



BIO-MANUFACTURING CERTIFICATE PROGRAM FREQUENTLY ASKED QUESTIONS (FAQs)

Q. What is the Bio-Manufacturing Certificate Program?

A. This program is offered through a partnership with BIO1, Raritan Valley Community College, ImClone and Greater Raritan One-Stop Career Center. The Bio-Manufacturing Certificate Program is an accelerated classroom/lab training course that includes topics in chemistry, biology, math, industry regulations, and manufacturing practices. The course meets approximately 25 hours a week during the daytime at Raritan Valley Community College in Branchburg, NJ. This intensive program is designed to retrain dislocated workers for entry-level jobs with an opportunity for advancement in a high growth industry. Students will be expected to complete and document laboratory activities, access and record information using a computer, and communicate information effectively in a team atmosphere. **Training expenses are paid by a special grant so there is no charge to attend this program. Selection is decided through a competitive process due to limited seating.**

Q. What are the eligibility requirements for becoming a candidate for the Bio-Manufacturing Certificate Program?

A. Candidates must be:

- High school graduate or equivalent; eligible for College Level English & Elementary Algebra
- Provide proof of lay off within 1 year & meet Workforce Investment Act enrollment criteria
- Available to attend scheduled workshops, presentations, and tours in addition to class hours
- Computer and printer access & proficiency with MS Word, Excel and e-mail
- Flexibility to work in a production environment; availability for shift &/or weekend hours

Q. What is the process to become a candidate for this program?

A. The step-by-step process is as follows:

- Attend an Information Session followed by the ACCUPLACER Basic Skills Test. Arrive prior to start time, submit your resume, & bring proof of lay off within 1 year (Dated unemployment check stub or lay off letter from employer)
- If you meet the Basic Skills requirements, you will be scheduled for a individual interview.
- If selected, you will be enrolled as a participant in the grant-funded program.

Q. What jobs will I be qualified to perform when I complete training?

A. You will be qualified to perform responsibilities in entry-level positions for Biotechnology and Pharmaceutical Manufacturing companies. These include Bio-Process Technicians, Labeling & Packaging Operators, Instrument & Media Prep Technicians, Manufacturing Associates, Quality Control Specialist, & Laboratory Technicians. You'll be performing tasks such as preparing buffer solutions, operating filtration and column chromatography, cleaning and preparing glassware, operating autoclaves performing under sterile conditions and utilizing GMPs.

- Q. What is the salary range for entry-level positions in the Biotechnology Manufacturing field?**
- A. The salary range in the Central New Jersey area is \$35K - \$45K annually. Shift differential may also be offered to increase base pay. Because this is a rapidly growing industry, there is tremendous advancement potential as you increase your knowledge and skill levels.
- Q. How many hours per week will I be attending training?**
- A. Actual classroom and lab time is approximately 25 hours per week. Due to the accelerated pace of the course, you may expect to spend another 20+ hours weekly on homework and study assignments outside of the classroom activities. You will also be required to attend scheduled workshops, presentations, and tours scheduled in addition to classroom/lab hours.
- Q. Am I paid while I attend the training portion of the program?**
- A. Your training costs including books and enrollment fees are paid for through the grant, but you will not be paid to attend the training program. For Unemployment Insurance Benefits, please call the Employment Development Department.
- Q. Will I be receiving a grade in this training course?**
- A. Yes, all work including lab and classroom assignments, quizzes, group presentation, and tests will be graded based on your performance, participation, punctuality, and attendance. You will need to maintain a "C" average to receive your certificate of completion.
- Q. What happens if I find a job during the training program & I decide to quit?**
- A. As part of your commitment to the Bio-Manufacturing Program requirements, you should give careful consideration to this possibility prior to the start of training. Once you are enrolled and funding has been allocated for you to attend the class, the expectation is that you will follow through on your commitment to complete and obtain your certificate.
- Q. Am I guaranteed a job or internship opportunity after attending the training program?**
- A. Your resume will be forwarded to ImClone and other industry hiring managers & HR contacts for review. As in any competitive employment process, candidates will be contacted by companies for open positions based on their qualifications. Although over 80% of former program graduates in this program have received offers in the Biotechnology/Pharmaceutical or related industries, employment and/or internship positions are not guaranteed as part of this program.
- Q. What assistance will I get during and after completing this training program?**
- A. You will receive hands-on job search assistance and coaching to develop an effective resume and practice interview skills tailored to Bio-Manufacturing positions. On-site presentations, tours, and industry/employer events will be offered to program participants to allow you to meet with industry and recruitment contacts. Graduates can take advantage of industry partnerships and relationships established through the program for employment and/or internship opportunities.