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**NSITE IT Essentials  
In Partnership with CISCO**

**Program Start Date: Tuesday, November 7th, 2023**

**Tuition: $3,250.00**

NSITE’s IT Essentials training program is offered in partnership with CISCO and provides blind and low-vision participants with the knowledge and experience needed for A+, Network+, and Security+ certifications issued by CISCO. CISCO certifications validate understanding of the most common hardware and software technologies in business and certify the skills necessary to support complex IT infrastructures.

The program’s curriculum provided by Cisco and virtual instructor-led program delivery removes geographic location as a barrier to training and allows participants to maintain current employment while preparing for a new career.

**Participants in NSITE’s IT Essentials will learn these core values:**

* Install, configure, and troubleshoot computer and mobile devices
* identify common security threats like phishing and spoofing
* Develop critical thinking and problem-solving skills using both real equipment and Cisco Packet Tracer
* Prepare for CompTIA A+ Certification exam

**Qualifications to apply:**

* Must go thru the interview process
* Have an undergraduate degree in computer science or comparable practical / work experience
* Pass an aptitude assessment to demonstrate mastery of the assistive technologies needed to succeed in the program
* Intermediate to advanced proficiency in Microsoft office
* Qualified applicants who are blind or low-vision receive preference
* Must have access to own computer or laptop - unable to do class on phone, tablet or public computer

NOTE: You will need your resume and your supervisor or Vocational Rehabilitation counselor's contact information (if you have one) to complete this form.

After you complete the application, someone will contact you within 3 weeks to set up an online informational interview to validate interest and readiness.

* If you are an **employee of an NIB associated Nonprofit Agency**, you may qualify for an NIB Training and Professional Development grant. NSITE will be able to provide additional guidance to qualified applicants.
* If you have an open case with a **State Vocational Rehabilitation Agency**, NSITE may be able to assist you in requesting tuition funding for this program through your VR Counselor.

**Tuition includes:**

Tuition includes 12 weeks of instructor-led coursework and the cost of the A+ certification exam.

* If you are an employee of an NIB associated Nonprofit Agency, you may qualify for an NIB Training and Professional Development grant. NSITE will be able to provide additional guidance to qualified applicants.
* If you have an open case with a State Vocational Rehabilitation Agency, we can assist you in requesting tuition funding for this program through your VR Counselor

**Achievement:**

* **NSITE Digital Badge: IT Essentials**
* **CompTIA A+ Certification**

**Participants Learn:**

**• Install, configure, and troubleshoot computers and mobile devices**

**• Identify common security threats like phishing and spoofing**

**• Develop critical thinking and problem-solving skills using both real equipment and Cisco Packet Tracer**

**• Prepare for CompTIA A+ Certification.**

**Participants Require:**

• Proficiency in the use of assistive technology (if applicable) and Microsoft Office suite of products

• Their own computer or laptop; this course cannot be completed through the use of publicly accessible (e.g., library) computers or mobile devices such as mobile phones or tablets

• Good computer navigation skills

• Proficiency in the ability to navigate websites

• Familiarity with the use of a variety of web browsers

• Knowhow and the ability to install programs on a computer

• An interest in learning how to work on computers – virtually.

**All NSITE programs are adapted for the learning styles of blind and low-vision learners.**

**All may apply. However, qualified applicants who are blind or have low vision receive enrollment preference.**

## Applicant information

Full Name:

Applicant email address:

Mailing address:

Home telephone:

Cell number

Date of Birth put in mm/dd/yy format

Job Title

Manager/Supervisor Name, email and phone number

Work hours

Work number (if one)

Do you have a Voc rehabilitation counselor?

Counselors' Full name:

Counselors email

Counselors telephone number

## Applicant Background and Readiness

Why do you want to participate in the NSITE IT Essentials Training Program?\*

Have you participated in remote training or classroom work similar? If so, please describe how you managed your time and responsibilities.

Explain how your interests and experience make you a good candidate for this program?

## Program Readiness

What type of operating system does your computer use?

* PC/ Microsoft windows
* MAC/Apple product

How are your skills with emails and Microsoft Office Suite, particularly PDFs,Word, Excel, Outlook? ( choose one)

* Basic
* Intermediate
* Experienced

Which internet browser do you use most comfortably?

* Chrome
* Microsoft edge
* Firefox
* Internet Explorer

I am prepared to balance the responsibilities of my job/home and required coursework and turn in assignments on time understanding that the class advances together based on everyone’s cooperation to adhere to due dates.

* Yes
* No

I am prepared to attend all online classes and events and meet the requirements of the program.\*

* Yes
* No
* Maybe

The program will meet as a group virtually with the instructor for at least one hour per week in the evening. Are you in agreement with that time commitment?

* Yes
* No
* Maybe

I am prepared to give the NSITE IT Essentials Program my interest, effort and support for the duration of the program.

* Yes
* No

How did you hear about this program?

* NSITE Website
* NSITE email/listeserve
* Inclusively
* Facebook
* LinkedIn
* NSITE Employee
* Supervisor Counselor
* APH
* Other:

## Assistive Technology

Do you require the use of assistive technology to navigate a computer?

* Yes
* No

What assistive technology do you use to read, work on a computer and navigate the internet?

* JAWS, Screen Reader, NVDA
* ZoomText
* Handheld Magnifier
* CCTV
* None
* Other:

How would you rate your proficiency in using assistive technology?

* New User
* Intermediate
* Advanced
* Do not require assistive technology

Have you received any training on the use of your assistive technology within the past 2 years?

* Yes
* No

I have informed my vocational rehabilitation counselor about my application to this program.

* Yes
* No (please ensure that you contact them ASAP about your interest)
* Not applicable do not have a vocational rehabilitation counselor

Do you have a complete profile (including a resume) on the NSITE Connect job board?

* Yes
* No

Do you have a LinkedIn profile?

* Yes
* No

## Voluntary Demographic Information

Gender

* Male
* Female
* Genderqueer/Non-binary
* I do not wish to self-identify

Race/Ethnicity

* White
* American Indian or Alaska Native
* Asian
* Black or African American
* Hispanic of Latino
* Native Hawaiian or Other Pacific Islander
* I do not wish to identify
* Other:

What is your highest Education level?

* High School or equivalent
* Some college, no degree
* Bachelor's degree
* Graduate degree
* Technical/Trade school
* I do not wish to identify

Please submit with resume to [rhowie@nsite.org](mailto:rhowie@nsite.org) (Please no ODT or ODS files)