



# TIPTON COUNTY, TENNESSEE RESOURCE GUIDE FOR WORKFORCE TRAINING

PRESENTED BY: TIPTON COUNTY WORKFORCE DEVELOPMENT

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## CONTACT INFORMATION

For more details on any of the training and resources available in Tipton County, please contact

*Robin Sealy*

*Tipton County Workforce Development Coordinator*

[rsealy@tiptonco.com](mailto:rsealy@tiptonco.com)

901-598-8726 or 901-476-0200

*For transportation for any of these programs, contact Delta Human Resources at 1-888-477-5226. Rides must be scheduled three days in advance. Rides are available at low cost or no cost depending on eligibility.*

## ADULT EDUCATION OPPORTUNITIES IN TIPTON COUNTY

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### GED/HISET/ADULT LITERACY

Begin the process of gaining your high school equivalency diploma by calling 844-721-8800. Call to get information about registration and orientation.

At registration, you will be given an assessment test to determine which classes and training you need before taking the exam. You will need to bring a valid picture identification to orientation. There is no cost for the orientation and classes.

The classes are offered at the following locations:

- Covington Daytime Classes at Dyersburg State Community College, Covington campus  
3149 Highway 51 South, Covington  
Monday, Tuesday, & Wednesday 10:30am-12:30pm and 12:30pm – 2:30pm
- Covington Evening Classes at Career Center/American Job Center- Covington  
724 Hwy 51 South, Covington  
Tuesday, Wednesday, & Thursday 5:30pm – 8:30pm
- Munford Daytime Classes at Munford Baptist Church  
1253 Munford Avenue  
Munford, TN  
(Meet in metal building with green roof in back of church)  
Monday & Tuesday 8:30am-11:30am  
Monday & Tuesday 11:30am- 2:30pm
- Munford Evening Classes at Munford Baptist Church  
1253 Munford Avenue  
Munford, TN  
(Meet in metal building with green roof in back of church)  
Monday & Tuesday 5:00pm-8:00pm

Participants must be at least 18 years of age and not enrolled in high school.

Once you have completed the training classes, you will be scheduled to take the high school equivalency exam.

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## TENNESSEE CAREER CENTER

The **Tennessee Career Center/American Job Center** is located at *877-B Highway 51 North, Covington, Tennessee*. You may call 901-476-5570 with questions.

The TN Career Center will help with the following:

- Access to jobs on [www.jobs4tn.gov](http://www.jobs4tn.gov)
- Resume Building
- Interview skills
- Job Search and Job Applications
- National Career Readiness Certificate testing
- Career 101 training
- Basic Computer Skills
- Basic Employment Skills
- Locating scholarships for training
- Financial Literacy Workshops
- Entrepreneurship Workshops
- Computer access for career assistance
- Assistance with connecting to unemployment insurance information

The Career Center helps clients on a first come, first served basis. The Career Center serves adults and unemployed/displaced workers.

There is NO COST for these services, and Career Center staff will assist you in finding available funds for training beyond what they provide.

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## TN RECONNECT

***Tennessee Reconnect is an initiative to help adults enter higher education so that they may gain new skills, advance in the workplace, and fulfill lifelong dreams of completing a degree or credential.***

At Tennessee College of Applied Technology, TN Reconnect is a last dollar scholarship for Tennessee residents aged 25 to 65. This means that applicants must complete the FAFSA, and any assistance available gained from that would be used first. The maintenance fees, technology access fees and student activity fees not covered by other assistance will be covered by TN Reconnect. Reconnect does not cover the cost of special course fees, books, tools, testing fees, etc.

Reconnect may be used at any Tennessee College of Applied Technology (TCAT) across the state. Some adults may also take advantage of Reconnect funding at certain community colleges; however, there are more eligibility requirements for the community college option. TN Reconnect also focuses on adults who started a degree, but did not complete it. Contact a community advisor for more details.

To apply for Reconnect at a TCAT, you should visit the TCAT center and complete the enrollment form and the FAFSA. TCAT will automatically search for any financial assistance available. Any adult resident of the state of Tennessee that has not previously received a Reconnect Grant may apply for this scholarship.

In order to receive Reconnect funding, you must be enrolled in a full-time program. Supplemental programs are not eligible for Reconnect funds.

Find more information at [www.tnreconnect.gov](http://www.tnreconnect.gov) or contact one of our local community Reconnect advisors.

Katherine Markley at 901-830-8583, [kmarkley@swtdd.org](mailto:kmarkley@swtdd.org)

Brandon Armstrong at 901-451-2315, [barmstrong@swtdd.org](mailto:barmstrong@swtdd.org)

Mario Hayslett at 731-612-2102, [mhayslett@swtdd.org](mailto:mhayslett@swtdd.org)

**Visit our local TCAT Covington at 1600 Highway 51 South, Covington, Tennessee or Dyersburg State Community College at 3149 Highway 51 South, Covington, Tennessee.**

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## SKILL TRAINING AND DEGREES

**TCAT Covington** offers the following programs of career training:

- Automotive Technology
- Computer Information Technology
- Heating, Ventilation, Air Conditioning Refrigeration
- Practical Nursing
- Administrative Office Technology
- Industrial Maintenance
- Machine Tool Technology
- Technology Foundations
- Welding Technology

TCAT Covington assists students with employment skills, resume writing, interview skills, and job placement.

Student Services provide financial aid assistance. Funding is available to all students that qualify.

**Tennessee College of Applied Technology- Covington**

**1600 Highway 51 South**

**Covington, Tennessee 38019**

**901-475-2526**

**[www.tcatcovington.edu](http://www.tcatcovington.edu)**



**Dyersburg State Community College's(DSCC) Jimmy Naifeh Center at Tipton County** is located at 3149 Highway 51 South, Covington, Tennessee. You may contact them by calling 901-475-3100.

DSCC focuses on student learning and offers high quality academic programs that allow you to complete your first two years of college coursework at about one-half the cost of attending a public four-year institution.

DSCC also offers career programs that provide the education you need to enter the job market or upgrade your current skills. In addition, DSCC offers several certificate programs that prepare students for specific, high-demand occupations.

The academic program focus areas are as follows:

- Business
- Communications/Fine Arts/Humanities
- Education
- General Studies
- Health Science
- Social/Behavioral Sciences
- Science, Technology, Engineering, and Math (STEM)

This includes the Advanced Integrated Industrial Technology(AIIT) program.

DSCC also offers continuing education and workforce development classes to individuals wishing to obtain beneficial skills in a short amount of time and businesses interested in increasing their employee's current skillsets.

Students seeking assistance with financial aid can contact a One Stop Center located at any DSCC location. High School seniors can apply for the TN Promise ([www.tnpromise.gov](http://www.tnpromise.gov)) scholarship to take advantage of 2 years of free tuition at DSCC. Adult students wishing to complete or earn their degree or certificate may qualify for free tuition through the TN Reconnect initiative. More information can be found at [www.tnreconnect.gov](http://www.tnreconnect.gov).

Dyersburg State Community College  
3149 Highway 51 South, Covington, Tennessee 38910  
[www.dsc.edu](http://www.dsc.edu)



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## NATIONAL CAREER READINESS CERTIFICATE (NCRC)<sup>®</sup>

The NCRC is a nationally recognized credential you can achieve by taking the ACT (NCRC)<sup>®</sup> assessment test. This assessment is given at the Career Center. Anyone who would like to take the assessment may call 901-476-5570 for more details.

Applicants will take the assessment in three categories- Applied Mathematics, Locating Information, and Reading for Information. They can score either a bronze, silver, gold, or platinum level certificate. Employers nationwide recognize this credential. Many employers profile their jobs to determine which level is needed to be a good candidate for certain jobs. Some of our local employers require a certain level on the NCRC and others give preference to applicants who have taken the NCRC.

This is a great credential to include on a resume. At the current time, the Career Center is able to give the assessment at no cost to the applicant. They will ask that you take a pretest to determine if you need any training before taking the actual assessment. This is to ensure each applicant scores to the best of their ability.



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## TIPTON COUNTY LIBRARY

The Tipton County Public Library is located at 3149 Highway 51 South, Covington, Tennessee. You may contact them by calling 901-476-8289.

The public library has free access to computers for the public. You must show a valid identification to use the public access computers.

The library also has many resources for job hunters and those seeking training. The website for the library is [www.tiptoncountylibrary.com](http://www.tiptoncountylibrary.com). Under the resource section of their website, you will find multiple sources that will help in your job search or training. Through the TEL (Tennessee Electronic Library) users may access the following:

- Career exploration programs
- Resume building programs
- Interview tips
- Skills assessments
- Computer skills improvement programs
- High School Equivalency practice tests
- Workkeys practice tests
- Diagnostic tests
- Many more resources

These resources can be used through the library website from any computer with internet access or you can use them through the computers on site at the library.

The library also has resource materials to study for many of these exams. To check out print materials, you must have a library card. Library cards are **free** if you live, work, or go to school in Tipton County. When applying for a card, bring a valid id with your Tipton County address or a valid ID with proof of place of employment or study (if your address is outside Tipton County).