



# The DOL Career and Credential Exploration (C2E) Workshop

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2-Day Workshop



February 2022 Edition



# Section 1 - Getting Started

Participant  
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The purpose of this training is to provide you with information, tools, and resources to:

- Evaluate your career options.
- Identify the necessary training or credentials needed to pursue your vocational career goals.





# Objectives

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- 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.





# Objectives (continued)

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- 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 apprenticeship, credentialing, or licensing goals.
- Develop a plan of action by which you will accomplish a specific career goal.



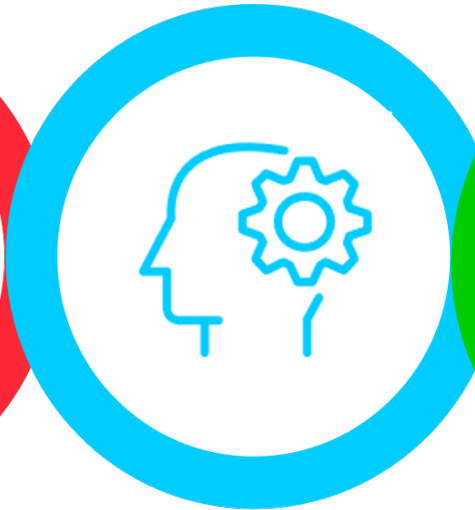


# Course Overview

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**Vocational  
Foundation**  
Define the core  
concepts of  
vocational training



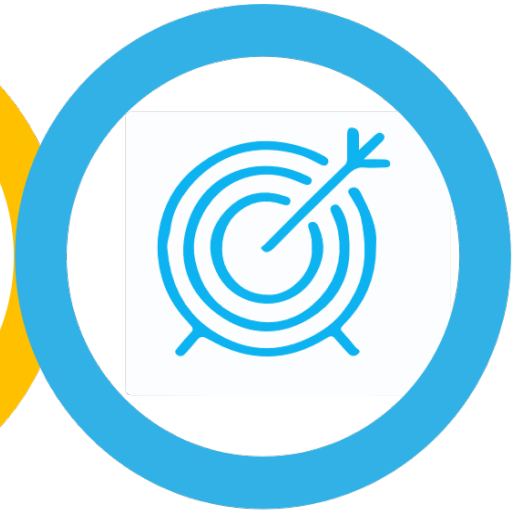
**Self-Assessment**  
Complete and review  
self-assessments



**Labor Market  
Research**  
Identify and explore  
career opportunities



**Training  
Opportunities**  
Identify training  
requirements and  
options



**Design the Path**  
Develop an action plan



# High-Quality Civilian Career

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Provides meaningful work, which allows one to utilize knowledge, skills, and abilities in an occupation that supports their values while earning a sufficient wage.

| Career-related Education and Training    | Yearly Median Wages | Associated TAP Two-day Career-related Workshop |
|--|---------------------|--|
| Post-master's Degree Wages               | \$77,568            | Education Workshop (DoD)                       |
| Post-DOL Registered Apprenticeship Wages | \$70,000            | Vocational Track Workshop (DOL), C2E           |
| Post-industry Certification Wages        | \$64,002            | Vocational Track Workshop (DOL), C2E           |
| Post-bachelor's Degree Wages             | \$63,552            | Education Workshop (DoD)                       |
| Self-employed Wages                      | \$60,847            | Entrepreneurship Workshop (SBA)                |
| Post-associate degree Wages              | \$44,824            | Education Workshop (DoD)                       |
| Post-high School Degree Wages            | \$35,040            | 63% of Service Members                         |

Sources are: Bureau of Labor Statistics; Small Business Administration, American Fact Finder; DOL ETA Office of Apprenticeship; Onward to Opportunity (O2O) Program



# Career Transition Timeline

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## Engagement Activities:

- Begin and refine Job Search
- Targeted Networking

**6 to 12  
Months**

## Transition:

- Attend Career Fairs
- Connect with AJC

**0 to 6  
Months**

## Assessment and Career Exploration:

- Complete Self-Assessment
- Begin Exploring Career Options

**18 to 24  
Months**

**12 to 18  
Months**

## Preparation Activities:

- Explore SkillBridge and Career Skills Opportunities
- Explore other Training Opportunities



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

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## Let's practice



What would you be doing at work if you were not here?

Why did you choose to complete the C2E training?

What do you hope to gain from the training?



# Section 2 - Vocational Training Foundation

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In this section, you will learn about:

- The foundation of vocational training
- How vocational training can help you achieve your career goals
- The 16 Career Clusters<sup>®</sup>

|  |  |   |  |
|--|--|---|--|
| <b>Agriculture, Food and Natural Resources</b>           | <b>Architecture and Construction</b>                 | <b>Arts, A/V Technology, and Communications</b> | <b>Business, Management, and Administration</b>    |
| <b>Education and Training</b>                            | <b>Finance</b>                                       | <b>Hospitality and Tourism</b>                  | <b>Human Services</b>                              |
| <b>Information Technology</b>                            | <b>Law, Public Safety, Corrections, and Security</b> | <b>Manufacturing</b>                            | <b>Marketing, Sales and Service</b>                |
| <b>Science, Technology, Engineering, and Mathematics</b> | <b>Government and Public Administration</b>          | <b>Health Science</b>                           | <b>Transportation, Distribution, and Logistics</b> |



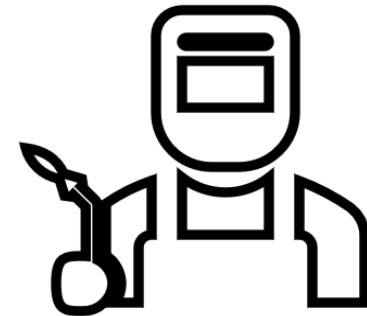
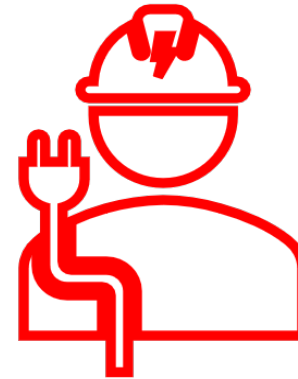
# What is Vocational Training?

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An educational program that provides students with instruction and training for a field or trade.

## Examples:

- Dental hygienists
- Mechanical engineering technicians
- Fitness trainers
- Plumbers





# Why Pursue Vocational Training?

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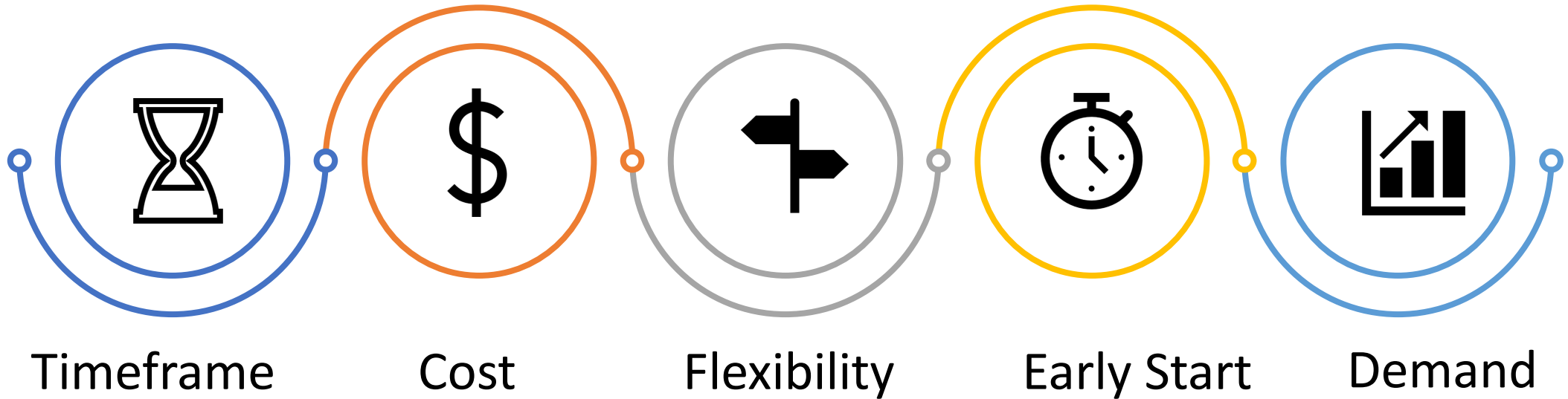


According to the Bureau of Labor Statistics, there are more **openings** in fields requiring vocational training than there are **qualified applicants**.



# Why Pursue Vocational Training? (continued)

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# Career Cluster and Their Pathways

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- Careers are grouped and organized in clusters by common knowledge and skills.
- There are 16 Career Clusters with multiple pathways.



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

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# Let's practice



<https://www.onetonline.org/>



## 2.6 Activity: Career Cluster Exercise

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# Let's practice



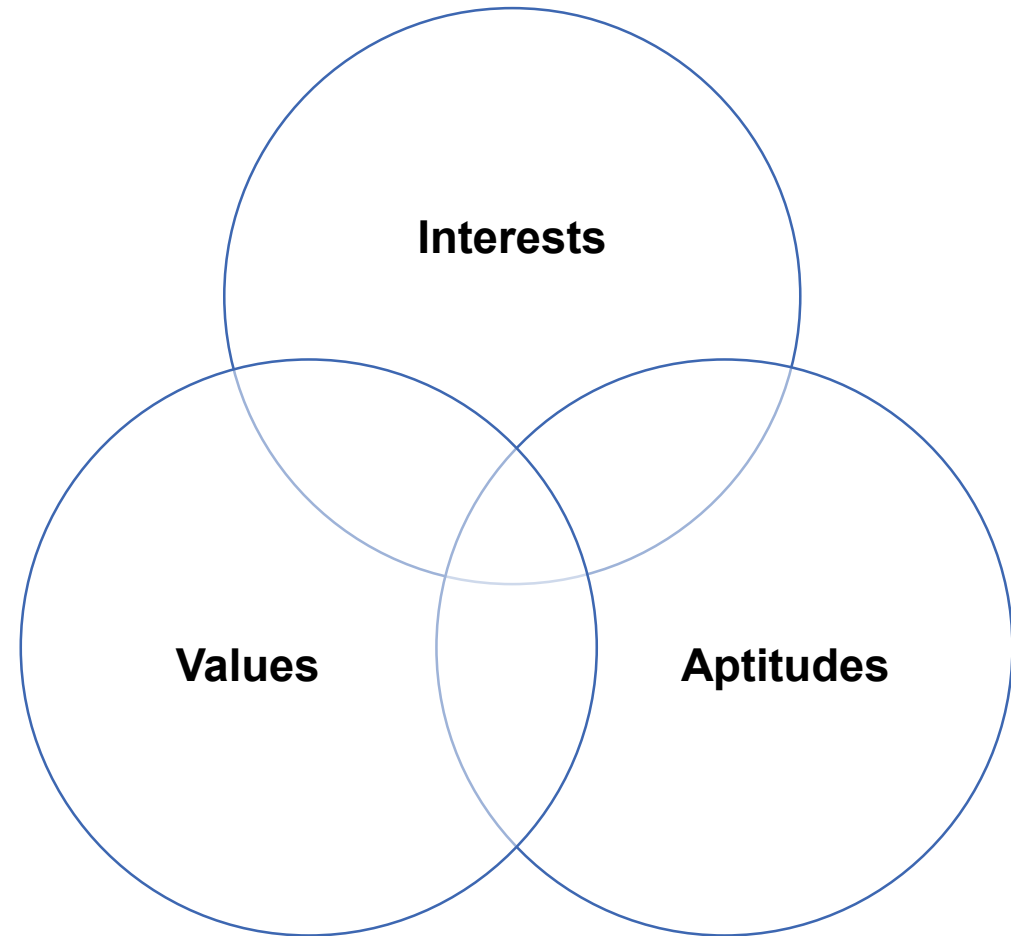
<https://www.onetonline.org/>



# Section 3 - Self Assessments

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In this section, you will get the opportunity to take 3 assessments to explore occupations that match your interests, aptitudes, and work values.





# What is an Assessment?

- An instrument that helps to identify interests, values, and aptitudes.
- This is not a test.
- Results can change over time.





# Holland Codes – Personality Types

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**[R] Realistic**  
"Doers"



**[S] Social**  
"Helpers"



**[I] Investigative**  
"Thinkers"



**[E] Enterprising**  
"Persuaders"



**[A] Artistic**  
"Creators"



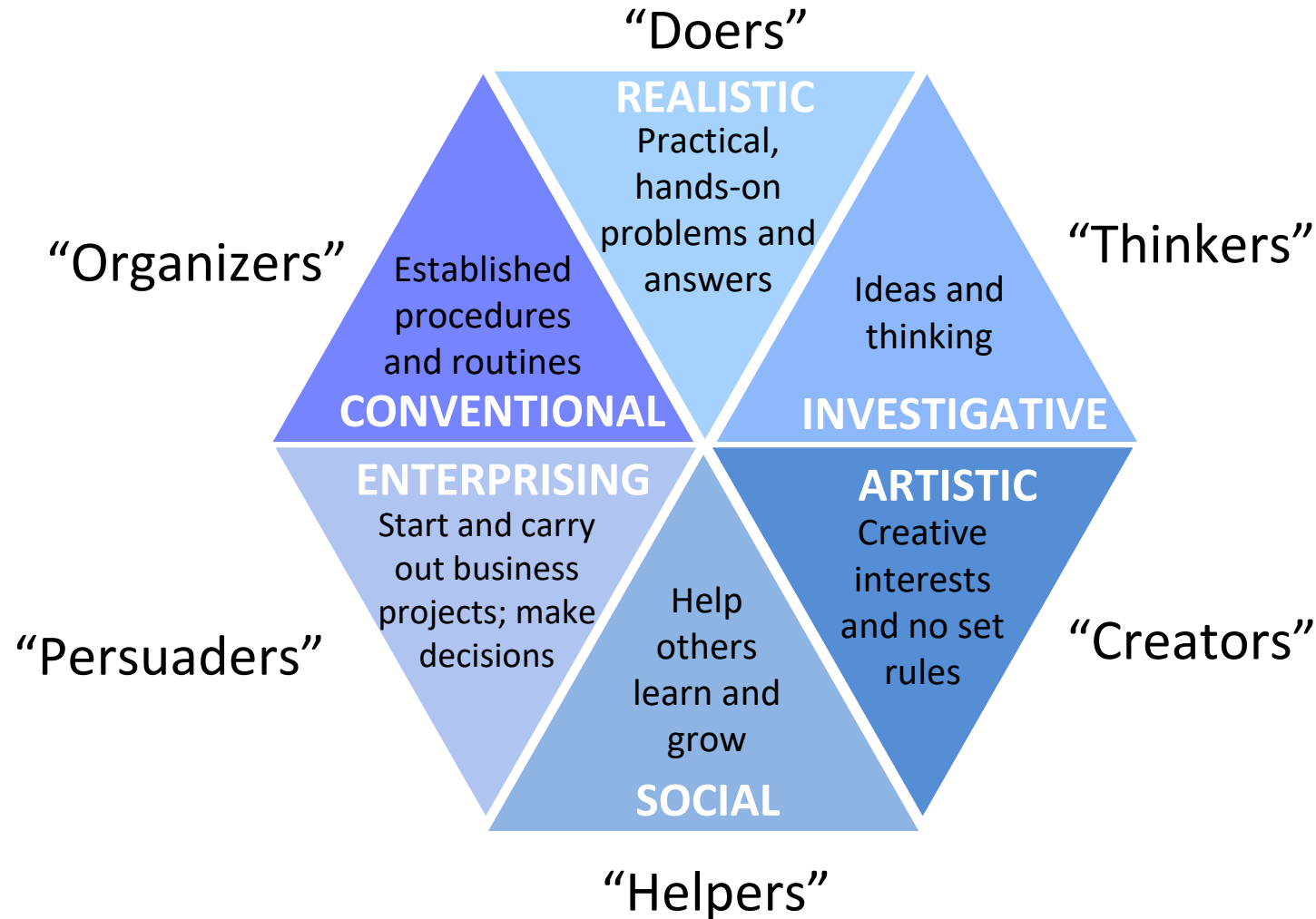
**[C] Conventional**  
"Organizers"



# 3.3 Activity: RIASEC Exercise



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# O\*NET Job Zones

[www.mynextmove.org/explore/ip](http://www.mynextmove.org/explore/ip)

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Job Zone 01

Job Zone 02

Job Zone 03

Job Zone 04

Job Zone 05

**Little or no  
preparation**

Occupations may require a high school diploma or GED certificate.

**Some preparation**

Occupations usually require a high school diploma.

**Medium preparation**

Most occupations require training in vocational schools, related on-the-job experience, or an associate degree.

**Considerable  
preparation**

Most of these occupations require a bachelor's degree.

**Extensive  
preparation**

Occupations require a graduate school education (master's degree, doctorate, law or medical degree, etc.).



## 3.4 Activity: O\*NET Interest Profiler

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# Let's practice



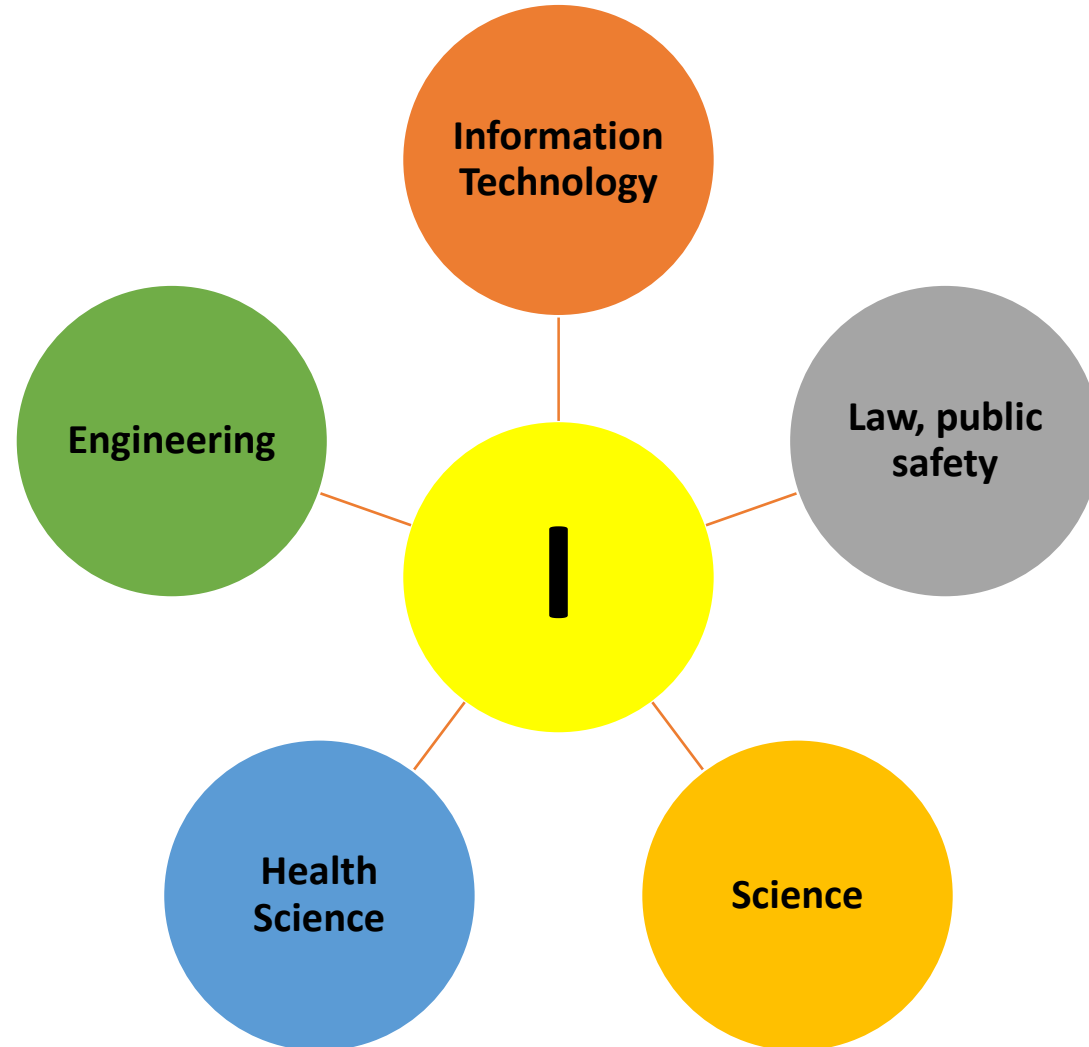
[www.mynextmove.org/explore/ip](http://www.mynextmove.org/explore/ip)



# Career Clusters and the Holland Codes

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Holland Codes refer to six personality types that can be a great resource to help you find a suitable educational pathway.

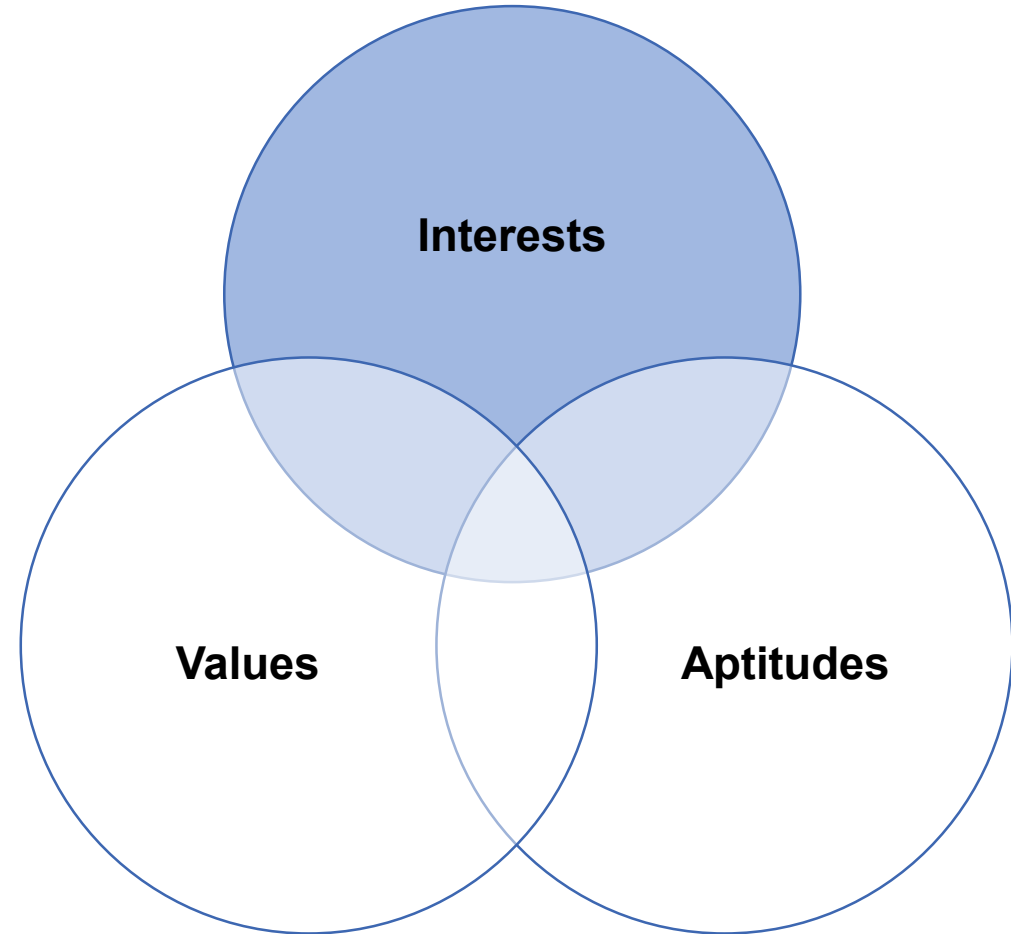




# Interests

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You have now identified potential careers that are based on your interests.





# Aptitude Assessment

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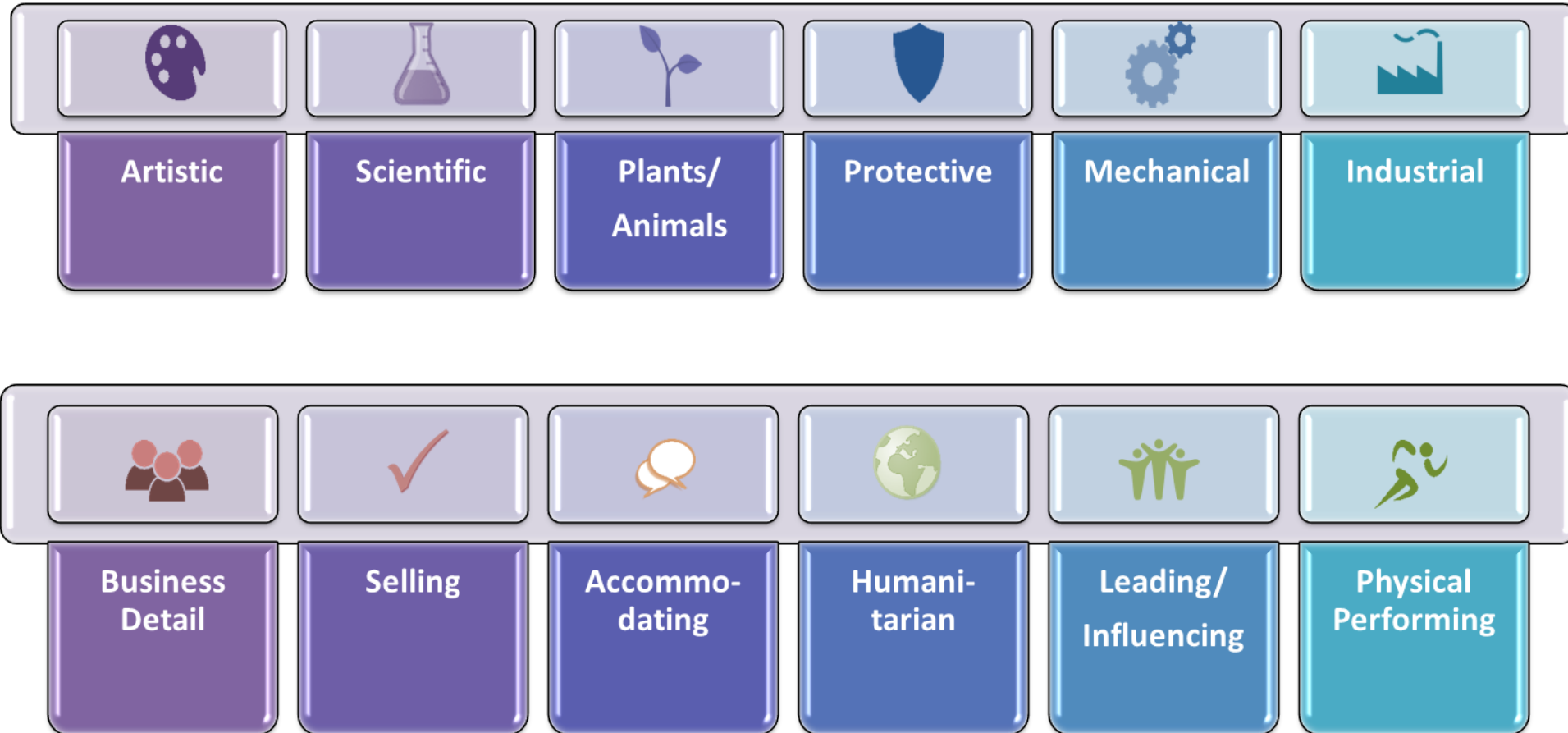
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- Computerized career assessment to measure aptitude and interests
- 12-scale interest inventory
- 7-part aptitude battery
- Standardized and timed



# CareerScope® Work Interest Areas

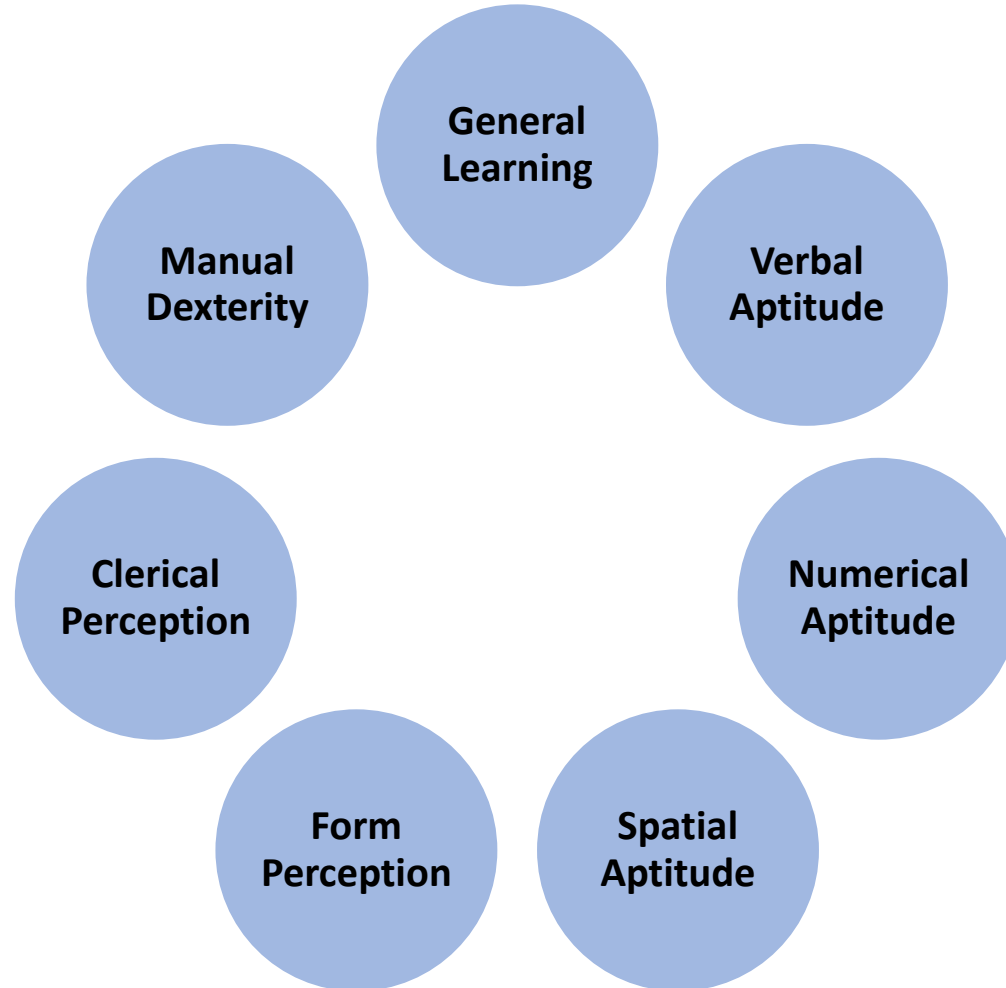
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# CareerScope® Aptitude Areas

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**Aptitude:**  
Natural ability to do something

Let's practice 

3.6 Activity: CareerScope® Matching Cards



# 3.7 Activity: CareerScope® Assessment

Participant  
Guide:  
Pg. 31

Let's practice 

<https://dol-vets.careerscope.net/assessment>

**CareerScope®**

### CareerScope® Assessment Portal

CareerScope® takes career and educational planning to a new level. The proven career assessment and reporting system from the Vocational Research Institute is a powerful, yet easy-to-use program. With over 50 years of experience developing world-class assessment programs, VRI has designed a self-administered system that measures both aptitude and interest through valid and reliable assessment tasks.

Sign In

[CLICK HERE TO ENTER THE ASSESSMENT PORTAL](#)

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# CareerScope® Results

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CareerScope® results are in four main sections:

- Interest inventory
- Aptitude assessment
- Recommendations based on the overlap of high-interest and high-ability areas
- Summary report



# Section 1: Interest Inventory

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The first section of your CareerScope® Assessment Profile shows your interest results in two different formats.

**Part I Interest Area Scores:**  
Raw scores from your responses

| Interest Area          | Like | ? | Dislike | Percentiles |    |    | Percent Like | IPA |
|------------------------|------|---|---------|-------------|----|----|--------------|-----|
|                        |      |   |         | Total       | M  | F  |              |     |
| 01 Artistic            | 4    | 4 | 6       | 49          | 49 | 49 | 29           | 1   |
| 02 Scientific          | 0    | 0 | 13      | 14          | 12 | 16 | 0            |     |
| 03 Plants/Animals      | 2    | 0 | 9       | 47          | 45 | 49 | 18           |     |
| 04 Protective          | 0    | 0 | 12      | 11          | 9  | 13 | 0            |     |
| 05 Mechanical          | 0    | 0 | 12      | 13          | 6  | 20 | 0            |     |
| 06 Industrial          | 1    | 0 | 11      | 47          | 43 | 50 | 8            |     |
| 07 Business Detail     | 2    | 2 | 8       | 36          | 53 | 19 | 17           |     |
| 08 Selling             | 0    | 2 | 8       | 12          | 16 | 9  | 0            |     |
| 09 Accommodating       | 0    | 2 | 8       | 12          | 15 | 9  | 0            |     |
| 10 Humanitarian        | 2    | 1 | 8       | 39          | 48 | 30 | 18           |     |
| 11 Leading/Influencing | 1    | 6 | 7       | 18          | 21 | 16 | 7            |     |
| 12 Physical Performing | 0    | 0 | 10      | 15          | 8  | 21 | 0            |     |

**Part II Individual Profile Analysis (IPA):**  
Interests in the 12 areas

| Interest Area          | % Like |  |
|------------------------|--------|--|
| 01 Artistic            | 29     |  |
| 02 Scientific          | 0      |  |
| 03 Plants/Animals      | 18     |  |
| 04 Protective          | 0      |  |
| 05 Mechanical          | 0      |  |
| 06 Industrial          | 8      |  |
| 07 Business Detail     | 17     |  |
| 08 Selling             | 0      |  |
| 09 Accommodating       | 0      |  |
| 10 Humanitarian        | 18     |  |
| 11 Leading/Influencing | 7      |  |
| 12 Physical Performing | 0      |  |



# Section 2: Aptitude Assessment

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

**Part I Performance on Tasks:** Raw scores in each of the seven aptitude assessment tasks.

| <u>Task</u>             | <u>Correct</u> | <u>Attempted</u> |
|-------------------------|----------------|------------------|
| Object Identification   | 17             | 18               |
| Abstract Shape Matching | 20             | 30               |
| Clerical Matching       | 20             | 20               |
| Pattern Visualization   | 16             | 30               |
| Computation             | 19             | 20               |
| Numerical Reasoning     | 16             | 19               |
| Word Meanings           | 28             | 29               |

**Part II Aptitude Profile:** Your performance on tasks is compared to other adults

| Aptitude            | Score | %tile | Average Range |
|---------------------|-------|-------|---------------|
| General Learning    | 116   | 79    |               |
| Verbal Aptitude     | 124   | 88    |               |
| Numerical Aptitude  | 110   | 69    |               |
| Spatial Aptitude    | 110   | 69    |               |
| Form Perception     | 120   | 84    |               |
| Clerical Perception | 145   | 99    |               |
| Motor Coordination  | 100   | 50    |               |
| Finger Dexterity    | 100   | 50    |               |
| Manual Dexterity    | 100   | 50    |               |



# Section 3: Recommendations

The third section of your CareerScope® Assessment Profile provides two sets of occupational recommendations based on your interests and aptitudes.

- **GOE/DOT Recommendations:** Focus on careers that intersect with your high-interest areas and high-aptitude areas

- **O\*NET Recommendations:** Listed after the GOE/DOT pages.

● **GOE 01.01 Literary Arts**

Workers in this group write, edit, or direct the publication of prose or poetry.

| Job Title         | DOT #       | GED Req |   | SVP Req |
|-------------------|-------------|---------|---|---------|
|                   |             | M       | L |         |
| Editor, Book      | 132.067-014 | 3       | 6 | 8       |
| Critic            | 131.067-018 | 2       | 6 | 8       |
| Lyricist          | 131.067-034 | 2       | 6 | 7       |
| Screen Writer     | 131.067-050 | 2       | 6 | 7       |
| Editorial Writer  | 131.067-022 | 3       | 5 | 8       |
| Continuity Writer | 131.087-010 | 2       | 5 | 7       |
| Copywriter        | 131.067-014 | 2       | 5 | 7       |

**13-0000 BUSINESS AND FINANCIAL OPERATIONS OCCUPATIONS**

Individuals examine, coordinate or investigate information to negotiate contracts, audit records, develop programs or insure compliance with regulations.

| Occupational Unit Title                      | OU Number  | Educational Job Zone |
|--|------------|----------------------|
| ● Business Operations Specialists, All Other | 13-1199.00 | N/A                  |

**25-0000 EDUCATION, TRAINING AND LIBRARY OCCUPATIONS**

Individuals plan, organize and/or provide information resources and educational programs.

| Occupational Unit Title               | OU Number  | Educational Job Zone |
|---------------------------------------|------------|----------------------|
| ● Self-Enrichment Education Teachers  | 25-3021.00 | 3                    |
| ● Museum Technicians and Conservators | 25-4013.00 | 4                    |



# Section 4: Summary Report

Participant  
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The final pages of your document contains recommendations.

**Interest Areas:** Numbers in the “I” column = Interests

| Interest Area     | Definition  | Occupational Examples   |
|-------------------|---|---|
| 01 Artistic       | An interest in creative expression of feeling or ideas through literary arts, visual arts, performing arts, or crafts.  | Writer, Painter, Actor, Editor, Dancer, Singer, Graphic Designer, Set Designer                      |
| 02 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 |
| 03 Plants/Animals | An interest in activities involving plants and animals, usually in an outdoor setting.  | Gardener, Animal Groomer, Landscaper, Forester, Animal Caretaker                                    |
| 04 Protective     | An interest in using authority to protect people and property.  | Police Officer, Private Investigator, Security Guard, Bodyguard, Park Ranger, Correctional Officer  |

**Aptitudes:** Symbols appearing in the “A” column = Aptitude

| Aptitude                        | Definition   | Specific Job Tasks  | CareerScope Tasks   |
|---------------------------------|--|---|---|
| <b>General Learning<br/>G</b>   | The ability to "catch on" or understand instructions and underlying principles; ability to reason and make judgements. Closely related to doing well in school.<br><b>Examples</b><br>Use logic or scientific facts to define problems and draw conclusions; make decisions and judgements; 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 |
| <b>Verbal Aptitude<br/>V</b>    | 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.<br><b>Examples</b><br>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   |
| <b>Numerical Aptitude<br/>N</b> | The ability to perform arithmetic operations quickly and accurately.<br><b>Examples</b><br>Make accurate numeric measurements; make change from currency; 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                          |



# Summary Report

Participant  
Guide:  
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**Solid dots [ ● ]** indicate strong confidence in the recommendation,

| Work Group                        | I | A |
|-----------------------------------|---|---|
| 01.01 Literary Arts               |   | ○ |
| 01.02 Visual Arts                 |   | ○ |
| 01.03 Performing Arts: Drama      |   | ○ |
| 01.04 Performing Arts: Music      |   |   |
| 01.05 Performing Arts: Dance      |   | ○ |
| 01.06 Craft Arts                  |   | ● |
| 02.01 Physical Sciences           |   |   |
| 02.02 Life Sciences               |   |   |
| 02.03 Medical Sciences            |   |   |
| 02.04 Laboratory Technology       |   |   |
| 03.01 Mgr Work: Plants/Animals    |   |   |
| 03.03 Animal Training & Service   |   | ● |
| 03.04 Elem Work: Plants/Animals   |   | ● |
| 04.01 Safety & Law Enforcement    | 2 | ○ |
| 04.02 Security Services           | 2 | ● |
| 05.01 Engineering                 |   |   |
| 05.02 Mgr Work: Mechanical        |   |   |
| 05.03 Engineering Technology      |   |   |
| 05.04 Air/Water Vehicle Operation |   |   |
| 05.05 Craft Technology            |   | ● |

| Work Group                         | I | A |
|------------------------------------|---|---|
| 05.07 Quality Control              |   |   |
| 05.08 Land/Motor Vehicle Operation |   | ● |
| 05.09 Materials Control            |   | ○ |
| 05.10 Crafts                       |   | ● |
| 05.11 Equipment Operation          |   | ● |
| 05.12 Elemental Work: Mechanical   |   | ● |
| 06.01 Production Technology        |   | ○ |
| 06.02 Production Work              |   | ● |
| 06.03 Quality Control              |   | ● |
| 06.04 Elemental Work: Industrial   |   | ● |
| 07.01 Administrative Detail        | 4 |   |
| 07.02 Mathematical Detail          | 4 |   |
| 07.03 Financial Detail             | 4 |   |
| 07.04 Oral Communications          | 4 | ● |
| 07.05 Records Processing           | 4 | ● |
| 07.06 Clerical Machine Operation   | 4 | ● |
| 07.07 Clerical Handling            | 4 | ● |
| 08.01 Sales Technology             | 3 |   |
| 08.02 General Sales                | 3 |   |
| 08.03 Vending                      | 3 | ● |

| Work Group                           | I | A |
|--------------------------------------|---|---|
| 09.01 Hospitality Services           |   | ● |
| 09.02 Barber & Beauty Services       |   | ● |
| 09.03 Passenger Services             |   | ● |
| 09.05 Attendant Services             |   | ● |
| 10.01 Social Services                | 1 |   |
| 10.02 Nursing, Therapy & Specialized | 1 |   |
| 10.03 Child & Adult Care             | 1 | ● |
| 11.01 Mathematics & Statistics       | 5 |   |
| 11.02 Educational & Library Svcs     | 5 |   |
| 11.03 Social Research                | 5 |   |
| 11.04 Law                            | 5 |   |
| 11.05 Business Administration        | 5 |   |
| 11.06 Finance                        | 5 |   |
| 11.07 Services Administration        | 5 |   |
| 11.08 Communications                 | 5 |   |
| 11.09 Promotion                      | 5 |   |
| 11.10 Regulations Enforcement        | 5 |   |
| 11.11 Business Management            | 5 |   |
| 11.12 Contracts & Claims             | 5 |   |

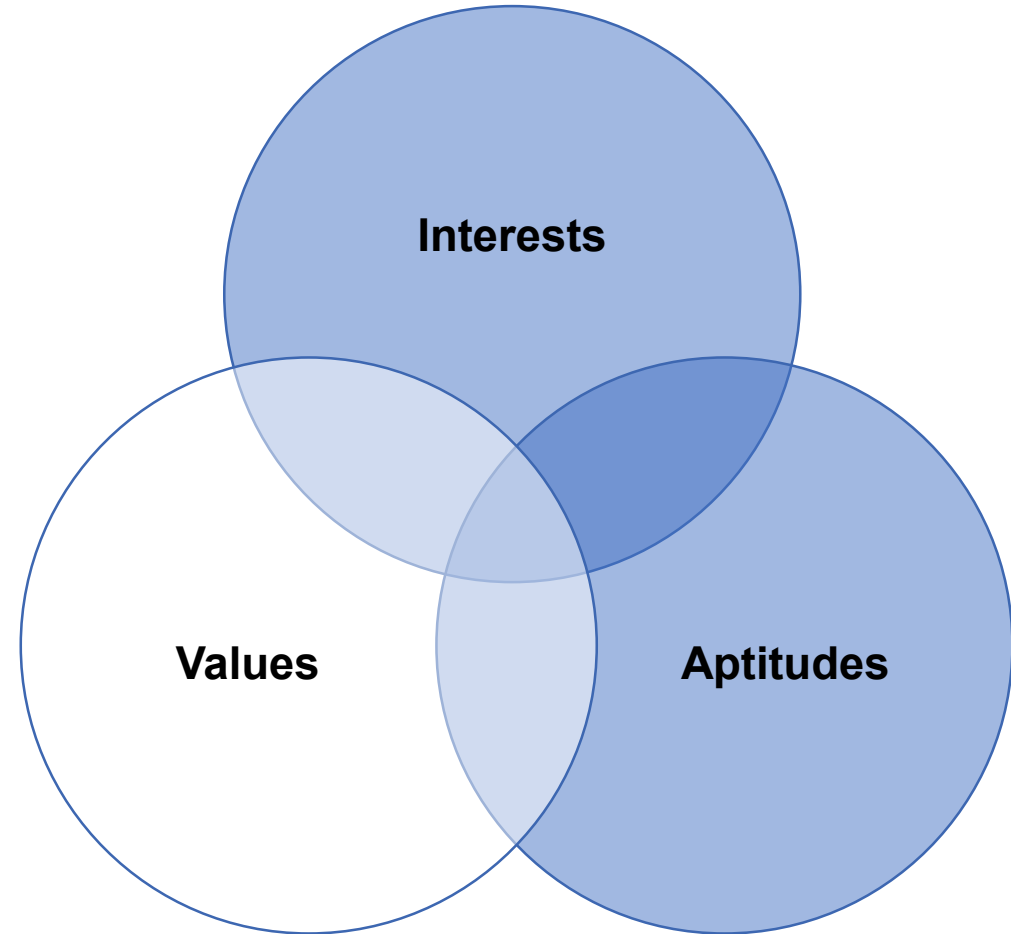
Pay attention to where interests and aptitudes intersect.



# Aptitudes

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Guide:  
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You have now identified potential careers that are based on your aptitudes.





# Values Assessment

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- Work values emphasize what is important or unimportant to you.
- Work interests refer to what you like or dislike.
- O\*NET Work Importance Locator (WIL) is a self-assessment career exploration tool that allows you to pinpoint areas of importance within a job for you.





## 3.9 Activity: O\*NET Work Importance Locator – Assessment

Participant  
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# Let's practice



[https://www.careeronestop.org/Toolkit/Careers  
/work-values-matcher.aspx](https://www.careeronestop.org/Toolkit/Careers/work-values-matcher.aspx)



# O\*NET Work Importance Locator

Participant  
Guide:  
Pg. 39  
and Appendix  
Pgs. 88 – 109

## Calculate Work Value Scores

| ACHIEVEMENT          |                           |
|----------------------|---------------------------|
| CARD                 | SCORE<br>Column<br>number |
| A                    | 5                         |
| F                    | 4                         |
| Add scores for Total | + 9                       |
| Multiply Total by 3  | x3                        |
| Achievement<br>Score | = 27                      |

| INDEPENDENCE          |                           |
|-----------------------|---------------------------|
| CARD                  | SCORE<br>Column<br>number |
| I                     | 1                         |
| M                     | 2                         |
| T                     | 2                         |
| Add scores for Total  | + 5                       |
| Multiply Total by 2   | x2                        |
| Independence<br>Score | = 10                      |

| RECOGNITION          |                           |
|----------------------|---------------------------|
| CARD                 | SCORE<br>Column<br>number |
| D                    | 2                         |
| E                    | 4                         |
| L                    | 3                         |
| Add scores for Total | + 9                       |
| Multiply Total by 2  | x2                        |
| Recognition<br>Score | = 18                      |



# What Your Work Values Mean

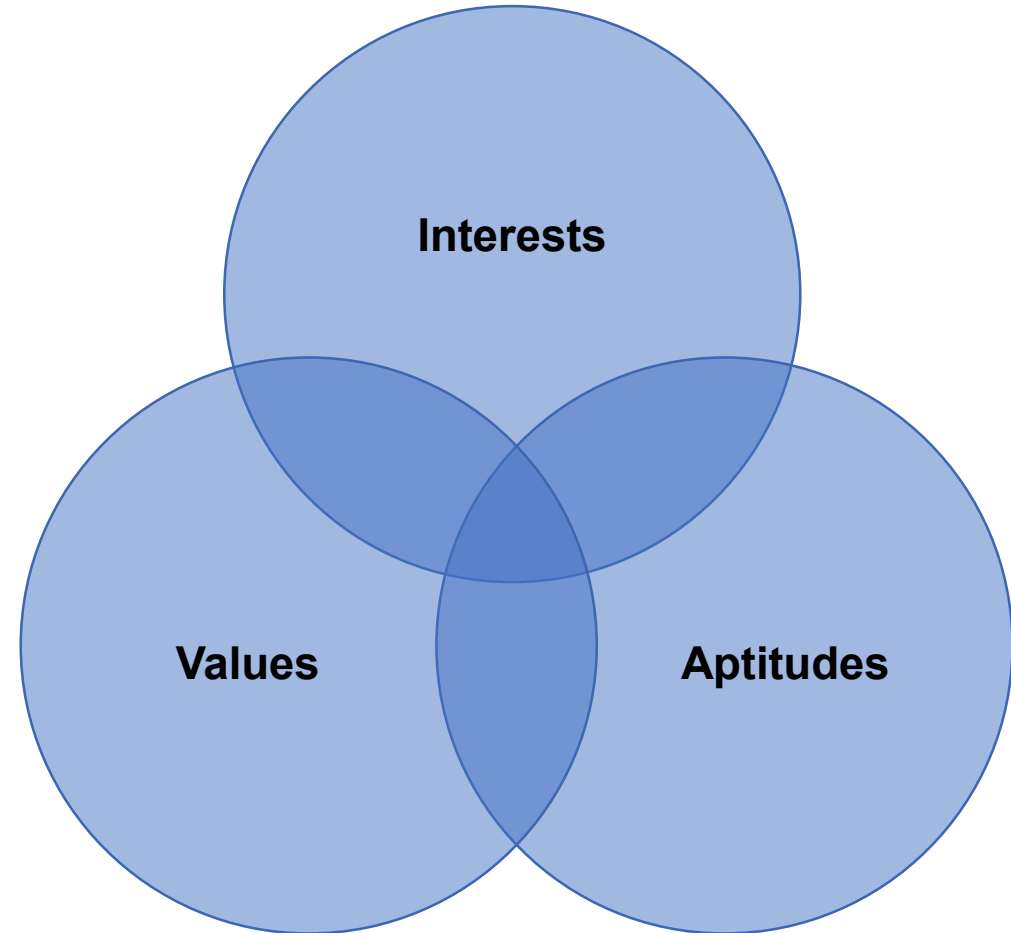
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-  **Achievement** (PG pages 88-92)
-  **Independence** (PG pages 93-95)
-  **Recognition** (PG pages 96-97)
-  **Relationships** (PG pages 98-100)
-  **Support** (PG pages 101-107)
-  **Working Conditions** (PG pages 107-109)



# Values

- You have now identified potential careers based on all three areas under consideration.

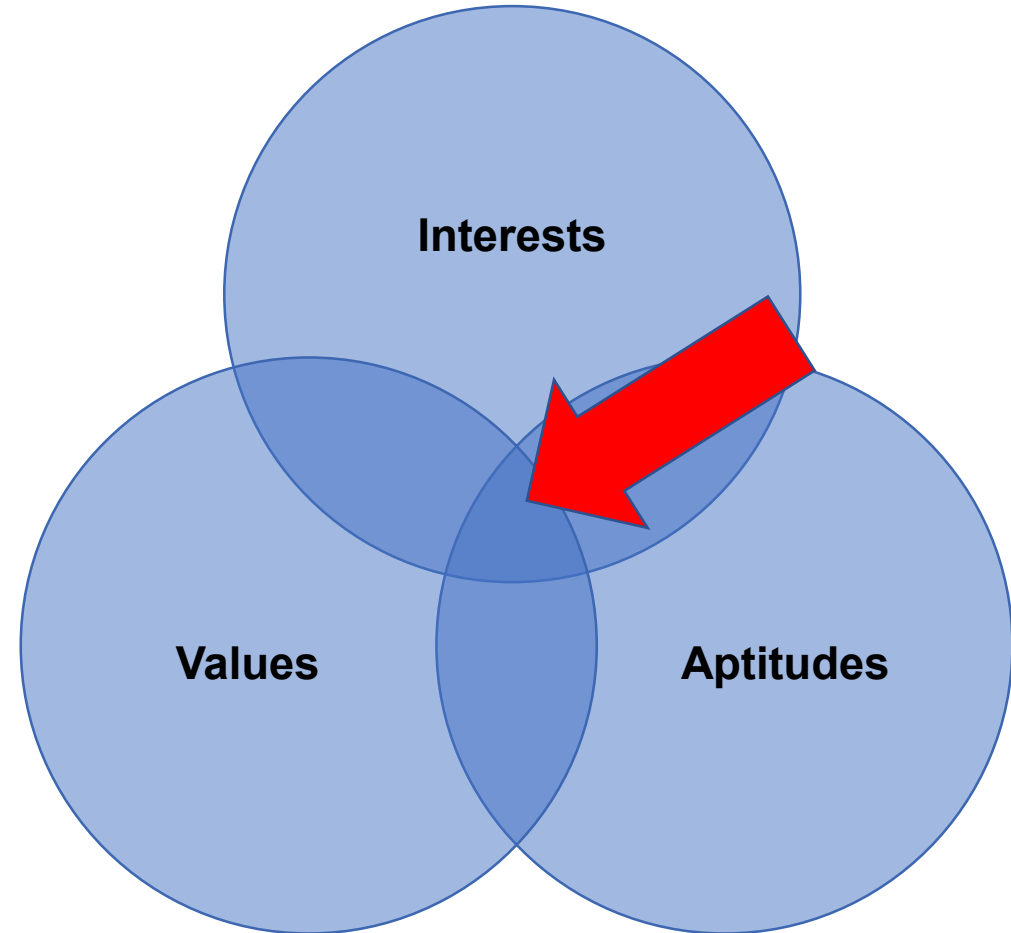




# Self Assessments

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- With this information you can identify your “sweet spot.”





# Status Check

Participant  
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- Are there certain careers that appear on all assessment recommendations?
- Do you find yourself gravitating towards careers in one particular job zone more than the others?





## 3.11 Activity: Putting the Pieces Together

Participant  
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# Let's practice



O\*Net Interest Profiler RIASEC Scores, PG page 24

O\*Net Interest Profiler potential careers, PG page 25

Career Scope Career options, PG page 34

O\*Net Work Importance Locator Careers, PG pages 38-39

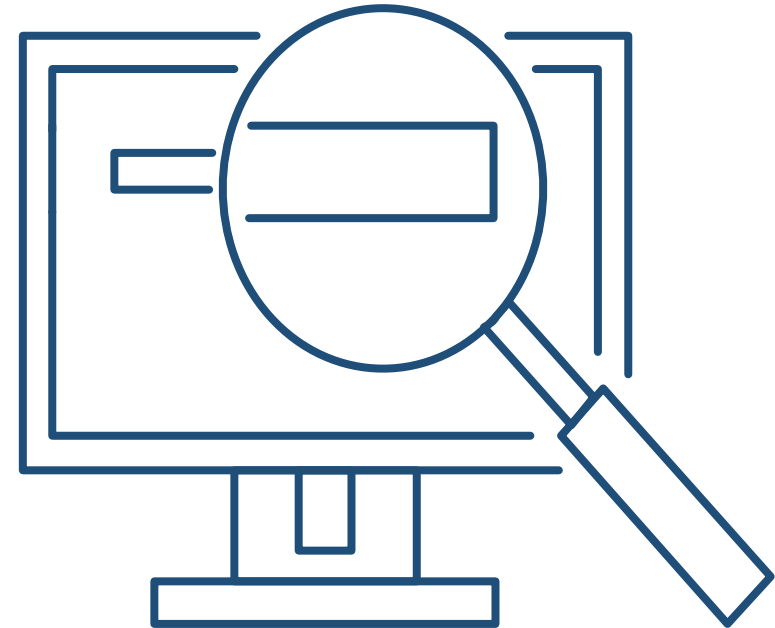


# Section 4 - Labor Market Research

Participant  
Guide:  
Pg. 45

In this section, you will learn:

- How to research the labor market to determine if your selected occupation is a reasonable choice.



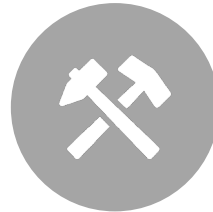


# External Factors

Participant  
Guide:  
Pg. 45



Location



Industry



Education



Salary



Growth Potential



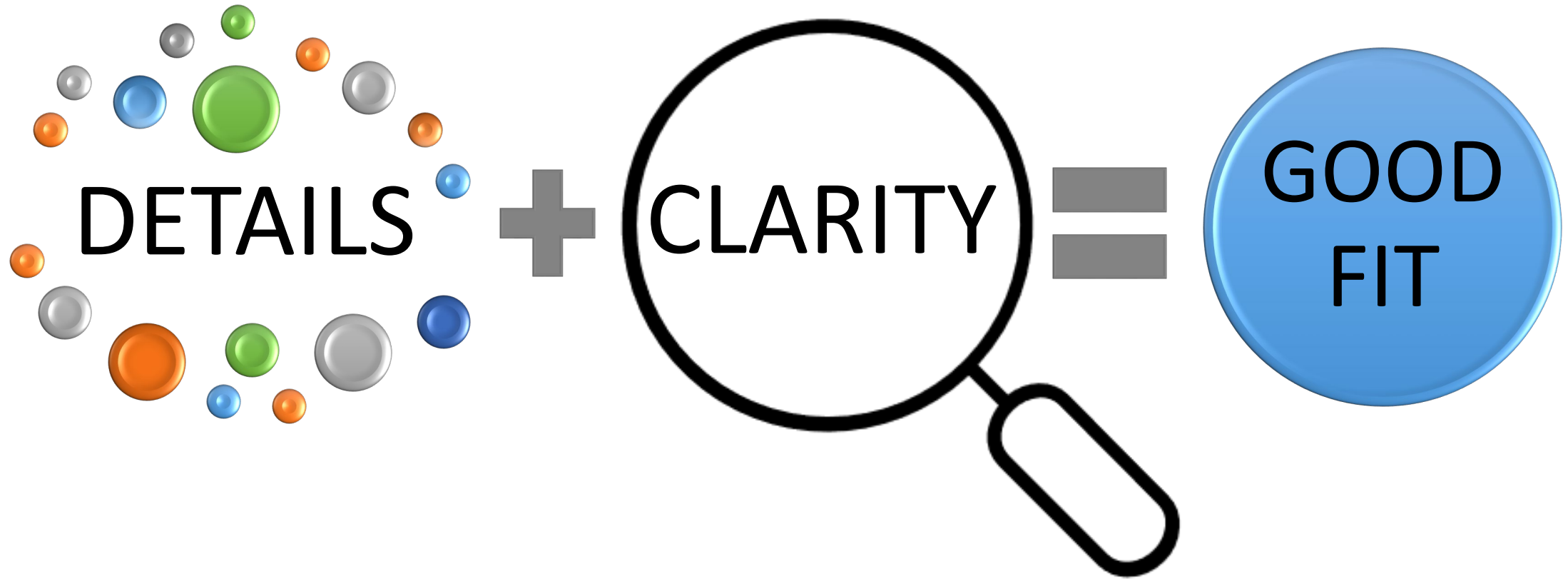
Assessments



# Occupational Research

Participant  
Guide:  
Pg. 46

Occupational research provides information on:





## 4.3 Activity: O\*NET Summary Report

Participant  
Guide:  
Pg. 46

---

# Let's practice



<https://www.onetonline.org/>



# Getting Help at the American Job Center (AJC)

Participant  
Guide:  
Pg. 48

- 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 area for valuable employment resources.

The logo for the American Job Center, featuring the text "AmericanJobCenter" in blue and red, with a red star above the "Job" and a blue arc above the "JobCenter".

AmericanJobCenter®



## 4.5 Activity: Access the AJC Online

Participant  
Guide:  
Pg. 48

---

# Let's practice



American**Job**Center®

<https://www.careeronestop.org/>



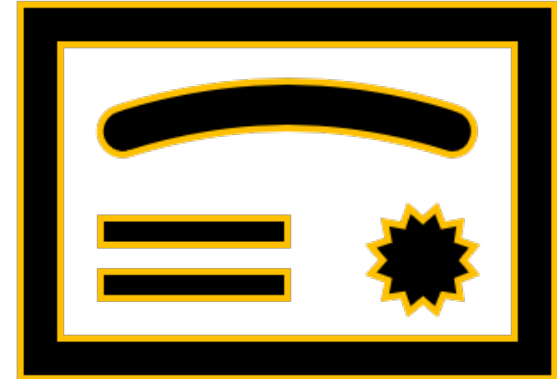
# Section 5 - Exploring Training Opportunities

Participant  
Guide:  
Pg. 51

To obtain the occupation you desire, additional training and development may be required.

In this section, you will learn about:

- The different types of civilian credentials.
- How to select the training experience that is right for you.





## 5.1 Activity: Why are Credentials Important?

---

Participant  
Guide:  
Pg. 51

- May be required by law or employer for entry into employment.
- Demonstrate that training and skills meet the standard level.
- Credentialed employees share a common understanding of the best practices for their industry.
- Can lead to higher pay or promotion.



# Common Types of Credentials

---

Participant  
Guide:  
Pg. 52

- Occupational Licenses
- Professional Certifications
- Educational Degrees
- Certificates



# Occupational License

Participant  
Guide:  
Pg. 52

- **Mandatory** process granted by government agency.
- Time-limited permission to practice occupation.
- Predetermined and standardized criteria.  
Minimum level of education and competency (frequently an exam).
- Some occupations require license to attain employment.
- State licenses may or may not be recognized by other states.





# Professional Certification

Participant  
Guide:  
Pg. 52

- Voluntary or mandatory credentials issued by non-governmental agencies (trade associations, private companies).
- May be required licensure for employment.
- Can increase a worker's competitiveness and may increase salary.





# Educational Degree

Participant  
Guide:  
Pg. 52

- Awarded for academic program completion.
- Usually requires multiple years of study for completion (even longer if not attending full time).
- Undergraduate, graduate, and professional degrees available.
- Wide range of programs of variable format, length, and quality.





# Certificate

Participant  
Guide:  
Pg. 53

- Can get certificate for attending a class or completing a program of study.
- Awarded for course attendance, not knowledge or competence.
- Certificates are not the same as **certification**.
- May be helpful in documenting professional development for license or certification renewal.





## 5.3 Activity: Identify Qualifications and Requirements

Participant  
Guide:  
Pg. 53

---

# Let's practice



The National Labor Exchange (NLx), <https://usnlx.com/>

CareerOneStop, [www.careeronestop.org/JobSearch/job-search.aspx](http://www.careeronestop.org/JobSearch/job-search.aspx)

USAJOBS, [www.usajobs.gov/](http://www.usajobs.gov/)

Department of Labor Veterans' Employment and Training Service,  
<https://www.dol.gov/agencies/vets>



# Ways to Gain Credentials

Participant  
Guide:  
Pg. 55

## EARN AND LEARN

- Registered Apprenticeship
- On-The-Job Training

## STUDY AND LEARN

- Two-year Community and Technical Colleges
- Career, Technical, Vocational, or Trade Schools
- Four-year Colleges and Universities

**Activity 5.4: How Do You Like to Learn?**



# Earn and Learn: Registered Apprenticeship Program

Participant  
Guide:  
Pg. 56

- Immediate job with incremental wage increases.
- Occupation-focused, hands-on, and immediately applicable.
- Industry-recognized national credential that is portable.



**APPRENTICESHIP.GOV**



# 5.5 Activity: Apprenticeship.gov

Participant  
Guide:  
Pg. 56

---

# Let's practice



**APPRENTICESHIP.GOV**



# Earn and Learn: On-the-Job Training

Participant  
Guide:  
Pg. 58

- Learn duties and expectations from an experienced employee.
- Mix of hands-on practical training and formal training.
- Often one-on-one or small group.
- Quality depends on training materials and mentor's communication skills.

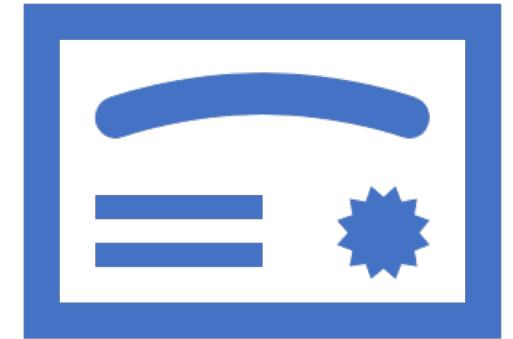




# Study and Learn: Community and Technical Colleges

Participant  
Guide:  
Pg. 59

- Generally, all students are accepted.
- Lower tuition, does not include books and supplies.
- Flexible class schedules.
- Programs may lead directly into a career or transfer to a higher-level college or university program.



CareerOneStop, <https://www.careeronestop.org/FindTraining/Types/college.aspx>

The College Navigator tool, <https://nces.ed.gov/collegenavigator/>

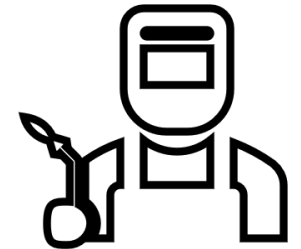
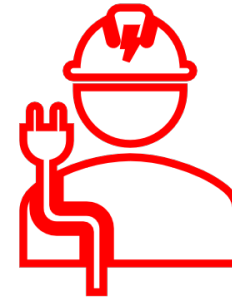
U.S. Department of Veterans Affairs,  
[https://www.benefits.va.gov/gibill/docs/factsheets/Choosing\\_a\\_School.pdf](https://www.benefits.va.gov/gibill/docs/factsheets/Choosing_a_School.pdf)



# Study and Learn: Career Technical Schools

Participant  
Guide:  
Pg. 60

- Flexible, year-round, and start frequently for rapid entry into the workforce.
- Programs prepare students for certifications in specific trade or industry.
- Tuition may be more expensive but includes fees and supplies.
- Highly skilled instructors with professional experience.
- Credits are typically not transferable to other programs.





# Study and Learn: Four-year Colleges and Universities

Participant  
Guide:  
Pg. 61

- Admission requirements may be rigorous.
- Tuition may cost more.
- Schedules and courses vary widely depending on degree.
- Degrees may or may not lead directly to a job.
- May accept transfer credits.
- Significant investment of time and money often leads to higher paying jobs.





## 5.6 Activity: Identify Training and Credentials Opportunity

Participant  
Guide:  
Pg. 61

---

# Let's practice



<https://www.careeronestop.org/>



# Gaining More Skills Before Transition

Participant  
Guide:  
Pg. 63

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)

Participant  
Guide:  
Pg. 63

<https://usmap.netc.navy.mil/usmapss/static/index.htm>

- Formal program to complete civilian apprenticeship requirements.
- No extra time commitment besides documenting hours you have already worked.
- Nationally recognized “Certificate of Completion” from the DOL.





## 5.8 Activity: United Services Military Apprenticeship Program (USMAP)

Participant  
Guide:  
Pg. 64

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# Let's practice



<https://usmap.osd.mil/index.htm>

<https://www.apprenticeship.gov/>



# DoD SkillBridge

Participant  
Guide:  
Pg. 64

May include:

- Internships
- Accelerated training programs
- Professional certifications
- Corporate fellowships
- Licensing opportunities
- Networking opportunities



<https://skillbridge.osd.mil/>



# Credentialing Opportunities On-Line (COOL)

Participant  
Guide:  
Pg. 65

Helps Army, Navy, Marine Corps, Air Force, and Coast Guard Service Members find information on certifications and licenses related to their jobs.





## 5.9 Activity: Using COOL

Participant  
Guide:  
Pg. 65

# Let's practice



U.S. Air Force, <https://afvec.us.af.mil/afvec/Public/COOL/>

Coast Guard, <https://www.cool.osd.mil/uscg/index.htm>

U.S. Army, [www.cool.osd.mil/army/index.htm](http://www.cool.osd.mil/army/index.htm); [www.armyignited.com/app/](http://www.armyignited.com/app/)

U.S. Marine Corps, [www.cool.navy.mil/usmc/](http://www.cool.navy.mil/usmc/)

Department of the Navy, [www.cool.navy.mil/usn/](http://www.cool.navy.mil/usn/)



# Funding Your Training and Education

Participant  
Guide:  
Pg. 66

<https://studentaid.ed.gov/sa/>

Federal Student Aid | PROUD SPONSOR of the AMERICAN MIND®  
An OFFICE of the U.S. DEPARTMENT of EDUCATION

Search StudentAid.gov

- Prepare for College
- Types of Aid
- Who Gets Aid
- FAFSA®: Applying for Aid
- How to Repay Your Loans

Minds can achieve anything. We make sure they get to college.  
At Federal Student Aid, we make it easier to get money for higher education.

HOW DO I PREPARE FOR COLLEGE?

Learn about exploring careers, choosing and applying to schools, and taking required tests. Use checklists to help get ready.

WHAT TYPES OF AID CAN I GET?

Read about the types of financial aid available from the government and other sources: grants, scholarships, loans, and work-study.

DO I QUALIFY FOR AID?

Most people are eligible for financial aid. Find out who gets aid, how to stay eligible, and how to get eligibility back if you've lost it.

HOW DO I APPLY FOR AID?

Learn how to submit your *Free Application for Federal Student Aid* (FAFSA®), how aid is calculated, and how you'll get your aid.

HOW DO I MANAGE MY LOANS?

Choose a repayment plan, pay on time, avoid default, and get help with problems.

ANNOUNCEMENTS

IRS DATA RETRIEVAL TOOL STATUS



# GI Bill Overview

Participant  
Guide:  
Pg. 66

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

- Apprenticeships
- Vocational/technical training (non-college degree programs)
- Institutions of higher learning (undergraduate and graduate degrees)





# GI Bill Overview (continued)

Participant  
Guide:  
Pg. 66

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

- Licensing and certification reimbursement
- National testing reimbursement
- On-the-job training
- Independent and distance learning
- Entrepreneurship training





## 5.11 Activity: GI Bill Comparison Tool

Participant  
Guide:  
Pg. 69

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# Let's practice



<https://www.vets.gov/gi-bill-comparison-tool>



# Factors to Consider When Seeking Vocational Training

Participant  
Guide:  
Pg. 71

## Do Your Due Diligence

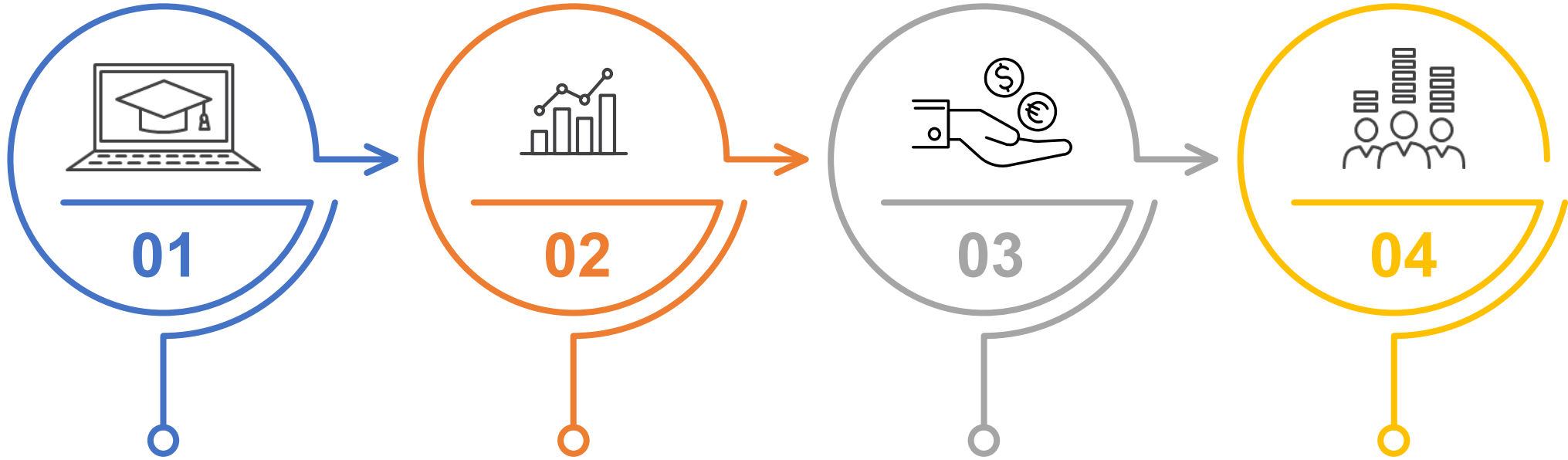
Due Diligence is the process of evaluating a decision by getting as much information about it as possible. Try to avoid scams and predatory practices.





# Factors to Consider When Seeking Vocational Training (continued)

Participant  
Guide:  
Pg. 71



Accreditation

Admission &  
Completion Rates

Tuition & Fees

Admission  
Requirements



# Evaluate Institutions

Participant  
Guide:  
Pg. 71

- Accreditation-check to see the training or education meets acceptable quality. Lack of proper accreditation can lead to the inability to take the exam needed for licensure.
- Admission and Completion Rate-check the school's level of success.





# Evaluate Institutions (continued)

Participant  
Guide:  
Pg. 72

- Tuition and Fees-check to see if there are any additional costs beside tuition and fee.
- Admission Requirements-check to see if there are any specific requirements in term of work experience, education or standardized test score. These requirements may delay starting or lengthen the training program.





# Red Flags to Avoid When Seeking Vocational Training

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Participant  
Guide:  
Pg. 72

- High Job Placement Rate
- Lack of Qualified Instructors
- High Program Complaints





## 5.15 Activity: Compare Programs

Participant  
Guide:  
Pg. 74

---

# Let's practice



CareerOneStop, [www.careeronestop.org/FindTraining/find-training.aspx](http://www.careeronestop.org/FindTraining/find-training.aspx)

The College Navigator tool, <https://nces.ed.gov/collegenavigator/>

U.S. Department of Veterans Affairs WEAMS Institution Search,  
[www.va.gov/education/choosing-a-school/](http://www.va.gov/education/choosing-a-school/)



# Additional Resources

Participant  
Guide:  
Pg. 78

- 
- CareerOneStop, [www.careeronestop.org/FindTraining/find-training.aspx](http://www.careeronestop.org/FindTraining/find-training.aspx)
  - DoD Voluntary Education Program, [www.dantes.doded.mil/](http://www.dantes.doded.mil/)
  - Joint Services Transcript (JST), [jst.doded.mil/jst/](http://jst.doded.mil/jst/)
  - Massive Open Online Course (MOOC)
    - [www.coursera.org/](http://www.coursera.org/)
    - [www.edx.org/](http://www.edx.org/)
    - [www.linkedin.com/learning](http://www.linkedin.com/learning)
  - Managing Your (MY) Education Transition Assistance Program Online Curriculum – [tapevents.mil/courses](http://tapevents.mil/courses)
  - SBA Boots to Business, [www.sba.gov/offices/headquarters/ovbd/resources/160511](http://www.sba.gov/offices/headquarters/ovbd/resources/160511)



## Section 6 - Designing the Path

Participant  
Guide:  
Pg. 82

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.





## 6.2 Activity: Create an Action Plan

Participant  
Guide:  
Pg. 82

---

# Let's practice



### **Begin with a goal:**

Own and operate an independent electrical contracting business within the next 10 years.

Complete a four-year electrician apprenticeship and obtain journeyman license within the next five years.

Register for VA education benefits and complete application for apprenticeship before the end of the year.



# Summing It Up

Participant  
Guide:  
Pg. 86

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- You have learned the foundation of vocational training and its Career Clusters and Pathways.
- You have used your results from self-assessments to validate your career choices or point you toward new occupations.
- You have prepared yourself by deciding which learning opportunities are best suited to help you achieve your career goals.
- You have written a plan of action.



# Complete Course Evaluation

<https://www.dodsurveys.mil/tgpsp/>



## Transition Assistance Curriculum Participant Assessment



- You have reached the redirect page for the Department of Defense Transition Assistance Curriculum Participant Assessment. You will be redirected to a secure, commercial website to participate in the survey.
- **NOTICES:** If you reached this page by using a QR code, use the controls within the app to open this page in a secure, trusted browser before proceeding to the assessment.
- You may be prompted by a security alert. If so, follow the instructions and proceed to the secure assessment website.
- Server maintenance and software updates are conducted periodic Saturdays, 9 pm - Midnight Pacific time. Access to the assessment may be interrupted during this time.

[Click Here to Take The Assessment](#)

Authorities: [10 USC 1782](#)

Sponsor: [Office of the Under Secretary of Defense for Personnel and Readiness](#)

Results: (CAC Only: Please Use EMail or PIV certificate for authentication) <https://dhra.deps.mil/sites/OPA/opa-survey/SitePages/Home.aspx>

[Accessibility/Section 508](#)





**Thank You for Your Service!!!**