



CITRUS COLLEGE
CAREER/TRANSFER CENTER



A CAREER GUIDE FOR JUSTICE IMPACTED STUDENTS

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A CAREER GUIDE FOR JUSTICE IMPACTED STUDENTS

The Citrus College **Career/Transfer Center (CTC)** is here to assist justice impacted students with their career research, exploration, and decision-making process. This guide provides career and job search resources as well as an overview of how to begin your journey at Citrus College. Pursuing higher education provides opportunities to gain new knowledge and skills, pursue higher-earning careers, build a support network, and lay the foundation for an exciting path forward. The CTC team looks forward to working with you.

ESSENTIAL STEPS BEFORE APPLYING TO COLLEGE OR A JOB

- **Obtain a driver's license or form of ID.**
- **Establish a permanent address:** In many states, getting a driver's license or another form of ID requires proof of permanent residency. Proof of permanent residency can often include presenting a utility bill in your name at that particular address, a copy of the lease agreement, or a fellow resident signing an affidavit stating you live at the residence. Establishing permanent residency can take a matter of weeks or months, depending upon the rules of the agency you're working with.
- **Earn your high school diploma:** Although a high school diploma or equivalent is **not** required to attend a community college, it is recommended. A high school diploma, **High School Equivalency Test (HiSET)**, or General Education Development (**GED**) Test is required to receive **Federal Financial Aid** and qualify for many jobs. **Five Keys**, is an organization that provides free adult education, including assistance with preparation for high school diploma and GED programs, for anyone ages 16-96, residing in California.
- **Establish transportation:**
 - Citrus College offers unlimited bus rides through **Foothill Transit**.
 - The **Metro L Line** has a stop directly to the campus.
 - **Lyft offers free rides** to job trainings, job interviews, or a job (*please note this service may not available in all locations*).

GETTING STARTED AT CITRUS COLLEGE

APPLY TO CITRUS COLLEGE

If you are not already a Citrus College student, follow these steps to apply. Applying is free and the campus is open to everyone. Start by filling out an application form at [CCCapply](#). Follow the remaining steps outlined on the [Admissions and Records](#) page of the Citrus College website.

APPLY FOR FINANCIAL AID

The [Financial Aid Office](#) and its staff are committed to providing quality support services that support the college's mission of student success. The financial aid office promotes financial aid programs that remove financial barriers to ensure access to all students in pursuit of academic excellence, economic opportunity, and personal achievement.

FINANCIAL AID RESOURCES

Financial Aid/California Dream Act Application: Complete a free application for [Federal Student Aid \(FAFSA\)](#) or [California Dream Act Application](#).

Financial Aid Assistance: For assistance with your FAFSA or California Dream Act Application, [contact the Financial Aid Office](#).

Financial Aid Information for Justice Impacted Individuals: Information about [Financial Aid Eligibility](#) for incarcerated or formally incarcerated individuals.

The Citrus College Dream Resource Center is committed to helping students thrive and achieve their educational goals regardless of their immigration status. Undocumented students are encouraged to apply and enroll at Citrus College.

Undocumented students are eligible to establish California resident status for lower tuition, have access to state financial aid such as the Cal Grant and scholarships, and access to some state categorical programs like [EOP&S and CARE](#).

The Citrus College Career/Transfer Center's [Career Guide for Undocumented Students](#) provides additional resources and information for undocumented students.

In addition, the college's [noncredit program](#) offers a no fee option which is open to all students regardless of their immigration status.

For questions regarding admissions, residency, and AB 540, please contact the [Admissions and Records Office](#) at (626) 914-8511.

SCHOLARSHIPS

In addition to Financial Aid, scholarships can help fund your education. The following organizations provide scholarships specifically for justice impacted students including those who are currently incarcerated, formally incarcerated, or who are children of incarcerated individuals.

- [Prison Education Foundation](#)
- [Transcending Through Education Foundation](#)
- [Correctional Ministries Institute \(CMI\)](#)
- [ScholarCHIPS](#)
- [Citrus College Foundation Scholarships](#)
- [CareerOneStop](#)

EXTENDED OPPORTUNITIES PROGRAMS AND SERVICES (EOP&S)

EOP&S (offered at California Community Colleges) provides additional academic and financial support to students who face economic, social, language, and educational disadvantages. EOP&S services can include: early registration, grants and textbook assistance, one-on-one academic counseling three times per semester, and transfer assistance.

Cooperative Agencies Resources for Education (CARE): The **CARE** program was established to help single parent EOP&S students who are current participants in the **Temporary Assistance for Needy Families (TANF) & California Work Opportunity and Responsibility to Kids (CalWORKs)** programs.

The **CARE program** is designed to help break the welfare cycle by offering additional support to students who want to receive college-level career training or complete specific educational programs.



CAMPUS RESOURCES AVAILABLE TO CITRUS COLLEGE STUDENTS

Rising Scholars Program

The Citrus College Rising Scholars program assists students who have been impacted by the criminal justice system. The program is here to help students obtain access, retention and success in their college pathway at Citrus College. Their goal is to provide unique services, individualized counseling, career information, community referrals, cultural activities and enrichment workshops, as well as academic and personal guidance, to help empower students on their educational journey to earning an associate degree, a career technical certificate, and/or transfer to a college or university.

Program services:

- Food pantry assistance
- Student access workshops
- Scholarship resources for probation and foster/kinship students
- Technology support
- Office computer station with printer
- Copy machine
- School supplies
- Textbook vouchers

Contact Information:

Location: IC 182 (Integrated Success Center, next to the Veterans Success Center)

Rising Scholars and Guardian Scholars Coordinator:

Omar Maldonado
omaldonado@citruscollege.edu
626-857-4028, ext. 5603

Program Registration - shorturl.at/hyN26

Basic Needs

The Division of Student Affairs supports students who are experiencing basic needs insecurities, and the **Basic Needs office** is ready to assist. The Basic Needs Coordinator assists students with resources related to food insecurity, transportation, housing and more.

Refer to the **Resources for Students in Need** webpage for more information on the resources available as well as the contact information for the Basic Needs Coordinator.

Wellness and Mental Health

The **Student Wellness Center** provides medical and mental healthcare to enrolled students. Many of the services provided are free of charge. Some tests, medications, and procedures require a minimal fee.

CAREER DEVELOPMENT AND PLANNING

Having a strong plan for attending college will help you develop and stick to your goals. Since career development is a lifelong process, career counseling can be suitable for anyone. Career development is the process of self-knowledge and self-concept, exploration, and decision-making that helps to shape your career. It involves navigating your career options to choose and train for jobs and career paths that suit your personality, skills, values and interests. Career development is an ongoing process that changes and evolves throughout one's life.

Below are **steps to begin your career planning process:**

- Consider and reflect on how your personality, interests, values, skills, and talents connect to a major or career path.
- Determine which careers match your strengths and goals.
- Research the qualifications, education, licenses, and/or certificates your desired field requires.
- Research any job barriers you might face because of your arrest or conviction history.
- Set goals and create a student education plan (SEP).

Career counselors are available to assist you with self-assessment, exploring majors, researching career paths, and the requirements needed for various professions including professional licenses, accreditations, and certifications needed.

No preparation is needed to schedule a career counseling appointment. If you are unsure where to begin, schedule an appointment with a career counselor and they will assist you with getting the process started. Counselors can help process your thoughts, ideas, feelings, and concerns about your career and educational goals.

How to schedule a career counseling appointment:

- Stop by the Career/Transfer Center (CTC) in the **Student Services Building (SS), second floor**.
- Use the **online appointment scheduler**.
- Phone: 626-914-8639
- Email: **CTC@citruscollege.edu**

JOB SEARCH TOOLS

While the Career/Transfer Center (CTC) does not have job postings or assist with job placement, career counselors can help you prepare for your job or internship search by assisting you with resume and cover letter writing, interview preparation and more.

Resume/Cover Letter Appointments: Career counselors can assist you with creating a resume and cover letter or improving one you already have. Career counselors can consult you on how best to demonstrate your employment history, volunteer work, skills, and education to employers. Career counselors can also help to address issues such as lack of employment history or gaps in employment.

Interview Preparation Appointments: Career counselors can provide general assistance to help you prepare for an interview and/or conduct a mock interview.

Career Guides: The CTC has guides on resume and cover letter writing, interviewing, and other job search topics. Visit the [CTC website](#) to access all career guides.



JOB SEARCH RESOURCES

RE-ENTRY ASSISTANCE PROGRAM

There are several organizations in the Los Angeles area that offer extensive re-entry and job search services to justice impacted individuals.

Chrysalis serves people navigating barriers to the workforce by offering a job-readiness program, individualized supportive services, and paid transitional employment. The Chrysalis mission is to empower clients on their pathway to stability, security, and fulfillment in their work and lives. They have locations in Los Angeles, Orange County, San Fernando Valley, and Santa Monica.

Through the use of social and restorative justice principles, **Five Keys** provides traditionally underserved communities the opportunity to improve their lives through a focus on the Five Keys: Education, Employment, Recovery, Family, and Community.

Goodwill Industries provide both jobs and training for careers in industries such as banking, information technology, health care, and more. They also provide supportive services needed to be successful, such as English language training, additional education, and access to transportation and childcare.

Los Angeles Regional Reentry Partnership (LARRP) is a network of public, community and faith-based agencies and advocates working together to ensure that the re-entry system meets the needs of agencies, communities, and the people they serve, both in terms of capacity and public policy.

JOB SEARCH SITES FOR JUSTICE IMPACTED INDIVIDUALS

There are a variety of websites that host job postings such as **indeed** and **ziprecruiter**. Below are job search websites that specialize in employment for individuals who have been impacted by the justice system.

Honest Jobs is a national job marketplace for people affected by the criminal justice system.

After Richard Bronson was released from prison, he was unsure how to navigate his future and look for employment. Knowing others could benefit from what he learned from his own journey and job search, he created **70 Million Jobs**. Mr. Bronson's personal goal is to find one million people a job.

Formally Incarcerated Friendly Companies: Employers who are deemed "Fair Shake" employers are committed to providing individuals with criminal records, including formerly incarcerated individuals, a fair chance to participate in the American economy.

JUSTICE IMPACTED FRIENDLY COMPANIES IN LOS ANGELES

Thermal Vac provides brazing, heat-treating, and finishing services. They work with organizations like **Chrysalis** to hire individuals who have been affected by the criminal justice system.

Homeboy Industries provides hope, training, and support to formerly gang-involved and previously incarcerated people, allowing them to redirect their lives and become contributing members of their community.

Homeboy Industries offers a thoughtful, strategic 18-month program that focuses on healing just as much as it focuses on developing work readiness skills. Homeboy Industries strives for five key outcomes: 1) Reduce recidivism, 2) Reduce substance abuse, 3) Improve social connectedness, 4) Improve housing safety and stability, and 5) Reunify families.

Homeboy Industries Electronic Recycling is a subset of Homeboy Industries and an award-winning social enterprise, offering comprehensive IT asset disposition, data destruction, and electronics recycling services.

The Caltrans Parolee Work Crew Program provides transitional employment through litter abatement services for the Department of Transportation (Caltrans). The program provides life skills education, employment preparation, transitional employment, permanent job placement, appropriate case management, and employment retention services. Each parolee that completes the first five-day portion of life skills education is also placed into transitional employment on a work crew for up to 90 working days. Parolees work four days a week on the work crew; on the fifth day, focus on employment and job placement services. Job referral and retention services continue for up to 12 months.

Creative Matters is a full-service creative agency and training program. It is a one-of-a-kind creative space and classroom that assists addicts in recovery. The agency focuses on clients such as foundations, nonprofits, and brands taking on the world's toughest challenges in education, health, and social and economic justice.



SKILL BUILDING RESOURCES

There are many opportunities to build skills to help you succeed in college and the workplace. Below you will find resources to help you build your skills.

Office Technology Classes at Citrus College: Office Technology courses train students in the use of current office applications such as Word and Excel in preparation for professional careers, transfer study, and/or personal use. The program provides training appropriate for entry-level office jobs, administrative support and administrative assistant positions; to update students' work skills in computers, management, keyboarding and other office related functions; and employment training in a broad area of study including records management, purchasing, office procedures, filing, word processing, scheduling and time management, and other communication technologies.

Skills Awards: A Skill Award may verify and provide documentation of proficiency for entry-level employment requirements, job upgrades, and application into fields that require documentation of specific course work.

Counseling Classes: Citrus offers several counseling classes such as Strategies for College Success, Career and Life Planning, Introduction to Online Learning, Grit and Resilience, Managing Stress and Anxiety, and more.

Citrus College Continuing Education: Citrus College's Continuing Education program offers free or low-cost classes in subjects such as English as a Second Language, Workforce Readiness, and Microsoft Office.

Khan Academy: A free online service offering instructional videos, practice exercises, and a personalized learning dashboard that helps learners study at their own pace in and outside of the classroom. Subjects include math, science, history, art history, computing, economics, and more.



LICENSING/CERTIFICATION

Some careers/jobs may be more difficult or not possible for individuals with certain arrests or convictions on their record. Jobs that give employees access to private or sensitive information (like financial records), vulnerable people (like children, the elderly, patients, or incarcerated people), or high-security locations (like airports or federal buildings) tend to have more barriers for people with conviction histories. Jobs that require a state license or certification also tend to have more barriers for people with prior convictions.

Examples of jobs that have restrictions on people with certain conviction histories include, airport security screeners/TSA; law enforcement; defense contractors; port workers; bank employees; insurance employees; teachers; childcare workers; school district staff, and any job that requires a state license or certificate.

Having a record doesn't automatically exclude you from all jobs that have access to private or sensitive information, vulnerable people, or high-security locations. **It just means you should do extra research on how your record will impact your ability to get a job in one of those fields.**

Below are a few examples of jobs* that require you to obtain a state license, certification, or credential before you can work in the field. In this chart you will find the licensing agency, the programs offered at Citrus College and the [Career and Academic Pathway \(CAP\)](#) those programs are housed under. CAPs are collections of academic majors that have related courses. They also cluster groups of majors that fit within a career area.

Business and Information Technology Career and Academic Pathway (CAP)

Licensing Agency	Citrus College Programs
Real Estate Agent (Bureau of Real Estate)	Associate of Science, Real Estate Associate Degree for Transfer, Business Administration Certificate in Real Estate Appraisal Certificate in Real Estate Broker Certificate in Real Estate Sales Skill Award in Real Estate I Skill Award in Real Estate II

Career and Technical Education Career and Academic Pathway (CAP)

Licensing Agency	Citrus College Programs
Barber or Cosmetologist (Bureau of Barbering and Cosmetology)	Associate of Science, Cosmetology Certificate in Cosmetology Associate of Science, Esthetician Certificate in Esthetician
Contractor (Contractors State Licensing Board)	Associate of Science, Construction Management Certificate in Construction Inspection Certificate in Construction Management Certificate in Construction Quality Control Skill Award in Construction Health and Safety Specialist

Exercise and Health Sciences Career and Academic Pathway (CAP)

Licensing Agency	Citrus College Programs
Dentist and Dental Assistant (Dental Board of California)	Associate of Science, Dental Assisting Certificate in Dental Assisting
Paramedic or Emergency Medical Technician (EMT) (Emergency Medical Services Authority of California)	Skill Award in Emergency Medical Technician
Registered Nurse (RN) (Board of Registered Nursing) Certified Nursing Assistant (CNA) (Department of Public Health)	Associate of Science, Registered Nursing Associate of Science, Vocational Nursing Certificate in Vocational Nursing Skill Award Nursing Assistant

Social and Behavioral Studies Career and Academic Pathway (CAP)

Licensing Agency	Citrus College Programs
Social Worker (LCSW) or Marriage and Family Therapist (LMFT) (Board of Behavioral Sciences)	Associate Degree for Transfer, Sociology Associate Degree for Transfer, Psychology Associate Degree for Transfer, Social Justice Studies Associate of Arts, Social Sciences <i>(Careers in social work and therapy require transfer to a university for a bachelor's and/or master's degree).</i>
Teacher (Commission on Teacher Credentialing)	Associate Degree for Transfer, in Elementary Teacher Education Associate Degree for Transfer, Child and Adolescent Development Associate Degree for Transfer, Child and Adolescent Development <i>(Teaching at the K-12 level requires transfer to a university for a bachelor's degree and credential program).</i>

Comprehensive list of CA Department of Consumer Affairs Boards and Bureaus

*Please refer to the licensing agency websites to learn how your record may impact your ability to get a job in one of these fields. Below you will find more information about the laws in California regarding obtaining a professional license if you hold a criminal record, background checks and cleaning up your records. Please note that this information is subject to change.



KNOW YOUR RIGHTS

CA LICENSING INFORMATION - AB 2138

Under AB 2138, which went into effect on July 1, 2020, having a criminal record will no longer prevent an individual from getting or holding a professional license in California (with some exceptions). This law applies to 42 licensure boards within the California Department of Consumer Affairs. [The complete bill can be found here.](#)

BAN THE BOX/CALIFORNIA FAIR CHANCE ACT - AB 1008

The California Fair Chance Act (AB 1008) took effect on January 1, 2018. The law ensures that employers fairly consider job applicants with a record by delaying when an employer can ask about an applicant's conviction history or run a background check. Starting January 1, 2018, most California employers were no longer allowed to ask about an individual's conviction history on a job application or run a conviction background check on you until they offer you the job.

[Frequently Asked Questions: Fair Chance to Compete for Jobs Act.](#)

OBTAINING A COPY OF YOUR RECORD/RAP SHEET AND RECORD CLEANING

Obtaining a copy of your criminal record:

If you do not have a copy of your Record of Arrests and Prosecution (RAP) Sheet/Criminal Record:

1. Go to a LiveScan provider. Visit the [LiveScan website](#) for locations. At that site, click on your county of residence to be directed to the list of locations near you. The list of locations will include the processing fee for each location.
2. Another way to obtain your RAP Sheet is to go to a record cleaning event that offers LiveScan services, like those offered at [Root and Rebound](#).

Cleaning Up Your Criminal Record:

Once you have your RAP Sheet, find a record cleaning (or "clean slate") clinic in your area. You can search online for clinics, call the local Public Defender's office; the number should be readily available online with a search such as "[county where conviction occurred] County Public Defender's Office," or call [Root & Rebound's legal hotline any Friday at 510-279- 4662 to find the clinic nearest you.](#)

If you have questions about AB 2138, the Fair Chance Act, your rights or cleaning up your record, call [Root & Rebound's](#) re-entry legal hotline on Fridays from 9:00 a.m. - 5:00 p.m.

Refer to Appendix C of the [Root & Rebound Higher Education Toolkit](#) for more details about record cleaning.

COMMUNITY RESOURCES

- **CA Fair Chance Toolkit**
- **The National Employment Law Project (NELP)**
- **CareerOneStop Reentry Program Finder**
- **Women's Prison Association**
- **Clean Slate Practice/East Bay Community Law Center**
- **Root & Rebound Higher Education Toolkit**
- **Root & Rebound's** re-entry legal hotline is open Fridays from 9:00 a.m. – 5:00 p.m. (PST) for free legal advice. You may contact them at 510-279-4662.



GLOSSARY OF TERMS

Career: The pursuit of a lifelong occupation with opportunities for advancement. Can require a degree or completed studies at a university or institution of higher education. It can involve special training and extensive knowledge in a particular field.

Career Development: The continuous process of managing one's life, learning and working in order to advance forward.

Career Planning: The process of choosing a career by engaging in self-knowledge, self-exploration and decision-making.

Career and Academic Pathways (CAPs): CAPs are collections of academic majors offered at Citrus College that have related courses. They also cluster groups of majors that fit within a career area.

California Work Opportunity and Responsibility to Kids (CalWORKs): A welfare program that gives cash aid and services to eligible needy California families. The program serves all 58 counties in the state and is operated locally by county welfare departments. If a family has little or no cash and needs housing, food, utilities, clothing or medical care, they may be eligible to receive immediate short-term help. Families that apply and qualify for ongoing assistance receive money each month to help pay for housing, food and other necessary expenses.

Dreamer: Young undocumented immigrants who were brought to the United States as children, who have lived and gone to school in the United States and often identify as American.

General Educational Development (GED) Test: If you do not finish high school with a diploma, you can take a series of tests which, when passed, provide certification that you have high-school level academic skills. This is known as the GED test.

High School Equivalency Test (HiSET): Like the GED, the HiSET awards a high school equivalency diploma. The HiSET has five test sections and the GED has four. Additionally, testing centers for the GED only offer a computer version of the test, whereas the HiSET has a paper and a computer option. Once either exam is complete, the diploma equivalent is nationally recognized no matter which test was taken.

Justice Impacted Individual: Individuals who have been incarcerated or detained in a prison, immigration detention center, local jail, juvenile detention center, or any other carceral setting. In addition, it includes those who have been convicted but not incarcerated, those who have been charged but not convicted, and those who have been arrested.

Major: A group of core classes required by a college in order to receive a degree in an area you specialize in.

Professional License: A state’s grant of legal authority to practice a profession within a designated scope of practice.

The Temporary Assistance for Needy Families (TANF): Provides grant funds to states and territories to provide families with financial assistance and related support services. State-administered programs may include childcare assistance, job preparation, and work assistance.

Undocumented Student: A foreign national who: (1) entered the United States without inspection or with fraudulent documents or (2) entered legally as a nonimmigrant but then violated the terms of their stay and remained in the United States without authorization (as defined by the National Immigration Law Center).



LEGAL DISCLAIMER

This guide provides general information only. It does not constitute legal advice, nor does it substitute for the advice of an expert representative or attorney who knows the particulars of your case. We have made every effort to provide reliable, up-to-date information, but we cannot guarantee its accuracy.

Sources:

[Root to Rebound Higher Education Tool Kit](#)
[CA Fair Chance Tool Kit](#)

QUESTIONS?



For more information or **to schedule an appointment with a career counselor** visit the Career/Transfer Center at Citrus College in the Student Services (SS) Building, Second Floor, or call (626) 914 - 8639.

Hours of Operation:

Monday and Thursday, 8:00 a.m. to 5:00 p.m.
Tuesday and Wednesday, 8:00 a.m. to 7:00 p.m.
Friday 8:00 a.m. to 4:30 p.m.

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