U.S. Department of Labor

DOL Career and Credential Exploration (C2E)

Participant Guide

January 2021 Edition

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1

Getting Started

Section 1: Getting Started

Welcome to the Department of Labor's Vocational Training Workshop. The purpose of this training is to provide you with information and a range of tools and resources to help you evaluate your career options and gain the necessary training or credentials needed to pursue your vocational career goals.

1.1 Objectives

Upon completion of this training, you will have learned how to

- Define the concept of vocational training
- Complete and review self-assessments on skills, knowledge, and values to make informed career decisions
- Identify and explore career opportunities in each of the 16 nationally recognized career clusters
- Identify the training requirements and types of credentials and qualifications needed for your occupations of interest
- Identify the associated costs and potential benefits of various apprenticeships, credentialing, or licensing goals
- Develop a plan of action by which you will accomplish a specific career goal

1.2 Course Overview

The goal of this course is to provide you with the essential tools and resources you need to evaluate career options, gain information for training and employment, and identify the next steps you should take to facilitate your transition to the civilian workforce.

Vocational Foundation
Define the core concepts of vocational training

Self-Assessment
Complete and review self-assessments

Labor Market Research
Identify and explore career opportunities

Training Opportunities
Identify training requirements and options

Design the Path
Develop an action plan

1.3 High-Quality Civilian Career

The purpose of the DOL's curriculum is to assist Service Members with their transition into a high-quality civilian career. A high-quality civilian career provides meaningful work, which allows one to utilize knowledge, skills, and abilities in an occupation that supports their values while earning a substantive wage. An investment in higher education or a training program can help to secure a high-quality civilian career. Generally, the employment rate and earning potential are greater for those with marketable skills and higher levels of educational attainment. According to the DOL's Bureau of Labor Statistics, individuals with an associate degree, on average, earn 18% more than their counterparts with high school diplomas. Likewise, an individual with a bachelor's degree, on average, earns 64% more. According to the statistics released by DOL's Office of Apprenticeship, over the course of their career apprenticeship graduates earn $300,000 more on average in wages and benefits than their peers who do not participate in a Registered Apprenticeship.

1.4 Career Transition Timeline

This manual complements the Transition Assistance Program (TAP) curriculum by providing you with access to tools and best practices that will help you to transition from military service to a civilian career. The curriculum's Career Transition Timeline is presented below. This timeline provides specific guidelines and timeframes to manage and navigate your journey toward a new career path.

Career Transition Timeline				
Timetable	18 to 24 Months Before Transition	12 to 18 Months Before Transition	6 to 12 Months Before Transition	0 to 6 Months Before Transition
Primary Activities	Assessment and Career Exploration	Preparation Activities	Engagement Activities	Transition
Description	• Meet with local TAP Counselor • Complete self-assessment • Create a LinkedIn account • Identify a mentor • Begin exploring career options • If retiring, schedule/attend Initial Counseling and Pre-separation Counseling (can occur before 365 days, but no later than 365 days) • Develop an Individual Transition Plan (ITP).	• If separating/ transitioning, schedule/attend Initial Counseling and Pre-separation Counseling (can occur before 365 days, but no later than 365 days) • Register for/attend any remaining TAP workshops • Explore SkillBridge or Career Skills opportunities • Explore other training opportunities • Create a master resume	• Begin & refine job search • Complete targeted resume • Sign up for a free year of LinkedIn Premium Subscription • Targeted networking • Practice interviewing	• Attend career fairs • Connect with an American Job Center (AJC) locally or at post-separation location • Apply and interview for positions • Continue to network and stay involved on LinkedIn and other social media sites
Outcome	**High-Quality Civilian Career**			

As you complete this course, be sure to update your Individual Transition Plan (ITP) and think about how you can incorporate the information from the different modules into a customized, strategic, and actionable plan by which you can achieve your goals. Let's get started!

1.5 Activity: What I'd Be Doing If I Wasn't Here?

Share with the class the following information:

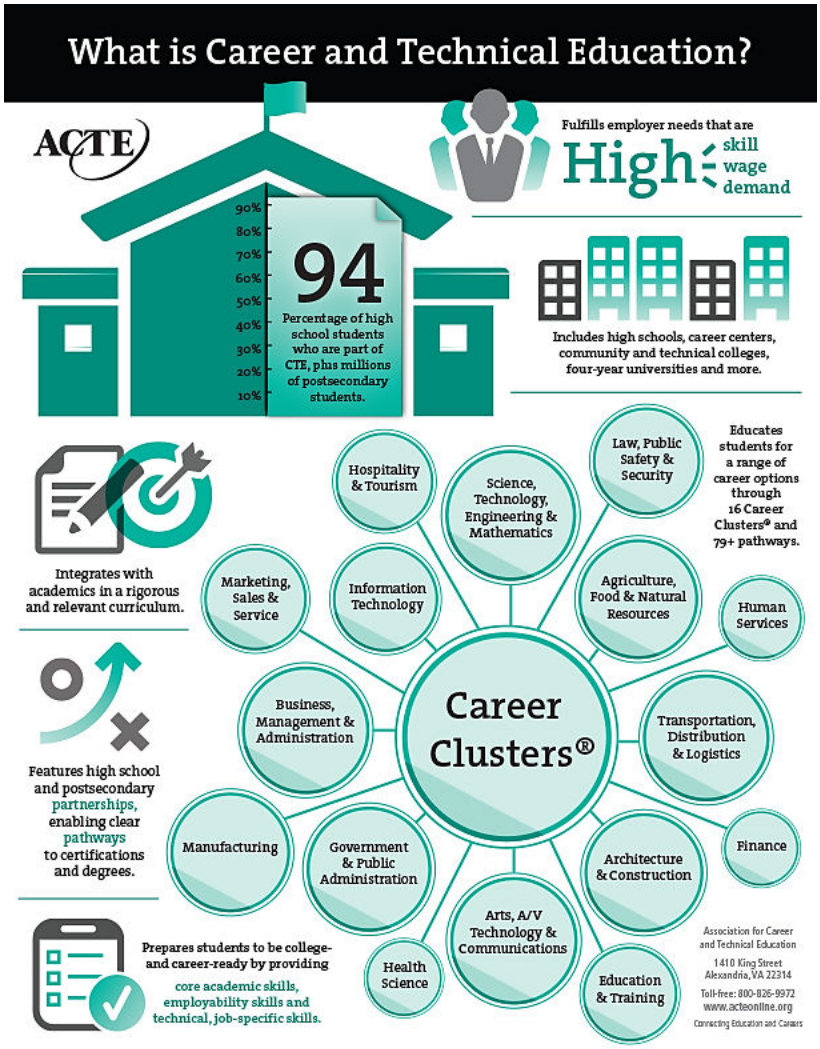
- Your name
- What you would be doing at work right now if you weren't here.
- Why you chose to complete the Career and Credential Exploration (C2E) training.
- What you hope to gain from this training.

2

Vocational Training Foundation

Section 2: Vocational Training Foundation

You may have an idea of your goals and the steps you need to take, but you still may be unsure of the vast career and training options that are available. In this section, you will learn about the foundation of vocational training and how it can help you achieve your career goals.



2.1 What Is Vocational Training?

Vocational training is an educational program that provides students with instruction and training for a field or trade. It is also known as Career and Technical Education. The purpose of the program is to train students with a specific skill set to enter the workforce quickly and provide the technical skills they need to compete successfully in the global economy.

Vocational training is typically based on a hands-on approach to learning where students are taught the practical skills and knowledge that employers are seeking. Traditional degree-granting colleges and universities, on the other hand, offer programs that are intended to provide students with a solid foundation of skills and knowledge related to a broad area of study. For example, vocational training can prepare students for specific roles as dental hygienists, mechanical engineering technicians, fitness trainers, etc., whereas traditional degree-granting colleges prepare students for various careers in the business, science, or engineering fields.

2.2 Why Pursue Vocational Training?

There is a big demand for skilled labor. According to the Bureau of Labor Statistics, there are now more job openings than there are workers, making it more challenging for employers to find qualified candidates to fill open positions. Truck driving, construction, information technology, health sciences, and electrical work are just some of the industries that are currently hardest hit by this labor gap. There are simply not enough people entering the skilled labor workforce to replenish the number of baby boomers retiring from these industries.

Here are some reasons you should pursue vocational training:

1. **Timeframe:** Vocational training programs are shorter than the typical four-year degree programs, which makes it much quicker and easier to transition into a new career.
2. **Cost:** All education programs carry a cost; however, vocational training is notably less expensive than college degree programs. According to the National Center for Education Statistics, the average cost of a four-year university program leading to a degree can be around $100,000, while the average cost for vocational training is much lower.
3. **Flexible Career Pathways:** There are numerous career opportunities, such as apprenticeship programs and on-the-job training that are available to students who are interested in learning a skilled trade. Students may start working in the field while they continue their education.
4. **Early Start:** Students can complete their career training in less time than those completing conventional four-year degree programs, and they are then able to join the workforce much sooner. Having two additional years in a career can mean students are able to set aside a portion of their income for savings, start repaying any student loans that were acquired during school, and start living the life they want far sooner than their university counterparts.
5. **Jobs in Demand:** Vocational jobs have taken off in recent years due to high projected job growth and a lack of skilled workers.

These reasons may confirm your interest in the vocational training track, but you may still need clarification on what specific vocational career is a good fit for you. With so many career choices, where do you start?

A good place to start is to take a broad look at all career options through the career clusters and then narrow down your choices.

2.3 The Career Clusters

The vocational training program adopts the U.S. Department of Education's Career Clusters to provide a way for schools across the nation to organize instruction and student experience around 16 career clusters and its career pathways. Career Clusters categorize the knowledge and skills students need as they follow a pathway toward their career goals.

There are 16 clusters, and within each cluster are cluster pathways that include hundreds of different careers. Each of the 16 career clusters provides insight into the many occupational options and identifies the diverse pathways with different careers and training levels. Even if you don't possess the skills you believe are required to work at one specific job, there are other options.

For example, if you are interested in the medical field but don't want to go school for four years to be a registered nurse (RN), you can select a career as a license professional nurse (LPN) for less time in school.

2.4 Career Clusters and Their Pathways

The table below outlines the 16 career clusters and their respective pathways.

CAREER CLUSTER		CAREER PATHWAY
1. AGRICULTURE, FOOD, & NATURAL RESOURCES		
	Do you enjoy working with plants and animals? Are you interested in working to conserve natural resources or protect the environment? This cluster includes careers in the production, processing, distribution, financing, and marketing of agricultural products including food, plants, fiber, animals, wood, and other plant and animal resources.	• Agribusiness Systems • Animal Systems • Environmental Service Systems • Food Products & Processing Systems • Natural Resources Systems • Plant Systems • Power, Structural, & Technical Systems
2. ARCHITECTURE & CONSTRUCTION		
	Do you want to design, build, and maintain structures where people live, work, and play? This cluster includes careers in designing, planning, managing, building, and maintaining the built environment.	• Construction • Design/Pre-construction • Maintenance/Operations
3. ARTS, AUDIO/VIDEO TECHNOLOGY & COMMUNICATIONS		
	Do you like to perform? Do you love to use your artistic creativity on the job? This cluster includes careers in designing, producing, exhibiting, performing, writing, and publishing multimedia content, including visual and performing arts and design, journalism, and entertainment services.	• Journalism & Broadcasting • Performing Arts • Printing Technology • Telecommunications • Visual Arts
4. BUSINESS MANAGEMENT & ADMINISTRATION		
	Are you entrepreneurial? Do you like to plan and organize activities? This cluster includes careers in planning, organizing, directing, and evaluating business functions essential to effective and productive business operations.	• Administrative Support • Business Information Management • Human Resources Management • General Management • Operations Management

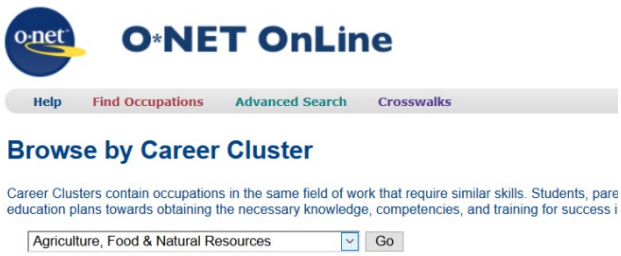
CAREER CLUSTER		CAREER PATHWAY
5. EDUCATION & TRAINING		•
	Do you enjoy teaching others? Are you comfortable with public speaking? This cluster includes careers in planning, managing, and providing education and training services and related learning support services, including administration and library services.	• Administration & Administrative Support • Professional Support Services • Teaching/Training
6. FINANCE		
	Do you like to work with numbers? Do you want to help people plan for their financial futures? This cluster includes careers in financial and investment planning, banking, insurance, and business financial management.	• Accounting • Banking Services • Business Finance • Securities & Investments • Insurance
7. GOVERNMENT & PUBLIC ADMINISTRATION		
	Are you interested in government and politics? Does the idea of protecting our country appeal to you? This cluster includes careers in planning and providing government services at the federal, state, and local levels, including services related to national security, legislation, foreign service. .	• Governance • National Security • Planning • Public Management & Administration • Regulation • Revenue & Taxation
8. HEALTH SCIENCE		
	Do you enjoy helping people feel better? Would you like working in a hospital or other medical facility? This cluster includes careers in planning, managing, and providing therapeutic, diagnostic, health informatics, support services, and biotechnological research and development.	• Biotechnology Research & Development • Diagnostic Services • Health Informatics • Support Services • Therapeutic Services
9. HOSPITALITY & TOURISM		
	Do you want to help other people enjoy their leisure time? Would you like to work in a hotel or in a restaurant? This cluster includes careers in the management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events, and travel-related services.	• Lodging • Recreation, Amusements, & Attractions • Restaurants & Food/Beverage Services • Travel & Tourism

CAREER CLUSTER		CAREER PATHWAY
10. HUMAN SERVICES		
	Do you like to help families solve problems? Would you like to connect people with the assistance they need? This cluster includes careers that provide family and individual services such as counseling and mental health, personal care, and consumer advice.	• Consumer Services • Counseling & Mental Health Services • Early Childhood Development & Services • Family & Community Services • Personal Care Services
11. INFORMATION TECHNOLOGY		
	Do you like technology? Do you enjoy working with computer hardware, software, multimedia, or network systems? This cluster includes careers related to the design, development, support, and management of hardware, software, internet, multimedia, and systems integration services.	• Information Support & Services • Network Systems • Programming & Software Development • Web & Digital Communications
12. LAW, PUBLIC SAFETY, CORRECTIONS, & SECURITY		
	Do you like to help protect other people's safety? Do you want to help enforce the law? This cluster includes careers in planning, managing, and providing legal, public safety, corrections, protective services, and homeland security, including professional and technical support.	• Correction Services • Emergency & Fire Management Services • Law Enforcement Services • Legal Services • Security & Protective Services
13.MANUFACTURING		
	Do you like to design and make things? Are you comfortable working with machines? This cluster includes careers in planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities, such as production planning and control, maintenance.	• Maintenance, Installation, & Repair • Manufacturing Production Process Development • Production • Quality Assurance
14. MARKETING		
	Do you like to sell products or services? Are you friendly and outgoing? This cluster includes careers in planning, managing, and performing marketing activities to reach organizational objectives.	• Merchandising • Marketing Management • Marketing Communications • Marketing Research • Professional Sales

CAREER CLUSTER		CAREER PATHWAY
15. SCIENCE, TECHNOLOGY, ENGINEERING, & MATHEMATICS		
	Do you like science or math? Do you enjoy solving problems? This cluster includes occupations and careers in planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering), including laboratory and testing services, and research and development services.	• Engineering & Technology • Science & Mathematics
16. TRANSPORTATION, DISTRIBUTION, & LOGISTICS		
	Would you like to fly planes, drive trucks, or pilot ships? Does the idea of fixing these vehicles appeal to you? This cluster includes careers in planning and managing the movement of people, materials, and goods by road, pipeline, air, rail, and water. Professional support services like logistics services and mobile equipment and facility maintenance are also part of this cluster.	• Facility & Mobile Equipment Maintenance • Logistics Planning & Management Services • Sales & Service • Transportation Operations • Transportation Systems/Infrastructure Planning, • Management & Regulation

2.5 Activity: Identify Occupations Using the Career Cluster on O*NET

This activity will give you an opportunity to explore the 16 career clusters and the vast occupations within the pathways.

Step	Action
1	Visit O*net at www.O*NETonline.org.
2	Under the Find Occupations tab, click Career Cluster.
3	In the drop-down box, select the Career Cluster you are interested in. 

4	Click Go.
5	Review the Career Pathways within the cluster and the occupation. Agriculture, Food & Natural Resources Go **Agriculture, Food & Natural Resources** Save Table (XLS/CSV) Sort by: Career Pathway ▲ / Code / Occupation Agribusiness Systems 11-9013.03 Aquacultural Managers Agribusiness Systems 13-1021.00 Buyers and Purchasing Agents, Farm Products Green Agribusiness Systems 11-9013.02 Farm and Ranch Managers Agribusiness Systems 13-1074.00 Farm Labor Contractors
6	Click on the occupation to get a summary report.

2.6 Activity: Career Cluster Exercise

In this activity, you will determine what career opportunities exist within a single interest. You will use the O*NET online website to find a career that best meets the needs described in the case scenario.

Step	Action
1	Get in a small group and read your assigned statement.
2	As a group, decide what career would be a good match for the case scenario.
3	Your group will present your recommendations to the class.

1. Jason loves sports, especially basketball, but he doesn't have the skills to become a professional basketball player in the NBA.
2. Anna is good with numbers but would like to combine her interest in accounting and business with something more creative.

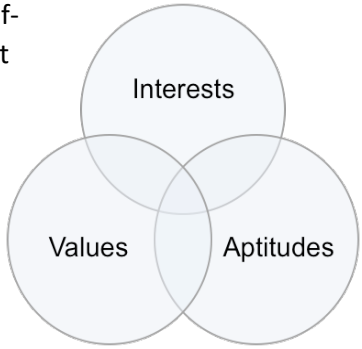
3. Saleem's passion is helping people, and he has a background in nursing. But he enjoys being outdoors and doesn't want to work in a hospital setting.
4. Hector enjoys working with animals, but he doesn't feel comfortable around sick or hurt animals.
5. Tom likes to design and work with machines. He wants to be a mechanical engineer, but he is struggling with calculus.
6. Tram is fascinated with studying the law, but she doesn't want to be a lawyer due to the extremely long hours at work.
7. Jayden loves helping others and wants to be a social worker, but social work requires a master's degree. He doesn't have a degree just yet, but he wants to work in a field where he can help others.

3

Self-assessments

Section 3: Self-assessments

During the Military Occupational Code or MOC Crosswalk, you performed a self-assessment to identify skills and a few careers or occupations that may be right for you. You also conducted labor market research on your chosen careers and created an action plan for your next steps.



You have researched career options that are in the Vocational Training workshop, and you are now well on your way to creating a clear pathway for your career transition. However, because some time has passed, it is important to pause and verify that the careers or occupations you previously selected are still of interest to you.

Before pursuing a job or investing in a training program, you need to be confident that the occupation is a good fit with your personality, traits, and aspirations. Taking the time to self-reflect can make the difference between accepting an unsatisfying job of convenience or moving on to a rewarding career that gets you excited to go to work every day. In this section, you will get the opportunity and time to perform several assessments to explore occupations that match your interests, abilities, and work values.

You will complete three career assessments that match occupations to your personal interests, abilities, and work values. Each assessment examines your strengths and attitudes from a different perspective and then recommends suitable occupations based on your unique results. These assessments can help you gain insights about yourself so that you can articulate what is important to you, focus your job search, and better evaluate your options. Even if you already know what career you want to pursue, personal assessments can offer you a deeper understanding of how to best position yourself for success.

As you review the career suggestions these tools provide, think about your personal priorities, and look for common themes among the assessment results. Think about how the recommendations can help you find a career in the “sweet spot” where your interests, values, and aptitudes intersect.

3.1 What Is an Assessment?

Career assessment is the process of evaluating how a variety of personal attributes such as your interests, values, and aptitudes impact your potential success and satisfaction with different career options and work environments. Career assessments are not considered tests because there are no right or wrong answers. The assessments take into consideration how high you score in various careers based on your answers to questions pertaining to your interests, skills, personality traits, and values.

While the assessments are great tools to help you narrow down your career options, it cannot determine the perfect career for you. Career assessments have limitations, so you will need different tools and resources to select a career that is the best fit for you. It can certainly help you get started, but you still need to carefully consider the pros and cons of any occupation that interests you.

3.2 Holland Codes – Personality Types

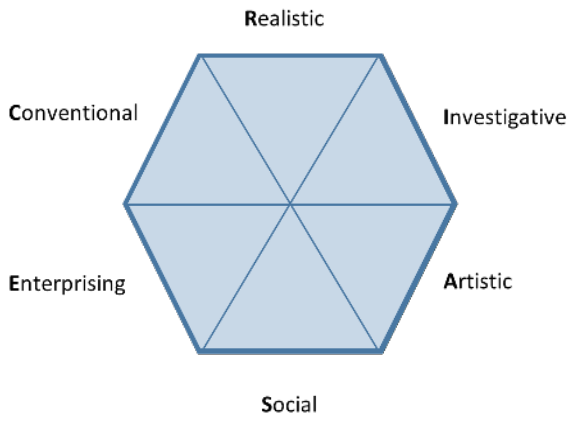
An interest assessment can help you identify careers that match your interests. Most people would agree that when they perform tasks they enjoy; they are more likely to experience job satisfaction.

Dr. John L. Holland created the RIASEC model as a way of classifying personality types by work activity interests and matching them to correlated occupations. The RIASEC is based on the concept that there are six distinct interest categories, which are represented by the letters R, I, A, S, E, and C:

[R] Realistic **"Doers"**	• PREFER WORKING WITH: Concrete tasks, objects, machines, tools, plants, or animals • LIKES: To work on practical, hands-on problems and answers	**[S] Social** **"Helpers"**	• PREFER WORKING WITH: People • LIKES: To teach, coach, inform, and help others solve problems
[I]Investigative **"Thinkers"**	• PREFER WORKING WITH: Ideas and facts • LIKES: To observe, learn, investigate, analyze, and solve problems	**[E] Enterprising** **"Persuaders"**	• PREFER WORKING WITH: Organizations • LIKES: To influence, persuade, lead, and direct others
[A] Artistic **"Creators"**	• PREFER WORKING WITH: Self-expression through various forms including images, materials, music, and movement • LIKES: To create art, ideas, and programs	**[C] Conventional** **"Organizers"**	• PREFER WORKING WITH: Data and numbers • LIKES: To enter information, carry out detailed tasks, and have clerical or numerical interests

Most individuals tend to identify more strongly with a combination of two or three of these areas and less strongly with the others. Commonly, we refer to an individual's RIASEC code using three letters, which represents their top three interest categories. For example, a person whose three strongest interest areas are conventional, realistic, and enterprising would identify as "CRE." Knowing your dominant RIASEC interests can help you identify the type of work that you may find the most interesting and rewarding.

The **RIASEC** model arranges these six categories on a hexagon, with most similar interests adjacent to each other and least similar interests opposite each other.



3.3 Activity: RIASEC Exercise

This exercise is designed to help you learn about your interests. After this exercise you will identify your Holland Code and take the Interest Profiler Assessment.

Step	Action
1.	You will be attending an all-day training event. You arrive early and do not know anyone. As you look around the room, you notice that there are six distinct groups of people: doers, thinkers, creators, helpers, persuaders, organizers.
2.	You need to move to the group that you think are most like you.
3.	You will then need to move to the second group most like you.
4.	Lastly, you will move to the third group most like you.
5.	Record your three groups in the order of your most favorite down in the box below:

You will take the O*NET Interest Profiler to identify your dominant RIASEC code and cross reference them with information about more than 900 potential occupations. These occupations have been classified according to associated work activities and five job zones, grouped by length of typical preparation, so that recommendations can be refined to reflect individual interests and related preparation preferences.

5 Job Zones

Job Zone 01
Little or no preparation
Occupations may require a high school diploma or GED certificate.

Job Zone 02
Some preparation
Occupations usually require a high school diploma.

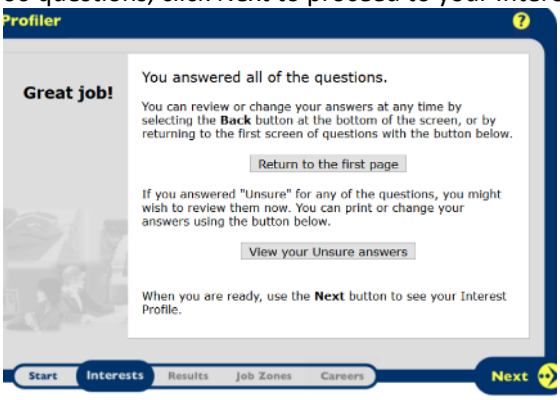
Job Zone 03
Medium preparation
Most occupations require training in vocational schools, related on-the-job experience, or an associate degree.

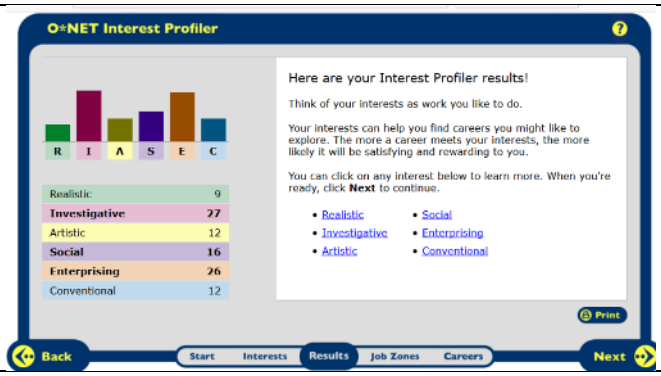
Job Zone 04
Considerable preparation
Most of these occupations require a bachelor's degree.

Job Zone 05
Extensive preparation
Occupations require a graduate school education (master's degree, doctorate, law, or medical degree, etc.).

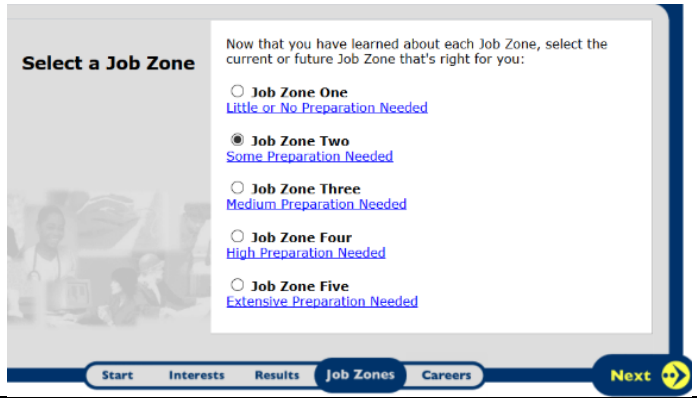
3.4 Activity: O*NET Interest Profiler

This assessment will identify your dominant RIASEC code. It has four sections: Interests, Results, Job Zones, and Careers.

Step	Action
1	To access the O*NET Interest Profiler, go to www.mynextmove.org/explore/ip
2	In the Interests section, answer 60 questions to assess how you would feel about different work activities. **Note:** Your answers should be based **ONLY** on how you would feel about doing these activities and **NOT** on your experience level, training, ability, or earning potential. It is important to remember that there are no wrong or right answers, only your opinion matters.
3	Once you finish answering all 60 questions, click Next to proceed to your Interest Profiler results. 
4	In the Results section, view your results in the numerical rankings across the six RIASEC interests. Note: You can click on any of the six interest areas to read its description. Notice that your three strongest interests are shown in bold.

<table>
<tr><td></td><td> 
</td></tr>
<tr><td>5</td><td>Write down your scores below for future reference.

Note: If you would like to view your report later, you can click Enter Scores on the Interest Profiler home page without having to retake the entire questionnaire.
<table>
<tr><th>Category</th><th>Score</th><th>Category</th><th>Score</th></tr>
<tr><td>Realistic</td><td></td><td>Social</td><td></td></tr>
<tr><td>Investigative</td><td></td><td>Enterprising</td><td></td></tr>
<tr><td>Artistic</td><td></td><td>Conventional</td><td></td></tr>
</table></td></tr>
<tr><td>6</td><td>In the Job Zones section, read more about the five job preparation zones used to classify careers in this assessment.

Note: You may click on any of the five zones to get a more detailed description of the preparation and types of jobs in that zone.</td></tr>
<tr><td>7</td><td>Select the job zone that matches your CURRENT preparation experience and click Next to see occupations in that category that match your interests.
 
</td></tr>
<tr><td>8</td><td>Click Next to see the occupations.</td></tr>
<tr><td>9</td><td>In the Careers section, click any of the career titles for more detailed information. To see options in another job zone, click on the appropriate number in the oval at the top center of the page</td></tr>
</table>

10	Select several potential occupations in your current job zone and in a future job zone that you would like to investigate further in the box below. CURRENT Job Zone (#_____) Occupations FUTURE Job Zone (#_____) Occupations

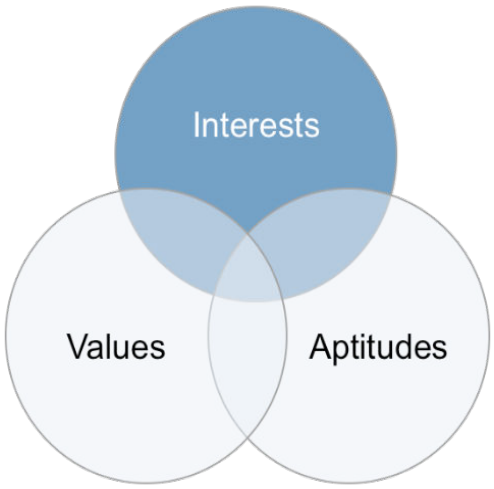
3.5 Career Clusters and the Holland Codes

Holland Codes refer to six personality types that can be a great resource to help you find a suitable education pathway. In order to choose a suitable path, you also need a sense of how your interests match up to the various career clusters. Below are Career Clusters that match up with the Holland Codes.

R-Realistic	**I-Investigative**	**A-Artistic**
• Agriculture, food, and natural resources • Architecture and construction • Arts, A/V technology, and communications • Health science • Hospitality, and tourism • Information technology • Law, public safety, corrections, and security • Manufacturing • Science, technology, engineering, and mathematics • Transportation, distribution, and logistics	• Health science • Information technology • Law, public safety, corrections, and security • Science, technology, engineering, and mathematics	• Arts, A/V technology, and communications • Education and training • Hospitality and tourism • Human services • Marketing, sales, and service

S-Social	E-Enterprising	C-Conventional
• Arts, A/V technology, and communications • Education and training • Government and public administration • Health science • Human services • Law, public safety, corrections, and security • Marketing, sales, and service	• Arts, A/V technology, and communications • Business, management, and administration • Finance • Government and public administration • Hospitality and tourism • Law, public safety, corrections, and security • Marketing, sales, and service	• Architecture and construction • Business, management, and administration • Finance • Health science • Manufacturing • Marketing, sales, and service • Transportation, distribution, and logistics

You have now identified potential careers that match—based solely on your work personality type (interests). You are now one-third of the way toward finding your career "sweet spot."



3.6 Aptitude Assessment

When you joined the military, you may recall taking an aptitude test such as the Armed Services Vocational Aptitude Battery (ASVAB), the Aviation Selection Test Battery (ASTB), or the Air Force Officer Qualification Test (AFOQT). This timed test assessed your natural abilities in different areas and was designed specifically to determine your suitability for various military occupations. Now that you are completing your military service, your occupation is no longer determined by the needs of your service branch; as such, it is worth using a different aptitude assessment to take a fresh look at how your strengths may align with a broader array of civilian careers.

CareerScope® is a career planning tool that was created by the Vocational Research Institute. Through valid and reliable assessment tasks, it measures both interest and aptitude using a 12-scale interest inventory and a seven-part aptitude battery.

Your profile results are compared with nearly 1,000 job classifications in the O*NET taxonomy, the New Guide for Occupational Exploration (GOE), and the older Dictionary of Occupational Titles (DOT) to generate career recommendations that focus on both your interests and abilities.

CareerScope® Work Interest Areas

The following chart shows the 12 different interest areas measured by CareerScope® and includes examples of related occupations that match each area. You will notice that this assessment considers quite a broad array of occupations, both blue-collar and white-collar, technical and non-technical, highly skilled and more general in nature.

Based on your responses to questions about performing different work activities, CareerScope® sorts through these broad options and helps you home in on those that most closely involve the types of tasks you have indicated that you would enjoy the most.

The 12 interest areas are described in the table below:

Interest Area	Definition	Occupational Examples
1. Artistic	An interest in creative expression of feelings or ideas through literary arts, visual arts, performing arts, or crafts.	Writer, Painter, Actor, Editor, Dancer, Singer, Graphic Designer, Set Designer
2. Scientific	An interest in discovering, collecting, and analyzing information about the natural world and applying scientific research findings to problems in medicine, the life sciences, and the natural sciences.	Physician, Audiologist, Veterinarian, Biologist, Chemist, Speech Pathologist, Laboratory Technician
3. Plants/Animals	An interest in activities involving plants and animals, usually in an outdoor setting.	Gardener, Animal Groomer, Landscaper, Forester, Animal Caretaker
4. Protective	An interest in using authority to protect people and property.	Police Officer, Private Investigator, Security Guard, Bodyguard, Park Ranger, Correctional Officer

Interest Area	Definition	Occupational Examples
5. Mechanical	An interest in applying mechanical principles to practical situations using machines, hand tools, or techniques to produce, build, or repair things.	Electrical Engineer, Architect, Carpenter, Chef, Mechanic, Ambulance Driver, Project Engineer, Computer Equipment Repairer
6. Industrial	An interest in repetitive, concrete, organized activities in a factory setting.	Machinist, Dry Cleaner, Baker, Welder, Laborer, Lathe Operator, Hand Packager
7. Business Detail	An interest in organized, clearly defined activities requiring accuracy and attention to details, primarily in an office setting.	Bill Collector, Secretary, Receptionist, Customer Service Representative, Health Information Technician
8. Selling	An interest in bringing others to a point of view by personal persuasion using sales and promotional techniques.	Sales Representative, Stadium Vendor, Clothing Salesperson, Telephone Solicitor, Financial Planner, Travel Agent
9. Accommodating	An interest in catering to the wishes and needs of others, usually on a one-to-one basis, through hospitality and service work.	Manicurist, Restaurant Host, Waiter, Waitress, Personal Shopper, Flight Attendant
10. Humanitarian	An interest in helping individuals with their mental, social, spiritual, physical, and vocational concerns through medical or social services, therapy, or nursing.	Home Care Aide, Physical Therapist, Nurse, Medical Assistant, Child Care Worker, Dental Hygienist, Counselor, Probation Officer
11. Leading/ Influencing	An interest in leading and influencing others by using high-level verbal or numerical abilities in business, education, research, or management positions.	Database Administrator, Paralegal, Teacher, Computer Engineer, Lawyer, Stockbroker, Computer Programmer
12. Physical Performing	An interest in physical activities performed before an audience, such as sports or daring physical feats.	Athlete, Coach, Movie Stunt Performer, Juggler, Sports Instructor

CareerScope® Aptitude Areas

To help tailor career recommendations even further, the CareerScope® assessment aligns seven major aptitude areas with the specific job tasks required in different occupations. When making recommendations, CareerScope® matches your relative strengths with the combination of aptitude areas required for each occupation.

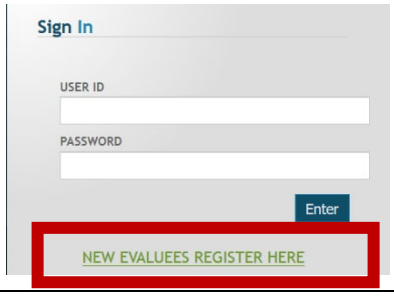
The seven aptitudes measured by CareerScope® are outlined in the table below:

Aptitude	Definition	Specific Job Tasks	CareerScope®
General Learning G	The ability to "catch on" or understand instructions and underlying principles; ability to reason and make judgments. Closely related to doing well in school. Examples: Use logic or scientific facts to define problems and draw conclusions; make decisions and judgments; plan and supervise the work of others.	Diagnose and treat illnesses or injuries; use facts to solve a crime; plan the layout of a computer network; inspect and test engine parts.	Pattern Visualization, Numerical Reasoning, Word Meanings
Verbal Aptitude V	The ability to understand the meaning of words and to use them effectively; ability to comprehend language, to understand relationships between words, and to understand the meanings of whole sentences and paragraphs. Examples: Understand oral or written instructions or guidelines; understand and use training materials; use work-related reference materials.	Write a novel; interview guests on a radio talk show; edit newspaper articles for publication; write captions for magazine photos; take notes during class.	Word Meanings
Numerical Aptitude N	The ability to perform arithmetic operations quickly and accurately. Examples: Make accurate numeric measurements; perform currency calculations; lay out geometric patterns.	Analyze statistical data; develop budgets for an organization; measure wall openings to fit and install windows; add lists of numbers.	Computation, Numerical Reasoning
Spatial Aptitude S	The ability to think visually of geometric forms and to comprehend the two-dimensional representation of three-dimensional objects; ability to recognize the relationships resulting from the movement of objects in space. Examples: Lay out or position objects; observe and comprehend the movements of objects; understand the effects of physical stresses on objects.	Design layouts for new highway systems; create diagrams of wiring systems in buildings; use patterns to make clothing; operate a forklift; use a floor plan to find an office.	Object Identification, Abstract Shape Matching

Form Perception P	The ability to perceive detail in objects or in pictorial or graphic material; ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines. Examples: Inspect objects for flaws or scratches; determine whether patterns are the same; observe color, texture, and size of objects.	Examine and compare cells under a microscope; check temperature gauges on machinery; inspect parts on an assembly line; sort merchandise by size.	Object Identification, Abstract Shape Matching
Clerical Perception Q	The ability to perceive pertinent detail in verbal or tabular material; ability to observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computation. Examples: Check work orders and specifications for errors.	Proofread manuscripts for typographical errors; keep inventory records; sort mail by ZIP code; operate a cash register.	Clerical Matching
Manual Dexterity M	The ability to move the hands easily and skillfully; ability to work with the hands in placing and turning motions. Examples: Move, stack, turn, or place objects; make coordinated movements of the arms and hands.	Stack bricks to construct a wall; pack oranges into crates; position dolls in a toy store window display.	CareerScope® does not directly measure this. However, based upon your use of the computer mouse, it is assumed that your scores are at least average.

3.7 Activity: CareerScope® Assessment

CareerScope® includes questions about your work preferences as well as a series of timed assessment tasks. Set aside time to complete it in one sitting with no interruptions. The entire assessment should take approximately one hour.

Step	Action
1	Go to https://dol-vets.careerscope.net/assessment to access CareerScope®.
2	Click the box labeled "Click Here to Enter Assessment Portal."
3	If you are a new user, click the "New Evaluees Register Here" link to create a user ID and password. Note: Write down your user ID and password for future reference. If you already have a user ID and password, you can simply sign in using that information. 
4	Complete the series of timed tasks. Note: Try to work both accurately and quickly through each task. Do not be concerned if you are not able to answer all questions in all sections in the time permitted. After the time expires for each task, you will be given the option of immediately moving to the next assessment or resting for 90 seconds. At the end of the 90 seconds, the program will automatically launch the next task.
5	When you are finished, click Preview Results.
6	Save your results as a PDF document for future access.

Review Your CareerScope® Results

Your results consist of a CareerScope® Assessment Profile followed by a short CareerScope® Summary Report. It is important to note that your results are highly personalized and are not better or worse than anyone else's.

CareerScope® Assessment Profile
Section 1: Interest Inventory

The first section (pages 1-2) of your CareerScope® Assessment Profile shows your interest results in two different formats.

Part I—Interest Area Scores: Here, you see the raw scores of your responses to the interest questions. You also see percentile scores, which compare your interest results to other adults aged 18 years and older. Your most significant interest areas have the highest percentile scores and are shown and ranked in the column headed "IPA" on the far-right side of the table.

Part II—Individual Profile Analysis (IPA): This page shows your interests in the 12 areas relative to each other. The vertical black line shows your average percentage of like responses across all areas. You can quickly see which interest areas stand out as your strongest by looking at the bars that extend farthest to the right of the line.

CareerScope® Assessment Profile
Section 2: Aptitude Assessment

The second section (page 3) of your CareerScope® Assessment Profile shows your aptitude results in two different formats.

Part I—Performance on Tasks: This shows your raw scores in each of the seven aptitude assessment tasks. You can see which tasks were easier for you and which were more challenging.

Part II—Aptitude Profile: Your performance on tasks is compared to other adults aged 18 and older. The space between the two vertical black lines represents the average range performance for adults. The bars that extend farthest to the right reflect your strongest abilities.

Note: By default, manual dexterity tasks are all shown as 50th percentile due to the limitations of measuring this aptitude in an online environment.

CareerScope® Assessment Profile
Section 3: Recommendations

The third section (beginning on page 4) of your CareerScope® Assessment Profile provides two sets of occupation recommendations based on your interests and aptitudes. Your scores are referenced against the Guide to Occupational Exploration (GOE), the Dictionary of Occupational Titles (DOT), and the O*NET database of nearly 1,000 occupations, including their associated work activities, vocational preparation, and skill requirements.

GOE/DOT Recommendations (page 4) focus on careers that intersect with your high-interest areas and high-aptitude areas. You will see that your strongest interest areas are subdivided into work groups that require similar aptitudes that align with your own.

Each has its own DOT# for reference and is followed by information related to the General Education Development (GED) and Specific Vocational Preparation (SVP) required for the occupation. This provides you with an understanding of the level of education or training typically associated with these occupations. GED and SVP are explained in more detail on the final page of the Recommendations section.

O*NET Recommendations are listed after the GOE/DOT pages. The O*NET recommendation report includes detailed O*NET occupations that are related to your interest and aptitude profile (drawn from the O*NET 15.0 database). O*NET Occupation Titles are listed along with O*NET Occupation Codes. An occupation is a cluster of related positions/jobs that share similar tasks and work activities.

CareerScope® Assessment Profile
Section 4: Summary Report

Your CareerScope® Summary Report is included in the final three pages of your document. The top of Page 1 of the Summary Report shows your Interest and Aptitude Results.

The bottom of Page 1 shows recommendations summarized in chart form. Interest Areas and their associated work groups are listed in order. Numbers in the “I” column appear next to work groups based on precedence of interest (your IPA). Symbols appearing in the “A” column appear where your aptitude scores qualify you for that work group. Solid dots indicate strong confidence in the recommendation, while hollow dots represent less confidence in the recommendation. This coding is based upon your aptitude scores.

Any Work Group that has both a number (high interest) and a solid dot (high aptitude) is a good place to start your career exploration. If no Work Groups have both, you may decide to look further into those careers that have either a number or a solid dot.

Keep in mind that you can have high aptitude, but if you have little interest, you will likely find yourself in a job that you may not enjoy. Conversely, if you have high interest but very low or no aptitude, you may find it a significant struggle to perform the work. However, you should be aware that almost every job involves some aspects or tasks that you may not enjoy.

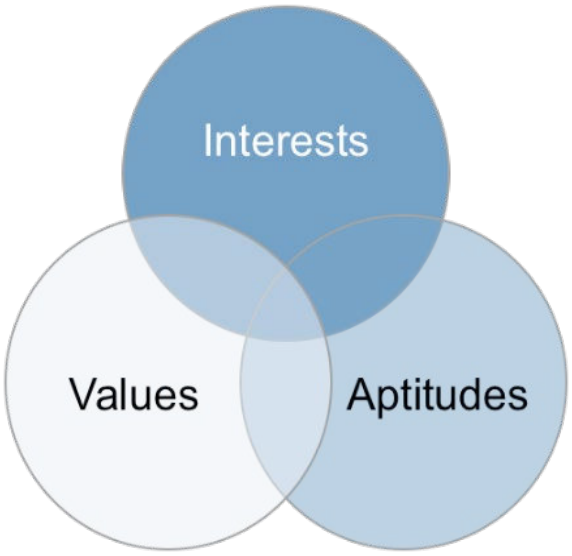
The key is to find jobs in which you enjoy *most* of the work activities and, as such, some of the less desirable aspects are balanced out.

Look through your recommendations and write down a few of the career options below that interest you:

1._____ 2._____

3._____ 4._____

Note: If your report does not include any recommendations, it could be that there is no overlap between your high interest and high aptitude areas. If this happens, please speak to your facilitator during a break about your options. Also, use the recommendations from the other two assessments in this section.



You have now identified potential careers based on your interests and aptitudes and are two-thirds of the way toward finding your career "sweet spot."

3.8 Values Assessment

Work values (such as achievement, autonomy, and conditions of work) are important considerations in career planning. While your aptitudes and interests may determine if a job is suitable for you, the extent to which the job is aligned with your work values determines your level of satisfaction in that job.

The O*NET Work Importance Locator (WIL) is a self-assessment career exploration tool that allows you to pinpoint what is most important to you in a job: Achievement, Independence, Recognition, Relationships, Support, and Working Conditions. How you rank each value, relative to the others, can help form a list of careers that match your values and is likely to satisfy you.

Though many of the people who leave military service choose their first civilian job based primarily on their immediate needs, there is tremendous value in understanding what work situations will best support your long-term needs. Think about opportunities not only from a practical standpoint but also from a strategic one.

3.9 Activity: O*NET Work Importance Locator-Assessment

This is a paper and pencil exercise through which you will rank statements about different aspects of work in order of importance to you in your ideal job. There are no right or wrong answers, so take your time to carefully consider what you imagine your optimal work environment would look like.

Step	Action
1	**Review the Work Value Cards** • Find the 20 Work Value Card statements in your participant's guide. Notice that each statement card has a letter on it for easy reference. • Read all 20 statements before you move on. Think about how important it would be for you to have a job like the one described on each card
2	**Sort the Cards** • Find the Work Value Card Sorting Sheet in your participant's guide and use it to sort the cards in order of importance. • Notice the five columns printed under the importance scale at the top of the sheet. Each column contains a number that ranges from 1 (least important) to 5 (most important). • Put each card into the column that best matches how important it is for you to have a job like the one described on the card. • Put exactly four cards in each column. When you are finished, the four most important statements should be in Column 5, the four next most important statements should be in Column 4, and so on. The four least important statements should be in Column 1. You may have to move the cards around until you have exactly four cards in each column. If individual cards are not available, you may record the letter associated with each statement in the appropriate space on the sorting sheet.
3	**Calculate Your Scores** • Use the worksheet on the page 38 to calculate your six work value scores. • Look at your Card Sorting Sheet. Your score for each card equates to the number of the column in which you placed it. The cards in Column 5 each score 5, the cards in Column 4 each score 4, and so on. • In the Achievement box on the Work Value Worksheet, note that Card A is listed first. On your Card Sorting Sheet, find the column in which you placed Card A. Write the number of that column in the scoring space beside Card A in the Achievement box. Do the same thing for all the other cards. • For each box on your Work Value Worksheet, add up the numbers in the Score Column and write the TOTAL in the space provided. • Multiply each TOTAL score by the number shown below that box and write your score next to the "=" sign in the box provided.

Work Value Cards

A *On my ideal job it is important…* …I make use of my abilities.	**I** *On my ideal job it is important…* …I could try out my own ideas.	**B** *On my ideal job it is important…* …I would be treated fairly by the company.	**N** *On my ideal job it is important…* …the job would provide for steady employment.	**F** *On my ideal job it is important…* …the work could give me a feeling of accomplishment.
J *On my ideal job it is important…* …I could work alone.	**G** *On my ideal job it is important…* …my pay would compare well with that of other workers.	**O** *On my ideal job it is important…* …I could do things for other people.	**C** *On my ideal job it is important…* …I could be busy all the time.	**K** *On my ideal job it is important…* …I would never be pressured to do things that go against my sense of right and wrong.
H *On my ideal job it is important…* …my co-workers would be easy to get along with.	**P** *On my ideal job it is important…* …I have supervisors who would back up their workers with management.	**D** *On my ideal job it is important…* …the job would provide an opportunity for advancement.	**L** *On my ideal job it is important…* …I could receive recognition for the work I do.	**Q** *On my ideal job it is important…* I have supervisors who train their workers well.
S *On my ideal job it is important…* The job would have good working conditions.	**E** *On my ideal job it is important...* …I could give directions and instructions to others.	**M** *On my ideal job it is important…* …I could make decisions on my own.	**R** *On my ideal job it is important…* …I could do something different every day.	**T** *On my ideal job it is important…* …I could plan my work with little supervision.

Work Value Card Sorting Sheet

Less Important ← → More Important

COLUMN **1**	COLUMN **2**	COLUMN **3**	COLUMN **4**	COLUMN **5**

Work Value Worksheet

ACHIEVEMENT	
CARD	SCORE Column number
A	
F	
Add scores for total	+

Multiply total by 3 x3

Achievement Score	=

INDEPENDENCE	
CARD	SCORE Column number
I	
M	
T	
Add scores for total	+

Multiply total by 2 x2

Independence Score	=

RECOGNITION	
CARD	SCORE Column number
D	
E	
L	
Add scores for total	+

Multiply total by 2 x2

Recognition Score	=

RELATIONSHIPS	
CARD	SCORE Column number
H	
K	
O	
Add scores for total	+

Multiply total by 2 x2

Relationships Score	=

SUPPORT	
CARD	SCORE Column number
B	
P	
Q	
Add scores for total	+

Multiply total by 2 x2

Support Score	=

WORKING CONDITIONS	
CARD	SCORE Column number
C	
G	
J	
N	
R	
S	
Add scores for total *Working Conditions Score	=

***Note**: The score for the value Working Conditions does not need to be multiplied.

What Your Work Values Mean

You can think of work values as the aspects of work that are important to you. The Work Importance Locator measures the extent to which you perceive the six values listed below to be of importance in your future career.

Achievement

If Achievement is your highest work value, look for jobs that let you use your best abilities. Look for work that allows you to see the results of your efforts. Explore jobs in which you can get the feeling of accomplishment.

Independence

If Independence is your highest work value, look for jobs in which you'll be allowed to use your initiative. Explore work that will allow you to make decisions on your own.

Recognition

If Recognition is your highest work value, explore jobs with good possibilities for advancement. Look for work with prestige or with the potential for leadership.

Relationships

If Relationships is your highest work value, look for jobs where your co-workers are friendly. Look for work that lets you be of service to others. Explore jobs that do not make you do anything that goes against your sense of right and wrong.

Support

If Support is your highest work value, look for jobs where the company stands behind its workers and the workers are comfortable with management's style of supervision. Explore work with a reputation for competent, considerate, and fair management.

Working Conditions

If Working Conditions is your highest work value, consider pay, job security, and good working conditions when looking at jobs. Some people like to be busy all the time, work alone, or have many different things to do. Explore jobs where you can take best advantage of your work style.

Step 4: Use Your Scores to Identify Occupations

- Now that you have identified your important work values and have read the associated descriptions, you are ready to find the occupations that are linked with your work values.
- To help you identify occupations that you will likely find satisfying, the O*NET Work Importance Locator tool provides six occupational lists, one for each of the six work values areas (refer to the Appendix 7). Each list shows the occupations that link best with that work value.

- You will notice that each of the lists of occupations is divided into five job zones. Each job zone contains occupations that require a similar level of education, training, and/or experience (See the Appendix for detailed descriptions of each job zone.).
- Copy your two highest work values from this activity here:

Highest Work Value: _____

Next Highest Work Value: _____

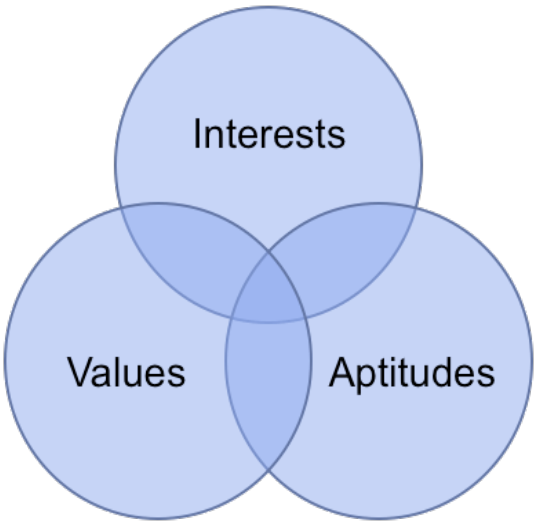
To look at occupations linked with your highest work value, locate the section for your highest work value in the Appendix 7.

List some career options from these results that you might like to explore further.

1._____ 2._____

3._____ 4._____

You have now identified potential careers based on all three areas under consideration: interests, aptitudes, and values. It's time to tie all this together and use this information to find your career "sweet spot."



3.10 Status Check

As you put all the pieces together and review your results from all assessments, look for common themes. Are there certain careers that appear on all assessment recommendations? Do you find yourself gravitating towards careers in one job zone more than the others?

You may find that your assessment results are consistent with what you know about yourself and validate the plans that you already had in place when you first started this course. If that is the case, you should feel confident that you are on the right track.

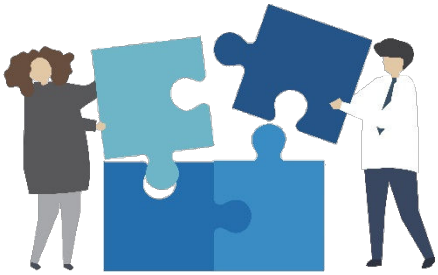
You may, on the other hand, be surprised by your assessment results. The recommendations may have opened your eyes to occupations you had not previously considered. If so, now is a great time to explore something new and decide if you want to make a change. Previous work experiences or organizational demands do not have to define your future.

It is important to recognize that once you complete your military contract, there are no rules in place that dictate what path you must pursue. You are not bound by your enlisted or officer status, your current level of education, or your role in the field or at a desk.

Whatever path you choose, seek the opportunities to include your interests, leverage your aptitudes, and align with your values to find the "sweet spot."

3.11 Activity: Putting the Pieces Together

This activity will help you put all your assessment results together to select a career option.



Step	Action
1.	Take the occupations you selected from your three assessments and record it on the "Putting the Pieces Together" worksheet.
2.	Record your RIASEC codes, 3 highest interest areas and aptitude areas, and 2 highest work values.
3.	Observe your list of occupations from your assessments and see if there are any overlapping occupations.

PUTTING THE PIECES TOGETHER

It's time for you to put all the information together to form a career action plan.

O*Net Interest Profiler-**What are some careers that match those interests that you'd like to explore?**

1. _____ 2. _____

3. _____ 4. _____

Career Scope-**What are some careers that match your interests and aptitudes that you'd like to explore?**

1. _____ 2. _____

3. _____ 4. _____

Work Importance Locator-**What are some careers that match your values that you'd like to explore?**

1. _____ 2. _____

3. _____ 4. _____

What are your RIASEC Codes?

What are your 3 highest Interest Areas in Career Scope?

_____

_____

_____

_____

What are your 3 highest Aptitude Areas in Career Scope?

_____

_____

_____

_____

What are your 2 highest work values?

_____

_____

Occupational Research

Conduct a market labor search for each of your three occupations and then select your career goal

Job Title	1.		2.		3.	
Salary median						
Salary range						
Employment						
Projected growth						
Projected job openings						
Education to get started						
Interests						
Work values						
Career goal						

4

Labor Market Research

Section 4: Labor Market Research

Until now, the focus has been inward, discovering how your personal strengths, interests and values align with various jobs. You have viewed your assessment results and identified several potential career options. It is time to focus outward, to consider external factors that may influence your career decisions now and, in the years, ahead. External factors include location, industry trends, education required for entry or progression in the career field, salary, and growth potential. In this section, you will research the labor market to see if pursuing the occupations, you identified in Section 3 will support your long-term goals.

4.1 External factors

External factors can make a big difference in planning your career goals. Neglecting to consider the external factors in your career decision making process would be a waste of your time. For example, if your assessment results point you to marine architecture and you are planning to relocate to Montana, you won't find any job opportunities in that field. You must either reevaluate where you will relocate or reevaluate your career choice. In this section, you will look at the external factors and evaluate your career decision that will support your long-term goals.

These are the questions you need to ask when considering your career options.

- Location: Is there a high demand or job available in my area?
- Industry: Is this career in an industry that is growing?
- Education: Do I have the skills or education to start working in the career or do I need to get more training?
- Salary: Is the salary enough to support me and my family?
- Growth potential: Does this career have growth potential for promotion?

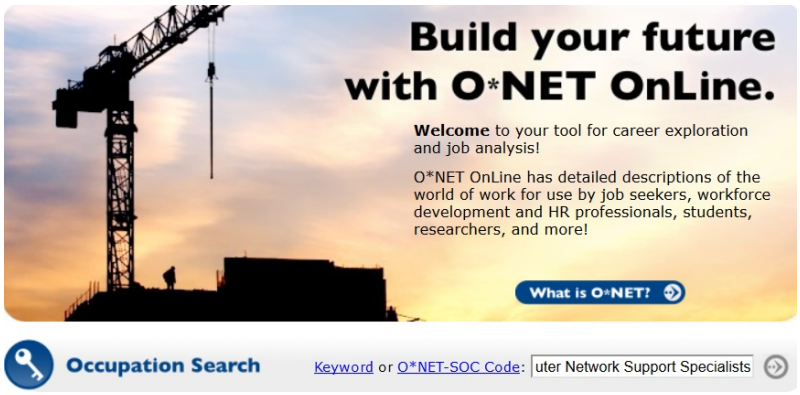
4.2 Occupational Research

Occupational research can help you decide if the career you selected would be good fit for you. It will provide you with detailed information about knowledge, skills, abilities, job outlook, compensation, certification, and education as it relates to your selected occupations. Your research will give you a clearer picture of the nature of the work, how it aligns with your goals, and what kind of training you may need to pursue as you transition from the military.

In the following activity you will conduct occupational research on the three occupations you selected in section 3. Refer to your "Putting the Pieces Together" worksheet and fill in the Occupational Research section.

4.3 Activity: O*Net Summary Report

The O*Net summary report includes work activity descriptions, typical education requirements, wages and compensation, growth rates, and more. This level of detail can help you narrow down the occupations you have already identified.

Step	Action
1	Go to www.onetonline.org 
2	Type your occupation into the Occupation Search box.

3	Select your desired occupation from the list. **Quick Search for:** **Computer Network Support Specialists** Showing top 20 occupations for **Computer Network Support Specialists**. Closest matches are shown first. How do they match? | Code | Occupation 15-1152.00 Computer Network Support Specialists 15-1142.00 Network and Computer Systems Administrators 15-1143.00 Computer Network Architects 15-1151.00 Computer User Support Specialists Bright Outlook 15-1199.02 Computer Systems Engineers/Architects
4	View the summary report for your occupation. Updated 2019 **Summary Report for:** **15-1152.00 - Computer Network Support Specialists** Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption. **Sample of reported job titles:** Computer Network Specialist, IT Consultant (Information Technology Consultant), Network Engineer, Network Specialist, Network Support Specialist, Network Technical Analyst, Network Technician, Personal Computer Network Analyst, Senior IT Assistant (Senior Information Technology Assistant), Systems Specialist View report: Summary Details Custom Tasks | Technology Skills | Tools Used | Knowledge | Skills | Abilities | Work Activities | Detailed Work Activities | Work Context | Job Zone | Education | Credentials | Interests | Work Styles | Work Values | Wages & Employment | Job Openings | Additional Information
5	Record your answers in your “Putting the Pieces Together” worksheet.
6	Conduct occupational research for the other occupations and record your answers on your worksheet.
7	Review and elevate your career options and select the best career for you.

4.4 Getting Help at the American Job Center (AJC)

You can gather a lot of information on websites, but there is no substitute for connecting in-person with industry leaders, employers, fellow job seekers, and local labor market experts. American Job Centers (AJC) serve nearly one million Veterans each year.

There are more than 2,400 AJC locations nationwide. You should connect with the AJC in your local or desired working area to receive direct access to local employers and local labor market information, as well as access to free technology courses and local, state, and federal programs that may help you.

4.5 Activity: Access the AJC Online

Step	Action
1	Access your AJC online at www.veterans.gov/
2	Click Find a Job.
3	Click Get One-on-One Assistance.
4	Type in your city, state or zip code into the Location box and click Search.

Notes

5

Exploring Training Opportunities

Section 5: Exploring Training Opportunities

Now that you have gained more information about the vocational training and selected a career you are interested in; it is time to take a closer look at the training opportunities that are available to you.

In this section, you will learn about different types of civilian credentials and opportunities to improve your skills, prepare for civilian jobs, and enhance your career outlook. You will consider these options with regard to learning environment, length of program, and costs. Finally, you will learn about the programs that are available to help you achieve your credentialing goals. This information will enable you to evaluate which opportunities may be best for you and your individual situation.

5.1 Why Are Credentials Important?

Credentials are important because they let your employer and your customers know that you have the knowledge and skills to perform your job. Credentials are college degrees, apprenticeships, certifications, and licenses. The value of credentials to employers, workers, and society at large cannot be overstated.

For employers, credentials demonstrate and document skills. Recruiting employees with credentials increases the organization's ability to meet resource and skill requirements.

For employees, credentials provide marketable skills which can lead to higher earnings, greater mobility, and enhanced job security.

For society, credentials give the community peace of mind. Areas with many credentialed employees can attract more businesses which in turn may create more job opportunities for local workers.

Other reasons why credentials are important:

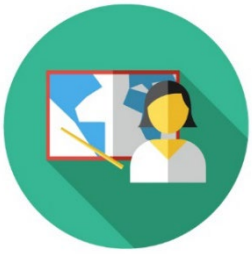
- They may be required by law or by an employer for entry into employment.
- They demonstrate to civilian employers that the training and skills achieved in the military are on par with those gained through traditional civilian pathways.
- They ensure that credentialed employees share a common understanding of the best practices for their industry.
- They can lead to higher pay or promotion.

5.2 Common Types of Credentials

The term "credential" refers to verification of an individual's qualifications or competence by a recognized third-party authority. Many different types of credentials are offered or awarded by various types of organizations (such as an industry-recognized association or accredited educational institution).

Some examples of common credentials are occupational licenses, professional certifications, educational degrees, and certificates.

Occupational License	An occupational license is **mandatory** for many professions. It is typically granted by a federal, state, or local government agency, and is intended to set professional standards and ensure safety and quality of work. It is often required in addition to other credentials. Examples of occupations that require licenses are electricians, plumbers, real estate brokers, massage therapists, nurses, and lawyers. If an occupation is licensed, you must have the license in order to attain employment. It is important to note that some states recognize licenses from other states, but some do not. If you are pursuing an occupation that requires a license, think about where you plan to work and research licensing requirements for the state in which you plan to live.
Professional Certification	A professional certification can be voluntary or mandatory and is a credential that is issued by a certifying body, such as an association (for example, the National Commission for Certification of Crane Operators) or a private sector company. It validates that an individual has passed an examination process and demonstrates that he or she has the required knowledge, skills, and abilities to perform a specific job. The examination can be written, oral, or performance based. Like licensure, certification is a time-limited credential that may be renewed through a recertification process, which may require additional professional development courses, experience, exams, or fees. Some state licensure boards, and some employers may require one or more certifications for a career field. Earning additional certifications, even if not mandatory, may make you a more competitive candidate and may increase your salary.
Educational Degree	The terms most used for educational credentials are diploma or degree. Academic credit hours are the building blocks of these educational credentials. These degrees, which are granted by institutions of higher learning, include an associate degree (two-year) or bachelor's degree (four-year) as well as other graduate and professional degrees that require education beyond the undergraduate level.

Certificate 	Do not confuse certificates with certification. When you receive a certificate, it is for course completion and not necessarily for demonstrating knowledge or competence. Many certificates require less than a year to complete, and some can be completed in a matter of days or weeks. For instance, you could receive a Traffic Flagger certificate for a one-day class or a Computer-aided Drafting and Design certificate for a program consisting of seven courses over nine months. You can receive a skill or educational certificate after attending a training course, but you are not certified in the subject unless you go through a process of testing and apply for the certification. Certificates can, however, document that you have taken steps to stay current in your field of work and make you more marketable. In addition, certificates can help you during the license or certification renewal process because you will have documented continuing education units, hours, or points. The length of time it takes to obtain the certificate and the prestige of the organization that awards it can have an impact on how valuable it is in the labor market.

5.3 Activity: Identify Qualifications and Requirements

Identifying the required credentials and training for your career of choice will assist you in becoming a more marketable candidate in the job market. The best way to identify the required training and credentials for your career of choice is to conduct a job search. The job search will give you an accurate picture of what employers are looking for. Choose one of the occupations you selected in the previous activity to identify the credentials and training required to qualify for the job.

Step	Action
1	Use an online job search engine to enter one or two job titles or keywords and a location to generate a list of open positions for the area in which you want to work. Here are some resources to get you started: • **https://usnlx.com/** The National Labor Exchange (NLx) can help you find legitimate job openings in your area in vetted public, private, and nonprofit sector organizations. • **www.careeronestop.org/JobSearch/job-search.aspx** CareerOneStop is a great resource for career exploration, training, and jobs. • **www.usajobs.gov/** USAJOBS is the main job listing site for federal job vacancy announcements. • **www.veterans.gov/** The Veterans.gov, a Department of Labor website, provides the employment resources you need, including military spouse information, individual state resources, and more.
2	Click on a position to see the job description, qualifications—both required and preferred.
3	Record your findings in the table on the next page.

Position:		
Certification(s):		
License(s):		
Degree(s):		
Certificate(s):		
Status Check:	Am I ready to apply for the job?	Do I still require training or experience before applying for the job?

Position:		
Certification(s):		
License(s):		
Degree(s):		
Certificate(s):		
Status Check:	Am I ready to apply for the job?	Do I still require training or experience before applying for the job?

5.4 Ways to Gain Credentials

There are numerous ways to earn credentials. It is important to find training opportunities that fit with your lifestyle, learning preferences, and goals.

Earn and Learn Training is incorporated into the normal work activities.	**Study and Learn** Training occurs at a higher education institution.
• **Registered Apprenticeships** ○ Offer paid salary, practical training, and national industry certification ○ Typically, last between one to six years (average length: four years) ○ Include on-the-job training and related classroom instruction. ○ Some programs include earning college credit. • **On-the-job Training** ○ Offer paid salary and skill-building directly relevant to a job ○ Vary widely in length, structure, and quality	• **Two-year Community and Technical Colleges** ○ Offer associate degrees and formal certificate programs ○ Vary widely in length by program of study • **Career, Technical, Vocational, or Trade Schools** ○ Offer specific career training and certificates ○ Typically, last no more than two years • **Four-year Colleges and Universities** ○ Offer many certifications and degree programs ○ Vary widely by length and complexity

EARN AND LEARN: Registered Apprenticeship Program

The Registered Apprenticeship program is an earn-and-learn training model that provides a unique, flexible combination of structured learning and on-the-job training under the guidance of an assigned mentor. Related instruction, technical training, or other certified training is provided by apprenticeship training centers, technical schools, community colleges, and/or institutions via distance and computer-based learning approaches. It is an immediate job; apprentices earn a paycheck from day one.

The Registered Apprenticeship system represents the ideal opportunity for workers who are seeking high-skilled jobs that pay well and employers who are looking to build a qualified workforce. In this way, apprenticeships effectively meet the needs of both employers and workers.

Registered Apprenticeships are highly active in traditional industries, such as construction and manufacturing, and are also instrumental in delivering training and development interventions that prepare workers for roles in emerging industries such as healthcare, energy, information technology, advanced manufacturing, and homeland security. Programs are available in over 1,000 occupations, including able seaman, construction craft trades, elevator installer, dental assistant, and law enforcement agent.

The Registered Apprenticeship program is sponsored by an individual business or an employer association and may collaborate with a labor organization through a collective bargaining agreement. Upon finishing the training program, an apprentice earns a Completion of Registered Apprenticeship certificate, an industry-issued, nationally recognized credential that validates proficiency in an occupation. To find apprenticeships within the Registered Apprenticeship program visit **apprenticeship.gov/.**

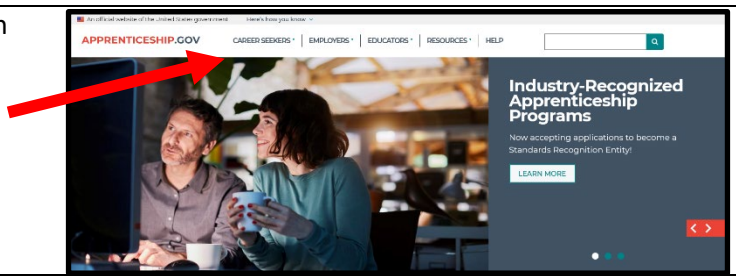
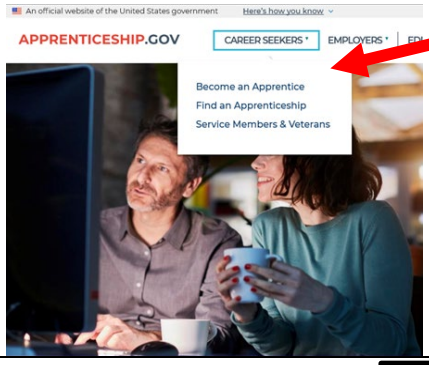
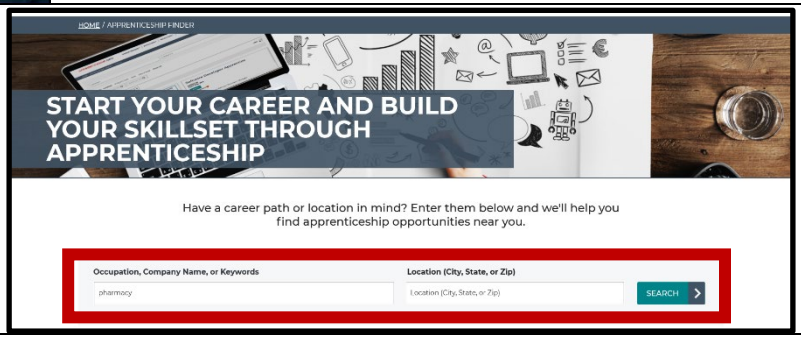
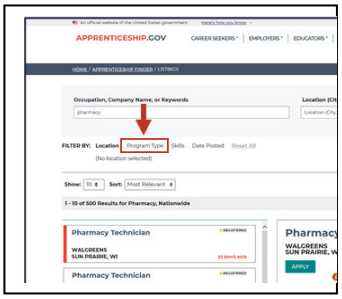
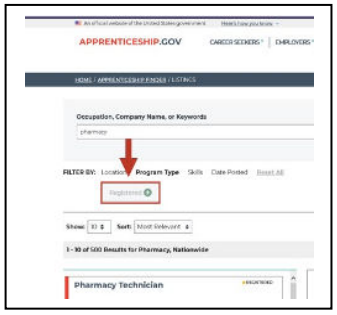
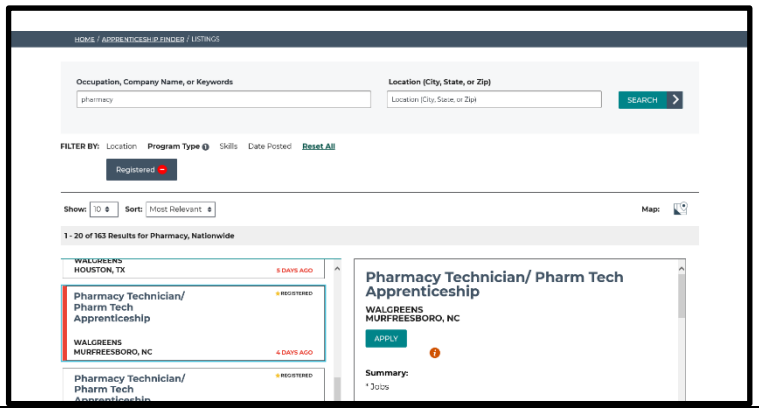
Those pursuing apprenticeships may be eligible for additional GI Bill benefits, including monthly housing allowance (on top of your hourly wages from your employer) and a stipend for books and supplies. The housing allowance is paid at a rate that decreases over time as your hourly apprenticeship wages increase. You'll want to contact the U.S. Department of Veterans Affairs to see how to use your GI Bill benefits for apprenticeships.

For specific information for military members and Veterans, you can visit **www.apprenticeship.gov/service-members-and-veterans** to learn more about this unique and rewarding pathway to developing workplace and technical skills.

5.5 Activity: Apprenticeship.gov

The Apprenticeship.gov website is full of helpful information about various apprenticeship programs and resources that can help you obtain an apprenticeship. The website contains a list of DOL-registered apprenticeship programs, which are apprenticeship programs that have been reviewed by the DOL to ensure the quality of the program.

Step	Action
1	Go to **http://www.apprenticeship.gov/**

2	Select the Career Seekers drop down menu.	
3		Select the Find an Apprenticeship option.
4	Type in the occupation, company name, or keyword and location to search for apprenticeship opportunity. And Select Search.	
5		Select Program Type. And then Select Registered Programs. 
6	Scroll down the list and Select a Registered Apprenticeship to learn more about it.	

Factors to consider:

- A Registered Apprenticeship is an immediate job. Apprentices start working from day one, and there are incremental wage increases as skill levels improve.
- Apprenticeships range from one to six years, but the majority are four years in length.
- Upon completion of a Registered Apprenticeship program, participants receive an industry-recognized, nationally issued (from the U.S. Department of Labor) credential that certifies occupational proficiency and is transferrable.
- The average starting salary for those who have successfully completed apprenticeships is $70,000 per year according to Apprenticeship.gov.
- Training is occupation-focused, hands-on, and immediately applicable.
- Agreements between certain apprenticeship training programs and two- and four-year colleges create opportunities for college credit and future degrees.

EARN AND LEARN: On-the-Job Training

On-the-job training (OJT) focuses on gaining skills while working on the job. Through OJT, workers acquire both general skills that they can transfer from one job to another and specific skills that are unique to a job. OJT typically includes oral and written instruction, demonstration and observation, and hands-on practice.

In these programs, employers often provide structured hands-on experience and peer or supervisor mentoring and training before the trainee assumes the responsibilities of the job. OJT programs may take as little as one day of informal training or span several weeks or months of formal training and employer-mandated testing for program completion.

Factors to consider:

- OJT will provide you with a paid job while you learn your position and what the employer expects from an experienced employee.
- Common OJT programs include a combination of hands-on practical and formal training.
- OJT is performed in the work area, so training focuses on real job tasks that you can use immediately in your position.
- The quality of the OJT is dependent on how developed the training materials are and the extent of the mentor's communication and training skills.
- OJT is often the most practical training method that is used to train one or a very small number of employees; as such, it may facilitate more opportunities for individual questions that can be addressed.

STUDY AND LEARN: Community and Technical Colleges

Community colleges—also known as technical colleges in some states—are publicly funded institutions focused on the local community and committed to responding to its changing workforce needs. Today's comprehensive community colleges are both principal providers of academic instruction and major providers of vocational education training programs.

Community colleges have long granted associate degrees that typically take two years of full-time study to complete. These programs offer students the traditional college-level courses that lead to an associate degree and prepare students for further study toward a bachelor's degree. They also offer technical or vocationally oriented associate degrees that directly prepare students for careers.

Increasingly, however, community colleges provide another option: short-term career training through vocationally oriented courses that lead to a certificate in less than two years. This expanded service has increased the extent to which community colleges can serve the needs of local businesses, workers, and communities. Students of any age can participate in these relatively inexpensive, convenient, and flexible workforce training courses to advance their careers. Community colleges partner with local businesses and workforce development agencies to ensure programs meet local labor market needs.

Factors to consider:

- Generally, all students are accepted, regardless of past academic performance.
- Tuition is often lower at publicly funded community colleges than career schools or other private educational institutions, although it does not include books and other required supplies.
- Community colleges typically operate on traditional semester or quarter schedules.
- Class schedules are often flexible to fit the lifestyles of working students and students with families.
- Courses may be lecture-based, hands-on, online, or delivered via a hybrid of these formats.
- There are many programs to choose from that can either lead you directly into a career or help you transfer to a higher-level college or university program. Individual institutions can accept transfer credit at their discretion. A Joint Services Transcript will be required.

Resources about colleges can be found here:

- **https://www.careeronestop.org/FindTraining/Types/college.aspx**
  CareerOneStop is a guide to college degrees. From here, you can use links to find local college programs, learn how to prepare for college, and assess school affordability and value using the College Scorecard.
- **https://nces.ed.gov/collegenavigator/**
  The College Navigator tool from the National Center for Educational Statistics allows you to search and access detailed information about more than 7,000 post-secondary institutions.
- **https://www.benefits.va.gov/gibill/docs/factsheets/Choosing_a_School.pdf**

  The U.S. Department of Veterans Affairs' guide to choosing a school.

STUDY AND LEARN: Career Technical Schools

Career technical schools offer focused education and specialized preparation for employment through courses and programs that teach the specific knowledge and skills associated with jobs. The first technical colleges offered degrees and certificates in subjects such as computer hardware maintenance and electronics, construction trades, nursing, and criminal justice. Now, they include a wider array of fields including culinary arts, bartending, travel, real estate, healthcare, and graphic design.

Program time frames vary from a few months to two years, depending on the program type and course load. Learning is hands-on; students immediately use what they learn. Students receive a certificate upon completion of the required coursework and training.

Attending a career technical school can be an option if you have already identified your ideal career and want to get started quickly.

Factors to consider:

- Most technical school programs are flexible, offer classes year-round, and have frequent session start dates to allow rapid entry into the workforce.
- The specialized programs prepare students for certifications in a specific trade or industry.
- Tuition may be more expensive than other options but may include everything a student will need throughout the length of the program—books, miscellaneous fees, laboratory tools, and other necessary supplies.
- Most instructors have professional experience and are highly skilled in what they teach.
- Learning is hands-on and often includes job shadowing, externships, and other real-world experiences.
- Credits are typically not transferable to other technical, community, or four-year colleges.

Resources about career technical schools can be found at the following sites:

- **https://www.consumer.ftc.gov/articles/0241-choosing-vocational-school**
  Federal Trade Commission advice on choosing a vocational school.
- **https://www.va.gov/education/choosing-a-school/**
  Department of Veterans Affairs WEAMS Institution Search—Find VA-approved non-degree schools or certificate programs.

STUDY AND LEARN: Four-year Colleges and Universities

Institutions of higher learning (degree-granting colleges and universities) may offer longer, more in-depth programs of study lasting four years or more. Programs vary from undergraduate- to graduate-level study and may be classroom-based, online, or a hybrid of the two. Because these programs are longer, there is often time for exploration and general liberal arts foundational learning before students focus on a particular area of study.

A four-year university is one avenue that is worth exploring depending on your aspirations. This can be a great option for those who know they want, or need, to pursue a degree to achieve their career goals.

Factors to consider:

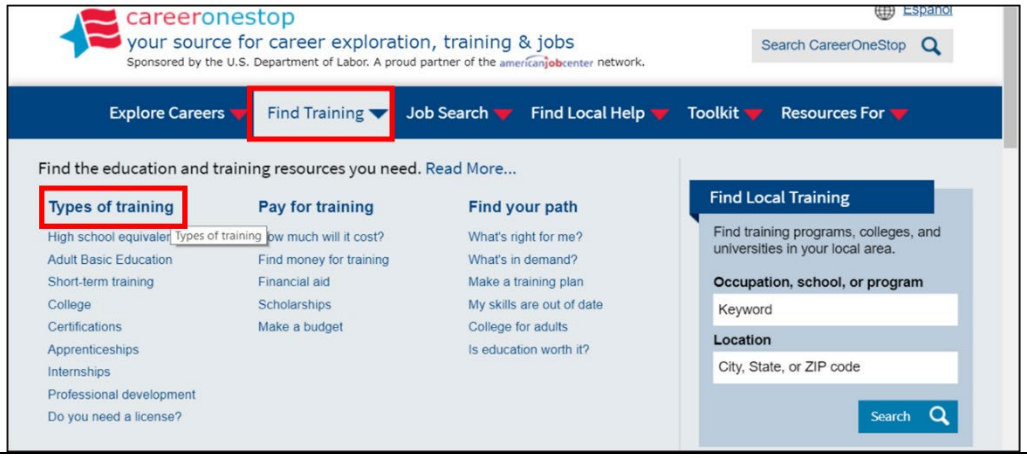
- Admission requirements may be rigorous and include components such as transcripts, minimum test scores, writing samples, and personal references.
- Tuition may be more expensive than community colleges and usually does not include books and supplies. Publicly funded colleges and universities (or state schools) often have lower tuition fees than private institutions.
- Classes may be lecture-based, hands-on, online, or delivered via a hybrid format. Studio time, research, or internships may be offered or required as part of different degree programs.
- Schedules and courses vary widely depending on the program and degree requirements; degrees may or may not lead directly to a job or a career. For example, graduating with a degree in English does not automatically qualify you to work as an English teacher.
- Individual institutions accept transfer credits at their own discretion. The Joint Services Transcript will be required to determine if any of your previous education or military training will be accepted for credit.
- Higher education involves a significant investment of time and money but can lead to higher paying jobs. Consider the return on your investment based on the major and typical wages for related careers.

For more guidance on exploring this option and choosing a program that is right for you, contact your military installation's Transition Assistance Program (TAP) team to find out how to enroll in the two-day Education Workshop module called Managing Your Education. You may also find more information at the Department of Defense Transition Assistance Program virtual curriculum at www.TAPevents.org.

5.6 Activity: Identify Training and Credentials Opportunity

Now that you have identified the required qualifications for your career of choice, it is important to research what training and credentials opportunities are available for you. Choose one of the credentials you researched in the last activity.

Step	Action
1	Go to **https://www.careeronestop.org/**
2	Click the "Find Training" drop-down menu.

3	Click the "Types of Training" heading to explore the specific types of credentials that are relevant to your career of interest. 
4	Record the education, training, apprenticeship, or experience you will need to obtain these credentials. How much time will you need to invest to complete these requirements?

Education/Training/Apprenticeship/Experience	Time Required

5.7 Gaining More Skills Before Transition

There are a number of other ways to gain experience that may help you develop your skills and either qualify you for a job or help you to earn a credential. You may also be able to leverage your experiences in active-duty military service to achieve these goals.

United Services Military Apprenticeship Program (USMAP)

Did you participate in USMAP while on active duty? The United Services Military Apprenticeship Program (USMAP) is a formal military training program that provides active-duty Coast Guard, Marine Corps, Navy, and Army Service Members with the opportunity to improve their job skills and complete their civilian apprenticeship requirements while on active duty. The DOL provides the nationally recognized Certificate of Completion upon program completion.

This certificate can provide you with a definite advantage and help you secure better civilian jobs, as employers know the value of apprenticeships.

If you haven't enrolled in USMAP, you may be missing out on recognition and certification of hours trained and worked. By completing an apprenticeship program through USMAP, you can save time and money in the long term.

If you have not participated in USMAP and want to, you can select an apprenticeship through USMAP according to your rating or military occupational specialty and current assignment. Based on the apprenticeship selected, you must complete a defined number of work hours in the subcategories specific to that apprenticeship.

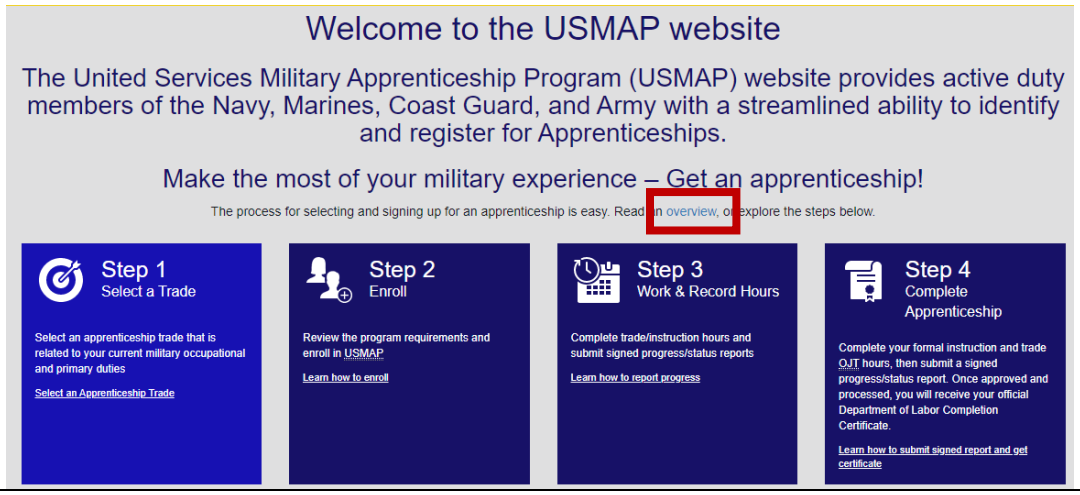
Factors to consider:

- You are not allowed to enroll in two trades – you can ONLY enroll into one trade at a time.
- You are not allowed to back date hours - The Department of Labor does not allow back dating; you can only log hours from your log start date forward.
- You are not allowed to enroll in a trade when you have less than 1 year on your enlistment contract.
- You are not allowed to transfer hours from one trade to another. Each trade has its own Work Processes Schedule (WPS).

Information about USMAP can be found here:

- https://usmap.netc.navy.mil/usmapss/static/index.htm
  USMAP provides information on identifying and applying for apprenticeships related to military experience.

5.8 Activity: United Services Military Apprenticeship Program (USMAP)

Step	Action
1	Go to https://usmap.netc.navy.mil/usmapss/static/index.htm
2	Click on the "overview" to get an overview of the program. 

DoD SkillBridge https://dodskillbridge.usalearning.gov

The DoD SkillBridge can provide you with an excellent opportunity to use the last 180 days of service to work and learn with their industry partners. During SkillBridge participation you continue to receive military compensation and you are covered by your military benefits. SkillBridge connects you with industry partners in real-world job experiences. Some SkillBridge programs lead directly into a registered apprenticeship program or are connected with one. Participation often leads to employment offers.

You may be eligible to participate in SkillBridge if you:

- Have 180 days of service or fewer remaining prior to your date of separation and you have at least 180 continuous days of active service
- Obtain approval from your unit commander
- Agree that participation in SkillBridge can be terminated at any time by the Service if mission requirements dictate

SkillBridge provides an overview of program requirements and eligibility—For details about the specific programs/positions that are available at your installation, contact your local Transition Services office.

Credentialing Opportunities On-Line (COOL)

Credentialing Opportunities On-Line (COOL) helps Army, Navy, Marine Corps, Air Force, and Coast Guard Service Members find information on certifications and licenses related to their jobs. COOL can provide background information on civilian credentials related to a military occupational specialty and identify any potential gaps between military experience and the training/experience required to earn a civilian credential. COOL can also identify potential resources to help Service Members fill the identified gaps.

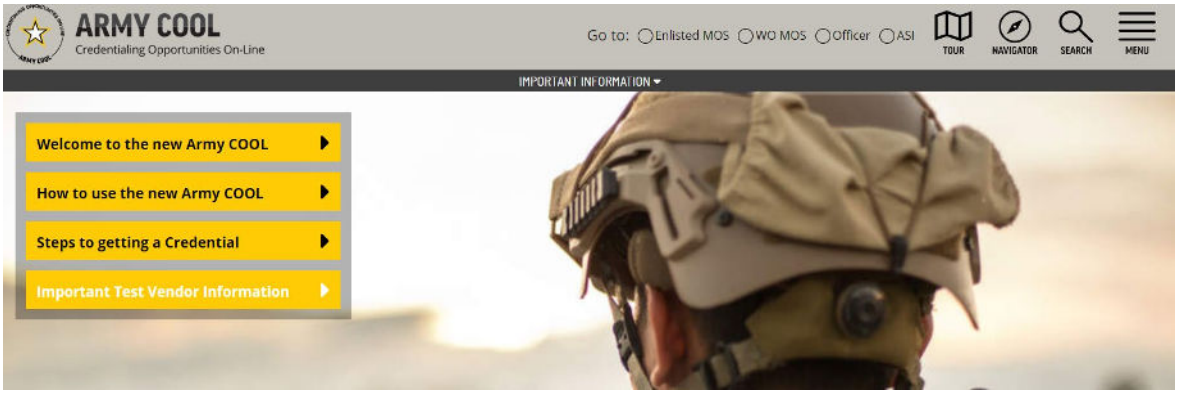
Spend a little time getting acquainted with COOL and credentialing using the main navigation links at the top of the page. Then, dive into your occupation-specific information using the "Find and Select Related Credentials" information accessible from the tab in the left margin of every page.

- U.S. Army credentialing site **www.cool.osd.mil/army/index.htm**

  www.armyignited.com/app/
- Department of the Navy credentialing site **www.cool.navy.mil/usn/**
- U.S. Marine Corps credentialing site **www.cool.navy.mil/usmc/**
- U.S. Air Force credentialing site **https://afvec.us.af.mil/afvec/Public/COOL/**
- Coast Guard credentialing site **www.cool.osd.mil/uscg/**

5.9 Activity: Using COOL

Credentialing Opportunities On-Line (COOL) can help you find information on certifications and licenses related to your jobs.

Step	Action
1	Go to your service branch link to access information on certification and licenses.
2	Go to “Find and Select Related Credentials.” 
3	Locate your occupation code.
4	Click Go.

5.10 Funding Your Training and Education

Between the Managing My Education Track and this track, you now understand some of the different training options available to you. You should think about how these options will impact your budget and lifestyle once you leave military service. Whether you choose an "earn and learn" option that pays you a wage from day one, a "study and learn" path where you may or may not be employed while attending school, or a short-term certification or testing process, you should understand the many funding options available to you.

The U.S. Department of Education

- **https://studentaid.gov/resources/prepare-for-college/students/choosing-schools/**
  U.S. Department of Education information on funding your education.

GI Bill Overview

Since many of you have earned GI Bill benefits through your service, you should also understand how the GI Bill can help you pursue your credentialing, apprenticeship, or training goals. The GI Bill is not just for traditional college degrees. For more information on GI Bill specifics, please visit **https://benefits.va.gov/benefits**

- **www.va.gov/education/about-gi-bill-benefits/post-9-11/**
  The U.S. Department of Veterans Affairs summary of GI Bill programs—Click on any of the "types of training" from the list to see details on benefits, eligibility, and links to payment rates.

The GI Bill programs can be used for many types of training, including:

- Apprenticeships
- Vocational/technical training (non-college degree programs)
- Institutions of higher learning (undergraduate and graduate degrees)
- Licensing and certification reimbursement
- National testing reimbursement
- On-the-job training
- Independent and distance learning
- Entrepreneurship training

Institutions of Higher Learning and Vocational/Technical Training

In some instances, such as degree-granting colleges and universities and educational certificate or college degree programs, benefits may cover all or a portion of your program expenses and include a monthly housing allowance (MHA) and funds to offset the cost of books and supplies.

In other cases, such as licensing or certification testing, you may receive a check to reimburse you for some or all your testing costs; however, benefits may not include additional money for living expenses.

- **www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/undergraduate-graduate-programs/**
  U.S. Department of Veterans Affairs GI Bill information for degree-granting institutions.
- **www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/non-college-degree-programs/**
  U.S. of Veterans Affairs GI Bill information for vocational/technical training.

Apprenticeship and OJT

Those pursuing on-the-job training or apprenticeships may be eligible for additional GI Bill benefits, including monthly housing allowance (on top of your hourly wages from your employer) and a stipend for books and supplies. The housing allowance is paid at a rate that decreases over time as your hourly apprenticeship wages increase.

- **www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/on-the-job-training-apprenticeships/**
  U.S. Department of Veterans Affairs GI Bill benefits for apprenticeships or OJT.

Licensing and Certification

The VA may reimburse those pursuing the professional license or certification required for their career field of up to $2,000 toward the cost of the exam.

www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/test-fees/
U.S. Department of Veterans Affairs GI Bill benefits for licensing and certification.

Veteran Readiness and Employment (VR&E) (Formerly known as Vocational Rehabilitation and Employment)

For some Service Members, another path to training may involve utilizing Veteran Readiness & Employment (VR&E). VR&E provides no-cost assistance to eligible Service Members and Veterans with service-connected disabilities to enable them to prepare for, obtain, and maintain suitable employment or achieve independence in daily living. VR&E may include many resources, such as education, retraining, tools, and career counseling.

Veterans must have at least a 10% service-connected disability and have received an honorable or general discharge. If you have questions about VR&E, please consult with your VA Benefits Advisor.

- **www.benefits.va.gov/vocrehab/index.asp**
  U.S. Department of Veterans Affairs information about VR&E.

VA Work Study Program

If you're a full-time or 3/4-time student of a college degree, vocational, or professional program, you can "earn while you learn" with a VA work-study allowance. For student Veterans looking for part-time employment while collecting VA benefits, this program offers an opportunity to work at a college's Veterans office, a VA medical facility, a VA regional office, or an approved state employment office. Active-duty military personnel are not eligible for this program.

- **www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/work-study/**
  U.S. Department of Veterans Affairs explanation of the work-study program.

Yellow Ribbon Program

Some students may be interested in attending private colleges or universities that leverage tuition and fees that exceed the maximum amount of the Post-9/11 GI Bill benefit. These institutions may participate in the Yellow Ribbon Program, which could significantly offset any or all out-of-pocket expenses you encounter as you earn your degree. To find out more about the Yellow Ribbon Program and to verify if your school takes part, please visit the VA website.

- **www.va.gov/education/about-gi-bill-benefits/post-9-11/yellow-ribbon-program/**
  Department of Veterans Affairs information about the Yellow Ribbon program, including links to see which schools participate and current payment rates.

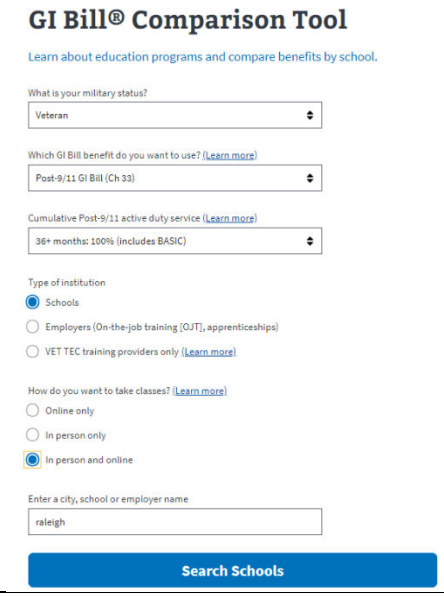
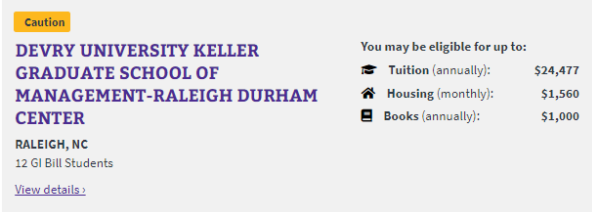
Explore Funding with the GI Bill Comparison Tool

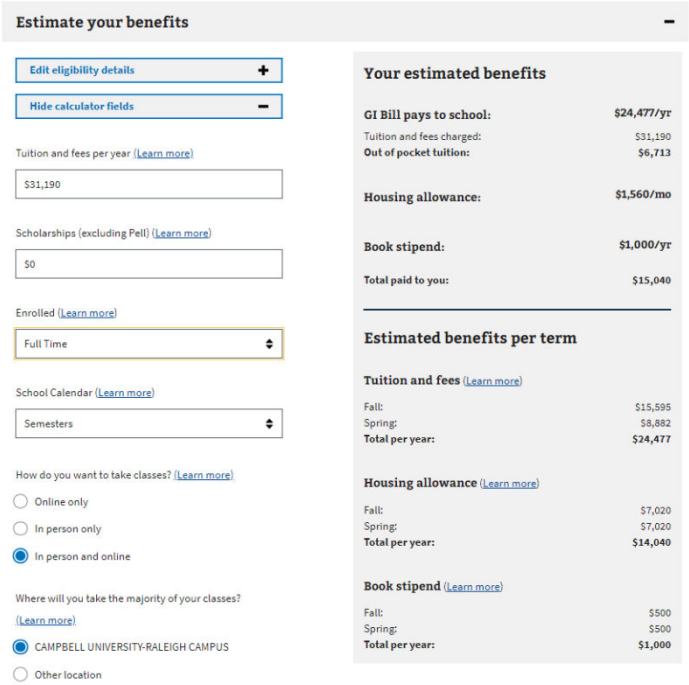
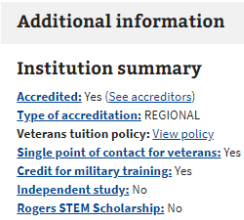
The GI Bill Comparison Tool is a useful resource to learn about education programs and compare benefits by school. You can use it to learn more about programs and see how various factors may impact or even eliminate your out-of-pocket expenses as you pursue training or education.

Before you commit to any educational program, you should become familiar with this tool.

5.11 Activity: GI Bill Comparison Tool

Learn about education programs and compare benefits by school.

Step	Action
1	Go to https://www.vets.gov/gi-bill-comparison-tool
2	Fill out the information that you want to search for. 
3	Click Search Schools.
4	Review the overview of schools. **Note**: You can see your eligibility for tuition, housing, and books. Pay attention to schools with a "Caution" sign. 
5	Click View Details for more information.

6	Review the benefits estimate.  Estimate your benefits Edit eligibility details + Hide calculator fields − Tuition and fees per year (Learn more) $31,190 Scholarships (excluding Pell) (Learn more) $0 Enrolled (Learn more) Full Time School Calendar (Learn more) Semesters How do you want to take classes? (Learn more) Online only In person only In person and online Where will you take the majority of your classes? (Learn more) CAMPBELL UNIVERSITY-RALEIGH CAMPUS Other location Your estimated benefits GI Bill pays to school: $24,477/yr Tuition and fees charged: $31,190 Out of pocket tuition: $6,713 Housing allowance: $1,560/mo Book stipend: $1,000/yr Total paid to you: $15,040 Estimated benefits per term Tuition and fees (Learn more) Fall: $15,595 Spring: $8,882 Total per year: $24,477 Housing allowance (Learn more) Fall: $7,020 Spring: $7,020 Total per year: $14,040 Book stipend (Learn more) Fall: $500 Spring: $500 Total per year: $1,000
7	Go further down the page to see complaints or alerts for the school.
8	Go further down the page to look at the school's accreditation.  Additional information Institution summary Accredited: Yes (See accreditors) Type of accreditation: REGIONAL Veterans tuition policy: View policy Single point of contact for veterans: Yes Credit for military training: Yes Independent study: No Rogers STEM Scholarship: No

5.12 Factors to Consider When Seeking Vocational Training

Due diligence is the process of evaluating a prospective financial decision by getting as much information about it as possible. The process involves careful examination, such as reading the fine print and interviewing customers, management, and leaders. The goal is to make sure there are no hidden drawbacks or traps associated with an option you are considering.

Selecting the right school and program also requires exercising due diligence before sharing too much information or making any financial commitments. There are predatory institutions and commercial sites that will attempt to recruit you rather than provide impartial information. Sometimes their goal is to gain personal information so they can continue to pursue you or collect your GI Bill benefits without providing a legitimate service.

Until you have fully verified the credentials of a school, do not share your Social Security number, date of birth, information about your spouse/partner or parents, phone number, or address with any institution.

1. **Accreditation**

   An important way to evaluate institutions or programs is to look for accreditation. Accrediting agencies are independent private educational or professional associations of regional or national scope. They develop standardized evaluation criteria and conduct peer evaluations to assess whether those criteria are met. Accreditation validates that the training or education offered by an institution meets acceptable quality levels.

   It is expected that students will complete an accredited program to qualify for professional licensure once they graduate. Vocational schools are typically accredited by an organization which has been approved by the Department of Education as an accrediting agency. Thoroughly research the accreditation of the school you want to attend to ensure the program has the proper accreditation. Lack of proper accreditation can lead to the inability to take the exam needed for licensure.

   - **ope.ed.gov/dapip/#/home**
     U.S. Department of Education website to search for accreditation by institution name.
   - **www.chea.org/chea-and-usde-recognized-accrediting-organization**
     Council for Higher Education Accreditation and U.S. Department of Education list of recognized accrediting organizations.

2. Admission and Completion Rates

It is important to check the school's level of success by researching the school's admission and completion rates. Low admission rates indicate that the program is selective, while high graduation rates indicate the success of their programs.

- www.accreditedschoolsonline.org/vocational-trade-school/
  Accredited online website to search for vocational school admission and completion rates.

3. Tuition and Fees

If you do not perform your due diligence when it comes to tuition and fees, you may end up buying something you didn't bargain for. You should inquire not only about the tuition and fees, but additional costs for technology resources and equipment requirements. It can also be helpful to find out about different payment plans or options available and when tuition and fees are due. Be sure to visit the school's website. If the tuition and fees are not easily found, this may be a red flag for the school.

4. Admission Requirements

The admissions process is different for every program and school; you should research the various requirements of a given school before applying to ascertain if there are any specific prerequisites in terms of work experience, education, or standardized test scores. These admission requirements may delay the start date or lengthen the training program.

5.13 Red Flags to Avoid When Seeking Vocational Training

Below are some red flags to avoid when you are researching a training program.

1. High Job Placement Rate

Be careful of vocational programs that sell the success of their former students, publicize high job placement rates, and list the salary potential for graduates of each program. Review this information carefully and confirm each point independently. In some cases, former students may obtain jobs outside their fields or may even have inflated their salary on surveys. Ask the college if you may reach out to the former students to gain their perspective on the program.

2. **Lack of Qualified Instructors**

   Instructors and faculty play an important factor in the success of the training program. You should inquire about the program's instructors and faculty to verify that they have academic and professional experience in the area of study. Check to see if they hold licenses and certifications. If possible, visit a class to get a feel for the quality of instruction.

3. **High Program Complaints**

   Before applying, you should check for complaints that have been filed against the school. Check the Attorney General's office in the state where you live, as well as the state where the school is based, and the state department of education for complains. Also, check the Better Business Bureau and the Consumer Financial Protection Bureau to research complaints that have been filed against the institution or school.

   - **www.bbb.org/**
     Better Business Bureau website to search for complaints against the institution or school.
   - **www.consumerfinance.gov/complaint/**
     Consumer Financial Protection Bureau website to search for complaints against the institution or school.

Here are some questions to consider as you perform due diligence:

- Is the school or program accredited? If so, by what organization?
- Does the school readily share job placement rates for the program you are considering? Are graduates finding jobs in their field of study?
- Are admission requirements clear or unclear? Are they missing or lax?
- Is there a specific point of contact that you can reach by phone and/or email to answer any program questions you have?

Additional resources that can assist with research:

- **www2.ed.gov/students/prep/college/diplomamills/diploma-mills.html**
  U.S. Department of Education information about diploma mills.
- **www.va.gov/education/choosing-a-school/**
  Department of Veterans Affairs WEAMS Institution Search—Provides information for schools that are approved to accept VA benefits.

5.14 Comparing Programs

You have already identified a desirable occupation and researched the credentials needed to qualify for a specific position. Now it is time to identify which training programs can help you achieve those credentials.

As you evaluate the different program options, think about your personal priorities, constraints, and budgetary needs. Take into consideration the factors examined in Sections 3 and 4 to decide which program is most relevant and achievable for you.

5.15 Activity: Compare Programs

Step	Action
1	Identify three programs or schools that support your training goals.
2	Complete the Program Comparison Chart on the following pages to conduct a side-by-side analysis of each option. A sample chart has been provided as a guide.
3	Add any notes that are relevant to your specific situation.
4	Use the resources below to conduct your research. Be sure to use the individual school or program websites for specific details. • www.careeronestop.org/FindTraining/find-training.aspx CareerOneStop allows you to click on the type of training you are looking for from the list, enter keywords and a zip code to find learning opportunities, and follow any links to individual program sites. • nces.ed.gov/collegenavigator/ The College Navigator tool from the National Center for Educational Statistics allows you to search and get detailed information about over 7,000 post-secondary institutions, enter search criteria to find program details, and follow links to school websites for more information. • www.va.gov/education/choosing-a-school/ The Department of Veterans Affairs WEAMS Institution Search allows you to verify if your school or program is VA-approved.

Sample Program Comparison Chart

Details	Program 1	Program 2	Program 3
School/Program Name	North County Community College	Medical Training Institute	Lennard Tech, Paramus NJ campus
Desired Credential	Medical billing certificate or medical coding certificate	Medical administration and billing/coding certificate	Medical coding and billing certificate
Length of Program	15 weeks	37 weeks (AM classes) 62 weeks (PM classes) *flexible AM/PM	900 hours (39 weeks daytime or 54 weeks evening)
DOL Registered Apprenticeship	None	None	None
Accreditation	Yes, regional	Yes, ACCSC	Yes
Program format	Mostly online, meet once/week in person	In person, onsite	Day or evening, blended delivery
Transfer credit policy, if applicable	May have scholarships for students transferring to four-year college programs; send JST	No credit for prior coursework	N/A
VA approved	Yes	Yes	Yes
Estimated funding			
GI Bill	$4,560 tuition	$13,745 tuition	$14,970 tuition
Monthly Housing Allowance	$2,282/month	$2,753/month	$2,972/month
Books/Supplies	Up to $1,000	Up to $1,000	Up to $1,000
Wages/OJT	$2,050/month	$2,050/month	$2,050/month
Estimated expenses			
Tuition	$1520/ semester	$3520/ semester	$5120/ semester

Details	Program 1	Program 2	Program 3
Housing **Books/Supplies**	$7000/semester $450/semester	$7000/semester $1450/semester	$7000/semester $1750/semester
Application requirements or prerequisites	Fill out online form to request admissions assistance	Online application, appt. with representative, HS diploma, placement testing	Need to fill out form to request information
Application deadline	???	???	???
Anticipated Program start date and end date	6 SEP 20XX-19 DEC 20XX	???	???
Contact information **(POC, phone, email, website)**	Admissions: Devon Williams 222-333-4450 Veteran Rep: Jay Watts j.watts@email.edu	MTIadmissions@email.edu	Admissions: Jane Smith 844-277-2770
Notes:	On campus Veteran support group	Extremely flexible course schedule. 97% placement rate	Caution on GI Bill Comparison Tool. Need to learn more about why.

Details	Program 1	Program 2	Program 3
School/Program Name			
Desired Credential			
Length of Program			
DOL Registered Apprenticeship			
Accreditation			
Program format			

Details	Program 1	Program 2	Program 3
Transfer credit policy, if applicable			
VA approved			
Estimated funding **GI Bill** **Monthly Housing Allowance** **Books/Supplies** **Wages/OJT**			
Estimated expenses **Tuition** **Housing** **Books/Supplies**			
Application requirements or prerequisites			
Application Deadline			
Anticipated Program start and end date			
Contact information (POC, phone, email, website)			
Notes:			

5.16 Additional Resources

It is important for you to understand that it is highly likely that you will continue to refine your career path throughout the transition process and even well into your future. In this section, you will find additional resources that may prove to be helpful as you pursue your career goal. If you think they would be useful, consider how you can incorporate them into your plan.

Free or Low-cost Learning Opportunities

In recent years, many public agencies, private sector businesses, and nonprofit organizations have made significant investments and public commitments to support our nation's Veterans in their transition from military service to civilian careers. These organizations understand that Veterans bring unique value to the workplace but face challenges competing for civilian positions without civilian-recognized credentials or experience. To alleviate this disconnect, many partner organizations offer free, low-cost, or accelerated learning opportunities for Veterans.

The wide range of offerings may include accelerated wind turbine technician programs, expedited routes to a commercial driver's license, project management certification courses, entrepreneurship training and support, free online cybersecurity classes at beginner and advanced levels, business internships, and partnership with a local mentor in your desired industry or occupation.

Program availability and scope are determined by local, regional, or national partners and vary widely by geographic location and local labor market conditions. Please contact the transition services office at your local military installation to find out about the partners and opportunities that are currently available in your area. You may also gain access to local training, partners, and grant programs by contacting the American Job Center in your area.

- **www.careeronestop.org/LocalHelp/local-help.aspx**
  CareerOneStop link for finding your local American Job Center.

DoD Voluntary Education Program

Voluntary Education is a DoD organization that can help you pursue your educational goals and earn a degree or certification. Through various programs, your local education services office or online education portal have tools and resources required to help you attain your educational goals.

- **www.dantes.doded.mil/**
  Information about college entrance or placement testing, application procedures, tuition assistance and financial aid, Troops to Teachers, and counselors who can help you with other education-related planning.

Joint Services Transcript (JST)

JST provides a description of military schooling and work history in civilian language. It serves as a tool for academic and career counselors who advise Service Members and Veterans, and it could save you time and money if your desired program accepts transfer credits. Consult individual institutions for transfer credit policies. **jst.doded.mil/jst/**

Massive Open Online Course (MOOC)

Massive Open Online Courses (**MOOCs**) are free online courses available for anyone to enroll. **MOOCs** provide an affordable and flexible way to learn new skills, advance your career, and deliver quality educational experiences.

These courses often take the form of partnerships between colleges and providers such as edX or Coursera. Though MOOCs can be free, Coursera and edX offer paid "verified certificates" for successful completion. Students must pass assessments and prove their identities. Employers can confirm certificates online.

- **www.coursera.org/**
  Coursera provides all Veterans with one free verified certificate upon completion of any Coursera course. Visit the Veteran Employment Center or website to learn how to redeem your free credential voucher.
- **www.edx.org/**
  EdX is an open-source platform that provides free online classes.
- **www.linkedin.com/learning**
  LinkedIn provides a 1-year free subscription to LinkedIn learning for Services members and their spouses.

Managing Your (MY) Education

Managing Your Education is a workshop for those Service Members who are interested in pursuing higher education. Participants will learn the vocabulary of higher education, identify a potential career and degree, explore the factors for choosing a quality institution, research the requirements for admission, explore funding options, and compare two institutions of higher education. You can attend this course as a workshop or use the virtual curriculum provided through TAPevents.org.

Transition Assistance Program Online Curriculum – **tapevents.org/courses**

SBA Boots to Business

The Small Business Administration (SBA) offers the Boots to Business course, which includes two-days of instruction covering introductory content of entrepreneurship. You will receive information related to the benefits and challenges of entrepreneurship and the steps required for business ownership. Once you have completed Boots to Business, you will understand the initial components of a business feasibility plan. Additionally, you will be given the opportunity to enroll in a follow-on entrepreneurship development courses that help you conduct market research, complete a business plan, and connect with a successful business mentor to assist with the business start-up process. This course can be completed as an in-class workshop or by the virtual curriculum provided through TAPevents.org.

- **www.sba.gov/offices/headquarters/ovbd/resources/160511**
  The Small Business Administration website has resources for Veterans who want to start their own businesses.

On-Campus Veterans' Support

Many campuses have Veterans' services offices or Veteran centers that can help connect student Veterans with the resources they need to successfully transition from combat to classroom to

career. This includes help navigating the admissions process, applying for financial aid, using VA education benefits, getting academic assistance, and ultimately preparing to enter (or re-enter) the workforce.

The Veterans' service office should:

- Give you referrals to relevant campus or community resources
- Provide information on VA benefits
- Help you to navigate the campus and its administrative policies
- Invite you to workshops and social events throughout the year
- Connect you with other student Veterans on campus

School Certifying Official (SCO)

The SCO is the representative at a training institution who serves as a liaison between that school and the VA. This individual validates your program enrollment status, which is necessary for the VA to process education benefit payments. Check with each individual school about how to reach the SCO.

Note: The SCO is not a VA employee. In all VA matters, any final decision should come from VA, not the school representative.

6

Designing the Path

Section 6: Designing the Path

All the preparation you have done to this point—and the work you still need to do—will be more valuable to you if you organize the information into a formal plan that is supported by concrete goals. Whether your career of choice entails several weeks or several years of education, training, or apprenticeship, planning can make a huge difference in moving you forward in a productive direction.

6.1 Making a Plan for Success

Everything you have done and will continue to do requires that you begin creating a formal plan. Some people may struggle to meet their goals because they neglect to put their ideas into writing. The following activity will give you a chance to put your plan into action plan

6.2 Activity: Create an Action Plan

Review your notes and research. Consolidate this information on a single page and formalize your plan. A sample action plan is provided below as a guide.

Career of Choice: Electrician	
Long-range Goal (>5 years)	Own and operate an independent electrical contracting business.
Medium-range Goal (1-5 years)	Complete a four-year electrician apprenticeship and obtain journeyman license.
Short-range Goal (<1 year)	Register for VA education benefits and complete application for apprenticeship by March 30.
Skills and Credentials	
Current	H.S. Diploma, some relevant military training may transfer (see Joint Services Transcript)
Desired/Required	Electrician apprenticeship certificate and Electrical Contractor, Electrical Journeyman, or Line Electrician License
Training Program	
Training Program (Length/Dates)	North Alabama Craft Training Foundation Apprenticeship (Four years starting in September)
Cost and Funding	
Estimated Program Costs	$3,000/year (costs covered by program) plus

Potential Funding	GI Bill Monthly Housing Allowance (tapering down over time) Potential GI Bill offset for books Trainee wages (starting $11.50/hr. ending $25.55/hr.) Program provides interest-free loans for books *top trainee gets book fees waived
Other Notes	Confirm benefits entitlement and amounts with VA Confirm health insurance benefits/costs with program
Action Items	
Whom do I need to call, write, or visit?	I need to set up an appointment with the VA counselor to confirm my benefits entitlement.
What do I need more information about? What am I unclear about?	I need to know more about the apprenticeship program that would help me get the electrician apprenticeship certificate.
What specific questions do I need to ask to get clarifications?	Do I qualify for the USMAP program?
What things must I do next?	Find one person in the field to request informational interview to gain knowledge about the ins and outs of being an electrician.
Other	Need to contact my local Transition Services Office about my interest in the DoD SkillBridge program. Need to do this before 6 months out.

Career of Choice: _____	
Long-Range Goal (>5 years)	
Mid-Range Goal (1-5 years)	
Short-Range Goal (<1 year)	
Skills and Credentials	
Current	
Desired/Required	
Training Program	
Training Program (Length/Dates)	
Costs and Funding	
Estimated Program Costs	
Potential Funding	
Other Notes	

Action Plan	
Whom do I need to call, write, or visit?	
What do I need more information about? What am I unclear about?	
What specific questions do I need to ask to get clarifications?	
What things must I do next?	
Other	

6.3 Summing It Up

Congratulations! You have taken significant steps toward setting yourself up for success.

- ✓ You have learned the foundation of vocational training its Career Clusters and Pathways.
- ✓ You have used your results from self-assessments to validate your career choices or identify potential new occupations.
- ✓ You have prepared yourself by identifying which learning opportunities will best facilitate the achievement of your career goals.
- ✓ You have written a plan of action.

You are informed, organized, and well on your way to a successful transition into a new and rewarding career. Combine the information you have gained during this course with information acquired in other Transition Assistance Program classes to proceed with your plan and achieve your goals.

Enjoy this next stage and proceed with confidence!

7

Appendix

Section 7: Appendix

7.1 O*Net Occupational Lists by Work Value

For an online, accessible version of the O*Net occupational list, refer to:
https://www.onetonline.org/explore/workvalues/Recognition/Relationships/

ACHIEVEMENT

ACHIEVEMENT-JOB ZONE 1 *(Little or No Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
53-3011.00	Ambulance Drivers and Attendants, Except Emergency Medical Technicians***
51-9194.05	Etchers, Hand**
45-2093.00	Farmworkers, Farm and Ranch Animals***
45-4011.00	Forest and Conservation Workers
45-2092.02	General Farmworkers***
31-1011.00	Home Health Aides***
41-9012.00	Models***
51-9123.00	Painting, Coating, and Decorating Workers**
51-5023.09	Printing Press Machine Operators and Tenders**
51-9061.05	Production Inspectors, Testers, Graders, Sorters, Samplers, Weighers***
51-9141.00	Semiconductor Processors***
53-3033.00	Truck Drivers, Light or Delivery Services***

ACHIEVEMENT-JOB ZONE 2 *(Some Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
45-2091.00	Agricultural Equipment Operators
49-3023.02	Automotive Specialty Technicians
47-2031.03	Carpenter Assemblers and Repairers
49-9092.00	Commercial Divers
29-2041.00	Emergency Medical Technicians And Paramedics
51-6092.00	Fabric and Apparel Patternmakers
33-2021.01	Fire Inspectors
27-1023.00	Floral Designers
33-2011.02	Forest Fire Fighters
33-2022.00	Forest Fire Inspectors and Prevention Specialists
51-9071.06	Gem and Diamond Workers
39-5091.00	Makeup Artists, Theatrical and Performance
29-2012.00	Medical and Clinical Laboratory Technicians
51-9082.00	Medical Appliance Technicians
49-3052.00	Motorcycle Mechanics
33-2011.01	Municipal Fire Fighters
33-9021.00	Private Detectives and Investigators
27-3011.00	Radio and Television Announcers
41-4011.01	Sales Representatives, Agricultural
41-4011.03	Sales Representatives, Electrical/Electronic
41-4011.04	Sales Representatives, Mechanical Equipment and Supplies
41-4012.00	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
33-3051.03	Sheriffs and Deputy Sheriffs
51-6041.00	Shoe and Leather Workers and Repairers
27-2042.01	Singers
47-2044.00	Tile and Marble Setters
51-2093.00	Timing Device Assemblers, Adjusters and Calibrators
33-3052.00	Transit and Railroad Police

*** Indicates that the occupation was assigned to the group based on its second highest work value.*
**** Indicates that the occupation was assigned to the group based on its third highest work value.*

ACHIEVEMENT-JOB ZONE 3 *(Medium Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
27-2011.00	Actors
41-3011.00	Advertising Sales Agents
49-3011.03	Aircraft Body and Bonded Structure Repairers
27-2021.00	Athletes and Sports Competitors
49-3021.00	Automotive Body and Related Repairers
49-3023.01	Automotive Master Mechanics
47-2021.00	Brickmasons and Blockmasons
49-3031.00	Bus and Truck Mechanics and Diesel Engine Specialists
51-7011.00	Cabinetmakers and Bench Carpenters
27-3043.03	Caption Writers
19-4031.00	Chemical Technicians
17-3011.02	Civil Drafters
13-1072.00	Compensation, Benefits, and Job Analysis Specialists
49-2094.00	Electrical and Electronics Repairers, Commercial and Industrial Equipment
47-2111.00	Electricians
17-3012.01	Electronic Drafters
27-4021.02	Photographers, Scientific
51-9131.01	Photographic Retouchers and Restorers
33-3051.01	Police Patrol Officers
51-9194.01	Precision Etchers and Engravers, Hand or Machine
27-4021.01	Professional Photographers
27-3012.00	Public Address System and Other Announcers
27-4013.00	Radio Operators
49-3043.00	Rail Car Repairers

*O*NET-SOC#*	*O*NET-SOC Title*
51-9194.02	Engravers/Carvers
13-1041.01	Environmental Compliance Inspectors
49-3041.00	Farm Equipment Mechanics
27-1022.00	Fashion Designers
39-1021.00	First-Line Supervisors/Managers of Personal Service Workers
33-3051.02	Highway Patrol Pilots
17-3026.00	Industrial Engineering Technicians
13-1031.02	Insurance Adjusters, Examiners, and Investigators
41-3021.00	Insurance Sales Agents
27-3091.00	Interpreters and Translators
17-3031.02	Mapping Technicians
27-1026.00	Merchandise Displayers and Window Trimmers
49-3051.00	Motorboat Mechanics
25-4013.00	Museum Technicians and Conservators
29-2091.00	Orthotists and Prosthetists
49-3053.00	Outdoor Power Equipment and Other Small Engine Mechanics
47-2031.02	Rough Carpenters
41-4011.02	Sales Representatives, Chemical and Pharmaceutical
51-9071.02	Silversmiths
27-1013.02	Sketch Artists
27-4014.00	Sound Engineering Technicians
51-9195.03	Stone Cutters and Carvers
49-9063.02	Stringed Instrument Repairers and Tuners
27-2023.00	Umpires, Referees, and Other Sports Officials

ACHIEVEMENT-JOB ZONE 4 *(Considerable Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
25-3011.00	Adult Literacy, Remedial Education and GED Teachers and Instructors
11-2011.00	Advertising and Promotions Managers
17-3021.00	Aerospace Engineering and Operations Technicians
53-2021.00	Air Traffic Controllers
49-3011.02	Aircraft Engine Specialists
49-3011.01	Airframe-and-Power-Plant Mechanics
53-2011.00	Airline Pilots, Copilots, and Flight Engineers
17-1011.00	Architects, Except Landscape and Naval
17-3011.01	Architectural Drafters
27-1011.00	Art Directors
19-2021.00	Atmospheric and Space Scientists
29-1121.00	Audiologists
47-2031.05	Boat Builders and Shipwrights
27-3021.00	Broadcast News Analysts
27-4012.00	Broadcast Technicians
27-4031.00	Camera Operators, Television, Video, and Motion Picture
17-1021.00	Cartographers and Photogrammetrists
27-1013.03	Cartoonists
19-2031.00	Chemists
33-3021.04	Child Support, Missing Persons, and Unemployment Insurance Fraud Investigators
21-1021.00	Child, Family, and School Social Workers
17-3022.00	Civil Engineering Technicians
17-2051.00	Civil Engineers
27-1021.00	Commercial and Industrial Designers
53-2012.00	Commercial Pilots
11-3041.00	Compensation and Benefits Managers
17-2061.00	Computer Hardware Engineers
15-1021.00	Computer Programmers
15-1031.00	Computer Software Engineers, Applications
15-1032.00	Computer Software Engineers, Systems Software
15-1041.00	Computer Support Specialists
47-2031.01	Construction Carpenters
27-3043.02	Creative Writers
33-3021.03	Criminal Investigators and Special Agents
27-2031.00	Dancers
29-1031.00	Dietitians and Nutritionists
27-3041.00	Editors
11-9032.00	Education Administrators, Elementary and
11-9031.00	Education Administrators, Preschool and Child Care Center/Program
19-3031.01	Educational Psychologists
21-1012.00	Educational, Vocational, and School Counselors
17-3012.02	Electrical Drafters
17-3023.03	Electrical Engineering Technicians
17-3023.01	Electronics Engineering Technicians
25-2021.00	Elementary School Teachers, Except Special Education
19-1041.00	Epidemiologists
27-1027.02	Exhibit Designers
25-9021.00	Farm and Home Management Advisors
11-3031.02	Financial Managers, Branch or Department
33-2021.02	Fire Investigators
33-1012.00	First-Line Supervisors/Managers of Police and Detectives
19-4092.00	Forensic Science Technicians
51-9195.04	Glass Blowers, Molders, Benders, and Finishers
11-1011.01	Government Service Executives
27-1024.00	Graphic Designers
11-3040.00	Human Resources Managers
27-1025.00	Interior Designers
51-9071.01	Jewelers
13-1111.00	Management Analysts
19-3021.00	Market Research Analysts
11-2021.00	Marketing Managers
15-3011.00	Mathematical Technicians
17-3013.00	Mechanical Drafters
17-3027.00	Mechanical Engineering Technicians
29-2011.00	Medical and Clinical Laboratory Technologists
21-1022.00	Medical and Public Health Social Workers
19-1042.00	Medical Scientists, Except Epidemiologists
21-1023.00	Mental Health and Substance Abuse Social Workers
21-1014.00	Mental Health Counselors
25-2022.00	Middle School Teachers, Except Special and Vocational Education
49-3042.00	Mobile Heavy Equipment Mechanics, Except Engines
51-4061.00	Model Makers, Metal and Plastic
51-7031.00	Model Makers, Wood

ACHIEVEMENT-JOB ZONE 4 *(CONTINUED)*

*O*NET-SOC#*	*O*NET-SOC Title*
33-1021.01	Municipal Fire Fighting and Prevention Supervisors
27-2041.02	Music Arrangers and Orchestrators
15-1081.00	Network Systems and Data Communications Analysts
29-2033.00	Nuclear Medicine Technologists
29-1122.00	Occupational Therapists
29-2081.00	Opticians, Dispensing
29-1041.00	Optometrists
27-1013.01	Painters and Illustrators
51-7032.00	Patternmakers, Wood
51-9071.05	Pewter Casters and Finishers
29-1051.00	Pharmacists
51-5022.03	Photoengravers
29-1123.00	Physical Therapists
29-1071.00	Physician Assistants
47-2152.01	Pipe Fitters
29-1081.00	Podiatrists
27-3043.01	Poets and Lyricists
33-3021.01	Police Detectives
27-3031.00	Public Relations Specialists
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products
29-2034.01	Radiologic Technologists
29-1111.00	Registered Nurses
27-3022.00	Reporters and Correspondents
25-2031.00	Secondary School Teachers, Except Special and Vocational Education
25-3021.00	Self-Enrichment Education Teachers
11-9151.00	Social and Community Service Managers
25-2042.00	Special Education Teachers, Middle School
25-2041.00	Special Education Teachers, Preschool, Kindergarten, and Elementary School
25-2043.00	Special Education Teachers, Secondary School
29-1127.00	Speech-Language Pathologists
15-2041.00	Statisticians
47-2022.00	Stonemasons
21-1011.00	Substance Abuse and Behavioral Disorder Counselors
17-1022.00	Surveyors
11-3042.00	Training and Development Managers
19-3051.00	Urban and Regional Planners
25-1194.00	Vocational Education Teachers, Postsecondary
25-2023.00	Vocational Education Teachers, Middle School
25-2032.00	Vocational Education Teachers, Secondary School

*** Indicates that the occupation was assigned to the group based on its second highest work value.*
**** Indicates that the occupation was assigned to the group based on its third highest work value.*

ACHIEVEMENT-JOB ZONE 5 *(Extensive Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
17-2011.00	Aerospace Engineers
25-1041.00	Agricultural Sciences Teachers, Postsecondary
29-1061.00	Anesthesiologists
25-1061.00	Anthropology and Archeology Teachers, Postsecondary
25-4011.00	Archivists
25-1062.00	Area, Ethnic, and Cultural Studies Teachers, Postsecondary
25-1121.00	Art, Drama, and Music Teachers, Postsecondary
29-9091.00	Athletic Trainers
25-1042.00	Biological Science Teachers, Postsecondary
19-1020.01	Biologists
17-2041.00	Chemical Engineers
25-1052.00	Chemistry Teachers, Postsecondary
29-1011.00	Chiropractors
21-2011.00	Clergy
25-1021.00	Computer Science Teachers, Postsecondary
19-3031.03	Counseling Psychologists
29-1021.00	Dentists, General
21-2021.00	Directors, Religious Activities and Education
25-1063.00	Economics Teachers, Postsecondary
19-3011.00	Economists
11-9033.00	Education Administrators, Postsecondary
25-1032.00	Engineering Teachers, Postsecondary
25-1123.00	English Language and Literature Teachers, Postsecondary
19-2041.00	Environmental Scientists and Specialists, Including Health
29-1062.00	Family and General Practitioners
25-1124.00	Foreign Language and Literature Teachers, Postsecondary
25-1043.00	Forestry and Conservation Science Teachers, Postsecondary
19-2042.01	Geologists
21-1091.00	Health Educators

*O*NET-SOC#*	*O*NET-SOC Title*
25-1071.00	Health Specialties Teachers, Postsecondary
25-1125.00	History Teachers, Postsecondary
29-1063.00	Internists, General
17-1012.00	Landscape Architects
23-1011.00	Lawyers
17-2121.02	Marine Architects
17-2121.01	Marine Engineers
25-1022.00	Mathematical Science Teachers, Postsecondary
15-2021.00	Mathematicians
27-2041.01	Music Directors
27-2042.02	Musicians, Instrumental
17-2161.00	Nuclear Engineers
25-1072.00	Nursing Instructors and Teachers, Postsecondary
29-1064.00	Obstetricians and Gynecologists
29-1022.00	Oral and Maxillofacial Surgeons
29-1023.00	Orthodontists
29-1065.00	Pediatricians, General
17-2171.00	Petroleum Engineers
19-2012.00	Physicists
25-1054.00	Physics Teachers, Postsecondary
25-1065.00	Political Science Teachers, Postsecondary
17-2111.03	Product Safety Engineers
29-1024.00	Prosthodontists
29-1066.00	Psychiatrists
25-1066.00	Psychology Teachers, Postsecondary
41-9031.00	Sales Engineers
27-1013.04	Sculptors
27-1027.01	Set Designers
53-5031.00	Ship Engineers
25-1067.00	Sociology Teachers, Postsecondary
29-1067.00	Surgeons
27-3042.00	Technical Writers
11-3031.01	Treasurers, Controllers, and Chief Financial Officers
29-1131.00	Veterinarians
19-1023.00	Zoologists and Wildlife Biologists

INDEPENDENCE

INDEPENDENCE-JOB ZONE 1 *(Little or No Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
39-9011.00	Child Care Workers***
41-9091.00	Door-to-Door Sales Workers, News and Street Vendors, and Related Workers***
45-3011.00	Fishers and Related Fishing Workers**
39-5092.00	Manicurists and Pedicurists**
41-9041.00	Telemarketers***
53-3032.01	Truck Drivers, Heavy***

INDEPENDENCE-JOB ZONE 2 *(Some Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
45-2091.00	Agricultural Equipment Operators**
49-3091.00	Bicycle Repairers**
27-1023.00	Floral Designers**
33-2022.00	Forest Fire Inspectors and Prevention Specialists**
51-7021.00	Furniture Finishers**
45-3021.00	Hunters and Trappers
39-5091.00	Makeup Artists, Theatrical and Performance***
53-5022.00	Motorboat Operators
33-9021.00	Private Detectives and Investigators**
27-3011.00	Radio and Television Announcers**
53-6051.04	Railroad Inspectors***
41-9022.00	Real Estate Sales Agents
41-4011.01	Sales Representatives, Agricultural**
41-4011.03	Sales Representatives, Electrical/Electronic**
41-4011.04	Sales Representatives, Mechanical Equipment and Supplies**
41-4012.00	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
27-2042.01	Singers**
33-3052.00	Transit and Railroad Police**
41-3041.00	Travel Agents**
39-6022.00	Travel Guides**

INDEPENDENCE-JOB ZONE 3 *(Medium Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
13-1011.00	Agents and Business Managers of Artists,
45-2021.00	Performers, and Athletes Animal Breeders
39-2011.00	Animal Trainers
15-1051.00	Computer Systems Analysts
47-4011.00	Construction and Building Inspectors
51-9194.03	Etchers
11-9012.00	Farmers and Ranchers
45-1011.01	First-Line Supervisors and Manager/Supervisors - Agricultural Crop Workers
45-1011.03	First-Line Supervisors and Manager/Supervisors - Animal Care Workers, Except Livestock
43-1011.01	First- Line Supervisors, Customer Service
35-1012.00	First-Line Supervisors/Managers of Food Preparation and Serving Workers
53-1021.00	First-Line Supervisors/Managers of Helpers Laborers, and Material Movers, Hand
41-1012.00	First-Line Supervisors/Managers of Non-Retail Sales Workers
39-1021.00	First-Line Supervisors/Managers of Personal Service Workers
51-1011.00	First-Line Supervisors/Managers of Production and Operating Workers
41-1011.00	First-Line Supervisors/Managers of Retail Transportation and Material-Moving Machine and Vehicle Operators

INDEPENDENCE-JOB ZONE 3 *(CONTINUED)*

O*NET-SOC#	O*NET-SOC Title
45-1011.02	First-Line Supervisors and Manager/Supervisors - Animal Husbandry Workers
47-1011.02	First-Line Supervisors and Manager/Supervisors- Extractive Workers
45-1011.06	First-Line Supervisors and Manager/Supervisors - Fishery Workers
45-1011.04	First-Line Supervisors and Manager/Supervisors - Horticultural Workers
37-1012.02	First-Line Supervisors and Manager/Supervisors - Landscaping Workers
43-1011.02	First-Line Supervisors, Administrative Support
33-3031.00	Fish and Game Wardens
39-9031.00	Fitness Trainers and Aerobics Instructors
11-9071.00	Gaming Managers
39-1011.00	Gaming Supervisors
37-1011.02	Janitorial Supervisors
11-9081.00	Lodging Managers
51-5022.07	Platemakers
41-3031.02	Sales Agents, Financial Services
41-4011.06	Sales Representatives, Instruments
41-4011.05	Sales Representatives, Medical
51-9071.02	Silversmiths
19-3041.00	Sociologists
27-2012.04	Talent Directors
51-6093.00	Upholsterers
13-1022.00	Wholesale and Retail Buyers, Except Farm Products

INDEPENDENCE-JOB ZONE 4 *(Considerable Preparation Needed)*

O*NET-SOC#	O*NET-SOC Title
11-3011.00	Administrative Services Managers
11-9011.02	Agricultural Crop Farm Managers
19-3091.01	Anthropologists
13-2021.02	Appraisers, Real Estate
19-3091.02	Archeologists
51-5022.04	Camera Operators
35-1011.00	Chefs and Head Cooks
19-3031.02	Clinical Psychologists
15-1071.01	Computer Security Specialists
11-9021.00	Construction Managers
27-3043.04	Copy Writers
13-1041.06	Coroners
39-3092.00	Costume Attendants
25-4012.00	Curators
51-6052.02	Custom Tailors
15-1061.00	Database Administrators
27-2012.02	Directors- Stage, Motion Pictures, Television, and Radio
27-4032.00	Film and Video Editors
17-2111.02	Fire-Prevention and Protection Engineers
45-1011.05	First-Line Supervisors and Manager/Supervisors - Logging Workers
11-9011.03	Fish Hatchery Managers
19-1012.00	Food Scientists and Technologists
11-9051.00	Food Service Managers
19-1032.00	Foresters
11-9061.00	Funeral Directors
19-3092.00	Geographers
11-1011.01	Government Service Executives
19-3093.00	Historians
17-2112.00	Industrial Engineers
11-3051.00	Industrial Production Managers
17-2111.01	Industrial Safety and Health Engineers
25-2012.00	Kindergarten Teachers, Except Special Education
37-1012.01	Lawn Service Managers
19-2032.00	Materials Scientists
17-2141.00	Mechanical Engineers
11-9111.00	Medical and Health Services Managers
13-1121.00	Meeting and Convention Planners Mining And Geological Engineers, Including Mining Safety Engineers
11-9011.01	Nursery and Greenhouse Managers
15-2031.00	Operations Research Analysts

INDEPENDENCE-JOB ZONE 4 *(CONTINUED)*

O*NET-SOC#	O*NET-SOC Title
47-1011.01	First-Line Supervisors and Manager/Supervisors- Construction Trades Workers
49-1011.00	First-Line Supervisors/Managers of Mechanics, Installers, and Repairers
11-9141.00	Property, Real Estate, and Community Association Managers
13-1021.00	Purchasing Agents and Buyers, Farm Products Sales
41-3031.01	Agents, Securities and Commodities
11-2022.00	Sales Manager
53-5021.01	Ship and Boat Captains

O*NET-SOC#	O*NET-SOC Title
19-1031.03	Park Naturalist
51-9195.05	Potters
25-2011.00	Preschool Teachers, Except Special Education Producers
19-1031.01	Soil Conservationists
11-3071.02	Storage and Distribution Managers
51-5022.06	Strippers
27-2012.05	Technical Directors/Managers
13.1073.00	Training and Development Specialist
11-3071.01	Transportation Managers

INDEPENDENCE-JOB ZONE 5 *(Extensive Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
23-1021.00	Administrative Law Judges, Adjudicators, and Hearing Officers
17-2021.00	Agricultural Engineers
19-1011.00	Animal Scientists
23-1022.00	Arbitrators, Mediators, and Conciliators
19-2011.00	Astronomers
19-1021.01	Biochemists
19-1021.02	Biophysicists
27-2032.00	Choreographers
27-2022.00	Coaches and Scouts
27-2041.03	Composers
11-3021.00	Computer and Information Systems Managers
17-2071.00	Electrical Engineers
17-2072.00	Electronics Engineers, Except Computer
11-9041.00	Engineering Managers
13-2051.00	Financial Analysts

*O*NET-SOC#*	*O*NET-SOC Title*
33-1021.02	Forest Fire Fighting and Prevention Supervisors
19-2043.00	Hydrologists
19-3032.00	Industrial-Organizational Psychologists
25-9031.00	Instructional Coordinators
23-1023.00	Judges, Magistrate Judges, and Magistrates
17-2131.00	Materials Engineers
19-1022.00	Microbiologists
11-9121.00	Natural Sciences Managers
29-9011.00	Occupational Health and Safety Specialists
53-5021.03	Pilots, Ship
19-1013.01	Plant Scientists
19-3094.00	Political Scientists
11-1011.02	Private Sector Executives
27-2012.03	Program Directors
19-1031.02	Range Managers
19-1013.02	Soil Scientists

RECOGNITION

RECOGNITION-JOB ZONE 1 *(Little or No Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
41-9012.00	Models**

RECOGNITION-JOB ZONE 2 *(Some Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
53-5011.01	Able Seamen***
43-5031.00	Police, Fire, and Ambulance Dispatchers***
41-9022.00	Real Estate Sales Agents***

RECOGNITION-JOB ZONE 3 *(Medium Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
27-2021.00	Athletes and Sports Competitors***
17-3012.01	Electronic Drafters***
45-1011.01	First-Line Supervisors and Manager/Supervisors - Agricultural Crop Workers***
45-1011.02	First-Line Supervisors and Manager/Supervisors - Animal Husbandry Workers***
47-1011.02	First-Line Supervisors and Manager/Supervisors- Extractive Workers***
45-1011.06	First-Line Supervisors and Manager/Supervisors - Fishery Workers***
45-1011.04	First-Line Supervisors and Manager/Supervisors -Horticultural Workers***
37-1012.02	First-Line Supervisors and Manager/Supervisors - Landscaping Workers***
43-1011.02	First-Line Supervisors, Administrative Support***
43-1011.01	First-Line Supervisors, Customer Service***
53-1021.00	First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand**
41-1012.00	First-Line Supervisors/Managers of Non-Retail Sales Workers**
51-1011.00	First-Line Supervisors/Managers of Production and Operating Workers*** and Operating Workers***
41-1011.00	First-Line Supervisors/Managers of Retail Sales Workers**
53-1031.00	First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle Operators***
33-3031.00	Fish and Game Wardens***
19-4041.02	Geological Sample Test Technicians***
53-5021.02	Mates- Ship, Boat, and Barge
27-2012.04	Talent Directors***
27-2023.00	Umpires, Referees, and Other Sports Officials***

*** Indicates that the occupation was assigned to the group based on its second highest work value.*
**** Indicates that the occupation was assigned to the group based on its third highest work value.*

RECOGNITION-JOB ZONE 4 *(Considerable Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
11-3011.00	Administrative Services Managers**
53-2011.00	Airline Pilots, Copilots, and Flight Engineers**
53-2021.00	Air Traffic Controllers***
27-1011.00	Art Directors***
17-2051.00	Civil Engineers***
53-2012.00	Commercial Pilots**
27-2012.02	Directors- Stage, Motion Pictures, Television, and Radio***
11-9032.00	Education Administrators, Elementary and Secondary School**
11-9031.00	Education Administrators, Preschool and Child Care Center/Program**
13-2061.00	Financial Examiners**
11-3031.02	Financial Managers, Branch or Department**
47-1011.01	First-Line Supervisors and Manager/Supervisors-Construction Trades Workers**
49-1011.00	First-Line Supervisors/Managers of Mechanics, Installers, and Repairers**
33-1012.00	First-Line Supervisors/Managers of Police and Detectives***
17-2112.00	Industrial Engineers***
17-2151.00	Mining and Geological Engineers, Including Mining Safety Engineers***
27-2012.01	Producers***
41-3031.01	Sales Agents, Securities and Commodities***
11-2022.00	Sales Managers**
53-5021.01	Ship and Boat Captains***
27-2012.05	Technical Directors/Managers***

RECOGNITION-JOB ZONE 5 *(Extensive Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
17-2011.00	Aerospace Engineers***
17-2041.00	Chemical Engineers***
27-2032.00	Choreographers***
21-2011.00	Clergy***
27-2022.00	Coaches and Scouts***
11-9033.00	Education Administrators, Postsecondary**
33-1021.02	Forest Fire Fighting and Prevention Supervisors***
25-9031.00	Instructional Coordinators***
17-2121.01	Marine Engineers***
27-2041.01	Music Directors***
17-2171.00	Petroleum Engineers***
53-5021.03	Pilots, Ship***
27-2012.03	Program Directors***
27-1027.01	Set Designers***
53-5031.00	Ship Engineers***
29-1067.00	Surgeons***
11-3031.01	Treasurers, Controllers, and Chief Financial Officers***

RELATIONSHIPS

RELATIONSHIPS-JOB ZONE 1 *(Little or No Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
53-3011.00	Ambulance Drivers and Attendants, Except Emergency Medical Technicians
39-3091.00	Amusement and Recreation Attendants
39-6011.00	Baggage Porters and Bellhops
35-3011.00	Bartenders
39-9011.00	Child Care Workers
53-7061.00	Cleaners of Vehicles and Equipment
35-3021.00	Combined Food Preparation and Serving Workers, Including Fast Food
35-2015.00	Cooks, Short Order
41-2021.00	Counter and Rental Clerks
35-3022.00	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop
43-5021.00	Couriers and Messengers
33-9091.00	Crossing Guards
41-9011.00	Demonstrators and Product Promoters
35-9011.00	Dining Room and Cafeteria Attendants and Bartender Helpers
35-9021.00	Dishwashers
45-2093.00	Farmworkers, Farm and Ranch Animals
45-3011.00	Fishers and Related Fishing Workers
35-2021.00	Food Preparation Workers
35-3041.00	Food Servers, Nonrestaurant
39-4021.00	Funeral Attendants
45-2092.02	General Farmworkers
47-3011.00	Helpers-Brickmasons, Blockmasons, Stonemasons, and Tile and Marble Setters
47-3012.00	Helpers-Carpenters
49-9098.00	Helpers-Installation, Maintenance, and Repair Workers
47-3014.00	Helpers-Painters, Paperhangers, Plasterers, and Stucco Masons
31-1011.00	Home Health Aides
37-2011.00	Janitors and Cleaners, Except Maids and Housekeeping Cleaners
37-3011.00	Landscaping and Groundskeeping Workers Locker
39-3093.00	Room, Coatroom, and Dressing Room Attendants
37-2012.00	Maids and Housekeeping Cleaners
39-5092.00	Manicurists and Pedicurists
43-9061.00	Office Clerks, General
53-6021.00	Parking Lot Attendants
51-6021.03	Pressers, Hand
51-9198.01	Production Laborers
53-6031.00	Service Station Attendants
51-6051.00	Sewers, Hand
51-6011.01	Spotters, Dry Cleaning
53-3041.00	Taxi Drivers and Chauffeurs
49-3093.00	Tire Repairers and Changers
39-6021.00	Tour Guides and Escorts
39-6032.00	Transportation Attendants, Except Flight Attendants and Baggage Porters
39-3031.00	Ushers, Lobby Attendants, and Ticket Takers
35-3031.00	Waiters and Waitresses

RELATIONSHIPS-JOB ZONE 2 *(Some Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
49-3091.00	Bicycle Repairers
35-2011.00	Cooks, Fast Food
35-2012.00	Cooks, Institution and Cafeteria
47-4031.00	Fence Erectors
39-6031.00	Flight Attendants
47-2043.00	Floor Sanders and Finishers
47-3015.00	Helpers-Pipelayers, Plumbers, Pipefitters, and Steamfitters
43-4081.00	Hotel, Motel, and Resort Desk Clerks
25-4031.00	Library Technicians
33-9092.00	Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers
39-5091.00	Makeup Artists, Theatrical and Performance
31-1012.00	Nursing Aides, Orderlies, and Attendants
31-2012.00	Occupational Therapist Aides
31-2011.00	Occupational Therapist Assistants
47-2142.00	Paperhangers
39-9021.00	Personal and Home Care Aides
37-3012.00	Pesticide Handlers, Sprayers, and Applicators, Vegetation

RELATIONSHIPS–JOB ZONE 2 *(CONTINUED)*

*O*NET-SOC#*	*O*NET-SOC Title*
29-2052.00	Pharmacy Technicians
31-2022.00	Physical Therapist Aides
31-2021.00	Physical Therapist Assistants
47-2072.00	Pile-Driver Operators
47-2152.03	Pipelaying Fitters
51-6021.01	Pressers, Delicate Fabrics
31-1013.00	Psychiatric Aides
47-5051.00	Rock Splitters, Quarry
43-3071.00	Tellers
41-3041.00	Travel Agents
43-4181.01	Travel Clerks
39-6022.00	Travel Guides
37-3013.00	Tree Trimmers and Pruners
43-4061.02	Welfare Eligibility Workers and Interviewers

RELATIONSHIPS–JOB ZONE 3 *(Medium Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
51-3011.01	Bakers, Bread and Pastry
39-5011.00	Barbers
51-3021.00	Butchers and Meat Cutters
29-2031.00	Cardiovascular Technologists and Technicians Cement
47-2051.00	Masons and Concrete Finishers
35-2014.00	Cooks, Restaurant
31-9091.00	Dental Assistants
29-2021.00	Dental Hygienists
13-1071.01	Employment Interviewers, Private or Public Employment Service
47-2042.00	Floor Layers, Except Carpet, Wood, and Hard Tiles
47-2121.00	Glaziers
39-5012.00	Hairdressers, Hairstylists, and Cosmetologists
49-9031.01	Home Appliance Installers
35-9031.00	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop
29-2061.00	Licensed Practical and Licensed Vocational Nurses
31-9092.00	Medical Assistants
29-2071.00	Medical Records and Health Information Technicians
13-2052.00	Personal Financial Advisors
47-2152.02	Plumbers
29-2053.00	Psychiatric Technicians
39-9032.00	Recreation Workers
39-9041.00	Residential Advisors
29-1126.00	Respiratory Therapists
47-2181.00	Roofers
29-2055.00	Surgical Technologists
25-9041.00	Teacher Assistants
47-2053.00	Terrazzo Workers and Finishers
31-9096.00	Veterinary Assistants and Laboratory Animal Caretakers

RELATIONSHIPS–JOB ZONE 4 *(Considerable Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
27-4011.00	Audio and Video Equipment Technicians
29-1121.00	Audiologists**
25-9011.00	Audio-Visual Collections Specialists
47-2041.00	Carpet Installers
29-2051.00	Dietetic Technicians
29-1031.00	Dietitians and Nutritionists**
39-4011.00	Embalmers
37-1011.01	Housekeeping Supervisors
25-4021.00	Librarians
29-1122.00	Occupational Therapists**
29-2081.00	Opticians, Dispensing**
47-2141.00	Painters, Construction and Maintenance
29-1123.00	Physical Therapists**
29-1071.00	Physician Assistants**
47-2161.00	Plasterers and Stucco Masons
29-1124.00	Radiation Therapists
29-2034.02	Radiologic Technicians
29-1125.00	Recreational Therapists
29-1111.00	Registered Nurses**
29-1127.00	Speech-Language Pathologists**

RELATIONSHIPS–JOB ZONE 5 *(Extensive Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
25-1041.00	Agricultural Sciences Teachers, Postsecondary***
29-1061.00	Anesthesiologists**
25-1061.00	Anthropology and Archeology Teachers, Postsecondary***
25-1062.00	Area, Ethnic, and Cultural Studies Teachers, Postsecondary***
25-1121.00	Art, Drama, and Music Teachers, Postsecondary***
29-9091.00	Athletic Trainers
25-1042.00	Biological Science Teachers, Postsecondary***
25-1052.00	Chemistry Teachers, Postsecondary***
29-1021.00	Dentists, General***
25-1063.00	Economics Teachers, Postsecondary***
25-1123.00	English Language and Literature Teachers, Postsecondary***
29-1062.00	Family and General Practitioners***
25-1124.00	Foreign Language and Literature Teachers, Postsecondary***
25-1043.00	Forestry and Conservation Science Teachers, Postsecondary***
25-1191.00	Graduate Teaching Assistants
21-1091.00	Health Educators**
25-1071.00	Health Specialties Teachers, Postsecondary***
25-1125.00	History Teachers, Postsecondary***
29-1063.00	Internists, General***
25-1072.00	Nursing Instructors and Teachers, Postsecondary***
29-1064.00	Obstetricians and Gynecologists***
29-1022.00	Oral and Maxillofacial Surgeons***
29-1023.00	Orthodontists***
29-1065.00	Pediatricians, General***
25-1054.00	Physics Teachers, Postsecondary***
25-1065.00	Political Science Teachers, Postsecondary***
25-1066.00	Psychology Teachers, Postsecondary***
25-1067.00	Sociology Teachers, Postsecondary***

*** Indicates that the occupation was assigned to the group based on its second highest work value.*
**** Indicates that the occupation was assigned to the group based on its third highest work value.*

SUPPORT

SUPPORT-JOB ZONE 1 *(Little or No Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
33-3011.00	Bailiffs
43-3021.03	Billing, Posting, and Calculating Machine Operators
51-5011.02	Bindery Machine Operators and Tenders
53-3021.00	Bus Drivers, Transit and Intercity
41-2011.00	Cashiers
51-9191.00	Cementing and Gluing Machine Operators and Tenders
43-2021.02	Central Office Operators
51-9192.00	Cleaning, Washing, and Metal Pickling Equipment Operators and Tenders
51-9121.02	Coating, Painting, and Spraying Machine Operators and Tenders
53-7011.00	Conveyor Operators and Tenders
51-9193.00	Cooling and Freezing Equipment Operators and Tenders
43-4041.01	Credit Authorizers
43-4041.02	Credit Checkers
51-9021.00	Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders
51-9031.00	Cutters and Trimmers, Hand
51-9032.04	Cutting and Slicing Machine Operators and Tenders
43-2021.01	Directory Assistance Operators
53-3031.00	Driver/Sales Workers
43-9071.01	Duplicating Machine Operators
51-9194.05	Etchers, Hand
51-6091.01	Extruding and Forming Machine Operators and Tenders, Synthetic or Glass Fibers
51-9041.02	Extruding, Forming, Pressing, and Compacting Machine Operators and Tenders
49-9093.00	Fabric Menders, Except Garment
45-4021.00	Fallers
43-4071.00	File Clerks
51-3091.00	Food and Tobacco Roasting, Baking, and Drying Machine Operators and Tenders
51-3093.00	Food Cooking Machine Operators and Tenders
53-7062.03	Freight, Stock, and Material Movers, Hand
51-9051.00	Furnace, Kiln, Oven, Drier, and Kettle Operators and Tenders
51-9032.03	Glass Cutting Machine Setters and Set-Up Operators
45-2041.00	Graders and Sorters, Agricultural Products
51-9022.00	Grinding and Polishing Workers, Hand
47-5081.00	Helpers-Extraction Workers
49-9098.00	Helpers-Installation, Maintenance, and Repair Workers
47-4051.00	Highway Maintenance Workers
53-7041.00	Hoist and Winch Operators
53-7051.00	Industrial Truck and Tractor Operators
43-4111.00	Interviewers, Except Eligibility and Loan
51-6011.03	Laundry and Drycleaning Machine Operators and Tenders, Except Pressing
43-4121.00	Library Assistants, Clerical
53-7063.00	Machine Feeders and Offbearers
43-9051.02	Mail Clerks, Except Mail Machine Operators and Postal Service
43-9051.01	Mail Machine Operators, Preparation and Handling
49-9043.00	Maintenance Workers, Machinery
51-5023.05	Marking and Identification Printing Machine Setters and Set-Up Operators
43-5081.02	Marking Clerks
51-3022.00	Meat, Poultry, and Fish Cutters and Trimmers
51-4072.04	Metal Molding, Coremaking, and Casting Machine Operators and Tenders
43-5041.00	Meter Readers, Utilities
51-9023.00	Mixing and Blending Machine Setters, Operators, and Tenders
51-4193.04	Nonelectrolytic Plating and Coating Machine Operators and Tenders, Metal and Plastic
39-2021.00	Nonfarm Animal Caretakers
45-2092.01	Nursery Workers
43-9061.00	Office Clerks, General
51-9111.00	Packaging and Filling Machine Operators and Tenders
53-7064.00	Packers and Packagers, Hand
51-9123.00	Painting, Coating, and Decorating Workers
51-9194.04	Pantograph Engravers
33-3041.00	Parking Enforcement Workers
51-4072.02	Plastic Molding and Casting Machine Operators and Tenders
43-5052.00	Postal Service Mail Carriers
51-4052.00	Pourers and Casters, Metal

SUPPORT-JOB ZONE 1 *(CONTINUED)*

O*NET-SOC#	O*NET-SOC Title
51-6021.02	Pressing Machine Operators and Tenders-Textile, Garment, and Related Materials
51-5023.09	Printing Press Machine Operators and Tenders
43-3061.00	Procurement Clerks
51-9198.02	Production Helpers
51-9061.05	Production Inspectors, Testers, Graders, Sorters, Samplers, Weighers
53-4021.02	Railroad Yard Workers
47-4061.00	Rail-Track Laying and Maintenance Equipment Operators
43-4171.00	Receptionists and Information Clerks
49-9045.00	Refractory Materials Repairers, Except Brickmasons
53-7081.00	Refuse and Recyclable Material Collectors
33-9032.00	Security Guards
51-9141.00	Semiconductor Processors
51-9012.00	Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders

O*NET-SOC#	O*NET-SOC Title
51-6031.01	Sewing Machine Operators, Garment
51-6031.02	Sewing Machine Operators, Non-Garment
43-5071.00	Shipping, Receiving, and Traffic Clerks
51-6042.00	Shoe Machine Operators and Tenders
51-4121.04	Solderers
51-4122.04	Soldering and Brazing Machine Operators and Tenders
53-7062.01	Stevedores, Except Equipment Operators
43-5081.01	Stock Clerks, Sales Floor
43-2011.00	Switchboard Operators, Including Answering Service
51-6061.00	Textile Bleaching and Dyeing Machine Operators and Tenders
51-9197.00	Tire Builders
53-3033.00	Truck Drivers, Light or Delivery Services
43-5111.00	Weighers, Measurers, Checkers, and Samplers, Recordkeeping
51-4121.01	Welders, Production
51-7042.02	Woodworking Machine Operators and Tenders, Except Sawing

SUPPORT-JOB ZONE 2 *(Some Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
53-5011.01	Able Seamen
43-4051.01	Adjustment Clerks
19-4011.01	Agricultural Technicians
33-9011.00	Animal Control Workers
49-3022.00	Automotive Glass Installers and Repairers
51-8013.02	Auxiliary Equipment Operators, Power
49-2092.03	Battery Repairers
43-3011.00	Bill and Account Collectors
51-5011.01	Bindery Machine Setters and Set-Up Operators
19-4021.00	Biological Technicians
51-4121.05	Brazers
53-6011.00	Bridge and Lock Tenders
51-4033.02	Buffing and Polishing Set-Up Operators
53-3022.00	Bus Drivers, School
43-5011.00	Cargo and Freight Agents
51-9011.01	Chemical Equipment Controllers and Operators
51-9011.01	Chemical Equipment Tenders

*O*NET-SOC#*	*O*NET-SOC Title*
51-9121.01	Coating, Painting, and Spraying Machine Setters and Set-Up Operators
51-2021.00	Coil Winders, Tapers, and Finishers
51-4081.02	Combination Machine Tool Operators and Tenders, Metal and Plastic
47-5021.01	Construction Drillers
47-2061.00	Construction Laborers
33-3012.00	Correctional Officers and Jailers
43-4021.00	Correspondence Clerks
53-7021.00	Crane and Tower Operators
43-4051.02	Customer Service Representatives, Utilities
43-9021.00	Data Entry Keyers
47-5011.00	Derrick Operators, Oil and Gas
43-5032.00	Dispatchers, Except Police, Fire, and Ambulance
53-7032.02	Dragline Operators
53-7031.00	Dredge Operators
51-4032.00	Drilling and Boring Machine Tool Setters, Operators, and Tenders, Metal and Plastic

SUPPORT-JOB ZONE 2 *(CONTINUED)*

O*NET-SOC#	O*NET-SOC Title
51-8091.00	Chemical Plant and System Operators
43-4061.01	Claims Takers, Unemployment Benefits
51-4193.02	Electrolytic Plating and Coating Machine Operators and Tenders, Metal and Plastic
53-7032.01	Excavating and Loading Machine Operators
47-5031.00	Explosives Workers, Ordnance Handling Experts, and Blasters
51-4021.00	Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic
51-9041.01	Extruding, Forming, Pressing, and Compacting Machine Setters and Set-Up Operators
51-9032.01	Fiber Product Cutting Machine Setters and Set-Up Operators
51-4022.00	Forging Machine Setters, Operators, and Tenders, Metal and Plastic
51-4071.00	Foundry Mold and Coremakers
49-2022.02	Frame Wirers, Central Office
53-6051.06	Freight Inspectors
39-3012.00	Gaming and Sports Book Writers and Runners
39-3011.00	Gaming Dealers
51-8092.01	Gas Processing Plant Operators
53-7071.01	Gas Pumping Station Operators
47-2073.01	Grader, Bulldozer, and Scraper Operators
53-7062.02	Grips and Set-Up Workers, Motion Picture Sets, Studios and Stages
51-4191.02	Heat Treating, Annealing, and Tempering Machine Operators and Tenders, Metal and Plastic
51-4191.03	Heaters, Metal and Plastic
47-3013.00	Helpers – Electricians
43-4081.00	Hotel, Motel, and Resort Desk Clerks
43-4161.00	Human Resources Assistants, Except Payroll and Timekeeping
43-9041.01	Insurance Claims Clerks
43-9041.02	Insurance Policy Processing Clerks
47-4041.03	License Clerks

O*NET-SOC#	O*NET-SOC Title
47-2081.02	Drywall Installers
49-2092.05	Electrical Parts Reconditioners
49-9095.00	Manufactured Building and Mobile Home Installers
31-9093.00	Medical Equipment Preparers
51-4072.03	Metal Molding, Coremaking, and Casting Machine Setters, and Set-Up Operators
51-4051.00	Metal-Refining Furnace Operators and Tenders
49-9012.03	Meter Mechanics
47-5042.00	Mine Cutting and Channeling Machine Operators
51-9195.06	Mold Makers, Hand
51-9195.07	Molding and Casting Workers
39-3021.00	Motion Picture Projectionist
53-6051.05	Motor Vehicle Inspectors
43-4031.02	Municipal Clerks
43-4141.00	New Accounts Clerks
51-4011.01	Numerical Control Machine Tool Operators and Tenders, Metal and Plastic
43-4151.00	Order Clerks
43-5081.04	Order Fillers, Wholesale and Retail Sales
53-5011.02	Ordinary Seamen and Marine Oilers
51-9122.00	Painters, Transportation Equipment
51-9196.00	Paper Goods Machine Setters, Operators, and Tenders
41-2022.00	Parts Salespersons
47-2071.00	Paving, Surfacing, and Tamping Equipment Operators
43-3051.00	Payroll and Timekeeping Clerks
37-2021.00	Pest Control Workers
51-5022.13	Photoengraving and Lithographing Machine Operators and Tenders
51-9132.00	Photographic Processing Machine Operators
47-2151.00	Pipelayers
51-4072.01	Plastic Molding and Casting Machine Setters and Set-Up Operators

SUPPORT-JOB ZONE 2 *(CONTINUED)*

*O*NET-SOC#*	*O*NET-SOC Title*
53-7033.00	Loading Machine Operators, Underground Mining
43-4131.00	Loan Interviewers and Clerks
45-4023.00	Log Graders and Scalers
45-4022.01	Logging Tractor Operators
43-5061.00	Production, Planning, and Expediting Clerks
43-9081.00	Proofreaders and Copy Markers
53-7072.00	Pump Operators, Except Wellhead Pumpers
51-4031.02	Punching Machine Setters and Set-Up Operators, Metal and Plastic
53-4013.00	Rail Yard Engineers, Dinkey Operators, and Hostlers
53-6051.04	Railroad Inspectors
49-3092.00	Recreational Vehicle Service Technicians
43-4181.02	Reservation and Transportation Ticket Agents
41-2031.00	Retail Salespersons
51-4023.00	Rolling Machine Setters, Operators, and Tenders, Metal and Plastic
47-5061.00	Roof Bolters, Mining
47-5071.00	Roustabouts, Oil and Gas
51-7041.02	Sawing Machine Operators and Tenders
51.7041.01	Sawing Machine Setters and Set-Up Operators
51-4031.01	Sawing Machine Tool Setters and Set-Up Operators, Metal and Plastic
43-6014.00	Secretaries, Except Legal, Medical, and Executive
47-4071.00	Septic Tank Services and Sewer Pipe Cleaners
51-4031.04	Shear and Slitter Machine Setters and Set-Up Operators, Metal and Plastic
43-5031.00	Police, Fire, and Ambulance Dispatchers
43-5051.00	Postal Service Clerks
51-5023.01	Precision Printing Workers
51-4031.03	Press and Press Brake Machine Setters and Set-Up Operators, Metal and Plastic
53-7111.00	Shuttle Car Operators
51-3023.00	Slaughterers and Meat Packers
21-1093.00	Social and Human Service Assistants
51-4122.03	Soldering and Brazing Machine Setters and Set-Up Operators
43-3021.01	Statement Clerks
43-5081.03	Stock Clerks – Stockroom, Warehouse, or Storage Yard
51-9032.02	Stone Sawyers
53-4041.00	Subway and Streetcar Operators
47-2082.00	Tapers
13-2082.00	Tax Preparers
23-2093.01	Title Searchers
53-3032.02	Tractor-Trailer Truck Drivers
53-4021.01	Train Crew Members
43-4181.01	Travel Clerks
51-5022.12	Typesetting and Composing Machine Operators and Tenders
51-8031.00	Water and Liquid Waste Treatment Plant and System Operators
51-4121.02	Welders and Cutters
51-4122.02	Welding Machine Operators and Tenders
51-7042.01	Woodworking Machine Setters and Set-Up Operators, Except Sawing
43-9022.00	Word Processors and Typists

SUPPORT-JOB ZONE 3 *(Medium Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
51-2011.03	Aircraft Rigging Assemblers
51-2011.01	Aircraft Structure Assemblers, Precision
51-2011.02	Aircraft Systems Assemblers, Precision
49-2011.01	Automatic Teller Machine Servicers
51-3011.01	Bakers, Bread and Pastry
51-3011.02	Bakers, Manufacturing
51-4072.05	Casting Machine Set-Up Operators
19-4061.01	City Planning Aides
51-4081.01	Combination Machine Tool Setters and Set-
47-2131.00	Insulation Workers, Floor, Ceiling, and Wall
47-2132.00	Insulation Workers, Mechanical
51-4034.00	Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic
51-4192.00	Lay-Out Workers, Metal and Plastic
43-6012.00	Legal Secretaries
51-5023.03	Letterpress Setters and Set-Up Operators
13-1041.02	Licensing Examiners and Inspectors
53-4012.00	Locomotive Firers

	Up Operators, Metal and Plastic
49-2022.03	Communication Equipment Mechanics, Installers, and Repairers
43-9011.00	Computer Operators
43-4031.01	Court Clerks
51-5023.04	Design Printing Machine Setters and Set-Up Operators
49-9012.01	Electric Meter Installers and Repairers
51-2022.00	Electrical and Electronic Equipment Assemblers
51-9061.04	Electrical and Electronic Inspectors and Testers
49-2093.00	Electrical and Electronics Installers and Repairers, Transportation Equipment
51-4193.01	Electrolytic Plating and Coating Machine Setters and Set-Up Operators, Metal and Plastic
51-2023.00	Electromechanical Equipment Assemblers
49-2096.00	Electronic Equipment Installers and Repairers, Motor Vehicles
51-5023.07	Embossing Machine Set-Up Operators
51-2031.00	Engine and Other Machine Assemblers
51-9194.06	Engravers, Hand
51-3092.00	Food Batchmakers
51-8092.02	Gas Distribution Plant Operators
51-8093.03	Gaugers
19-4041.01	Geological Data Technicians
19-4041.02	Geological Sample Test Technicians
13-1041.04	Government Property Inspectors and Investigators
51-4033.01	Grinding, Honing, Lapping, and Deburring Machine Set-Up Operators
51-4191.01	Heating Equipment Setters and Set-Up Operators, Metal and Plastic
33-3021.05	Immigration and Customs Inspectors
51-6062.00	Textile Cutting Machine Setters, Operators, and Tenders
51-6063.00	Textile Knitting and Weaving Machine Setters, Operators, and Tenders
51-6064.00	Textile Winding, Twisting, and Drawing Out Machine Setters, Operators, and Tenders
49-9042.00	Maintenance and Repair Workers, General
51-9061.01	Materials Inspectors
53-5021.02	Mates- Ship, Boat, and Barge
49-9011.00	Mechanical Door Repairers
43-6013.00	Medical Secretaries
51-4035.00	Milling and Planning Machine Setters, Operators, and Tenders, Metal and Plastic
51-4193.03	Nonelectrolytic Plating and Coating Machine Setters and Set-Up Operators, Metal and Plastic
19-4051.01	Nuclear Equipment Operation Technicians
19-4051.02	Nuclear Monitoring Technicians
49-2011.03	Office Machine and Cash Register Servicers
47-2073.02	Operating Engineers
13-1071.02	Personnel Recruiters
51-8093.01	Petroleum Pump System Operators
33-3021.02	Police Identification and Records Officers
51-9061.03	Precision Devices Inspectors and Testers
51-6011.02	Precision Dyers
51-9195.01	Precision Mold and Pattern Casters, except Nonferrous Metals
21-1092.00	Probation Officers and Correctional Treatment Specialists
47-2171.00	Reinforcing Iron and Rebar Workers
49-9096.00	Riggers
47-5012.00	Rotary Drill Operators, Oil and Gas
51-5023.06	Screen Printing Machine Setters and Set-Up Operators
47-2211.00	Sheet Metal Workers
51-8021.02	Stationary Engineers
47-2221.00	Structural Iron and Steel Workers
53-7121.00	Tank Car, Truck, and Ship Loaders
49-2022.04	Telecommunications Facility Examiners
49-9052.00	Telecommunications Line Installers and Repairers
23-2093.02	Title Examiners and Abstractors
51-4194.00	Tool Grinders, Filers, and Sharpeners
49-9012.02	Valve and Regulator Repairers
51-4122.01	Welding Machine Setters and Set-Up Operators
47-5021.02	Well and Core Drill Operators

SUPPORT-JOB ZONE 4 *(Considerable Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
53-6051.01	Aviation Inspectors
49-2091.00	Avionics Technicians
47-2011.00	Boilermakers
51-5012.00	Bookbinders
17-3023.02	Calibration and Instrumentation Technicians
47-2081.01	Ceiling Tile Installers
49-2022.01	Central Office and PBX Installers and Repairers
13-1031.01	Claims Examiners, Property and Casualty Insurance
13-2041.00	Credit Analysts
49-9051.00	Electrical Power-Line Installers and Repairers
17-3024.00	Electro-Mechanical Technicians
47-4021.00	Elevator Installers and Repairers
51-5023.08	Engraver Set-Up Operators
13-1041.03	Equal Opportunity Representatives and Officers
43-6011.00	Executive Secretaries and Administrative Assistants
51-2041.02	Fitters, Structural Metal- Precision
49-9031.02	Gas Appliance Repairers
53-7071.02	Gas Compressor Operators
51-5022.01	Hand Compositors and Typesetters
13-1032.00	Insurance Appraisers, Auto Damage
13-2053.00	Insurance Underwriters
13-2071.00	Loan Counselors
13-2072.00	Loan Officers
53-4011.00	Locomotive Engineers

*O*NET-SOC#*	*O*NET-SOC Title*
51-4041.00	Machinists
51-9061.02	Mechanical Inspectors
51-2041.01	Metal Fabricators, Structural Metal Products
49-9044.00	Millwrights
51-8011.00	Nuclear Power Reactor Operators
51-9083.02	Optical Instrument Assemblers
51-4062.00	Patternmakers, Metal and Plastic
51-8093.02	Petroleum Refinery and Control Panel Operators
51-8012.00	Power Distributors and Dispatchers
51-8013.01	Power Generating Plant Operators, Except Auxiliary Equipment Operators
51-9195.02	Precision Pattern and Die Casters, Nonferrous Metals
13-1041.05	Pressure Vessel Inspectors
53-6051.02	Public Transportation Inspectors
53-4031.00	Railroad Conductors and Yardmasters
49-9021.02	Refrigeration Mechanics
47-5013.00	Service Unit Operators, Oil, Gas, and Mining
49-9097.00	Signal and Track Switch Repairers
49-2022.05	Station Installers and Repairers, Telephone
17-3031.01	Surveying Technicians
13-2081.00	Tax Examiners, Collectors, and Revenue Agents
51-4111.00	Tool and Die Makers
53-6041.00	Traffic Technicians
49-2092.04	Transformer Repairers
51-4121.03	Welder-Fitters
53-7073.00	Wellhead Pumpers

*** Indicates that the occupation was assigned to the group based on its second highest work value.*
**** Indicates that the occupation was assigned to the group based on its third highest work value.*

SUPPORT-JOB ZONE 5 *(Extensive Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
51-5022.08	Dot Etchers***
49-2095.00	Electrical and Electronics Repairers, Powerhouse, Substation, and Relay
51-5022.10	Electrotypers and Stereotypers
25-1191.00	Graduate Teaching Assistants***
51-5021.00	Job Printers**
53-6051.03	Marine Cargo Inspectors
51-5023.02	Offset Lithographic Press Setters and Set-Up Operators
51-5022.11	Plate Finishers

WORKING CONDITIONS

WORKING CONDITIONS-JOB ZONE 1 *(Little or No Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
43-3021.03	Billing, Posting, and Calculating Machine Operators**
51-5011.02	Bindery Machine Operators and Tenders**
53-3021.00	Bus Drivers, Transit and Intercity**
39-9011.00	Child Care Workers**
43-4041.01	Credit Authorizers**
43-4041.02	Credit Checkers**
41-9091.00	Door-To-Door Sales Workers, News and Street Vendors, and Related Workers
43-9051.02	Mail Clerks, Except Mail Machine Operators and Postal Service**
49-9043.00	Maintenance Workers, Machinery**
41-9012.00	Models
43-5052.00	Postal Service Mail Carriers**
43-3061.00	Procurement Clerks**
51-9061.05	Production Inspectors, Testers, Graders, Sorters, Samplers, Weighers**
49-9045.00	Refractory Materials Repairers, Except Brickmasons**
51-9141.00	Semiconductor Processors**
51-6031.01	Sewing Machine Operators, Garment**
51-6031.02	Sewing Machine Operators, Non-Garment**
43-2011.00	Switchboard Operators, Including Answering Service**
41-9041.00	Telemarketers
53-3032.01	Truck Drivers, Heavy
53-3033.00	Truck Drivers, Light or Delivery Services**

WORKING CONDITIONS-JOB ZONE 2 *(Some Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
43-3021.02	Billing, Cost, and Rate Clerks
43-3031.00	Bookkeeping, Accounting, and Auditing Clerks
43-4011.00	Brokerage Clerks
51-8091.00	Chemical Plant and System Operators**
49-9091.00	Coin, Vending, and Amusement Machine Servicers and Repairers
19-4011.02	Food Science Technicians
51-7021.00	Furniture Finishers
51-9071.06	Gem and Diamond Workers**
49-2092.06	Hand and Portable Power Tool Repairers
43-4161.00	Human Resources Assistants, Except Payroll and Timekeeping**
51-9082.00	Medical Appliance Technicians**
43-4031.02	Municipal Clerks**
43-3051.00	Payroll and Timekeeping Clerks**
29-2052.00	Pharmacy Technicians**
51-9131.03	Photographic Hand Developers
51-5023.01	Precision Printing Workers**
43-9081.00	Proofreaders and Copy Markers**
41-4011.03	Sales Representatives, Electrical/Electronic**
43-6014.00	Secretaries, Except Legal, Medical, and Executive**
43-9111.00	Statistical Assistants
23-2093.01	Title Searchers**

WORKING CONDITIONS-JOB ZONE 3 *(Medium Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
51-9071.04	Bench Workers, Jewelry
51-9081.00	Dental Laboratory Technicians
49-2092.01	Electric Home Appliance and Power Tool Repairers
49-2092.02	Electric Motor and Switch Assemblers and Repairers
49-2097.00	Electronic Home Entertainment Equipment Installers and Repairers
19-4091.00	Environmental Science and Protection Technicians, Including Health
49-9041.00	Industrial Machinery Mechanics
49-9063.01	Keyboard Instrument Repairers and Tuners
43-6012.00	Legal Secretaries
49-9094.00	Locksmiths and Safe Repairers
49-9062.00	Medical Equipment Repairers
29-2071.00	Medical Records and Health Information Technicians
51-9071.03	Model and Mold Makers, Jewelry
51-4012.00	Numerical Tool and Process Control Programmers
49-9063.04	Percussion Instrument Repairers and Tuners
51-9131.02	Photographic Reproduction Technicians
51-9083.01	Precision Lens Grinders and Polishers
49-2021.00	Radio Mechanics
47-2031.04	Ship Carpenters and Joiners
51-6052.01	Shop and Alteration Tailors
49-9063.02	Stringed Instrument Repairers and Tuners
49-9064.00	Watch Repairers

WORKING CONDITIONS-JOB ZONE 4 *(Considerable Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
13-2011.01	Accountants
45-2011.00	Agricultural Inspectors
13-2021.01	Assessors
13-2011.02	Auditors
13-2031.00	Budget Analysts
49-9061.00	Camera and Photographic Equipment Repairers
13-1051.00	Cost Estimators
49-2011.02	Data Processing Equipment Repairers
43-9031.00	Desktop Publishers
51-5022.09	Electronic Masking System Operators
51-9131.04	Film Laboratory Technicians
13-2061.00	Financial Examiners
49-9021.01	Heating and Air Conditioning Mechanics
23-2092.00	Law Clerks
23-2011.00	Paralegals and Legal Assistants
51-5022.02	Paste-Up Workers
11-9131.00	Postmasters and Mail Superintendents
11-3061.00	Purchasing Managers
49-9063.03	Reed or Wind Instrument Repairers and Tuners
51-5022.05	Scanner Operators

WORKING CONDITIONS-JOB ZONE 5 *(Extensive Preparation Needed)*

*O*NET-SOC#*	*O*NET-SOC Title*
15-2011.00	Actuaries
23-1021.00	Administrative Law Judges, Adjudicators, and Hearing Officers**
23-1022.00	Arbitrators, Mediators, and Conciliators**
19-1021.01	Biochemists***
19-1021.02	Biophysicists***
29-1011.00	Chiropractors***
19-3031.03	Counseling Psychologists***
23-1023.00	Judges, Magistrate Judges, and Magistrates***
53-6051.03	Marine Cargo Inspectors**
51-5023.02	Offset Lithographic Press Setters and Set-Up Operators**
19-2012.00	Physicists***
51-5022.11	Plate Finishers**
11-1011.02	Private Sector Executives***

51-5022.08	Dot Etchers
49-2095.00	Electrical and Electronics Repairers, Powerhouse, Substation, and Relay**
51-5022.10	Electrotypers and Stereotypers**
51-5021.00	Job Printers
29-1066.00	Psychiatrists***
11-3031.01	Treasurers, Controllers, and Chief Financial Officers**
29-1131.00	Veterinarians***

*** Indicates that the occupation was assigned to the group based on its second highest work value.*
**** Indicates that the occupation was assigned to the group based on its third highest work value.*

7.2 Job Zone Definitions

Job Zone 1: Little or No Preparation Needed

- Overall Experience — No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a general office clerk even if he/she has never worked in an office before.
- Education — These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.
- Job Training — Employees in these occupations need anywhere from a few days to a few months of training. Usually, an experienced worker could show you how to do the job.
- Examples — These occupations involve following instructions and helping others. Examples include bus drivers, forest and conservation workers, general office clerks, home health aides, and waiters/waitresses.

Job Zone 2: Some Preparation Needed

- Overall Experience — Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed. For example, a drywall installer might benefit from experience installing drywall, but an inexperienced person could still learn to be an installer with little difficulty.
- Education — These occupations usually require a high school diploma and may require some vocational training or job-related course work. In some cases, an associate or bachelor's degree could be needed.
- Job Training — Employees in these occupations need anywhere from a few months to one year of working with experienced employees.
- Examples — These occupations often involve using your knowledge and skills to help others. Examples include drywall installers, fire inspectors, flight attendants, pharmacy technicians, retail salespersons, and tellers.

Job Zone 3: Medium Preparation Needed

- Overall Experience — Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often have passed a licensing exam, in order to perform the job.
- Education — Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate degree. Some may require a bachelor's degree.
- Job Training — Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.
- Examples — These occupations usually involve using communication and organizational skills to coordinate, supervise, manage, or train others to accomplish goals. Examples include dental assistants, electricians, fish and game wardens, legal secretaries, personnel recruiters, and recreation workers.

Job Zone 4: Considerable Preparation Needed

- Overall Experience — A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.
- Education — Most of these occupations require a four-year bachelor's degree, but some do not.
- Job Training — Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.
- Examples — Many of these occupations involve coordinating, supervising, managing, or training others. Examples include accountants, chefs and head cooks, computer programmers, historians, and police detectives.

Job Zone 5: Extensive Preparation Needed

- Overall Experience — Extensive skill, knowledge, and experience are needed for these occupations. Many require more than five years of experience. For example, surgeons must complete four years of college and an additional five to seven years of specialized medical training to be able to do their job.
- Education — A bachelor's degree is the minimum formal education required for these occupations. However, many also require graduate school. For example, they may require a master's degree, and some require a Ph.D., M.D., or J.D. (law degree).
- Job Training — Employees may need some on-the- job training, but most of these occupations assume that the person will already have the required skills, knowledge, work-related experience, and/or training.
- Examples — These occupations often involve coordinating, training, supervising, or managing the activities of others to accomplish goals. Very advanced communication and organizational skills are required. Examples include lawyers, instrumental musicians, physicists, counseling psychologists, and surgeons.

7.3 Website Guide

ACCREDITATION

- Accredited online website to search for vocational school's admission and completion rates: www.accreditedschoolsonline.org/vocational-trade-school/
- Better Business Bureau website to search for complaints against the institution: www.bbb.org
- Consumer Financial Protection Bureau website to search for complaints against the intuition: www.consumerfinance.gov/complaint/
- Council for Higher Education Accreditation and US Department of Education list of recognized accrediting organizations: www.chea.org/
- Federal Trade Commission advice on choosing a vocational school: www.consumer.ftc.gov/articles/0241-choosing-vocational-school
- U.S. Department of Education information educational institutions accreditation: https://ope.ed.gov/dapip/#/home
- U.S. Department of Education information about diploma mills: https://www2.ed.gov/students/prep/college/diplomamills/diploma-mills.html
- U.S. Department of Veterans Affairs WEAMS Institution Search. Check to see if the school is approved to accept VA benefits: www.benefits.va.gov/gibill/school_locator.asp
- VA-approved non-degree schools or certificate program finder: www.benefits.va.gov/gibill/school_locator.asp

ACTIVE-DUTY RESOURCES AND OPPORTUNITIES

- Community College of the Air Force: www.airuniversity.af.mil/Barnes/CCAF/
- Credentialing Opportunities On-Line for active-duty Service Members (by branch of service):
  - U.S. Army credentialing opportunities online website www.cool.osd.mil/army/
  - Department of the Navy credentialing opportunities online website www.cool.navy.mil/usn/
  - U.S. Marine Corps credentialing opportunities online website www.cool.navy.mil/usmc/
  - U.S. Air Force credentialing opportunities online website https://afvec.us.af.mil/afvec/Public/COOL/
  - Coast Guard credentialing opportunities online website www.cool.osd.mil/uscg/
- Voluntary Education - information related to attending college while still on active duty: www.dantes.doded.mil
- DoD SkillBridge overview of program requirements and eligibility: www.dodskillbridge.com
- United Services Military Apprenticeship Program (USMAP) information and instructions: https://usmap.netc.navy.mil/usmapss/static/index.htm
- Free online classes:
  - www.coursera.org
  - http://www.edx.org/
  - www.linkedin.com/learning

AMERICAN JOB CENTER

- U.S. Department of Labor online portal for Veterans; Click "Find a Job" and enter your location in the "American Job Center Finder": www.veterans.gov/

APPRENTICESHIP

- Apprenticeship USA Toolkit answers to FAQ's about apprenticeships: www.apprenticeship.gov
- Department of Labor Employment and Training Administration general information about apprenticeships: www.apprenticeship.gov
- Department of Labor Employment and Training Administration four ways to find and apply to apprenticeships: www.dol.gov/general/topic/training/apprenticeship

ASSESSMENT

- CareerScope®: https://dol-vets.careerscope.net/assessment
- O*NET Interest Profiler: www.mynextmove.org/explore/ip

CAREER COUNSELING

- VA Chapter 36 Educational and Career Counseling benefits: www.va.gov/careers-employment/education-and-career-counseling/

CAREER EXPLORATION

- Browse careers using the 16-career clusters: www.onetonline.org/find/career
- Bureau of Labor Statistics Occupational Outlook Handbook provides occupation descriptions: www.bls.gov/ooh/
- O*NET military-to-civilian occupation translator: www.onetonline.org/crosswalk/MOC/
- My Next Move for Veterans search by keyword, industry, MOS: www.mynextmove.org/vets/
- Reverse civilian to military skill translator (for business seeking to recruit Veterans): www.careeronestop.org/BusinessCenter/Toolkit/toolkit

CERTIFICATION

- The CareerOneStop Certification Finder tool can identify available certifications by keyword or by occupation: www.careeronestop.org/Toolkit/Training/find-certifications.aspx

COLLEGE

- CareerOneStop guide to colleges: www.careeronestop.org/FindTraining/Types/college.aspx
- College Navigator school search tool with detailed school data: nces.ed.gov/collegenavigator/
- U.S. Department of Education guide to choosing a school: studentaid.gov/resources/prepare-for-college/students/choosing-schools
- U.S. Department of Veterans Affairs guide to choosing a school: www.benefits.va.gov/gibill/docs/factsheets/Choosing_a_School.pdf

CREDENTIALING

- CareerOneStop education and training finder for Veterans: www.careeronestop.org/Veterans/BackToSchool/back-to-school.aspx
- CareerOneStop training finder: www.careeronestop.org/FindTraining/find-training.aspx

INTERNSHIPS

- AmeriCorps program descriptions and application for national community service opportunities: www.nationalservice.gov/programs/americorps
- USAJOBS Pathways for federal government internships: www.usajobs.gov/StudentsAndGrads
- U.S. Chamber of Commerce internship opportunities: www.uschamber.com/about-us/careers/internship-opportunities

JOB SEARCH ENGINE

- The National Labor Exchange (NLx) database of job openings in public, private, and nonprofit sector organizations: https://usnlx.com/
- CareerOneStop, a great resource for career exploration, training and jobs: www.careeronestop.org/JobSearch/job-search.aspx
- U.S. Department of Labor Veteran's portal; click link to find jobs: www.veterans.gov/
- USAJOBS.gov houses most federal job vacancy announcements: www.usajobs.gov/

JOINT SERVICES TRANSCRIPT (JST)

- Joint Services Transcript information and access: jst.doded.mil/smart/signIn.do

LABOR MARKET INFORMATION

- Bureau of Labor Statistics site for comprehensive and up-to-date LMI; provides deep dive into current economic situation in the United States: www.bls.gov/
- Bureau of Labor Statistics resources for jobseekers: www.bls.gov/audience/jobseekers.htm
- CareerOneStop links to up-to-date industry trends, career trends, occupation profiles, business finder and job finder tools: www.careeronestop.org/
- O*NET data on emerging careers; including descriptions, outlook, wages and relevant in-demand technologies: www.onetonline.org/

LICENSING

- The CareerOneStop License Finder tool can help you determine if an occupation is licensed in a state and provide links to the state agency website for information on requirements and how to apply: www.careeronestop.org/Toolkit/Training/find-licenses.aspx

TECHNOLOGY

- CareerOneStop alphabetical list of "hot" technologies: www.onetonline.org/search/hot_tech/

TRANSITION ASSISTANCE PROGRAM

- TAP Virtual Curriculum: https://tapevents.org/courses
- Small Business Administration website has resources for Veterans who want to start their own businesses: www.SBA.gov/bootstobusiness

USMAP

- United Services Military Apprenticeship Program (USMAP) information and instructions: usmap.netc.navy.mil/usmapss/static/index.htm

VA BENEFITS AND PROGRAMS

- U.S. Department of Veterans Affairs comparison tool for finding estimated benefits by school or program: www.va.gov/gi-bill-comparison-tool
- U.S. Department of Veterans Affairs summary of GI Bill programs. Click on any of the "types of training" from the list to see details on benefits, eligibility, and links to payment rates: www.va.gov/education/about-gi-bill-benefits/post-9-11/
- U.S. Department of Veterans Affairs explanation of work-study program: www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/work-study/
- U.S. Department of Veterans Affairs GI Bill benefits for licensing and certification: www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/test-fees/
- U.S. Department of Veterans Affairs information about the Yellow Ribbon program, including links to see which schools participate and current payment rates: www.va.gov/education/about-gi-bill-benefits/post-9-11/yellow-ribbon-program/
- U.S. Department of Veterans Affairs GI Bill benefits for apprenticeships or OJT: www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/on-the-job-training-apprenticeships/
- U.S. Department of Veterans Affairs GI Bill information for degree granting institutions: www.benefits.va.gov/gibill/higher_learning.asp
- U.S. Department of Veterans Affairs GI Bill information for vocational/technical training: www.benefits.va.gov/gibill/non_college_degree.asp

VETERANS' RESOURCES

- Small Business Administration has resources for Veterans who want to start their own businesses: www.SBA.gov/bootstobusiness
- U.S. Department of Labor online portal for Veterans; Click "Find a Job" and enter your location in the "American Job Center Finder": www.veterans.gov/
- Veterans Benefits Administration information about Veterans' benefits, including education and training: www.va.gov/education/
- Veteran Readiness and Employment (VR&E): www.va.gov/careers-employment/vocational-rehabilitation/

Course Feedback
Please complete the Transition Assistance Program (TAP) Participant Assessment located at:

https://dodsurveys.mil/tgpsp/

YOUR FEEDBACK IS IMPORTANT

TELL US WHAT YOU THINK

The Transition Assistance Program (TAP) Participant Assessment is located at:
https://www.dodsurveys.mil/tgpsp/

The TAP Participant Assessment is a critical evaluation tool used to gain feedback on TAP, facilities, facilitators, curriculum, and materials. Feedback is reviewed quarterly and used to make improvements to TAP. Participant feedback is essential to ensure a quality program.

Assessments are available for the following:

CORE CURRICULUM

- Managing Your Transition
- MOC Crosswalk
- Financial Planning for Transition
- VA Benefits and Services
- Employment Fundamentals of Career Transition

AVAILABLE TRACKS

- Employment: DOL Employment Workshop
- Education: DoD Managing Your Education
- Vocational: DOL Career and Credential Exploration
- Entrepreneurship: SBA Boots to Business

Examples of curriculum updates made based on Service member feedback include:

- Provided a list of website resources after each module.
- Removed unnecessary or obsolete information.
- Added information pertaining to healthcare, life insurance, and SBP options after transition.
- Added more hands-on activities and enhanced content on American Job Center resources, social media, and resume examples.

TAKE A PICTURE OF OR SCAN THE QR CODE BELOW WITH YOUR PERSONAL DEVICE TO BEGIN THE ASSESSMENT

PLEASE NOTE:

- Each assessment should be completed at the end of each module.
- Participation in the assessment is anonymous. You will be asked to re-enter your background information for each assessment (such as component and time until separation).