



**State Representative La Shawn K. Ford**

# DAILY JOB LISTINGS



**Springfield Office**  
**239-E Stratton Office Building**  
**Springfield, IL 62706**  
**TEL: 217-782-5962**  
**FAX: 217-557-4502**

Chicago Austin \* Oak Park \* Riverside \*  
North Riverside \* Brookfield \* Berwyn \*  
Proviso Township \* Forest Park \* La  
Grange \* LaGrange Park \* Western Springs

05/02/2018



Job Title: **Educator - Opt C**  
Agency: Human Services  
Closing Date/Time: Wed. 05/09/18 11:59 PM Central Time  
Salary: \$4,860.00 - \$7,103.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-44-104756**

Requires possession of a current and valid ISBE issued Professional Educator License with Learning Behavior Specialist I endorsement. Prefers a Master's Degree and experience in high school transition programs.

IDHS/DRS/ICRE-Roosevelt  
1950 W. Roosevelt Rd.  
Chicago, Illinois 60608

312/433-3147 - Voice  
312/433-3056 - Fax

05/02/2018



Job Title: **Educator - Opt C**  
Agency: Human Services  
Closing Date/Time: Wed. 05/09/18 11:59 PM Central Time  
Salary: \$4,860.00 - \$7,103.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-44-104755**

Requires possession of a current and valid ISBE issued Professional Educator License with Learning Behavior Specialist I endorsement. Prefers a Master's Degree and experience in high school transition programs.

IDHS/DRS/ICRE-Roosevelt  
1950 W. Roosevelt Rd.  
Chicago, Illinois 60608

ATTN: Benjamin Davis  
312/433-3147 - Voice  
312-433-3056 - Fax

05/02/2018



Job Title: **Registered Nurse I (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Wed. 05/09/18 11:59 PM Central Time  
Salary: \$4,471.00 - \$6,065.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC023**  
Bid ID#: **10-44-104847**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois.

IDHS/DRS/ICRE-Roosevelt  
1950 W. Roosevelt Rd.  
Chicago, Illinois 60608

ATTN: Benjamin Davis  
312/433-3147 - Voice  
312/433-3056 - Fax

05/02/2018



Job Title: **Rehabilitation Counselor Trainee - Opt V (Upward Mobility Target Title)**

Agency: **Human Services**

Closing Date/Time: **Wed. 05/09/18 5:00 PM Central Time**

Salary: **\$3,792.00 - \$5,601.00 monthly**  
**\$45,504.00 - \$67,212.00 annually**

Job Type: **Full-Time**

Location: **Cook County, Illinois**

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **10-48-104371**

Requires possession of a Master's Degree from a college or university program accredited by the Council On Rehabilitation Education (CORE) or, a Master's degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, or a closely related field. Requires ability to travel.

Contact Info:  
Bureau of Employee Services  
Andrew Reagan  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORDCOM](http://WWW.LASHAWNFORDCOM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORDCOM](mailto:WORKFORCE@LASHAWNFORDCOM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
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05/02/2018



Job Title: **Rehabilitation Counselor Trainee - Opt V (Upward Mobility Target Title)**

Agency: **Human Services**

Closing Date/Time: **Wed. 05/09/18 5:00 PM Central Time**

Salary: **\$3,792.00 - \$5,601.00 monthly**  
**\$45,504.00 - \$67,212.00 annually**

Job Type: **Full-Time**

Location: **Cook County, Illinois**

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **10-48-104228**

Requires possession of a Master's Degree from a college or university program accredited by the Council On Rehabilitation Education (CORE) or, a Master's degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, or a closely related field. Requires ability to travel.

Contact Info:  
Bureau of Employee Services  
Andrew Reagan  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116

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05/02/2018



Job Title: Day Care Licensing Representative II - Spanish Speaking (Upward Mobility Target Title)  
Agency: Children & Family Services  
Closing Date/Time: Wed. 05/09/18 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC063  
Bid ID#: 1813025-139997

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance; **requires ability to speak and write Spanish at a colloquial skill level.**

**Contact:**

Karen Wagner  
[Karen.A.Wagner@illinois.gov](mailto:Karen.A.Wagner@illinois.gov)  
1911 S Indiana Ave  
9th Floor  
Chicago, IL 60616  
312-328-2461 / 312-328-2321 (fax)

05/02/2018



Job Title: Office Associate - Opt 2  
Agency: Children & Family Services  
Closing Date/Time: Wed. 05/09/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1813024-131956

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires the ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

**Contact:**

Karen Wagner  
[Karen.A.Wagner@illinois.gov](mailto:Karen.A.Wagner@illinois.gov)  
1911 S Indiana Ave  
9th Floor  
Chicago, IL 60616  
312-328-2461 / 312-328-2321 (fax)



05/02/2018



Job Title: **Revenue Auditor I**  
Agency: Revenue  
Closing Date/Time: Wed. 05/09/18 5:00 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **6**  
Plan/BU: **RC062**  
Bid ID#: **DOR 17993**

**Requires a bachelor's degree in accounting, business administration, or finance, with a minimum of 21 semester hours of progressive coursework in accounting, and additional coursework in management and business administration, business law, computer science, economics and statistics. Requires completion of an agency approved training program. Requires working knowledge of methods and techniques of tax accounting and auditing. Requires working knowledge and understanding of the various types of records maintained by businesses, partnerships and individuals. Requires working knowledge of the various tax laws administered by the Department of Revenue; methods, procedures and techniques utilized in the examination and review of tax returns and supporting documentation, and in determining and recommending appropriate corrective action; files, procedural manuals and other related materials utilized in the research and analysis of tax returns and supporting documentation.**

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
217-782-6239 Phone  
217-782-9925 Fax

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

05/02/2018



Job Title: Revenue Auditor Trainee (Upward Mobility Target Title)  
Agency: Revenue  
Closing Date/Time: Wed. 05/09/18 5:00 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 6  
Plan/BU: RC062  
Bid ID#: DOR 18000

Under immediate supervision, for a period not to exceed twelve (12) months, receives intensive scheduled classroom instruction and on-the-job training involving the various facets of the Department of Revenue's Audit program and operations, and upon successful completion of the training program will qualify to fill existing vacancies as a Revenue Auditor I; travels to attend classroom training as well as the on-the-job training as instructed.

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
217-782-6239 Phone  
217-782-9925 Fax

05/02/2018



Job Title: **Tobacco Compliance Specialist**  
Agency: Human Services  
Closing Date/Time: Wed. 05/02/18 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Bid ID#: **18-063**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Requires two years of experience working in a professional environment. Experience with conducting inspections, completing reports, training and communicating with the public is also required. Compliance testing and law enforcement experience is preferred.

**This is a contractual position. No grade is required through CMS Examining and Counseling Division.**

**Interested Applicants should submit a CMS 100 Employment Application to**

**Samantha Silva, BES/Division of Mental Health  
100 South Grand Ave. East- 3rd Floor  
Springfield, IL 62762**

05/02/2018



Job Title: **Revenue Collection Officer I**  
Agency: Revenue  
Closing Date/Time: Wed. 05/02/18 5:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **DOR 17816**

Requires equivalency to the completion of four years of college; requires successful completion of one year training and experience as a Revenue Collection Officer Trainee; requires knowledge of the various tax laws, rules and regulations, court decisions and other level opinions as applicable to the collection program; requires access to an automobile and possession of a valid driver's license or access to public transportation.

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
217-524-3954 Phone  
217-782-8957 Fax

05/02/2018



Job Title: **Nutritionist**  
Agency: Human Services  
Closing Date/Time: Thu. 05/03/18 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
\$52,524.00 - \$78,972.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-90-105412**

Requires knowledge, skill and mental development equivalent to completion of four years college supplemented by a Master's degree in nutrition, dietetic or food service management, preferably including registration by the Academy of Nutrition and Dietetics. Requires possession of a Dietitian license valid in Illinois.

Contact Info:  
Bureau of Employee Services  
Amy Cook  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116

05/02/2018



Job Title: **Executive II - Opt N1**  
Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 05/03/18 11:59 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **CS3899**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires two years of responsible administrative experience in a public or business organization. Requires ability to travel.

Agency Contact:  
Division of Child Support Personnel  
509 South Sixth Street  
Springfield, Illinois 62701

217-557-3900 Office  
217-524-3960 Fax

05/02/2018



Job Title: **State Steward - Harness**  
Agency: Illinois Racing Board  
Closing Date/Time: Fri. 05/04/18 5:00 PM Central Time  
Salary:  
Job Type: Part-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IRB 18072**

College degree preferred with an emphasis in racetrack management or equine/animal science. Excellent writing and speaking skills a must. The duties of this position can be performed at any racetrack under the jurisdiction of the IRB and requires the ability to travel to and from any track as assigned.

Human Resources  
100 W. Randolph; 5-700  
Chicago, IL 60601  
312-814-2600  
312-814-5062 Fax

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

05/02/2018



Job Title: **Office Coordinator - Opt 2**  
Agency: Children & Family Services  
Closing Date/Time: Fri. 05/04/18 5:00 PM Central Time  
Salary: \$3,027.00 - \$4,223.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **1860111-602322**

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires the ability to type accurately at 30 wpm; requires Illinois licensure as a notary public.

SUBMIT BIDS TO:  
Paige Baker  
DCFS - 406 E. Monroe St., Station #30  
Springfield, IL 62701

[Paige.Baker@illinois.gov](mailto:Paige.Baker@illinois.gov)  
Phone: (217) 557-7430  
Fax (217) 785-0395



05/02/2018



Job Title: Office Associate - Opt 2  
Agency: Children & Family Services  
Closing Date/Time: Fri. 05/04/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1860112-607212

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

SUBMIT BIDS TO:  
Paige Baker  
DCFS - 406 E. Monroe St., Station #30  
Springfield, IL 62701

[Paige.Baker@illinois.gov](mailto:Paige.Baker@illinois.gov)  
Phone: (217) 557-7430  
Fax: (217) 785-0395

05/02/2018



Job Title: **Human Services Caseworker**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,891.00 - \$5,797.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Bid ID#: **I-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

05/02/2018



Job Title: **Technical Advisor II**  
Agency: Guardianship & Advocacy Commission  
Closing Date/Time: Mon. 05/07/18 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **4525250701411002**

Requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois. Requires working knowledge of judicial and quasi-judicial procedures and rules of evidence. Requires working knowledge of the common law and the provisions of State and Federal laws relating to administrative and regulatory functions. Requires working knowledge of principles of administration and management, including organization, controls and techniques used in dealing with management and procedural problems.

Please Send Bids & Applications via U.S. Mail & Fax ONLY:  
Bobbie Fox, Director Human Resources  
160 N. LaSalle, Room 500  
Chicago, IL 60601  
Fax # 312-793-4311

05/02/2018



Job Title: **State Steward - Harness**  
Agency: Illinois Racing Board  
Closing Date/Time: Fri. 05/04/18 5:00 PM Central Time  
Salary:  
Job Type: Part-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IRB 18072**

College degree preferred with an emphasis in racetrack management or equine/animal science. Excellent writing and speaking skills a must. The duties of this position can be performed at any racetrack under the jurisdiction of the IRB and requires the ability to travel to and from any track as assigned. Prefer at least one year of harness official experience . Prefer accreditation from Racing Officials Accreditation program. Requires familiarity with the administrative rules and statute. Prefer two plus years of supervisory or management experience. Requires proficiency in Microsoft Office Software.

Agency Contact:

Human Resources  
100 W. Randolph; 5-700  
Chicago, IL 60601  
312-814-2600  
312-814-5062 Fax

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219  
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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

05/02/2018



Job Title: **Social Services Career Trainee - Opt SS**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,305.00 - \$4,731.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Bid ID#: **L-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences. Requires ability to speak, read and write Spanish

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

05/02/2018



## **CMS EMPLOYMENT**

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:  
James R. Thompson Center  
100 W. Randolph, Suite 3-300  
Chicago, IL 60601-3220  
(312) 793-3565 (voice)  
Illinois Relay Center 800) 526-0844

**MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible  
Schedule Testing Check in time for tests - clerical and non-clerical is anytime  
between 8:00 a.m. - 1:30 p.m.**

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO  
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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>



## What is the CTA Second Chance Program?

The CTA Second Chance Program is an initiative offered in conjunction with the City of Chicago and social service agencies throughout the city. Working closely with the Department of Family and Support Services, hard-to-place individuals are given an opportunity to obtain full-time employment and training which may enable a start of a long-term, meaningful career.

### How to apply

Jobseekers need to actively participate in one of the 13 designated agencies' work readiness programs. The CTA Second Chance program is in regular communication with the agencies listed below. The agencies' top participants are referred to CTA for the bus servicer and rail car servicer Second Chance positions.

## [Click Here For the 13 Designated Agencies](#)

### What are the eligibility requirements and qualifications?

- Job seekers interested in participating must:
  - Reside within the City of Chicago
  - Be 18 years or older
- Participate in 8-10 weeks of Job Readiness Training and obtain a certificate of completion from one of the 13 referring agencies.
- Second Chance participants that are referred are required to be released from the following:
  - House arrest (wearing metal band/bracelet)
  - Drug/alcohol program (i.e. Methadone treatment)
  - Work release center

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>



○

**How many Second Chance positions are available?**

Up to 265 Second Chance participants may be employed by CTA in one calendar year. Start and end dates per Second Chance participant are on a rolling basis.

**How long does the program last?**

Based on job performance and attendance, a participant may serve for 12 months or more.

**How much does the program pay?**

Participants are paid at a rate of \$10.00 per hour and may work up to 40 hours per week. Pay checks are issued on a bi-weekly pay period.

**How is a participant selected?**

As positions become available, CTA contacts the referring agencies. Referring agencies recommend applicants who they have screened and who have successfully completed the job readiness program.

**Once the referring agency recommends an applicant, what happens?**

- Applicants are fingerprinted for background processing.
  - Applicants complete a medical review.
- If the applicant passes background and medical what are the next steps?
  - Orientation/pre-hire
- Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219

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05/02/2018



- Completion of all hiring documentation and application inserts
  - Training
- Participants are required to complete a (paid) safety training prior to reporting to assigned work location.
- The overall performance and attendance/tardiness of each apprentice is scored.
- Supervisors and apprentices are required to review the scoring of the evaluations, solicit feedback and address any questions or concerns.
- Agencies provide individual case management on each apprentice and maintain periodic contact.

**What happens when the participant successfully completes the program?**

- Participants in good standing receive a certificate of completion and letter of reference from CTA.
- Providing there are no additional arrests or convictions on the participant's record, the Second Chance program participant is encouraged to apply for CTA vacancies.

**Who can you call if you have questions?**

If you still have questions about this program, you can contact the CTA Second Chance Hotline -

312-681-2293.