



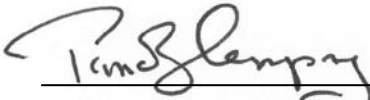
This Certifies That

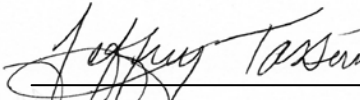
**John Doe**

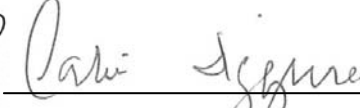
Having completed the course of study prescribed by Chattanooga Endeavors, Inc., and having achieved all required objectives as set forth therein, is hereby declared a graduate of the Work Readiness Course and is entitled this

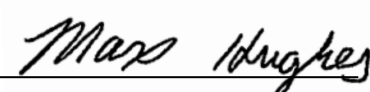
## Work Readiness Certificate

Given by order of the Board of Directors  
Chattanooga Endeavors, Inc., Chattanooga, Tennessee on this  
the Twenty-Third Day of September in the Year Two Thousand Ten

  
Timothy M Dempsey, CEO

  
Jeff Cassin, Program Director

  
Calvin Figgures, Project Coordinator

  
Max Hughes, COO



## FORMER OFFENDER WORK READINESS CERTIFICATE

The Former Offender Work Readiness Certificate (WRC) is available exclusively at Chattanooga Endeavors, Inc. (CEi). To qualify, former offenders must have stable housing and access to reliable transportation and be free from drugs, ready, willing and available to work. Individuals with sex crime convictions, outstanding warrants, untreated mental illness, or active substance abuse disorders are ineligible for the WRC.

WRC recipients have completed a short but rigorous course that prepares them for the ordinary demands of today's highly competitive workforce and helps them succeed in positions that lead to a family-wage job. In order to obtain a WRC, recipients must demonstrate the following characteristics over a 4-week period at CEi:

Punctuality, appropriate appearance, ability to pay attention, cooperation with staff and fellow students, willingness to participate, completion of assignments and adhering to rules.

WRC recipients have additionally achieved the following training objectives and outputs at CEi:

- Accurate functional resume
- Error-free employment application
- Three references
- Criminal background and warrant search
- Suitable I-9 documents
- Work Opportunity Tax Credit screening
- Clean urinalysis
- Literacy, personality and career assessments
- Personal development plans
- Orientations to sexual harassment & workplace violence
- Universal precautions training
- Community Building Workshop

EMPLOYERS PLEASE NOTE: This certificate is only valid with an official CEi seal and authentication number (see front). Not valid after 6 months. For more information about the Work Readiness Course, this certificate or its recipient, please call CEi at 423.266.1888.

*CEi does not discriminate on the basis of race, color, religion, gender, national origin, age, or any other characteristic protected by law.*