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Hudson Community Enterprises First to Offer Document Imaging Specialist Training and Certification for People with Special Needs

Jersey City, NJ, January 10, 2006 – Hudson Community Enterprises (HCE), a collaborative non-profit enterprise made up of forward-thinking social ventures and innovative employment preparation programs that help special needs people become self-sufficient, today announced that certification in document imaging operations is being offered to special needs people in Hudson County.

HCE is the first organization to offer certification for document imaging for people with special needs in New Jersey. Its graduating students are in an advantageous position over others seeking employment in this area. Metro Scanning's competitors, and companies that have established in-house document imaging departments seek individuals who have certification over those who do not.

HCE offers nine-week document imaging classes to special needs high school students and adults which provide them with the knowledge and skills they need to become proficient document imaging specialists. Document imaging students learn about record management and basic corporate operational units like accounts payable, accounts receivable, human resources, and sales. They learn about the types of documents that these operational units produce and they also learn how to distinguish between forms and identify data such as invoice number, social security number, customer number and so on. They learn how to index a document accurately and how to repair old documents with archival repair tools. They also learn about warehousing including how to keep an accurate inventory and how to properly store documents. Finally, they learn about document imaging technology like how to use the production-grade scanning and use the software to index documents.

"HCE is very much a part of the rich fabric of Hudson County. And throughout our history, we have taken important steps in breaking down barriers for people with special needs," said HCE President Maureen Walliser. "Now we want to break down another barrier, that of employment in high-tech areas such as digital imaging. This certification course gives special needs people the skills and knowledge they need to take advantage of the new employment opportunities arising from privacy and records management legislation," she said.

New Document Imaging Specialist certification courses start every 5 weeks. The next course will be beginning on February 6, 2006. For more information about the course visit our web site at

www.hudsoncommunity.org/services.htm

About Hudson Community Enterprises. Hudson Community Enterprises (HCE) is a collaborative non-profit enterprise made up of forward-thinking social ventures and innovative employment preparation programs that enable special needs people to become self-sufficient. HCE has been serving Hudson County for 47 years and offers vocational training in a variety of employment areas, vocational rehabilitation and job placement programs. HCE's four social enterprises include Metro Scanning, Metro Shredding, Metro Fulfillment, and Metro Litter Patrol. All profits from its social enterprises help fund HCE's vocational programs. By doing business with any of HCE social enterprises, organizations in Hudson County give back to their community in a meaningful and real way. HCE has offices located at 68-70 Tuers Avenue, Jersey City, New Jersey; and 780 Montgomery Street, Jersey City, New Jersey. For more information please call 201-434-3303 or visit our web site at www.hudsoncommunity.org.

About Metro Scanning. Metro Scanning is a non-profit, document imaging company that provides high-volume document imaging services to companies in New Jersey and New York. Metro Scanning is a social enterprise that provides comprehensive document-imaging certification and employment for special needs people in Hudson County. Its services address three primary business needs: 1) compliance with legislation (Sarbanes Oxley, HIPAA, Gramm Leach Bliley, FACTA and others) and document retention guidelines, 2) fast and easy access to information, and 3) disaster recovery back-ups. Document imaging services include document preparation, scanning, indexing, validation, and transfer to electronic media or microfilm. All profits help fund HCE's vocational training programs. Metro Scanning is located at 780 Montgomery Street, Jersey City, NJ, 07306. For more information, call 866-509-5525 or email us at info@metroscanning.com.

Hudson Community Enterprises

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