The NYC Training Guide helps people who are looking for job training programs. The guide provides important information about training classes offered in New York City. Go to www.nyc.gov/trainingguide to use the guide.

Use these tips to help you understand how to use the training guide tool:

**Tip #1: Search for a job**

Use the SEARCH tab to search for courses by industry, job title, location, or other options. Click the down arrows to the right of each box to see what options you can choose from, or type in your own keywords in the keyword box. You can also type in your zip code to find courses in your neighborhood.

**Tip #2: Learn more about the courses**

Click on the column headers to see the course listings. Click on the course name to get more information, such as the course price and school contact information. If you are looking for a specific course, click on “School” to see the list of schools in alphabetical order (from A to Z). Then scroll down to find the school that you are looking for.
Tip #3: Compare courses
Click on the box on the right side of your screen to compare courses. This will help you understand what different courses offer, and which course is best for you.

Tip #4: Read student reviews
Read the reviews from students to find out what they thought of the course. You can find out if they thought the course was useful, what percent of students completed the course, and what percent of students got jobs after completing the course. If you see that a school failed their report card, it means that the school did not get the minimum number of people to complete the course or find a job in the last six months.

Tip #5: Contact Us
You can use the contact us form to send questions, comments, or suggestions.