**National Industries for the Blind**

**NIB Cisco Academy Application**

# NIB Cisco Academy

NIB Cisco Academy will focus on the following core areas:

* Acquire working knowledge of network security principals.
* Design implement and support security for networked devices & data.
* Develop critical thinking and problem-solving skills using real equipment and Cisco Packet Tracer.
* Gain industry recognized skills aligned with the National Institute for Standards and Technology (NIST) Cybersecurity Framework.

This course is a 40-week intensive remote study program with homework and weekly check-ins. By completing and submitting this application you are affirming that you are prepared to commit to the program.

The application consists of nine sections:

1. [Contact Information](#_I._APPLICANT_CONTACT)
2. [Program Requirements](#_II._APPLICANT_READINESS)
3. [Background and Readiness](#_III._Applicant_)
4. Assistive Technology
5. [Resume](#_IV._Resume)
6. [Documentation of Legal Blindness](#_VI._Documentation_of)
7. Logistics
8. [Verification](#_VII._Verification)
9. [Submit (Includes Directions for Sending in Your Application)](#_VIII._Submitting_Your)

# I. APPLICANT CONTACT INFORMATION

**Please provide the required information in the space to the right of each item.**

Name:

Location Address:

City, State and Zip Code:

Home or Cell Phone:

Home address:

E-mail Address:

Date of Birth:

Job title:

Work Hours:

Work Phone:

Work E-mail Address:

# II. PROGRAM REQUIREMENTS

**Review the NIB Cisco Academy eligibility requirements listed below. Answer each of the items with either “yes” or “no” or a brief answer in the space provided after the question. By submitting your application, you are agreeing that these statements truthfully describe you and your qualifications.**

1. I have intermediate to advanced working computer skills, including:
2. Experience in IT including but not limited to certifications in computer industry such at A+, Network+, C++ or building mainframes
3. Intermediate skills with Microsoft Office Suite, particularly Word, Excel, Outlook
4. Touch typing skills, at least 30 words per minute
5. General phone and conference call capabilities
6. Proficiency in any assistive technology needed for my accessibility

Answer:

1. I am willing to participate fully in classroom discussions, break-out sessions and the assigned final project.

Answer:

1. I am willing to engage fully in projects and exercises that require me to work individually and with others as a team.

Answer:

1. I am prepared to balance responsibilities of my job/home and required coursework and turn in assignments on time understanding that the class advances together based on everyone’s cooperation to adhere to due dates.

Answer:

1. I am prepared to attend all online classes and events and meet the requirements of the program; and

Answer:

1. I am prepared to give the Cisco Academy my interest, effort and support for the duration of the program.

Answer:

1. I am a US citizen? I am eligible/authorized to work in the US?

Answer:

# III. Applicant Background and Readiness

**For the ten essay questions, please provide your response under each question.**

1. Why do you want to participate in the NIB Cisco Academy?
2. Have you participated in remote training or classroom work similar? For example, have you attended online college classes, educational seminars, etc.? If so, please describe how your managed your time and responsibilities. If not, describe how you’d be a good student.
3. Explain how your interests and experience make you a good candidate for this program?
4. What are your short-term career goals (*i.e.,* two and five years from now)? How do you see yourself using the skills you will develop in the Cisco Academy Program?
5. To what degree do you use your computer in your current job and private life? Also, please describe your use and your proficiency level with Microsoft Word, Excel, Outlook, and PowerPoint on-the-job and elsewhere.
6. What browser do you use? For what purposes do you use the internet?
7. What experiences do you have with webinars/online media or conference phone calls?
8. Describe your typing skills and answer the following questions:
   1. How long does it take you to type a fifteen word sentence?
   2. What keys would you press to input the @ symbol?
   3. Are you comfortable using modifier keys e.g. Control, Alt and Shift to perform various functions in Windows and Office programs?
9. Describe your learning style and personality, addressing the following questions:
   1. Do you like to work alone or with partners and groups?
   2. Do you like to express your opinion and ask questions often or listen while others talk?
   3. Do you want frequent feedback about your work?
   4. Do you enjoy large assignments or shorter tasks? How do you approach large projects?
   5. Feel free to include any other descriptions of your study habits.
10. Describe a way you have shared skills you already have with a co-worker, peer, manager or in everyday life.

# IV. Assistive Technology

1. What assistive technology do you use to read, work on a computer and navigate the internet?
2. How would you rate your proficiency in each?
3. Have you received any training on the use of your assistive technology within the past year? Please describe what was covered in the training and its duration.

# V.Resume

**Your application package must include your resume. Please attach the e-file of your resume when you email your application form.**

# VI. Documentation of Legal Blindness

Please enclose documentation of legal blindness with application.

# VII. Logistics

Are you wanting to work remotely only? Yes \_\_\_ No\_\_\_

Are you willing to relocate? Yes\_\_\_ No\_\_\_

# VIII. Verification

I have read, fully comprehend, and meet these eligibility requirements and have completed this application form myself. Type in your name, as verification, here:

# IX. Submitting Your Application

**Submit: Send all materials via email to** [**rhowie@nib.org**](mailto:rhowie@nib.org)

To be considered for the NIB Cisco Academy, NIB must receive all completed materials:

1. Application Form
2. Applicant’s professional resume
3. Documentation of Legal Blindness

Please send your completed application packet via e-mail to rhowie@nib.org.

If you have questions, please contact Billy Parker, Program Director Employment Support Services, at National Industries for the Blind by phone at 703-310-0560 or e-mail at bparker@nib.org.