

The American Place

@ Hartford Public Library



The American Place at Hartford Public Library offers a variety of free programs and services designed to welcome immigrants and support their successful transition into their new home city.

500 Main Street (2nd Flr.), Hartford, CT 06103
860-695-6337

hplct.org/library-services/immigration-citizenship

U.S. Citizenship
Prep & Application
Assistance

English For
Speakers Of
Other Languages
(ESOL)

Job & Career
Training &
Assistance

GED & Other
High School
Completion
Programs

Computer
Training



U.S. Citizenship Prep & Application Assistance

We offer Citizenship Classes and assistance with filing the N 400 Citizenship Application Form. Classes are topics-based, held year-round in 8-10week cycles. Most classes meet three hours per week on Saturdays. In-person registration is required in order to attend these classes. To register new students must:

- Meet the basic qualifications for Citizenship
- Read, write, and comprehend intermediate English
- Have filed a USCIS N 400 application or plan to file within the next 3 to 12 months.
- Provide documentation of legal permanent residency (Green Card).



Green Card Renewals & Citizenship Application Assistance

Hartford Public Library is recognized by the U.S. Department of Justice, Office of Legal Access Program (OLAP) to offer legal advice by its attorneys and qualified legal specialists. As a not-for-profit organization, we are able to offer these services at low cost to the public. Due to limited capacity, our scope of service is currently restricted to Citizenship applications and Green Card renewals. Learn more: Call 860-695-6354 or 860-695-6337 or Email: immigration@hplct.org or drop by *The American Place*.

English for Speakers of Other Languages (ESOL) Classes

These are semester-based classes, held year-round in 14-week cycles. Most classes meet three days per week, for two hours each day (Tuesdays, Wednesdays, Thursdays: 10 a.m. – 12 p.m.). Classes are also offered on Saturdays (9:30 a.m. – 12:00 p.m.) Classes serve beginner and intermediate level students. On-site, in-person registration is required in order to attend. Classes are open to adults 18 years of age and older. **Testing is required for placement. Space is limited.**

Annual Schedule

Fall: September 18 to December 20

Winter/Spring: January 15 to April 18

Spring/Summer: April 30 to June 27

English Conversation Classes

Individuals with intermediate-level English who wish to practice conversing with others should join these classes. Students have the opportunity to sharpen their English while discussing current topics in the news. Schedule varies; please call for current schedule.

Online English Courses

The Library has purchased several online English language courses available to students at no cost. Register for a free Hartford Public Library card to access these resources and to continue learning anytime, anywhere. All that's needed is a computer and Internet access.

After School English Club & Next Steps

The After-School English Club serves immigrant and refugee teens and meets at the Library on



Tuesdays and Thursdays, 3:00 p.m. – 5:30 p.m.. Participants are English Language Learners, grades 9 -12, who are recent arrivals to the U.S. Students improve their English language skills and create a network of support with peers and college student mentors/tutors who share similar experiences. In addition, TAP offers a “Next Steps” program on Mondays, 3:00-5:00 p.m., for ELLs who are close to graduating. The focus is on college and career readiness with continued skills development in English and additional tutoring for academic class work.

Vocational English as a Second Language (VESL) Classes

These trainings develop students’ English language and employability skills within high-demand occupations. Sessions include skills development for seeking, applying for, and keeping a job. Please visit *The American Place* in-person to learn about these programs and the schedule of trainings. Current trainings include:

Food & Hospitality Industry

- SERVSAFE Manager
- SERVSAFE Food Handler
- SERVSAFE Bartender

Health Care Industry

- Patient Care Attendant (PCA)

College Guidance

Newcomers with a high school credential from their native countries or professionals with foreign undergraduate/graduate degree are often at a crossroads navigating opportunities in employment and higher education in the U.S. Meet with TAP’s Transition Specialist to explore career options, connect with local colleges or vocational trainings as well as examine and set goals for future success. By appointment: Fridays and Saturdays, 1-4 pm. Call 860-695-6316 or email: ncaddigan@hplct.org.

Volunteer Opportunities

Share your wisdom, time and interest in diverse cultures by becoming a Cultural Navigator. We seek caring individuals to serve as mentors and tutors to Hartford’s new immigrant arrivals. A minimum commitment of 1-5 hours a week for three months is required. For more information, please call 860-695-6316.

Jobs and Careers

TAP partners with The American Job Center (AJC) to assist clients to reach their job and career goals. AJC career agents are on-site to help clients refine their resumes, search for jobs, plan their careers, and also enroll in CTHires.com online portal to employment opportunities in Connecticut.

American Job Center’s Weekly Schedule:

Monday through Friday, 9:30 am – 5:00 pm

Career Services Information Sessions (CSIS) are offered twice a month and provide a comprehensive overview of the broad range of services provided by the AJC. We strongly encourage job seekers to attend a CSIS session to receive comprehensive employment services. Each session includes an educational assessment and lasts approximately 2 hours. Registration required on-site at *The American Job Center*.

Immigrant Career Pathways

Trainings designed to prepare newcomer immigrants for gainful employment, including instruction on U.S. work culture is available through *The American Place’s* Immigrant Career Pathways program.

Spanish Language Classes

Approximately 35% of Hartford’s residents are native Spanish speakers. This 10-week course offers the basics for communicating in Spanish for professional and personal growth. Schedule varies; please call for current schedule.



GED & Other High School Completion Programs

Instructional programs for attaining a high school diploma are predominantly provided through local school districts and are free to Connecticut residents 17 years of age or older. **(NOTE: Seventeen-year-old applicants must be officially withdrawn from school for at least six months to enroll in a high school completion program.)**

Adult High School Credit Diploma (AHSCD)
General Educational Development (GED)
National External Diploma Program (NEDP)

TAP staff are available to assess your educational level and direct you to the appropriate program.

Online High School Diploma Program

For those students demonstrating solid reading and math skills and able to dedicate a minimum of 10 hours per week to online study, the Library offers a limited number of scholarships to enroll in an online high school program. Upon successful completion, the student is awarded a High School Diploma. This diploma is accepted at area community colleges and by most employers.

GED Prep

The American Place prepares students for the GED exam through a self-paced, comprehensive online curriculum. Students study independently with the support of an instructor who works on students' individualized learning plans to remediate skill gaps and accelerate progress.

GED Test

The Library is an authorized GED Testing Site. However, test takers **must register** prior to taking the test at their local school district's adult education provider.

Learn more at: <https://portal.ct.gov/SDE/Adult-Ed/GED/Getting-a-GED-in-Connecticut>

Computer Training Programs

Laptop & WiFi Hotspot Loan Program

This free program is open to Hartford residents age 24 or older who are enrolled in a high school completion (i.e. GED) or workforce training program. Given the limited supply of laptops and WiFi Hotspots, participants must meet the following criteria:

- Meet federal income guidelines
- Complete an intake form
- Possess a Hartford Public Library card
- Successfully complete a computer skills assessment
- Participate in regular, ongoing and regularly scheduled learning circles

To qualify to receive a laptop and WiFi Hotspot, applicants must be interviewed in person at The American Place. **To make an appointment, call 860-695-6291**

Digital Literacy Certificate

The Northstar Digital Literacy Assessment (NDLA) is an online self-guided assessment tool designed to test one's knowledge of computer hardware, software, and other technologies. Test takers earn the NDLA Certificate upon passing a comprehensive test.

Those successfully completing multiple assessments have the option of receiving a summary certificate listing all units passed. NDLA Sessions are offered at *The American Place*.

Computer Classes

Sessions cover the basics of Windows, Word, the Internet, and email. If you're unable to attend in person, staff will set you up and assist you with online tutorials. Schedule varies; please call for current schedule.