

**Mt. Diablo Adult Education (MDAE) and One Stop/AJCC
Collaborative Programs & Services
Provided by
MDAE Career Technical Education Center (CTEC)**

Mt. Diablo Adult Education (MDAE) Career Technical Education Center (CTEC) provides the following services to the One-Stop/AJCC in two key ways:

1. MDAE staffs the One-Stop/AJCC Assessment Center with three certificated staff via a contract with the Workforce Development Board (WDB) for these services paid for by the One-Stop/AJCC.
2. MDAE provides monthly Customer Service Training. Instruction leads to National Retail Federation Foundation Certification. MDAE pays instructor costs for 16 hours per week of instruction and provide clerical support services for course materials and certificate production.

Basic Career Services

- Not applicable at this time

Individualized Career Services

- Not applicable at this time

Training Services

- Instruction leading to industry-recognized certificate, license or credential/customer service training.

Services to Employers

- Staff and site support for Central County Career Fair planning and hosting.

Additional Services

- Not applicable at this time

Participant Referrals

- MDAE regularly refers CTEC students to OneStop/AJCC for employment search activities. One Stop program's students are required to complete the Job Search Basics Certificate (5 classes).

Integration with One Stop/AJCC

- Not applicable at this time

Professional Development

- Not applicable at this time

Signature of Approval

I, the undersigned representative of Mt. Diablo Adult Education, do hereby agree to and approve this document.



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