

Good afternoon,

Congratulations to all of you for being selected to participate in the InterHab DSP + Apprenticeship Program. What a wonderful opportunity to not only earn college credit but upon completion receive a National Certification from the Department of Labor. Each of you should have received an email opening connection to Work Hands. This will be the tool you use to keep track of your On The Job (OJT) training and classroom time. You may also download the app if that is easier to access as you will be responsible for tracking your information daily or weekly, which ever works best. Your supervisor will also follow up with documentation and reporting including meeting with you to answer any questions covering what works for OJT.

Beginning Monday, November 13<sup>th</sup> you may enroll in the WSU Badge Certification program which I have included the link for instructions. <https://www.wichita.edu/academics/wpce/Badges> Classes will begin January 16, 2024, and will include a total of eight (8) badges providing you a Certificate of Advanced Proficiency for each badge completed along with college credited hours. If you have problems with your online enrollment you can always reach back to me, or you may contact **Tat** who is with the **Office for Workforce, Professional and Community Education**, (316) 978-3264 or email [workforce@wichita.edu](mailto:workforce@wichita.edu) Please note that I will be providing information to WSU confirming 3<sup>rd</sup> Party Billing so you should not receive any invoices for these classes.

If you have questions please reach back to me I'm more than happy to assist.

Good luck to each of you and much success on this endeavor.