



REMOTE
WORK
CERTIFICATION
PROFESSIONAL

TByrd Training Center

Remote Work Certification Professional

609-484-9356

<https://www.tbyrdcenter.com/remote-work-certificate-professional/>



INFORMATION PACKET

REMOTE WORK CERTIFICATION PROFESSIONAL INFORMATION PACKET

Welcome to the Remote Work Certification Professional online course.

This 100% virtual/online course is an interactive twelve-week training program funded by your local One Stop Center. This state approved curriculum via the New Jersey Department of Education and Labor is designed to provide all enrolled Trainee's with the tools, skills and credentials needed to obtain an in-demand remote work and virtual remote work career. **Find us on the ETPL at:** <https://mycareer.nj.gov/training/50089>

OJT TRAINING PROGRAM DETAILS:

Trainees must understand this is an OJT (on-the-job-training) concept program where trainees are prepared for the real work of remote work. Trainees' complete procedures, tasks, projects under the concept of working in a remote position for a mock company known as the RWCP Corporation. Trainees should expect to spend approximately 25 hours weekly to complete the OJT program over a 12-week period. Trainees will complete the following schedule:

- Trainees will receive their assignments online daily at 8am from the online platform.
- Daily class preparation is from **9am to 10am** where Trainee's will read their materials and some cases complete pre-lecture tasks for the day in preparation for the live Zoom meeting.
- Trainees will log on to Zoom **daily** for the **LIVE LECTURE** which is recorded.
- The program director will review all assignments, course materials and provide training in the subject(s) for the day's assignments.
- Trainees will have a lunch break hour at 12pm.
- Trainees will then work on their own from 1pm to 4:00pm, that includes a video status meeting at 3pm with the assigned project manager and team leader who will provide specific tasks.
- The remaining 30 minutes of the day will be utilized to complete administrative tasks such as timesheet, reporting, etc.

Thursday's trainees will be required to complete their final project for the week.

Friday's trainees will be required to complete the weekly exam quiz.

Trainees will be required to record their weekly project using a specific platform for which must be submitted by 12pm each Friday.

This entire training program is project based and is considered an OJT training program that requires a full-time commitment for the next twelve weeks. Job search begins in week 3 and trainees must be focused on completing all assignments as directed and be willing to read and follow detailed tasks.

Thank you for your interested in the TByrd Training Center, where we maintain 100% completion rates and 90% on average job placement rates since 1990 as a state approved private vocational school.

REMOTE WORK CERTIFICATION PROFESSIONAL

This OJT educational program is designed to equip workers with the tools and skills they need to transition from on-site work into a virtual career. Trainees become proficient knowing which virtual platform to use, and when? Trainees will learn the needed platforms such as Office 365 and Google Workspace from a remote work perspective, while obtaining several credentials in an administrative capacity with the features, advantages, and benefits of obtaining these platform skills to obtain remote work employment. Trainees' complete exercises, assessments, team and leadership skills via projects to become proficient in securing Virtual and Remote Collaboration career-based employment. **The program consists of ten core modules as follows:**

What You Will Learn

The program consists of the following core modules:

Module 1	Remote Work Basics and Requirements
Module 2	The VIRTUAL Office
Module 3	Productivity and Time Management
Module 4	VIRTUAL Communication
Module 5	Virtual Careers and Remote Job Development
Module 6	Virtual PLATFORMS
Module 7	GOOGLE WORKSPACE
Module 8	OFFICE 365
Module 9	FINAL PROJECT
Module 10	FINAL EXAM

GRADUATION REQUIREMENTS

Participants who successfully complete the twelve week, 240-hour - (12 additional hours administration) training program "**Remote Work Certificate Professional**" course will receive several credentials as follows:

- **Remote Work Professional Certification – nationally recognized**
- **Google Workspace and Office 365 for Remote Workers**
- **Remote Work Certificate Project Development Professional**
- **Remote Work Professional and Career Readiness Skills**



To successfully complete the course and earn the certificates above, you will need to do the following:

1. Complete all the modules, including any assignments contained within each module.
2. Pass Remote Work Professional Certification Exam with a minimum score of 65 percent.
3. Pass Remote Work Certification Professional Curriculum with a minimum score of 80 percent.
4. Attend all training classes.
5. Complete the Final Project requirements.
6. Complete the Final Exam packet.

FREQUENTLY ASKED QUESTIONS FOR REMOTE WORK CERTIFICATION PROFESSIONAL

Name of School: T. Byrd Training Center Phone #: 609) 484 – 9356
Web Site Address: www.tbyrdcenter.com School Representative: Trina Byrd

- + Are there any prerequisites, skills, or education needed before starting the course?
All Trainee's must have a 9th grade reading level to become a student.
- + What are the admissions requirements? **9th grade reading**
- + How long is the course? **240 training hours, 12 administrative hours**
- + What is the daily class schedule? **9:00am to 4:30 pm Monday through Wednesday
9am to 12pm Thursday and Friday**
- + Will the schedule change during the course? **No**
- + Does the course have an internship or work-study program? **No, Job Search begins in week 3**
- + What software requirements do I need to take this class? **Subscription to Office 365, high speed Internet**
- + What equipment requirements do I need to take this class?
**Desktop or Laptop Computer for completing assignments and logging into ZOOM
All-in-one printer for printing and high-speed Internet connection**
- + Describe the school's placement assistance: (How do they help you get a job?)
Job Search begins after successfully completing your resume and job search letters. Trainees will e-mail, post or apply online three resumes/job applications per day for a weekly job search grade and bi-weekly job search report.
- + About how much homework or study after class is necessary each day?
1.5 daily hours
- + How much does the program cost? **Remote Work Certificate Cost: \$5,000.00**
- + Will you have to pay any money yourself?
ONLY your school supplies (tablet, pen for notes, etc.) and Office 365 subscription
- + How long has the school been in business? **Since 1990**
- + Will I have a Instructor DAILY **YES**
- + What types of jobs have other Trainee's ended with and were the jobs training related?
Various Remote Jobs with reputable companies such as Verizon, Comcast, Intuit, etc.