



# Capital Adult Education Regional Consortium (CAERC)

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# My Plan

Planning for My	Career and College Success	To Do List	.19
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# Making a Difference with Education

The Capital Adult Education Regional Consortium (CAERC) can help you reach your college and career goals. Through our network of participating adult schools, community colleges, and community-based organizations, we can connect you to programs that will teach you the skills you need to achieve your college and career goals!

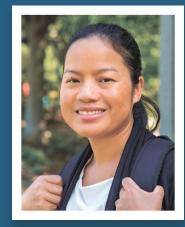
# Please consider the following:

- Completing a high school diploma or high school equivalency (GED<sup>®</sup>, HiSET<sup>®</sup>, TASC<sup>®</sup>)
- Keeping educational options open, even if they seem too difficult to achieve in the immediate future
- Participating in adult education sponsored college and career fairs, college information programs, and college visits
- Enrolling in adult education classes and/or college preparation courses at one of our regional adult schools
- Enrolling in Los Rios Community College District or another college near you

Capital Adult Education Regional Consortium (CAERC) is committed to helping you develop skills to transition to postsecondary education and employment by offering:

- Basic and higher academic skill classes
- High school diploma or equivalency classes (GED®, HiSET®, or TASC®)
- English as a second language and citizenship classes
- Programs related to entry or reentry into the workforce
- Programs designed to assist K-12 children to succeed in school
- Programs for adults with disabilities
- Short-term career technical education with high employment potential
- Pre-apprenticeship training

# Student Success



"I didn't think I could make it this far, but the teachers gave me the confidence to believe I could go to college and follow my dreams."

- Somying Hughes Adult Education Student



**ADULT SCHOOLS** 



Everyone has different needs and goals. CAERC is building an online tool, the Regional Asset Map at www.capitaladulted.org, which will help students find available adult ed programs throughout the region and chart their personalized paths to success.





### LOS RIOS COMMUNITY COLLEGE DISTRICT

#### Adult Schools Only

#### Adult Basic Education, Diploma and Citizenship Courses

Without a high school diploma, adults can't easily find a job that will support a family. Adults can work on basic skills and earn a diploma or equivalent certificate and begin building a bridge to their future. Students can also take citizenship classes, helping them address barriers to employment.

#### English as a Second Language Courses

English as a second language courses help our area's newest residents gain the communication skills they need to be successful students, employees and community members.

# Both Adult Schools and Community College

# Career Technical Education

Whether through an adult school or a community college, students can gain hands-on skills to make them more employable in a wide range of professions, including health care, construction, computing and automotive technology.

#### Pre-apprenticeship Training

Through pre-apprenticeship training at an adult school or community college, students gain the skills needed to transfer to a college apprenticeship program or obtain a paid apprenticeship in a skilled trade, such as welding or electrical.

#### Community College Only

Associate Degree

With the academic skills learned, students can move on to earn a two-year associate degree, which can lead to a higher-paying job, paid apprenticeship or further education.



#### **SUCCESS!**

Students can apply knowledge and skills from adult schools and community college to get apprenticeships and jobs or move on to bachelor's degrees at four-year institutions to prepare for professional careers.

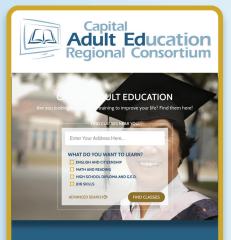


## Choose a Career

READY

- What do I like doing?
- What am I good at?
- What is the job market like for the career that interests me?
- How much money do I need to make?
- What do I need to reach my educational goal?
- What can I achieve if I put time and effort into my education?





www.capitaladulted.org









# Get Ready

What arrangements do you need to make before registering for classes? With a little bit of communication, research, and planning, your ability to attend class regularly and to study daily, your goals will be achievable.



### Transportation

Research your transportation options and always have a back-up plan. Think about cost, weather conditions, and distance.



#### Work Schedule

Think about your current work schedule.

- Is your schedule compatible with your class schedule?
- Will you be able to be on time to class and to work?
- Will you be able to stay the entire class time and not be late for work?
- When will you study?



#### Budget

Explore your options to pay for college and determine your budget.

- What is your budget?
- How much do classes cost?
- Will you need to purchase books and supplies? How much will it cost?



### Other Responsibilities

Accept you have other responsibilities in your life.

- Have you talked with your family and friends about your educational goals and how your goals may affect the people in your life?
- Do you have children? Do you have nurturing and dependable childcare, so you can concentrate while you are at school?



### Support Group

It is essential to recognize the people in your corner.

• Who can help you stay focused on your educational and career goals and support you through challenging times?

#### **Time Management** Ten Strategies for College Students and Adult Learners

#### Focus on Long–Term Goals



It's hard to get to your destination if you don't know where you are going. Immediate and short-term goals will lead to accomplishing long-term goals.



#### Write a To-Do List

Writing a to-do list serves as a reminder of the important tasks that you need to prioritize.

#### **Prioritize Your Work Constantly** Decide what important task is



Decide what important task is to be done first. Planners can help you organize your week.

#### Budget Your Time



Creating a weekly schedule will help you determine how much time you spend on your activities. Don't forget to include some time for rest and relaxation.



#### Be Realistic about Time

Academic work takes a lot of time, so be realistic about the time you will spend on each task.

#### Work Out Your Optimum Study Method



Study in the manner in which you learn best – at home or at the library, alone or in a group, in silence or with music? Find what works best for you.

#### Find a Dedicated Study Space and Time

Create a place free of distractions where you can study and complete your assignments.

#### Review Your Notes Regularly



Reviewing your notes will help you prepare for the next class and think of questions you may ask for clarification.

#### Solicit Help When You Need It

Let your friend and family know your schedule and needs – a little support can go a long way.

#### Don't be Afraid to Say "No"



Let your friends and family know your schedule and needs – a little support can go a long way.

Source: www.educatedrooster.com



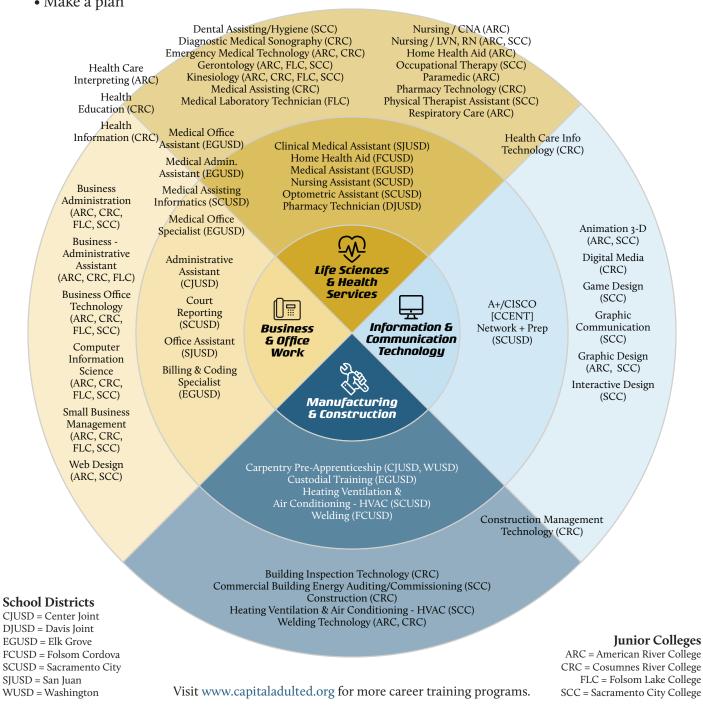
#### Choose a Program

What education do you need to prepare for the career you want?

- Research programs
- List your program options
- Identify the pros and cons
- Compare programs
- Make your choice
- Make a plan

#### Did you know...

Both Adult Schools and Community Colleges offer **Certificate Programs** 



www.capitaladulted.org On Track

# Adult Schools with CTE Programs

# Adult Schools Offering Career Technical Education (CTE)

Career and Technical Education (CTE) programs prepare students for successful employment in industry-specific high-demand careers.



Amador County USD

Center Joint USD -Center Adult School



Davis Joint USD -Davis Adult and Community Education

Elk Grove USD -Adult and Community Education



Folsom Cordova USD -Folsom Cordova Adult School





lat@mas

Unified School District

Connecting students to their future

Sacramento City Unified School District

**WinRive** 

San Juan

WASHINGTON UNIFIED SCHOOL

DISTRICT

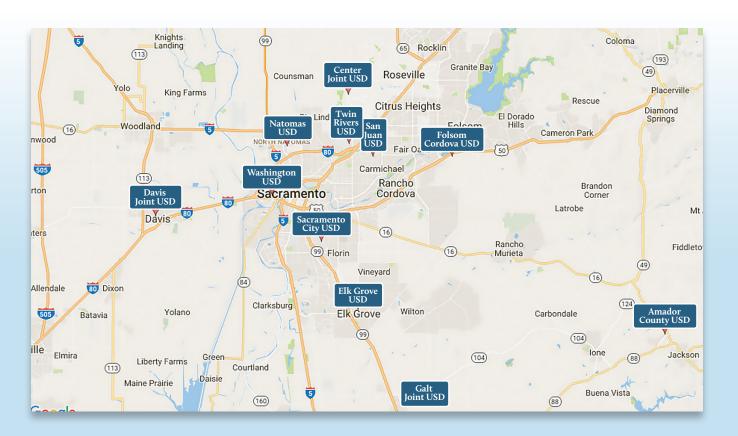
Natomas USD -Natomas Adult Education

Sacramento City USD Charles A. Jones Career and Education Center Warren A. McClasky Adult School

San Juan USD Sunrise Technical Center Creekside Adult School

Twin Rivers USD -Twin Rivers Adult School

Washington USD -Washington Adult School



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- Make an appointment for registration and orientation
- Complete registration forms
- Take placement tests
- Supply necessary documents such as transcripts and certificates (if needed)
- Attend orientation/registration appointment
- Enroll in classes

# Pay for Adult Education CTE Programs

Fees, payment plans, and scholarships vary. Financial aid and tuition assistance may be available. Please contact the CTE program you are interested in for information regarding the costs of attendance for their program.



### Leticia Rodriguez

"There are many things in my life that make me happy, but there is nothing better than finally getting my high school diploma. It took me a long time to go back to school and now that I am finally about to graduate, it shows me that I really can do anything that I put my mind to. I'm glad that I can be a positive role model to my girls and show them that they can do anything they put their all into and I can't wait go down a career path (Nursing Assistant) that I've always wanted to do and to see what the future has in store for my family and me."



# Monica Dui

"The amazing teachers at Elk Grove Adult and Community Education school helped me to accomplish my goal. With the right guidance and commitment, I earned my High School Equivalency Certificate in six months. The teachers at this school are IMPECCABLE. I am a mother of three children and work full-time. If I can accomplish it, anybody can too!"



# Traleila King

"I knew that I needed to graduate in order to get a better job. My kids motivated me to keep going. I am motivated because I am the first one in my family to graduate. I am so thankful for adult education, and to Folsom Cordova Adult School's transition specialist for connecting me to the job center. Now I am going to enroll in the Office Technology class."



The Los Rios Community College District, one of the nation's most respected learning institutions and the second-largest community college district in California. We are a two-year public college district that serves the greater Sacramento region.



## Los Rios Includes:



American River College Outreach Center: Natomas



**Cosumnes River College** Outreach Center: Elk Grove



**Folsom Lake College** Outreach Centers: Placerville and Rancho Cordova



Sacramento City College Outreach Centers: Davis and West Sacramento

## Our Colleges Offer:

- Associate and Transfer degrees
- Certificates
- Transfer Education Opportunities



American River College Counseling Center 4700 College Oak Dr. Sacramento, CA 95841 www.arc.losrios.edu (916) 484-8572

Cosumnes River College Counseling Center 8401 Center Parkway Sacramento, CA 95823 www.crc.losrios.edu (916) 691-7316

Folsom Lake College Counseling Center 10 College Parkway Folsom, CA 95630 www.flc.losrios.edu (916) 608-6510

Sacramento City College Counseling Center 3835 Freeport Blvd. Sacramento, CA 95822 www.scc.losrios.edu (916) 558-2204

# Los Rios Community Colleges<sup>\*</sup>

ASSOCIATE (A) & TRANSFER (AT\*\*) DEGREES, CERTIFICATE (C) PROGRAMS (INFORMATION CURRENT AS OF 2016-2017 SCHOOL YEAR)

PROGRAM OF STUDY	ARC	CRC	FLC	scc	PROGRAM OF STUDY	ARC	CRC	FLC	scc
Accounting See individual campuses for specialties.	A/C	A/C	A/C	A/C	Homeland Security	С	-	-	-
Administration of Justice	A/AT	-	A/AT	A/AT	Horticulture See individual campuses for specialties.	A/C	A/C	-	
Advertising	A	A	-	A	Human Services	A/C	A/C	A/C	-
Aeronautics	-	-	-	A/C	Humanities	-	A	A	-
Agriculture (Business or General)	-	A/C		-	HVAC (Heating, Ventilation, Air Conditioning) See campus for specialties.	-	-	-	A/C
American Studies	-	A	A	-	Illustration	С	-	-	-
American Sign Language - English Interpreter	A/C	A/C	-	-	Instructional Assisting See campus for specialties.	-	-	-	A/C C
Animation (3D)	C A/AT	- A/AT	-	C A/AT	Interactive Design Intercultural Studies	-	-	-	A
Anthropology Architecture: Design Technology, Green Buildings	A/AI	A/AI A/C	-	A/AI	Interdisciplinary Studies See individual campuses for specialties.	A/C	A	A/C	A
Art See individual campuses for specialties.	A/AT/C	A/C A/AT	A/AT/C	AT	Interior Design See campus for specialties.	A/C A/C	-	-	
Art History	A/AI/C	A/AT	A/AI/C A/AT	A/AT	Interior Retail Merchandising	C	-	_	-
Art New Media	A/C	-	-	-	International Studies	Ă	-	-	А
Automotive See individual campuses for specialties.	A/C	A/C		-	Journalism See individual campuses for specialties.	A/AT	A/AT	-	A/AT/C
Biology See individual campuses for specialties.	-	A	A	A/C	Kinesiology	A/AT/C	A/AT	A/AT	A/AT/C
Biotechnology	A/C	-	-	-	Legal Assisting/Law Office Clerical	A/C	-	-	-
Broadcast Journalism	-	А	-	-	Liberal Arts	-	А	-	-
Building Inspection Technology See campus for specialtie	s. –	A/C	-	-	Liberal Studies for Elementary Education		-	А	-
Business Administration	AT	A/AT	AT	AT	Library & Information Technology	-	-	-	A/C
Business-Administrative Assistant/Professional	А	A	A	-	Management	A/C	A/C	A/C	A/C
Business-E-Business/Internet/Marketing	С	С	-	-	Marketing See individual campuses for specialties.	A/C	A/C	А	A/C
Business-General See individual campuses for specialties.	A/C	A	A	A	Mathematics	A/AT	A/AT	A/AT	A/AT
Business-Office Technology/Administration	С	С	C	A/C	Mechanical See campus for specialties.	-	-	-	A/C
Business-Small Business Management	A/C	A/C	A/C	A/C	Medical Assisting/Administrative	-	A/C	-	-
Business Transfer	-	-	A	-	Medical Laboratory Tech	-	-	А	-
Business - Virtual	A/C	-	-	-	Music See individual campuses for specialties.	A/AT/C	A/AT	С	A/AT/C
Chemical Technology	-	-	-	A/C	Natural Resources	A/C	-	-	-
Chemistry	-	A	-	A	Nursing-CNA	С	-	-	-
Commercial Bldg Energy Auditing/Commissioning	-	-	-	C	Nursing-Home Health Aide	C	-	-	-
Communications Studies	-	A/AT/C	AT/C	A/AT	Nursing, LVN	C	-	-	A/C
Community Studies Computer Information Science See individual campuses for specialties.	-	-	-	A/C	Nursing, LVN to RN Career Mobility	A	-	-	-
	A/C	A/C	A/C	A/C	Nursing, RN	A C	-	-	A
Construction / Construction Management Tech. Cosmetology	-	A/C	-	A/C	Nutrition & Foods See individual campuses for specialties. Occupational Therapy Assistant	-	A/C	-	A
Culture Ante // Least te Ite See individual campuses for	A/C	A/C		A/C	Paramedic	A/C	-		-
Dental Assisting	-	A/C		A/C	Pharmacy Technology		A		_
Dental Hygiene	-			A	Photography See individual campuses for specialties.	С	A/C	_	A/C
Design & Engineering Technology	A/C			-	Physical Science	Ă	-	-	-
Diagnostic Medical Sonography	-	A/C		-	Physical Therapist Assistant	-	-	-	А
Diesel/Clean Diesel Technology	A/C	-	-	-	Physics	AT	A/AT	AT	-
Digital Media	-	A/C	-	-	Political Science	A/AT	-	-	A/AT
Early Childhood Education See individual campuses for specialties.	A/AT/C	A/AT/C	A/AT/C	A/AT/C	Psychology	A/AT	AT	A/AT	A/AT
Electronics See individual campuses for specialties.	A/C	-	-	A/C	Purchasing	-	-	С	-
Emergency Medical Technology	С	С	-	-	Radio Production	-	A/C	-	-
Engineering See campus for specialties.	-	A	-	A/C	Railroad Operations	-	-	-	A/C
English	A/AT/C	A/AT	A/AT	A/AT	Real Estate	A/C	A/C	A/C	A/C
English as a Second Language	С	C	-	С	Recreation	А	-	-	-
Environmental Studies / Conservation	С	A	-	-	Respiratory Care	A	-	-	-
Equine Science	-	A	-	-	Retail Management	A	C	-	С
Ethnic Studies	-	A	-	A	Science, General	A	A	-	-
Family & Consumer Science	A/C	-	-	A	Social Science Sociology	A AT	A AT	- AT	A A/AT
Fashion See individual campuses for specialties. Film & Media Studies	A/C C	A		A/C A	Solar Technology/Energy	C	AI	-	A/AI
Finance	-	A		-	Spanish	AT	A/AT		AT
Fire Technology	A/C	A/C	A/C		Speech	A/AT	-		-
Foreign Language Studies	A	-	-	_	Surveying (Geomatics)	-		_	A/C
Funeral Service	A			_	Technical Communications	A/C	-	-	-
Game Design	-	-	-	С	Television Production	-	A/C	-	-
Geographic Information Systems	A/C	С	_	-	Theatre Arts See individual campuses for specialties.	A/AT/C	A/AT/C	AT/C	A/AT/C
Geography	A/AT	A/AT	AT	AT	Veterinary Technology	-	A/C	-	-
Geology	AT	A/AT	A	AT	Wastewater Management	-	-	С	-
Gerontology See individual campuses for specialties.	A/C	-	-	-	Web Design	С	-	-	С
Graphic Communication	-	-	-	A/C	Welding Technology	A/C	A/C	-	-
Graphic Design See individual campuses for specialties.	С	-	-	С	Women's Studies	-	A	A	А
Health Care Information Technology	-	С	-	-					
Health Care Interpreting	С	-	-	-					
Health Education	-	А	-	-					
Health Information	-	A/C	-	-					
	AT	AT		A/AT					

\*ARC: American River College CRC: Cosumnes River College FLC: Folsom Lake College SCC: Sacramento City College \*\* Transfer Degrees (AT) are Associate Degree for Transfer programs to California State University (CSU).

# 5 Steps to Community College Success

Outlined below is a suggested timeline for students enrolling in the fall.

# 1. Apply

Beginning in **October** you can apply for financial aid to attend college the following school year. In **February** applications open for colleges in the Los Rios Community College District and you can apply to the campus of your choice. Once the application is received by the college they will issue you a Los Rios Student ID number. At this point you can set up your eServices account on the website: www.losrios.edu

## 2. Attend an Orientation

After you apply, **February – March**, you may begin the online orientation **the day after you receive your Los Rios student ID number**. This orientation is required for all new students and will provide you with important information to help you succeed and excel as a student at the Los Rios colleges: American River, Cosumnes River, Folsom Lake, and Sacramento City colleges.

### 3. Take an Assessment

Once you have successfully completed the online orientation, **February** – **March**, you can move on to the next step, Assessment. You must go to the Assessment Center at your college and complete the English and math assessment. There is no fee for these assessments. The purpose of these assessment tests is to help place you in classes that match your skill level. **You can only assess twice**, therefore **studying** is imperative to get the best placement. See website for helpful assessment FAQ's. www.losrios.edu/success/assessment.php

## 4. Build an Education Plan

In **March**, after you receive your assessment results, contact the Counseling Office of the college that you plan to attend. Each college offers an education planning session/workshop created for new students. Your student education plan will outline specific courses for you to reach your education goals. If you meet with a counselor prior to **April I**, you will receive a higher priority registration date. In **April**, the BOG Waiver: Board of Governor's Fee Wavier Application will become available on the college websites. Students who qualify will have their tuition (cost of classes only) waived.

## 5. Register

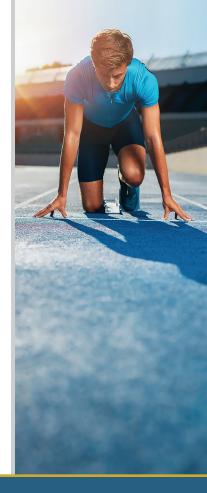
In **May**, all students will register for classes through eServices. The date and time to register will be posted in your eServices account. There is a video tutorial on eServices to explain how to register for classes.

*Please note:* Fees are due upon registering for courses. Students will be dropped from courses if they have not paid all fees within 14 days of registering.



## Did you know...

Adult Education schools offer courses to prepare you for the community college placement tests. Find a class near you: www.capitaladulted.org



Even in California, where community college is among the most affordable in the nation, some students struggle and cannot attend without financial assistance. We want you to know that help is available!

## What College Costs

The cost to attend college is a combination of expenses. Some are directly related to the college, and some are connected to what's required to take care of you while you are a student.



A college's 'cost of attendance' is an estimate that can be less if you look for deals in housing and food, if you are a "deal hunter" when shopping for books, and if you keep your personal expenses to a minimum.

Expense	Living with Parents	Living Off-Campus
Enrollment fees (\$46/unit)	\$1,104	\$1,104
Books/Supplies	\$1,792	\$1,792
Room/Board	\$4,968	\$12,492
Miscellaneous/Personal	\$3,178	\$2,918
Transportation	\$1,242	\$1,242
Total	\$12,284	\$19,548

Here is an estimated 'cost of attendance' at a local community college for 2016-2017:

Source: https://www.crc.losrios.edu/services/finaid/cost-of-attendance

If you can't afford this, what do you do?

## How Financial Aid Works

You apply for financial aid in a number of ways.

Beginning in October and continuing through March, you can submit the Free Application for Federal Student Aid (FAFSA) to be considered for federal programs, as well as the Cal Grant program. https://fafsa.gov

Federal student aid is available to U.S. citizens and eligible non-citizens (permanent residents with an Alien Registration Card). Students who are not eligible to submit a FAFSA may be eligible to submit a California Dream Act application and qualify to receive a Cal Grant and BOG fee waiver.

Here's how it works:

The FAFSA and Dream Act applications ask questions in two areas:

- I. **College Plans** To determine your total estimated cost of attendance (**COA**)
- 2. **Financial Situation** To determine how much your family can afford to pay for your education (**EFC**)

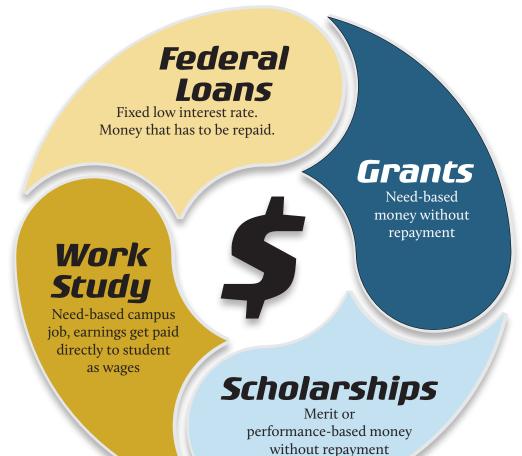
The difference between the two is your financial need, which the Financial Aid Office at your college will try to meet with a financial aid package.



# What is Financial Aid?

The BOG

Financial aid comes in four main forms:



At California community colleges there is also the Board of Governors (BOG) Fee Waiver. The BOG Fee Waiver allows you to attend college without paying the fees if you have financial need or qualify based on other factors.

http://home.cccapply.org/money/bog-fee-waiver

As a community college student, here's how it works, and the kinds of aid that are available:

	FAFSA	Dream Act	BOG Fee Waiver
Who can apply?	<ul> <li>U.S. Citizens</li> <li>Non-Citizens with Alien Registration card</li> </ul>	• AB 540 Students • Undocumented Students	Any community college student
How? / Where?	www.fafsa.gov	www.caldreamact.org	BOG Fee Waiver application (on campus)
When?	After October 1 for the following academic year	After October 1 for the following academic year	Once each school year
What can you get?*	<ul> <li>Pell Grant of up to \$5,815</li> <li>Cal Grant of \$547 for certificate programs</li> <li>\$1,670 for degree programs</li> </ul>	<ul> <li>Cal Grant of \$547 for certificate programs</li> <li>\$1,670 for degree programs</li> </ul>	The campus will waive your fees for classes. That's \$46/unit (at least \$1,104 for a full-time student for the year)

\*Grant amounts listed are for 2016-2017 and are subject to change annually.

The FAFSA is an online application available at www.fafsa.gov.

The Dream Act application is also available online www.caldreamact.org and is for many students who are not eligible to complete a FAFSA.

You apply for a BOG Fee Waiver through an application at the campus you attend. http://home.cccapply.org/money/bog-fee-waiver/terms



Specialized programs at Los Rios Community College District provide additional support services. Access these colleges support services to help you succeed.

## **Extended Opportunity Programs and Services (EOPS)**

The Extended Opportunity Programs and Services (EOPS) is a student support program for educationally and economically disadvantaged students, funded by the State of California and the Los Rios Community College District. It is designed to provide opportunities in higher education for students with academic potential who, historically, would not have attended college.

#### ARC CRC FLC SCC

#### California Work Opportunity & Responsibility to Kids (CalWORKs)

California Work Opportunity & Responsibility to Kids (CalWORKs) is a state-funded Welfare-to-Work program designed to help individuals on public assistance become self-sufficient.

#### ARC CRC FLC SCC

## Disability Services and Programs for Students (DSPS)

DSPS provides a variety of academic support services to students with disabilities. Our goal is to provide students the opportunity to participate fully in all aspects of college programs and activities through appropriate and reasonable accommodations.

#### ARC CRC FLC SCC

#### **Health Services**

Health Services is here to help students achieve their academic goals by encouraging a balance of health and well-being. Health care is provided directly by Registered Nurses and a Health Aid or indirectly through educational materials and referrals to community resources.



#### Veterans Resource Center

The veterans resource center provides full counseling services for veterans.



#### RISE

RISE (Respect, Integrity, Self-determination, and Education) provides counselors for academic and personal advising, tutorial services, book loan program, university tours, computer lab, and a healthy learning environment in which to study.

SCC

### PALS

PALS (Pathways to Academic Learning and Success) is a learning community designed to help students establish a solid foundation to build a successful college career. It offers English, Math and College Success related courses with additional instructional and counseling support.

SCC

# Workability III

Workability III offers counseling, career development and job placement services to students with disabilities who are clients of the Department of Rehabilitation.



### **Puente Project**

The Puente Project is to increase the number of educationally disadvantaged students who enroll in four-year colleges and universities, earn college degrees, and return to the community as leaders and mentors to future generations.



- www.scc.losrios.edu/weeklyupdate/student-support-services/
- www.crc.losrios.edu/catalog/geninfo/services
- www.flc.losrios.edu/contact-us/support-services
- www.arc.losrios.edu/Support\_Services.htm
- **ARC** = American River College
- **CRC** = Cosumnes River College
- **FLC** = Folsom Lake College
- **SCC** = Sacramento City College



# Planning for My Career and College Success



To Do List:

- □ Identify the careers you are interested in
- List your program options
- Research programs
- □ Identify the pros and cons
- Compare programs
- □ Make your choice
- Make a plan
  - □ Transportation
  - □ Babysitting
  - □ Work schedule
  - Support Group
  - Apply for FAFSA, BOG, Scholarships, etc.
  - □ Identify support services
- □ Apply
- Complete orientation
- Complete assessment testing
- Create an education plan- see a counselor
- □ Register for classes!
- Pay for classes
- Support Services
  - **EOPS**
  - **CALWORKS**
  - DSPS
  - Health Services
  - Veterans Resource Center
  - RISE
  - PALS
  - Workability III
  - Puente