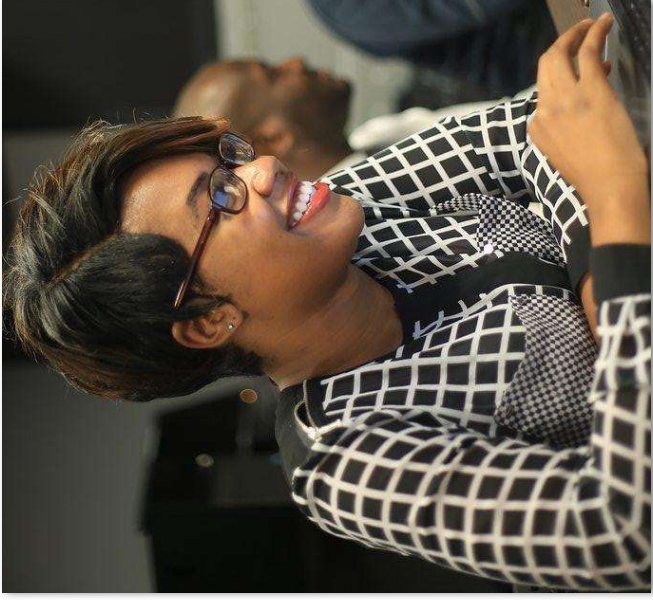




**PER SCHOLAS**  
Learner Onboarding



**Congratulations! Only 15% of Per Scholas applicants get this far so clearly we think you are great!**

This slide deck shares the last few things you'll need to do before class starts and introduces you to Per Scholas team members who are here to support you along the way. If at any time, you have a question, please reach out to your Admissions team member.

Again, welcome to Per Scholas! We are excited to partner with you as you launch a career in tech.

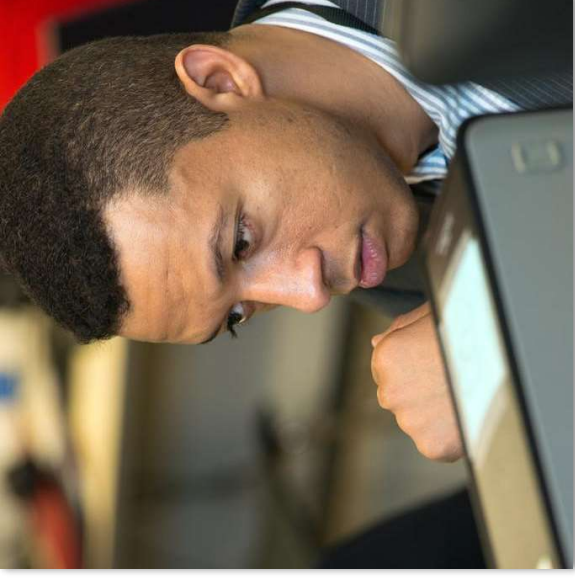
Per Scholas Admissions Team

# Learner Onboarding Process

The next few slides outline the **Learner Onboarding Process**, including a detailed checklist of the tasks to complete before the first day of class

As you work your way through the checklist, be mindful that this onboarding process mirrors an Employment Onboarding. Make note of items you had difficulty finding so that you are prepared for future employment opportunities.

**All items on the Onboarding Checklist are required; please submit by the Friday before class starts.**



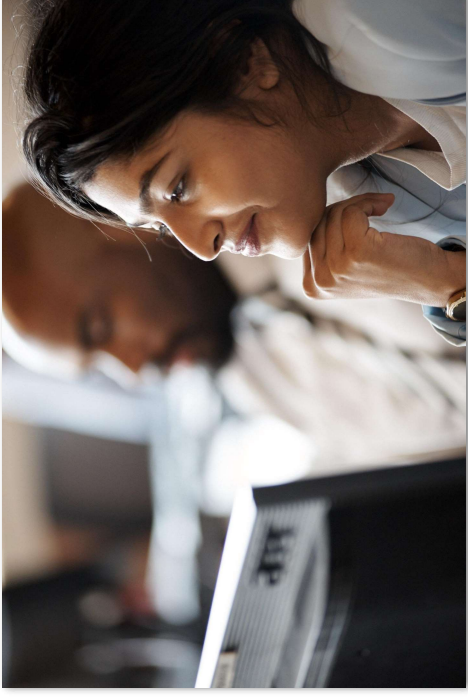


# Per Scholas Training - Keys to Success

As a Per Scholas Learner, it is important you are ready to commit to your future. The training is rigorous and will require you to make adjustments to your schedule and personal commitments to ensure you are successful.

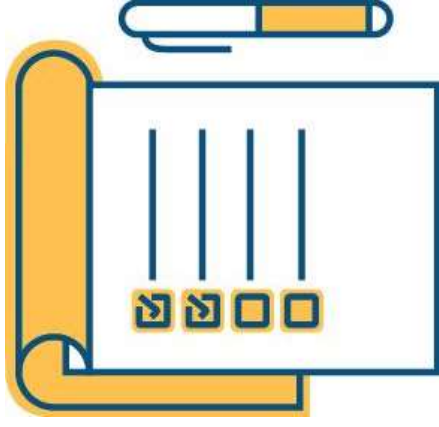
## Here are a few helpful tips:

- ★ Complete Learner Onboarding Checklist.
- ★ Adhere to the Attendance Policy.
- ★ Come to class prepared.
- ★ Engage in your own learning journey.
- ★ Maintain a 70% or above course average.
- ★ Actively seek employment and take charge of your career pathway.



# Onboarding Checklist

Here are the following onboarding tasks to complete:



- ✓ Onboarding Form
- ✓ Documentation Verification Portal
- ✓ Emergency Contact Form
- ✓ Resume
- ✓ Site-Related Contracts (if applicable)
- ✓ Zoom Profile & Links (if remote)
- ✓ COVID Waiver (if in-person)
- ✓ Upload COVID Vaccine Verification (if in-person)

**Deadline to complete is the Friday before Kick Off. If you run into challenges, please reach out to your Admissions team member.**

# Onboarding Checklist:

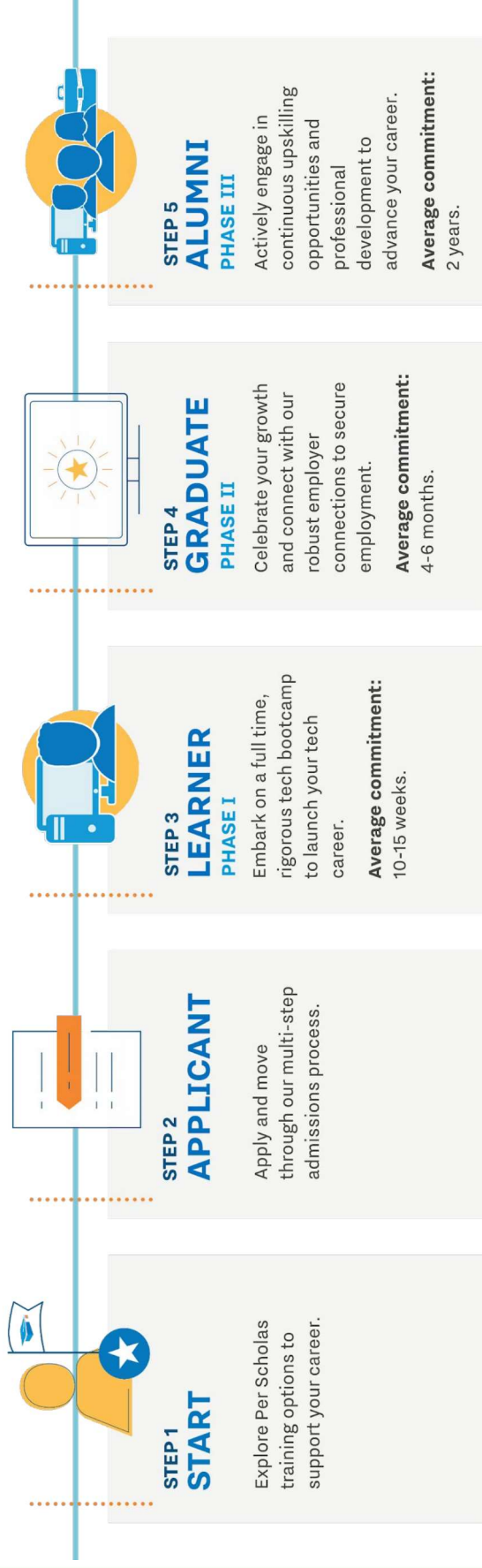
The next several slides equip you with the links and/or additional information on how to complete each task on the Checklist.

| FORM NAME  | WHAT IS THIS FOR?  | LINK:   |
|--|--|---|
| <b>Onboarding Form</b><br><br><b><u>Deadline:</u> to be completed within 48 hours of receipt</b> | It provides the Training Team with additional information to support your success. In addition, the demographic information allows us to internally analyze recruitment, training success and employment outcome trends. | This was provided as a URL link in the Onboarding email sent to you with this deck.<br><br><b>*Not applicable to YearUp or Satellite Learners</b> |
| <b>Documentation Verification Portal</b>   | All Per Scholas learners provide Proof of Education and be legally allowed to work in the US. These forms confirm that for you.  | <a href="#">Click Here</a>  |

# Onboarding Checklist

| FORM NAME  | WHAT'S THIS FOR?   | LINK:                              |
|--|--|------------------------------------|
| <b>Resume</b>  | To begin supporting you in finding a great job after your course, our Career Coaches want to have your resume on file. | <a href="#">Upload Resume Here</a> |
| <b>Emergency Contact Form</b>                        | Per Scholas requires at least one contact that can be reached in the event of an emergency                             | <a href="#">Click Here</a>         |
| <b>Zoom Account</b> <i>(remote training only)</i>    | If remote, Learners will need a Zoom account to access remote class  | <a href="#">Click Here</a>         |
| <b>COVID Waiver</b> <i>(in-person learners only)</i> | For in-person learners, a COVID waiver must be on file.  | <a href="#">Click Here</a>         |

# Per Scholas Learner Life Cycle



Our model extends 2 ½ years post-graduation to provide comprehensive support and diverse upskilling opportunities, equipping you for advanced career opportunities.



As a Per Scholas Learner, you will have a team to support you. In the next few slides, you will meet the teams who will partner with you, along with additional resources to prepare for your first day.

## Meet Our Teams

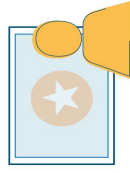
- Learner Support
- Technical Instruction
- Professional Development
- Business Solutions
- Alumni Engagement

## Additional Resources

- Who's Who
- Typical Daily Schedule
- Holiday Schedule



# Meet Our Teams



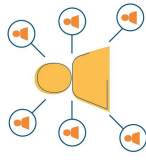
## Technical Instruction

The Instructional team will equip you with the tech knowledge necessary to fill a wide range of entry to mid level technology jobs.



## Career Development

The Career Coaches prepare you with the tools to secure a role in the tech sector. Beyond your resume and LinkedIn profile, the curriculum tunes into your Performance Index to develop your professional and leadership strengths.



## Business Solutions

This team works to build employer partnerships and will support you in job attainment.

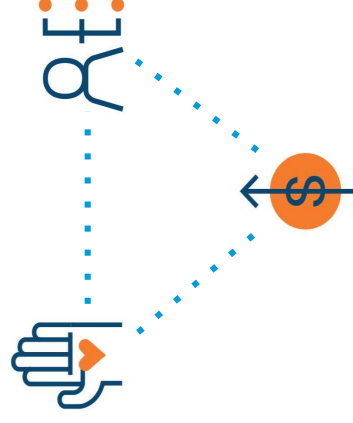


## Alumni Engagement

This team offers up-skilling and networking opportunities, through both instructor-led and self-paced learning to support continued career advancement.

## Learner Support Team

Every Per Scholas learner has access to our Learner Support Team, which includes Learner Support Managers (LSMs) and Financial Coaches. The team is here to work with you to identify strategies to support your wellness and build your wealth, manage outside stressors, and connect you with trusted resources to support your success. [You can set up a meeting with your dedicated LSM and Financial Coach now to learn more and get a jump start on building your individualized success plan.](#)



### Wellness Building

We collaborate with learners to examine what **wellness** means for them, explore self-care tools and build a reflective professional practice.

### Work Rhythm

We partner with learners to identify and build their unique and optimal **rhythm** weaving together life, Per Scholas, and — ultimately — a tech career.

### Wealth Building

We focus on financial capability through **workshops and 1:1 coaching** to build financial management skills, and identify the individual path to achieve financial goals.

# Additional Resources:

## Who's Who



As questions arise during training, here is a “Who’s Who” reference doc to direct your questions and inquiries. Your support team will be introduced at Kick Off.

| Role                          | Contact this person if you need help with:   |
|-------------------------------|--|
| <b>Admissions Team</b>        | Pre Kick Off questions, submitting documents, admin support, etc.  |
| <b>Career Development</b>     | Attendance, professional development training related inquiries, etc.  |
| <b>Technical Instructor</b>   | Attendance, technical training, academic support, Canvas, withdrawals, etc.  |
| <b>Learner Support</b>        | Immediate Support, Wellness Support and Strategy Coaching, Advocacy, Community Resources and Referrals, and Learning Support |
| <b>Financial Coach</b>        | Budgeting, Reviewing Credit, Navigating Debt, Savings Planning, Setting Financial/Wealth Building Goals                      |
| <b>Managing/Site Director</b> | Concerns that have not been remedied by above team members   |



# Additional Resources:

## Typical Schedule



PER SCHOLAS

- Classes are held every day, **Monday - Friday**.
- Class runs from **9:00 am to 4:00 pm** each day.
- Each day consists of a 7 hour day, 6 hours of instruction, and 1 hour for lunch.
- There will be 4 days of technical instruction and 1 day dedicated to Career Development.
- Additional support is available on an as-needed basis and will be detailed in the course syllabus.
- Lunch breaks are generally scheduled for an hour. There is also a 15-minute break in the morning and in the afternoon.
- There is an additional 2-4 hours of reading, assignments and quizzes to complete nightly.





# Additional Resources: Attendance

| Number of Training Weeks | Attendance Policy  |
|--------------------------|--|
| 8 weeks or less          | Learners are allotted two (2) tardies and one (1) absence.     |
| 10 - 13 weeks            | Learners are allotted three (3) tardies and two (2) absences.  |
| 14 - 16 weeks            | Learners are allotted four (4) tardies and three (3) absences. |
| 16 - 20 weeks            | Learners are allotted five (5) tardies and four (4) absences.  |

Per Scholas doesn't distinguish between excused and unexcused absences. The attendance policy mirrors the first 90 days of employment with limited absences to ensure onboarding and role success.



# Additional Resources: Holiday Schedule



To better prepare for your upcoming training, please refer to our [Per Scholas Holidays & Closure Dates](#). These dates reflect when our campuses will be closed, and no classes will be held.



**PER SCHOLAS**