

STEPS TO SUCCESS

Porter and Chester Institute and YTI Career Institute (“the School”) is dedicated to teaching you the technical skills you will need for your new career and also to fostering those professional skills which will make you a valued employee wherever you choose to work.

Personal Assessment: More and more employers are performing background checks. If you have a felony conviction or other significant past event, it might hamper your employment in certain fields, your ability to be accepted to some externship sites, and/or affect whether you can become certified or licensed. Before choosing a career, please discuss any concerns about your personal history with the Admissions staff.

Appearance: We all hate to think we are being judged by our appearance, but it is a fact of life in the working world. The School will provide you with uniform attire appropriate for your career, and you will be expected to adhere to industry specific standards related to hair, jewelry, grooming, footwear and safety items.

Dependability/ Attendance: It’s the dependable employee who gets the raise and the recognition. Employers expect punctual and consistent attendance from their employees. The School’s attendance policy is designed to build that same character in its graduates, and therefore requires punctual and consistent attendance from all students.

Safety/ Student Behavior: No employer will tolerate the presence of weapons, alcohol, or drugs in the workplace or employees who come to work “under the influence”. We don’t tolerate it either. At the same time we puts the student’s safety first and foremost. We ask that you immediately notify your instructor of any safety concerns that you may notice, no matter how small.

Respect: A culture of respect characterizes the best employers and employees. Courtesy, cleanliness, punctuality, honesty and friendliness show respect for your classmates, instructors, environment and yourself.

Financial Responsibility: Many employers run credit checks on job applicants because they consider how you handle your financial obligations to predict how you will handle job obligations. It is important that you be prepared to honor whatever financial commitments you make in regard to your schooling. You are making an investment in yourself and your future.

Time Management: Today’s jobs are structured with the expectation that employees will work independently and manage their time to meet deadlines. You’ll practice this skill by making time in your daily schedule for schoolwork and study and by completing your out-of-class homework assignments on time.

Communication: In all areas of life, communication is a two-way street. We'll do our part by keeping you informed of policies, schedules, opportunities and events. You'll let us know if you change your address, email and phone number, need to miss class due to illness or emergency, or want extra assistance with your studies. At the same time, we are always interested in any suggestions you have. Please make sure you share any suggestions you may have with your instructor and Education Supervisor.

Teamwork: Your work colleagues and supervisor will depend on you to provide reports, updates, statistics and information. Responding promptly to information requests from various departments – Admissions, Educational Funding, Student Accounts, Career Services – will help establish you as a team player.

Mastering your Trade: Your future employer will value how well you know your job. The School's Satisfactory Academic Progress (SAP) policy measures your academic accomplishments and lets you know if you are on track towards your goal of learning a new career.

Externship Commitment: Most medical and dental establishments are only open during day time hours. If you choose the Evening schedule of the Medical or Dental Assisting program you'll still need to be able to attend your required, final term Externship course during the day.

By completing the acknowledgement form, I indicate that I understand the importance of developing these professional skills and the key role they will play in my success as a student and in my future employment.