

WELCOME ABOARD, NEW PARTICIPANT

We're thrilled you have chosen Spiral Group, Inc. as your Training Provider. Our goal is to shape you into an invaluable asset for employers of choice.

If you encounter any technical glitches, let us know by sending email to tech.support@spiralgroup.org. You can also give us a call at 773-242-0705, Sunday through Saturday between 9 am and 7 pm.

READ THIS LETTER CAREFULLY

It's packed with information and things you need to accomplish so you can pass our training program.

YOU MUST VERIFY YOUR IDENTITY

You will need to upload a photo of yourself holding your unexpired, government issued ID card. This can be achieved as a [selfie](#). Place the card near your face, as depicted in the photo, so we can verify that the face of the person holding the card matches the person whose name and photo appears on the card.



Before uploading the image for our review, make sure it's clear and that all the text on the ID card can be seen. We cannot issue a Certificate of Excellence without verifying your identity first. [Click here](#) when you are ready to upload your photo.

CUMULATIVE EXAMS

Along with other tasks, the cumulative exams are your required homework assignments. You must pass each exam with a score of 100% in order to be deemed Job Ready and receive a Certificate of Excellence. The link for each exam is in each course's Table of Contents page and at the end of each course.

FREQUENT COMMUNICATIONS

Check your mailbox more frequently, because you will begin receiving regular communications from the Program Administrator. The purpose of this is to check your overall progress and gauge your readiness for sustainable employment. How and when you respond to these communications will be considered.

We'd love to be able to provide you with Job Placement assistance once you have completed our program. If you are committed to our program requirements, then we will commit our time and resources assisting you with getting a job.

ADVANTAGES OF OUR ONLINE EMPLOYMENT PREPARATION TRAINING PROGRAM

Being a Graduate from this training program will look great on your resume. It will show employers that you're committed to learning and obtaining new skills. You will be a better candidate for more job opportunities.

This is a self-paced training program and we believe it's best to begin working on the courses during the day. But if you have other tasks that need your attention during this time, you can study at night. Arrange a learning schedule that meets your needs.

Dedicate just 4 hours a day to this program, and you will be amazed at your ability to manage your time and become more goal-oriented. You will begin to master your career path. [Click here to complete a task.](#)

Respectfully,

Michelle A. Jones

Program Administrator
773-242-0705
MJones@SpiralGroup.org

P.S. When you complete all coursework, give us feedback about our program after you [click here](#).