capital Area Career Center

Capital Area School of Practical Nursing

C.D.L. Training Services & Consulting, Inc.

Levi, Ray & Shoup, Inc.

Lincoln Land Community College

NovaTech Solutions

Robert Morris College

St. John's Hospital

Southern Illinois University School of Medicine

Springfield College in Illinois

Springfield Public School District #186

University of Illinois at Springfield

# CAPITAL AREA CAREER CENTER

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The Capital Area Career Center offers high school juniors and seniors from 27 central Illinois school districts the opportunity to learn a marketable skill while earning credits toward high school graduation. The program is part of the regular school schedule: half-day at Capital Area Career Center and half-day at the home school. Instruction is provided in 20 occupational programs to the 800 students currently enrolled.

## **How We Serve Employers:**

Employers and/or employees may attend C.A.C.C. through Lincoln Community College in Collision Repair Technology, Graphic Arts, Communications & Media and Welding.

## **Trainer's Message:**

Each year The Center produces approximately 300 high school graduates that have completed a two year training program in one of the 20 program areas. We encourage you to call if you are looking for entry level employees in the following program areas: Ag & Industrial Mechanics, Automotive Technology/Service, Building Trades, Business Technology Specialist, Legal/Medical, Communication & Media (Radio/TV-Multimedia, Photography), Collision Repair Technology, Cosmetology, CISCO Networking Academy, Culinary Arts, Drafting, Early Childhood Care & Education, Electrical, Graphic Arts, Health Occupations, Heating & Air Conditioning, Law Enforcement, Power Equipment Technology and Welding.

## **Contact:**

John L. Bailey-Director  
2201 Toronto Rd  
Springfield, IL 62703  
(217) 529-5431 Ext. 175  
(217) 529 7861 (Fax)  
[www.capital.tec.il.us](http://www.capital.tec.il.us)  
[jbailey@roe51.k12.il.us](mailto:jbailey@roe51.k12.il.us)

# CAPITAL AREA SCHOOL OF PRACTICAL NURSING

The Capital Area School of Practical Nursing is operated under the administration of the Capital Area Career Center. Classes are held at The Center, and the clinical experiences utilize area health care agencies.

The school is approved by the Illinois Department of Professional Regulation and accredited by both the North Central Association of Schools and the National League for Nursing Accrediting Commission. A student who has successfully completed the program is eligible to apply to take the CAT-NCLEX-PN Examination. The graduate who passes the exam may then apply for a license as a Practical Nurse.

## **How We Serve Employers:**

The Capital Area School of Practical Nursing provides a 9 month/5 day a week training course in Adult Practical Nursing.

## **Trainer's Message:**

The quality of Practical Nurses from Capital Area School of Practical Nursing is known throughout local communities.

## **Contact:**

Jamie Hamilton-Coordinator  
2201 Toronto Road  
Springfield, IL 62707-8645  
(217) 585-2160  
(217) 585-2165 (Fax)

# C.D.L. TRAINING SERVICES & CONSULTING, INC.

C.D.L. Training Services & Consulting, Inc. provides Entry-Level Tractor-Trailer driver training in partnership with numerous Illinois and Kentucky Community Colleges as well as private school locations operating throughout Illinois and Kentucky. C.D.L. Training Services & Consulting, Inc. also provides on-site, customized safety training for businesses and industries in Illinois and Kentucky.

## **How We Serve Employers:**

C.D.L. Training Services & Consulting, Inc. works with employers on an individualized basis to develop a customized training program to meet the employer's needs.

## **Examples of Training Programs:**

D.O.T. Rules & Regulations

Defensive Driving Course for the experienced C.D.L. Operator

Secretary of State approved Thirty Hour Train the Instructor course

## **Trainer's Message:**

C.D.L. Training Services & Consulting, Inc. provides high quality training programs to qualified individuals, corporations, community and technical colleges, that will enable individuals the capability of obtaining a class A or B commercial Driver's License, thus preparing them for an entry level position as a qualified driver in the trucking industry.

## **Contact:**

Chris Bickett-Chief Operations Officer  
830 W. Inverness  
Peoria, IL 61615  
(309) 693-1371  
(309) 693-1934 (Fax)

## ***LEVI, RAY & SHOUP, INC. (LRS)***

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LRS Education Services is dedicated to providing quality, hands-on, information technology education solutions. As a Microsoft Certified Technical Education Center (CTEC), our staff of 13 certified instructors have trained over 15,000 students since opening our education center doors in 1994. We currently have three state of the art LRS Education Centers and offer over 200 information technology courses.

### **How We Serve Employers:**

Computer Training

Microsoft-Certified Technical Education Center (CTEC)

Novell-Novell Authorized Education Center (NAEC)

Citrix Authorized Learning Center (CALC)

Authorized Prometric Testing Center (APTC)

Productivity Courses-Word, WordPerfect, Excel, Lotus, Powerpoint, Access, Outlook, PageMaker and others

Internet Classes-Development and end user classes

### **Examples of Training Programs:**

LRS taught a 5 day Microsoft course in 3 days to a client who narrowed down the scope of the class. We developed material for a 1/2 day course focusing on a clients specific product. The company has taken 1 day training courses and expanded them into a 2 1/2 day format.

### **Trainer's Message:**

LRS is a complete solution for computer training. Through affiliations with major corporations, the company offers technical education for advanced students. Additionally, LRS offers productivity training for the end users of software packages. LRS offers this range of training so that customers receive consistently high quality results.

### **Contact:**

Dan McCain-Manager Education Services

Levi, Ray & Shoup, Inc.

2401 W. Monroe St.

Springfield, IL 62704

(217) 793-3800 Ext. 1715

(217) 547-0943 (Fax)

e-mail: [dmccain@lrs.com](mailto:dmccain@lrs.com)

[www.lrs.com/education](http://www.lrs.com/education)

# LINCOLN LAND COMMUNITY COLLEGE

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Lincoln Land Community College's (LLCC) mission is to improve lives of district citizens by providing quality educational programs and services that are accessible and affordable to individuals and responsive to individual and community needs. To reach its mission, LLCC provides the following:

- Programs leading to certificates, occupational and transfer degrees
- Workforce training and economic development
- College preparatory, continuing and adult education
- Community-based programs and services

Employers seeking to continuously improve their employee's skills and education look to LLCC's Business Training Institute (BTI). BTI is the economic development arm of the college that focuses on "Helping Businesses Succeed".

## **How We Serve Employers:**

BTI's four Centers collectively provide education, training, consulting and professional development services for employers and employees.

The Business and Industry Training Center (BITC) staff proactively work directly with the business leaders. A complete range of business services include organizational needs analysis, strategic planning, contract management as well as customized training offerings. BITC customized training services are designed to increase employees skills that lead to increased productivity and profitability.

The Small Business Development Center (SBDC) provides an exceptional and wide variety of primarily free resources and assistance for entrepreneurs or established small-business owners. The SBDC, strategically located at the Illinois Employment and Training Center in Springfield, offers direct counseling, research assistance, training, workshops and seminars to clients.

The Professional Continuing Education Center (PCEC) offers educational programming designed to help professionals maintain competency in the workplace. The PCEC works with the respective regulatory agencies in order to provide continuing education units for professionals in a growing number of areas.

# LINCOLN LAND COMMUNITY COLLEGE

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## **How We Serve Employers (continued):**

The newest additional service within the PCEC involves our ACT Center through which over 3,000 on-line, non-credit, training programs are offered. This provides on-demand learning opportunities for individuals or groups. The ACT Center also offers on-line high-stakes professional testing in medical, professional and occupational areas.

The Truck Driver Training Center offers short-term truck driver training programs that assist participants in acquiring a Class A-Commercial Drivers License (CDL). This program prepares participants for an entry-level position in the trucking industry. A choice of day or evening classes is offered. The daytime program is four weeks long and the evening program lasts six weeks, each combining a classroom and hands-on training approach.

## **Examples of Training Programs:**

“Examples of Training Programs for Employers” is virtually an endless and ever changing list based on the fact that BTI customizes training to the needs of the client. In addition, BTI’s professional continuing education workshops change frequently with the ever-evolving current topic needs of our professionals. Most of our customized training topics exist within the technical skills, computer training, management training or safety/quality training areas.

## **Trainer’s Message:**

LLCC’s Business Training Institute exists to help the businesses and individuals of this district succeed. BTI’s professional staff looks forward to serving the business needs of our district by offering the highest quality, most affordable training solution.

## **Contact:**

Executive Director-Business Training Institute  
5250 Shepherd Road  
Springfield, IL 62794  
(217) 786-2208  
[www.llcc.edu/bti](http://www.llcc.edu/bti)

## *NOVA TECH SOLUTIONS, INC.*

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Whether you're an employer who wants to provide training for your team or you're interested in enhancing your own knowledge and work performance, NovaTech Solutions can meet your computer training needs.

Our expert computer training and support is designed to meet your preferences and schedule. From in-house programs to custom designed seminars, our commitment is to provide a quality learning experience to help clients achieve their unique IT goals.

NovaTech Solutions provides businesses and individuals a multitude of delivery platforms for training solutions. Educational services are consistent with instructor-led computer application instruction with added delivery methods including computer based training, video/multimedia and online training.

The emphasis in all seminars is not only to learn the application, but more importantly, how to apply the technology to increase productivity at home or on the job. NovaTech seminars can provide specific modules that will improve the performance of individual job functions.

### **How We Serve Employers:**

NovaTech Solutions offers over 250 different computer application seminars.

### **Examples of Training Programs:**

NovaTech is an authorized Microsoft Office Specialist Testing Center. Tests are available for Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook and Microsoft Project.

# *NOVA TECH SOLUTIONS, INC.*

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## **Trainer's Message:**

NovaTech's mission is to provide quality technology learning experiences that will empower the individual or business with needed skills to be more productive in the workplace. The increased computer productivity will ultimately affect the bottom line for your company. The emphasis in all classes will not only be learning the application, but more importantly, applying the technology to increase productivity on the job.

Unlike other training providers who focus on specialized certification programs or one-size-fits-all courses, NovaTech takes an individual approach. We'll take the time to get to know your company, to better understand your organization's goals and your individual needs.

We'll custom design a training program that meets your company's specific objectives. From standard desktop applications such as word processing, spreadsheets and databases to incorporating proprietary software applications, forms and processes. You can come to our place or we'll come to yours with computers and presentation materials in hand.

## **Contact:**

Kyle Mayes-President  
NovaTech Solutions  
1630 S. State St. Suite 201  
Springfield, IL 62704  
(217) 744-1500  
(217) 744-1502 (Fax)  
[www.novasolutions.com](http://www.novasolutions.com)  
[kmayes@novasolutions.com](mailto:kmayes@novasolutions.com)

# ROBERT MORRIS COLLEGE

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Robert Morris College is a private, not-for-profit, independent college dedicated to providing intensive career education and general education opportunities. Robert Morris College is the seventh-largest private college/university in Illinois; tuition is the third-lowest for Illinois private colleges/universities. RMC is the largest granter of baccalaureate degrees in business and awards more associate degrees to members of minority groups than any institution in Illinois.

## **How We Serve Employers:**

The Bachelor of Business Administration degree at Robert Morris College offers concentrations in accounting, health-care management, hospitality management, and management. The Bachelor of Applied Science degree in graphic design offers concentrations in graphic arts and media arts. The Bachelor of Applied Science degree in computer studies offers concentrations in networking, telecommunications management, and Web programming. RMC also awards associate degrees in accounting, business administration, CAD drafting (architectural/mechanical), computer networking, computer programming, culinary arts, fitness specialist, graphic arts, interior design, legal office assistant/paralegal studies, media arts, medical assisting, and Web design.

## **Trainer's Message:**

The College meets the needs of each student through a distinctive step-by-step approach to academic achievement, combined with a high degree of guidance and faculty involvement. The College emphasizes the knowledge, values and behaviors required for success in an ever-changing world. Academic quarters beginning in September, December, February, May, and July provide easy access to course work and enable students to maximize their potential in a minimum amount of time. Students have the advantage of personalized services in career and academic advisement, financial service, tutoring, and job placement. Graduates are entitled to lifetime job placement assistance.

## **Contact:**

Robert Morris College  
800-RMC-5960  
[www.robertmorris.edu](http://www.robertmorris.edu)

## ST. JOHN'S COLLEGE, DEPARTMENT OF NURSING

St. John's College, Department of Nursing is a single purpose baccalaureate degree granting institution of higher learning instituted in 1991 that grew out of a tradition of excellence, which spans more than a century. In 1886, the Hospital Sisters of the Third Order of St. Francis founded St. John's Hospital School of Nursing. During our long and rich history, we have undergone many transitions. However, the constant during all that change has been dedication to the education of professional nurses whose practice exemplifies excellence in health care.

### **How We Serve Employers:**

St. John's educates generalists grounded in the discipline of nursing science who provide competent, caring, client-centered professional services for a diverse population. The college emphasizes teaching and community service while recognizing the need to contribute to the development of knowledge as well as its dissemination.

### **Trainer's Message:**

St. John's provides the areas best educational opportunities for professional nurses.

### **Contact:**

Mary Deatherage  
St. John's College, Department of Nursing  
421 North Ninth Street  
Springfield, IL 62702  
(217) 544-6464 ext. 44705  
mary.deatherage@st-johns.org

# SOUTHERN ILLINOIS UNIVERSITY- SCHOOL OF MEDICINE

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SIU School of Medicine is a state-assisted school established in 1970 to help the people of central and southern Illinois meet their health care needs. SIU has focused on training, caring competent physicians and is internationally recognized for its innovative teaching and testing techniques. The educational programs of SIU School of Medicine are conducted at the medical education facilities in both Carbondale and Springfield. The split campus allows the School to maximize the existing resources of a major university and the long-established clinical facilities in Springfield at Memorial Medical Center and St. John's Hospital.

## **How We Serve Employers:**

SIU School of Medicine provides a four-year program for the awarding of a M.D. degree as well as a year-round program of continuing education for practicing physicians and allied health professionals.

## **Trainer's Message:**

The medical school curriculum at SIU School of Medicine motivates students toward continuing self-education by setting clear performance goals for learning and providing alternative instructional methods and materials, so the required competencies can be achieved. SIU is a national leader in the percentage of graduates who enter primary care.

## **Contact:**

Office of Student Affairs (medical school application)  
SIU School of Medicine  
PO Box 19624  
Springfield, IL 62794  
(217) 545-2860  
[www.siumed.edu](http://www.siumed.edu)

Office of Continuing Medical Education (continuing education programs)  
SIU School of Medicine  
PO Box 19602  
Springfield, IL 62794-9602  
(217) 545-7711  
[www.siumed.edu](http://www.siumed.edu)

# SPRINGFIELD COLLEGE IN ILLINOIS

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Springfield College in Illinois is an independent highly ranked non-denominational small college founded by the Ursuline Sisters in 1929 and accredited by the North Central Association of Colleges and Schools. Small classes (S.C.I. has a 12:1 student to faculty ratio) in a personal environment challenge students to reach their greatest potential. S.C.I. offers an Associate in Arts degree in the liberal arts, general education, health and pre-professional curricula. Students can study aviation, pre-computer science, pre-business, pre-engineering, pre-social work, teacher education, health and allied health, pre-medicine, pre-nursing, pre-pharmacy and fine arts. Within the last several years, the College has remodeled the biology, microbiology, chemistry, computer and computer graphics laboratories, allowing S.C.I. students to use some of the most modern technology available. Because S.C.I. offers an Adult Program for students over age 23, adults with work or family commitments can pursue their education with evening and weekend classes.

## **How We Serve Employers:**

The following is a list of different areas of study at S.C.I.

- Accounting
- Photography
- Aviation
- Medical Terminology
- Business Computer Systems
- Public Speaking
- Spanish
- Engineering Graphics
- Computer Programming

## **Trainer's Message:**

Springfield College in Illinois offers individual attention and small class sizes with a friendly atmosphere.

## **Contact:**

Mr. Jeff Mueller-Dean of Academic Affairs  
1500 N. Fifth Street  
Springfield, IL 62702  
(217) 525-1420 Ext. 216  
(217) 789-1698 (Fax)  
mueller@sci.edu

# SPRINGFIELD PUBLIC SCHOOL DISTRICT #186

Springfield Public School District #186 provides programs and services for students of all ages. Approximately 14,500 students are served at 27 elementary schools, 3 middle schools, 3 comprehensive high schools and 1 alternative high school. Lawrence Education Center also provides day and evening programs for G.E.D., high school credit, computer technology, clerical skills and enrichment for about 1,500 students annually. In addition to a comprehensive educational program, special programs are provided for the gifted and talented students and for those young people who need extra help in reading and math. Support services and instructional programs are also available for all students with disabilities.

## **How We Serve Employers:**

The customized training programs at Lawrence Education Center have been focused on computer technology and individualized on the job internships. Other regularly scheduled classes are determined by community demand and need. Classes have a minimum enrollment requirement. Programs that have been taught in the past include the Lawrence School of Business, a variety of computer classes such as Microsoft Office 2000, Internet training, Data Entry training, Professional Office Suite, and hands-on industrial occupation classes offered through the Capital Area Career Center. English as a Second Language classes are also offered to meet the needs of the international population of Springfield. The VIA/Literacy program offers individualized tutoring, Even Start Family Literacy, and domestic violence services. Workplace skills training can be customized to provide programs to meet the business needs onsite. Individualized tutoring is FREE to the student and the employer. The tutoring is available for basic skill improvement and job specific skills.

# SPRINGFIELD PUBLIC SCHOOL DISTRICT #186

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## **Examples of Training Programs:**

Two examples of campus based training where the employer or potential employers are involved in curriculum design are the district's career academies. Each has business partners as members of their advisory council. The business partners take part in the writing of the curriculum as it pertains to the specific career area. The career area of the academy at Springfield High School is Hospitality and Tourism, and the academy at Springfield Southeast High School is Health Science. The direct involvement of each academy's business partners assures that career-related knowledge and workplace skills important to their industry are included in the curriculum.

The district offers Cooperative Education (CE) courses that serve students from ninth through twelfth grade in each of the three high schools and Lawrence Education Center. Students in the Cooperative Education program are enrolled in two types of CE training. The first is a year-long course that focuses on specific skills related to the student's career choice and work place skills necessary for all careers. The second is a real world, paid employment for a minimum of twelve hours per week in a local business in the career area of their choice. The training and support from the Cooperative Education instructor and local employer help students build a strong foundation for their future career.

## **Trainer's Message:**

Springfield Public Schools' focus is on life long learning. The district provides a quality education for community students from pre-school age to adults in a variety of programs developed to be academically rigorous and provide its graduates with the skills necessary to succeed in achieving their career goals.

## **Contact:**

Dr. Diane Rutledge  
Superintendent of Schools District #186  
1900 W. Monroe  
Springfield, IL 62704  
(217) 525-3000

# UNIVERSITY OF ILLINOIS AT SPRINGFIELD

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Established in 1969, the University of Illinois at Springfield is one of three University of Illinois campuses and is located on 746 picturesque acres on the southeast side of Springfield. More than 4,500 students enroll in 20 bachelor's degree programs, 18 master's degree programs and the doctorate in public administration. Students can take both on-campus classes and online courses, during the day or in the evening. UIS offers more than 65 online courses each semester; four degrees can be earned completely online. Located in the state capital, UIS has a special mission in public affairs and emphasizes the integration of liberal arts and professional studies in its curricula. Numerous internships and assistantships are available with state government offices, in private business and on campus.

## **How We Serve Employers:**

Following is a list of the academic opportunities available at UIS.

- College of Business and Management
- College of Education and Human Services
- College of Liberal Arts and Sciences
- College of Public Affairs and Administration

## **Trainer's Message:**

UIS offers a comprehensive, affordable public university education at both the undergraduate and graduate levels and the opportunity to earn an University of Illinois degree close to home, to Springfield's high school seniors and to adults who are working and raising families and wish to improve their job skills and career prospects.

## **Contact:**

Office of Admissions and Records  
University of Illinois at Springfield  
Student Affairs Building, Room 20  
One University Plaza, MS SAB 20  
Springfield, Illinois 62703-5407  
1-800-977-4UIS  
or (217) 206-4UIS  
[www.uis.edu](http://www.uis.edu)

# FINANCIAL RESOURCES FOR EMPLOYERS

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## Financial Resources

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Finding the right person for the job is only part of an employer's staffing challenge. Bringing new hires up to speed with new processes or procedures, or training an entirely new staff can be equally challenging and expensive.

Fortunately for employers in the greater Springfield labor market financial programs exist which work to defray, subsidize or minimize the up-front costs of a growing employer. These programs are listed below with specific data on application procedures and eligible uses.

At any time, please feel free to contact the Economic Development Council for Springfield and Sangamon County, (217) 525-1173, for assistance or questions about any of the programs described in this section.

Industrial Training Program (ITP)

Making Work Pay Credits

Welfare-to-Work Tax Credit

Work Opportunity Tax Credits (WOTC)

Workplace Literacy Program Grants

# *INDUSTRIAL TRAINING PROGRAM (ITP)*

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In Illinois, the Industrial Training Program (ITP) was established in 1979 to assist companies in meeting their employee training needs. Significant modifications have been made to the program over the years in response to changing economic realities, as well as changing employer demands and priorities. However, the primary purpose of the program has remained to provide assistance to Illinois employers in training, retraining or upgrading the skills of existing or new workers.

## **How to Access ITP Training Funds:**

There are two ways Illinois employers can access state training funds available through ITP. Individual employers may apply for grant funds to assist with training their employees. The typical grantee is a large or medium-sized manufacturing company. Recognizing the increasing importance of training to small and medium-sized companies, the multi-company training project component allows companies with common employee training needs to join together in meeting these common needs and applying for training funds.

## **Eligible Applicants:**

Any individual employer that is locating, expanding or has a facility in the State of Illinois is eligible to apply for an Industrial Training Program grant if the company is undertaking one or more training activities. However, the Department will not award training funds to companies that directly compete with other local businesses offering products or services of a similar nature (e.g., retail stores, restaurants), thus jeopardizing existing jobs and negating the purpose of the training funds.

## **Contact:**

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Illinois Department of Commerce and Economic Opportunity  
Office of Industrial Training  
620 East Adams Street  
Springfield, IL 62701  
(217) 785-6284  
(217) 524-5904 (Fax)  
[ckulek@commerce.state.il.us](mailto:ckulek@commerce.state.il.us)

## *MAKING WORK PAY GRANTS*

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The Secretary of State Literacy Office awards grants to Illinois businesses that work in partnership with educational providers to train and hire welfare recipients. State funds will be available for welfare-to-work projects coordinated by businesses that propose to work in partnership with educational providers to do one or more of the following:

- Work with Department of Human Services (DHS) to obtain referrals of clients to participate in employability skills training, basic skills training and/or technical training.
- Assess employability skills of clients to determine the extent of need for upgrading those skills and provide training to address deficiencies.
- Incorporate these clients into work environment. Related activities may include mentoring, job shadowing and on the job training. Individuals are required to work 30 hours per week.
- Develop and/or implement a workplace skills enhancement program for these individuals to address inadequate skills that inhibit their ability to perform their jobs effectively, or to advance in their careers due to an identified lack of basic or technical skills.
- Provide support services for the Making Work Pay program including diagnostic testing learning disabilities, referral procedures, and other consulting services (i.e. counseling) directly related to development and implementation of a welfare-to-work program.

### **Contact:**

Secretary of State Workplace Skills Enhancement Consultant  
(217) 785-6926  
bpaoli@library.sos.state.il.us

## WELFARE-TO-WORK TAX CREDIT

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Now employers can take as much as \$8,500 directly off their federal income tax by hiring and retaining a long-term welfare recipient. Members of families on public aid for the preceding 18 months earn their new employers up to \$3,500 for their first year on the job and up to \$5,000 for the second year at work. By employing these individuals defined as most in need, you will join the growing ranks of Illinois employers providing jobs to those who face significant barriers to employment...while enjoying an unprecedented tax break. Perhaps best of all, it can be done by simply completing two forms.

### **How is the credit calculated?:**

The Welfare-to-Work Tax Credit for new hires employed 400 or more hours or 180 days is 35% of qualified wages for the first year of employment, and 50% for the second year. Qualified wages are capped at \$10,000 per year.

### **Who Qualifies for the Welfare-to-Work Tax Credit?:**

To earn the the new Welfare-to-Work Tax Credit, hire any member of a family:

- who received family welfare (AFDC or its successor program, Temporary Assistance for Needy Families, TANF) for at least the 18 consecutive months before date of hire, or;
- whose AFDC or TANF eligibility expired under federal or state law after August 5, 1997 or;
- who received AFDC or TANF for at least 18 months after August 5, 1997, and;
- began work any time after December 31, 1997, and before December 31, 2003.

### **Contact:**

Springfield IETC  
1300 S. Ninth  
Springfield, IL 62703  
(217) 782-3846

## WORK OPPORTUNITY TAX CREDITS (WOTC)

What if employees don't qualify for the new Welfare-to-Work tax credit? They may qualify for the existing Work Opportunity Tax Credits.

The maximum tax credit under WOTC has been increased to \$2,400 per new worker, calculated at 40% of the first \$6,000 in wages. You must retain the worker for a minimum of 400 hours to qualify for the full 40% credit. New eligible workers working for 120 to 399 hours earn you a 25% credit on any wages up to \$6,000.

### **Who Qualifies for the Work Opportunity Tax Credit?:**

To earn the new WOTC credit, you may hire any member of a family that received family welfare for any nine of the 18 months before date of hire, or members of the following groups:

- youths ages 18-24 from families receiving Food Stamps
- U.S. Veterans receiving Food Stamps
- vocational rehabilitation referrals
- 18-24 year-olds living in Enterprise Communities or Empowerment Zones
- summer employees, 16 or 17 years old, living in one of the same special areas
- low-income ex-felons
- supplemental Security Income recipients

### **Contact:**

Springfield IETC  
1300 S. Ninth  
Springfield, IL 62703  
(217) 782-3846

## ***WORKPLACE LITERACY PROGRAM GRANTS***

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The Workplace Literacy Program is part of the Literacy Grant Program established by Section 7.2 of the State Library Act. The purpose of the workplace literacy program is to promote working relationships between employers and Illinois adult educational providers of all types to reduce adult illiteracy in Illinois through grant awards that will be made to businesses who propose to contract with adult educational providers to do one or more of the following:

- Assess educational skill levels of employees or prospective employees to determine the extent of need for a workplace literacy program for adult employees or prospective employees who read, write, comprehend, and/or compute below the 10th grade level or who have inadequate basic skills, or who are or would be unable to perform their jobs effectively, or who are ineligible for career advancement due to an identified lack of basic skills below 10th grade level.
- Develop plans for implementation of a workplace literacy program for adult employees or prospective employees who read, write, comprehend, and/or compute below the 10th grade level.
- Implement a workplace literacy program for adult employees or prospective employees who read, write, comprehend, and/or compute below the 10th grade level.
- Provide support services for a workplace literacy program including training in program management, training in teaching methodologies, diagnostic testing for learning disabilities, referral procedures, and other consulting services directly related to development and implementation of a workplace literacy program.

### **Contact:**

Secretary of State  
Literacy Office/Illinois State Library  
431 South Fourth Street  
Springfield, IL 62701  
(217) 785-6926

# ECONOMIC DEVELOPMENT COUNCIL (EDC)

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This document was prepared by the Economic Development Council for Springfield and Sangamon County (EDC) as a service to growing firms with locations in Sangamon County. In the development of this resource, the EDC conducted written surveys and personal interviews with the agencies referenced. Additionally, extensive research via the Internet was pursued. The results of this research and these interviews comprise the contents of this publication. While every effort was made to canvas each local organization which provides training resources to business owners, errors of omission may have occurred. The EDC will be pleased to include additional information on the subject matter in future editions.

The EDC is a public-private joint venture among the City of Springfield, Sangamon County and The Greater Springfield Chamber of Commerce and is organized to expand the marketability, tax base, marketplace and wealth of Springfield and Sangamon County, Illinois and works to accomplish the following four objectives:

- Meet the growth and/or relocation needs of local firms and entrepreneurs and encourage their expansion, job growth and investment in Sangamon County.
- Encourage and assist with the relocation or expansion of new industries to Springfield and Sangamon County.
- Develop a comprehensive data base of socio-economic and demographic data on Springfield and Sangamon County.
- Design and implement special projects aimed at removing local development constraints or exploiting local development potentials.

## Contact:

Bradley J. Warren-Vice President of Development and Planning  
The Greater Springfield Chamber of Commerce  
3 S. Old State Capitol Plaza  
Springfield, IL 62701  
(217) 525-1173  
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