U.S. DEPARTMENT OF LABOR

VETERANS' EMPLOYMENT AND TRAINING SERVICE (VETS)

TRANSITION ASSISTANCE PROGRAM (TAP)

VERSION 4.3

U.S. DEPARTMENT OF LABOR

Career and Credential Exploration (C2E) Workshop: Vocational Track





Important Announcements

Classroom

- **Technology:**
  - Classroom Computers
  - Personal Cell Phones
- **Breaks:** 10-minutes hourly with 1 hour lunch



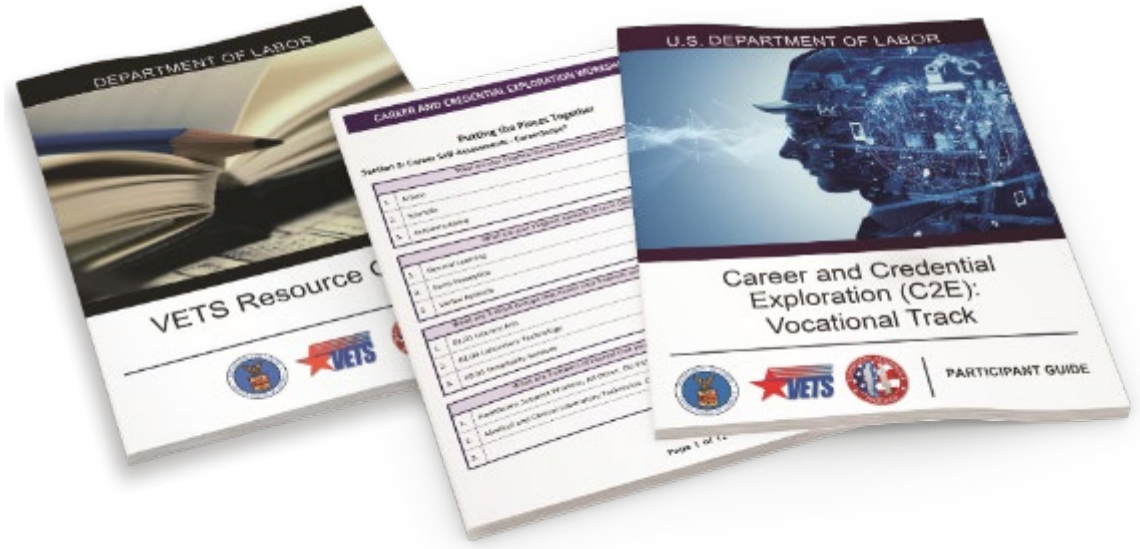
Safety

- **Emergency Exits**
- **Meeting Points**
- **Installation POCs**
- **Communication**



Welcome

Access workshop materials.
dol.gov/C2Ematerials



Scan QR code to access the workshop materials.

C2E Materials



1 | Getting Started

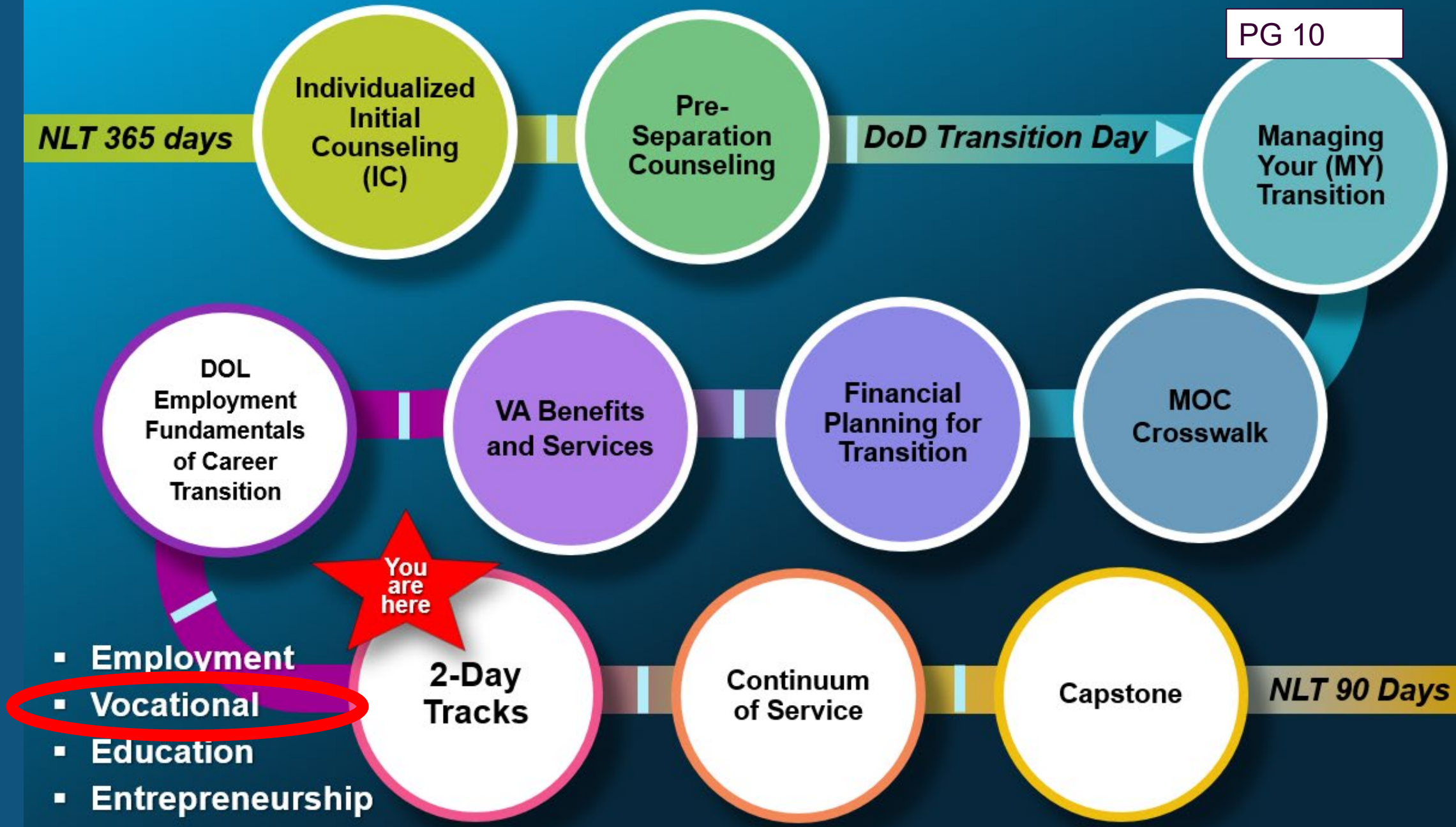
Section 1

- ❑ Where Are You in the Transition Process?
- ❑ Course Overview
- ❑ What is a High-Quality Civilian Career?



TRANSITION OVERVIEW

PG 10



Course Overview

Getting Started

Career Exploration

Career Self-Assessments

Labor Market Research

Exploring Career Credentials and Training Opportunities

Preparing Your Resume

Taking Your Next Steps

Course Objectives

1. Identify and explore career opportunities.
2. Complete and review self-assessments.
3. Define concept of career and technical education.
4. Identify training requirements.
5. Identify associated costs.
6. Develop a plan of action.

Career Readiness Standard (CRS) / Course Deliverable

Complete a comparison of technical training institution options.

Download the full course worksheet, dol.gov/C2Ematerials

EARN & LEARN PROGRAM DETAILS	PROGRAM 1 INFORMATION	PROGRAM 2 INFORMATION
Job/ Program Name		
Job Posted Date		
Desired Credential		
Accreditation		

STUDY & LEARN PROGRAM DETAILS	PROGRAM 1 INFORMATION	PROGRAM 2 INFORMATION
School / Program Name		
Desired Credential		
Accreditation		
Length of Program		

What is a High-Quality Civilian Career?

Shondra Baker's Journey



A high-quality civilian career provides meaningful work, which allows one to use knowledge, skills, and abilities in an occupation that supports their values while earning a substantive wage.

Activity 1.1: Identify Current Earnings by Education and Training

CAREER-RELATED EDUCATION AND TRAINING	WEEKLY MEDIAN WAGES	YEARLY MEDIAN WAGES
Master's Degree*		
Bachelor's Degree*		
Associate Degree*		
High School Diploma		
DOL Registered Apprenticeship		

Go to https://www.bls.gov/ | apprenticeship.gov/

What Did You Find About Current Earnings?



Where did the Registered Apprenticeship yearly median wages fall?

Section 1 Progress

- ☑ Where Are You in the Transition Process?
- ☑ Course Overview
- ☑ What is a High-Quality Civilian Career?





2 | Career Exploration

Section 2

- ❑ My Current Status
- ❑ Using My Next Move for Veterans to Identify Occupations



My Current Status



- ❑ I am unsure.
- ❑ I am undecided.
- ❑ I don’t have a clear plan.
- ❑ I have a specific plan.

Activity 2.1: What About You?

PG 17









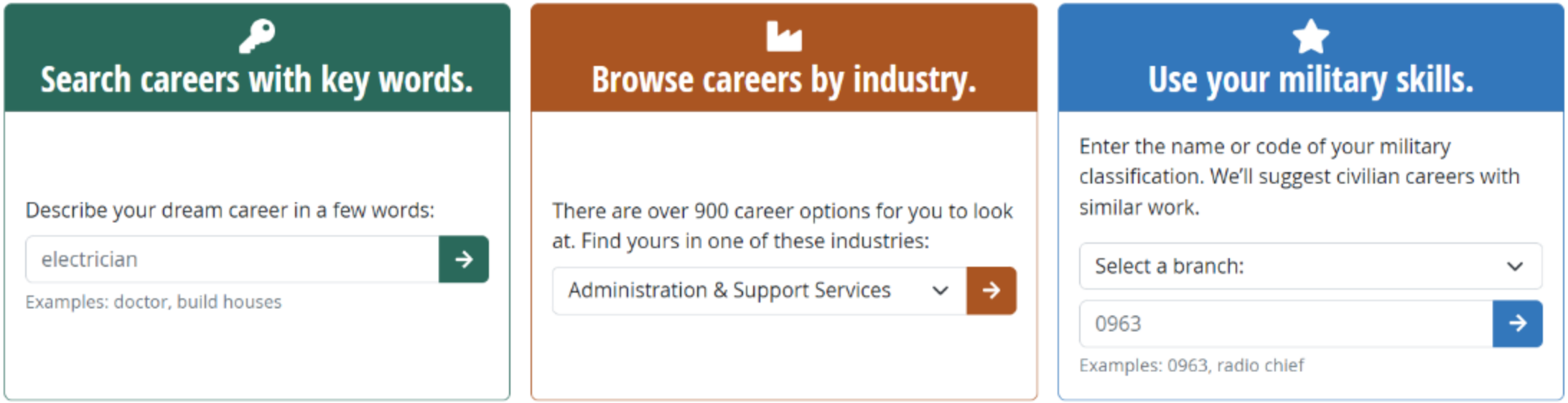
Demonstration 2.2: Identify Occupations Using My Next Move for Veterans

MY NEXT MOVE FOR VETERANS



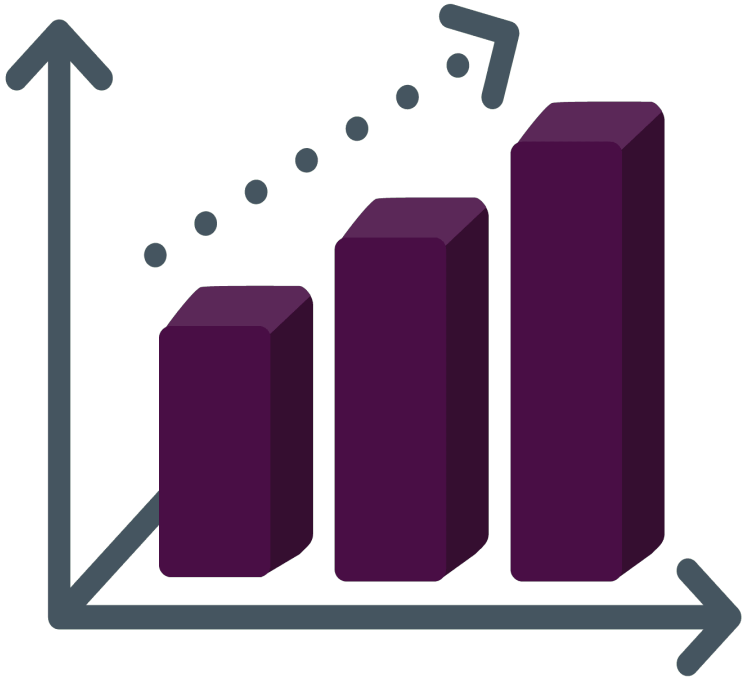
[Demo My Next Move]

Activity 2.3: Identify Occupations Using My Next Move for Veterans



Go to https://www.mynextmove.org/vets/

What Did You Find Using My Next Move for Veterans?



- Job Title?
- Bright Outlook?
- Education requirements?
- Other related occupations?

Section 2 Progress

- ☑ My Current Status
- ☑ Using My Next Move for Veterans to Identify Occupations



3 | Career Self-Assessments

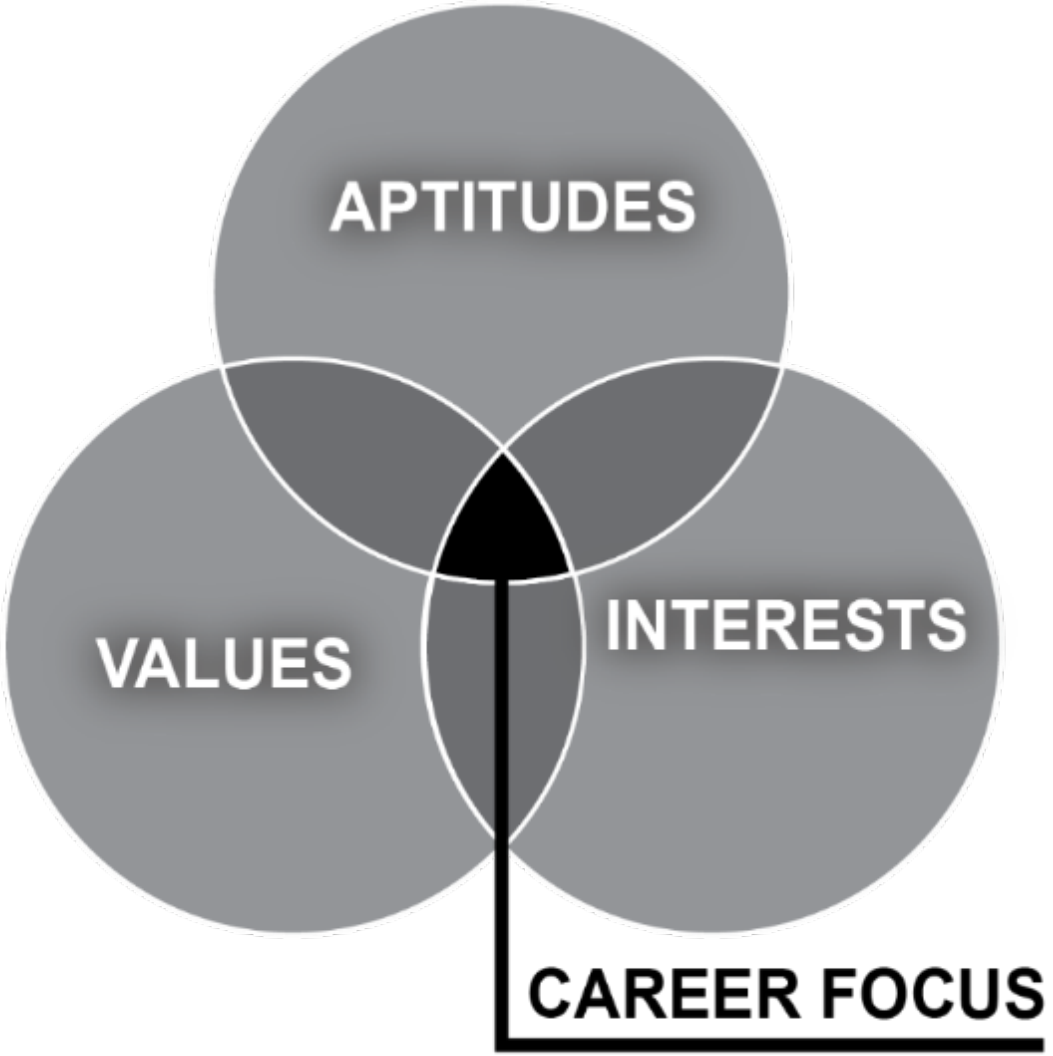


Section 3

- ❑ Using CareerScope® to Identify Your Aptitudes
- ❑ Using O*NET® to Identify Your Interests
- ❑ Using CareerOneStop to Identify Your Work Values



Three Career Self-Assessments



Career Self-Assessments Video

Access the workshop materials.
dol.gov/C2Ematerials

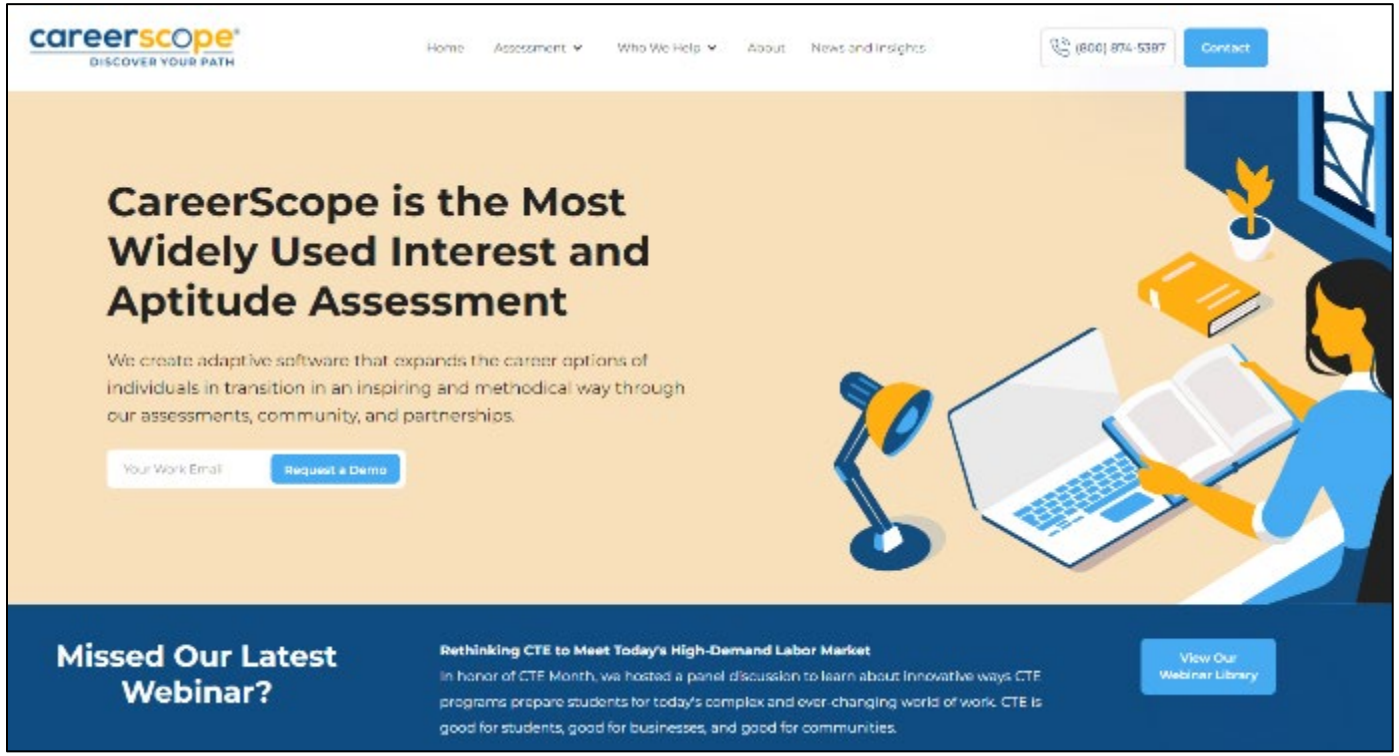


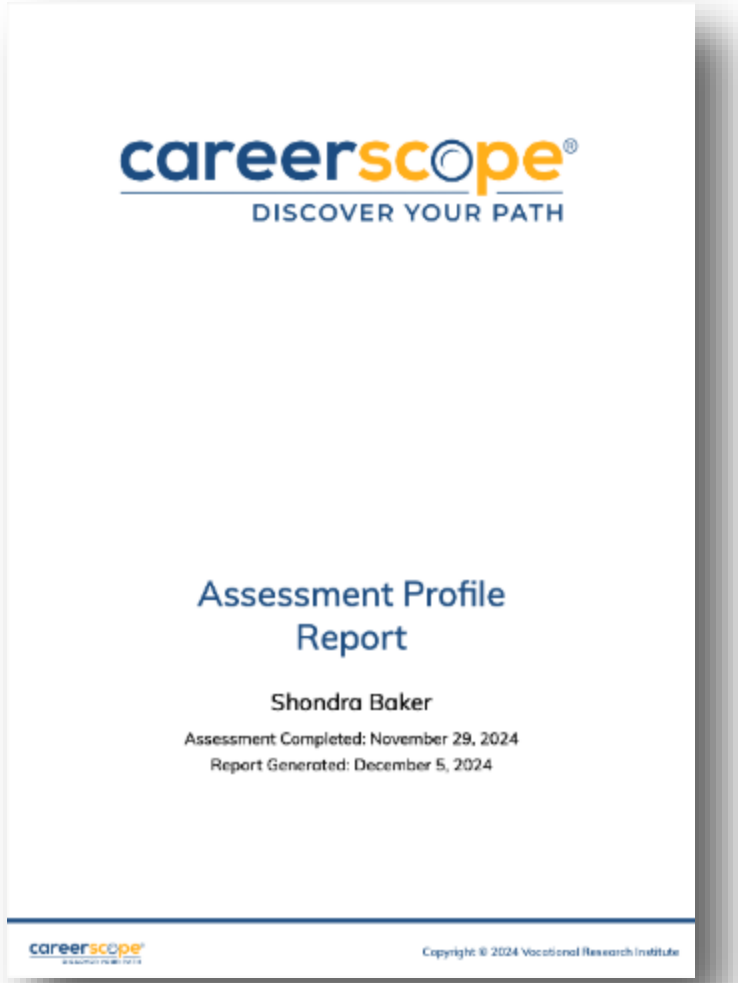
OR

Scan the QR code to view the video on your phone.

Career Self-Assessments Video

CareerScope® Aptitude Assessment Overview

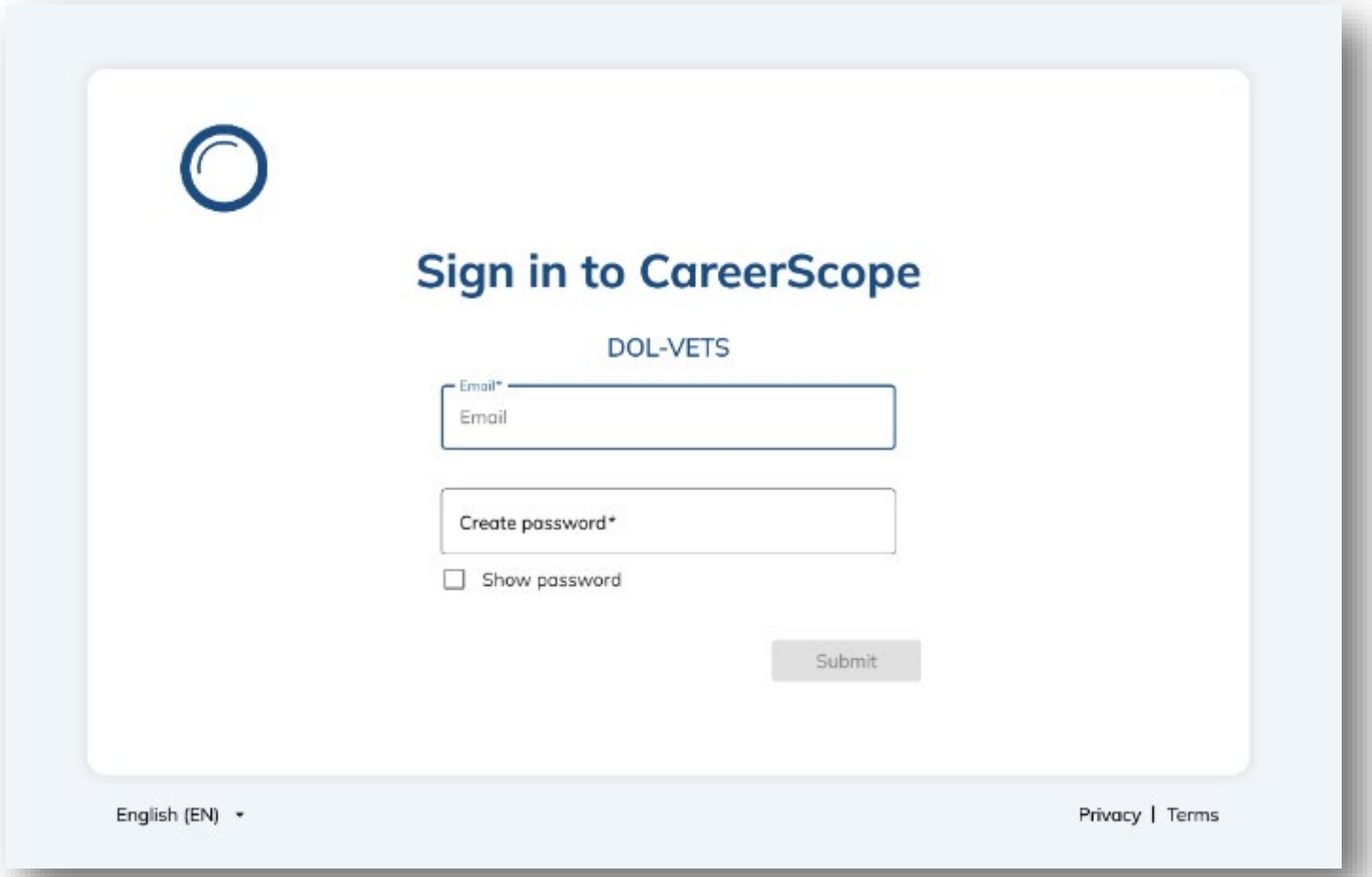




CareerScope® Assessment Preparation

1. Place phone on silent and set aside.
2. Do not use a calculator (phone app or external calculator).
3. Have scratch paper and pencil/pen.
4. Use a mouse instead of the laptop’s touchpad.
5. Ensure computer is muted and switched to closed captioning.

Activity 3.1: CareerScope® Assessment





Go to TAP.CareerScope.com

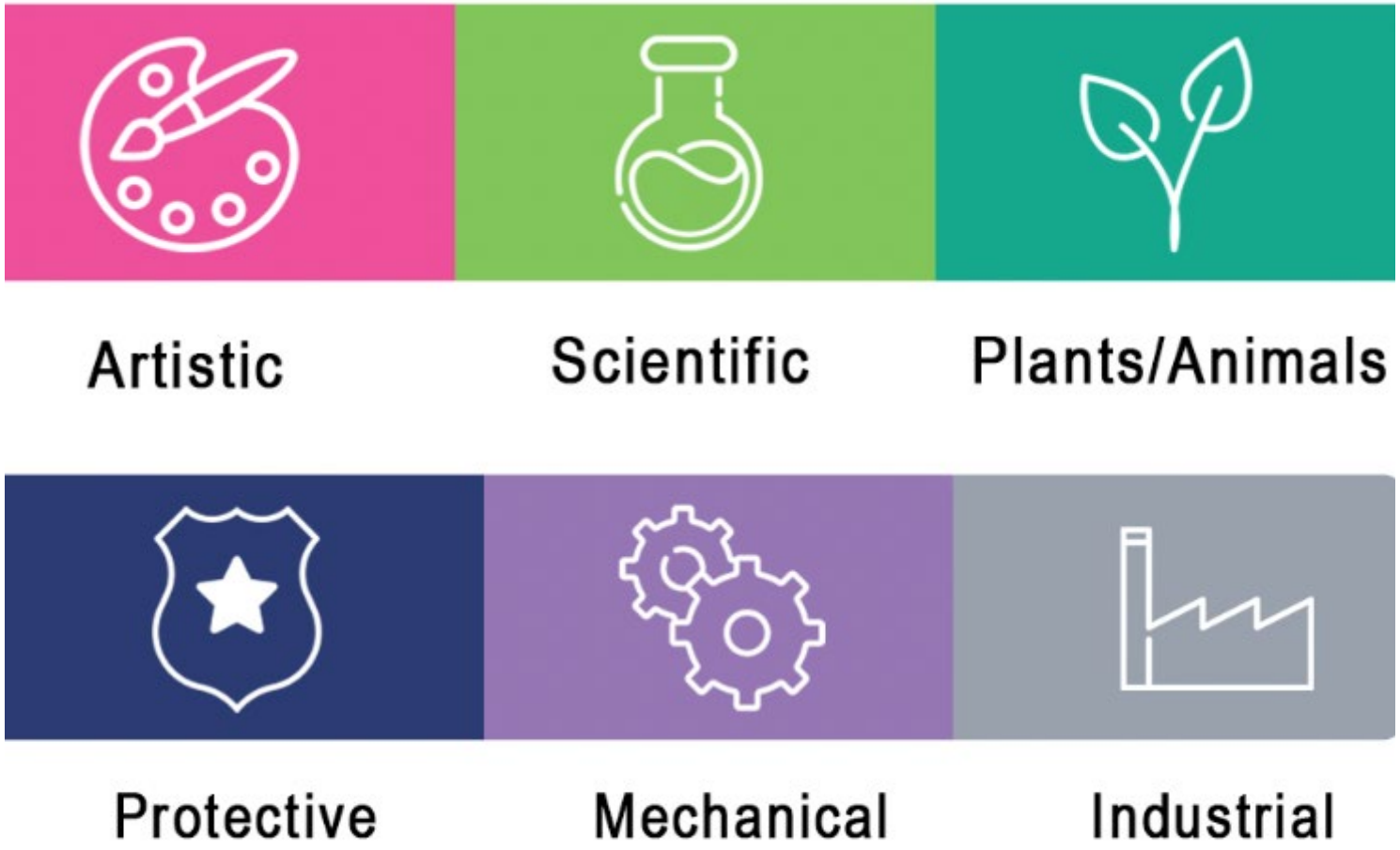
QUIET PLEASE



until all participants are finished with the activity.



CareerScope® 12 Work Interest Areas



CareerScope® 12 Work Interest Areas Cont.



Business Detail

Selling

Accommodating

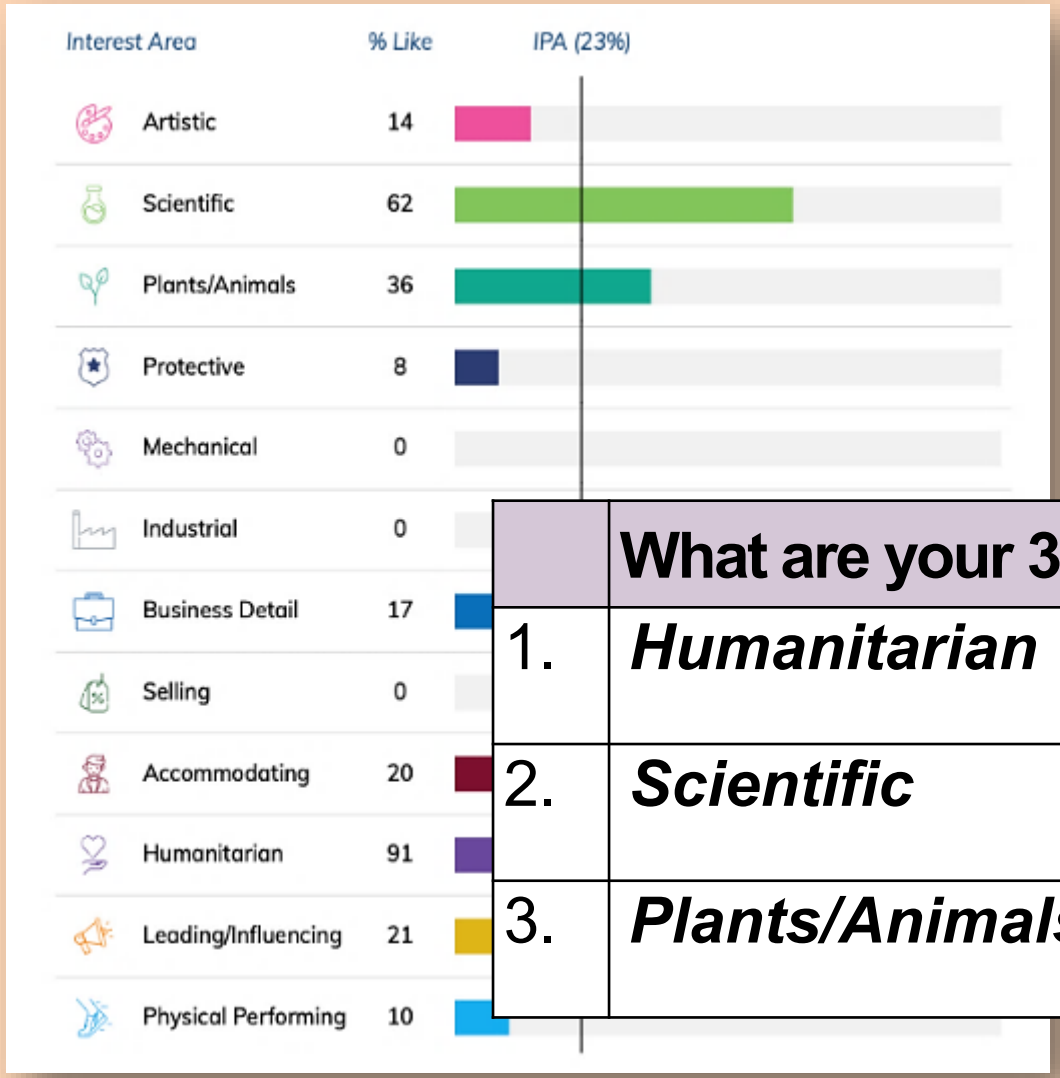


Humanitarian

Leading/ Influencing

Physical Performing

Shondra's CareerScope® Interest Areas



	What are your 3 highest Interest Areas in CareerScope®?
1.	***Humanitarian***
2.	***Scientific***
3.	***Plants/Animals***

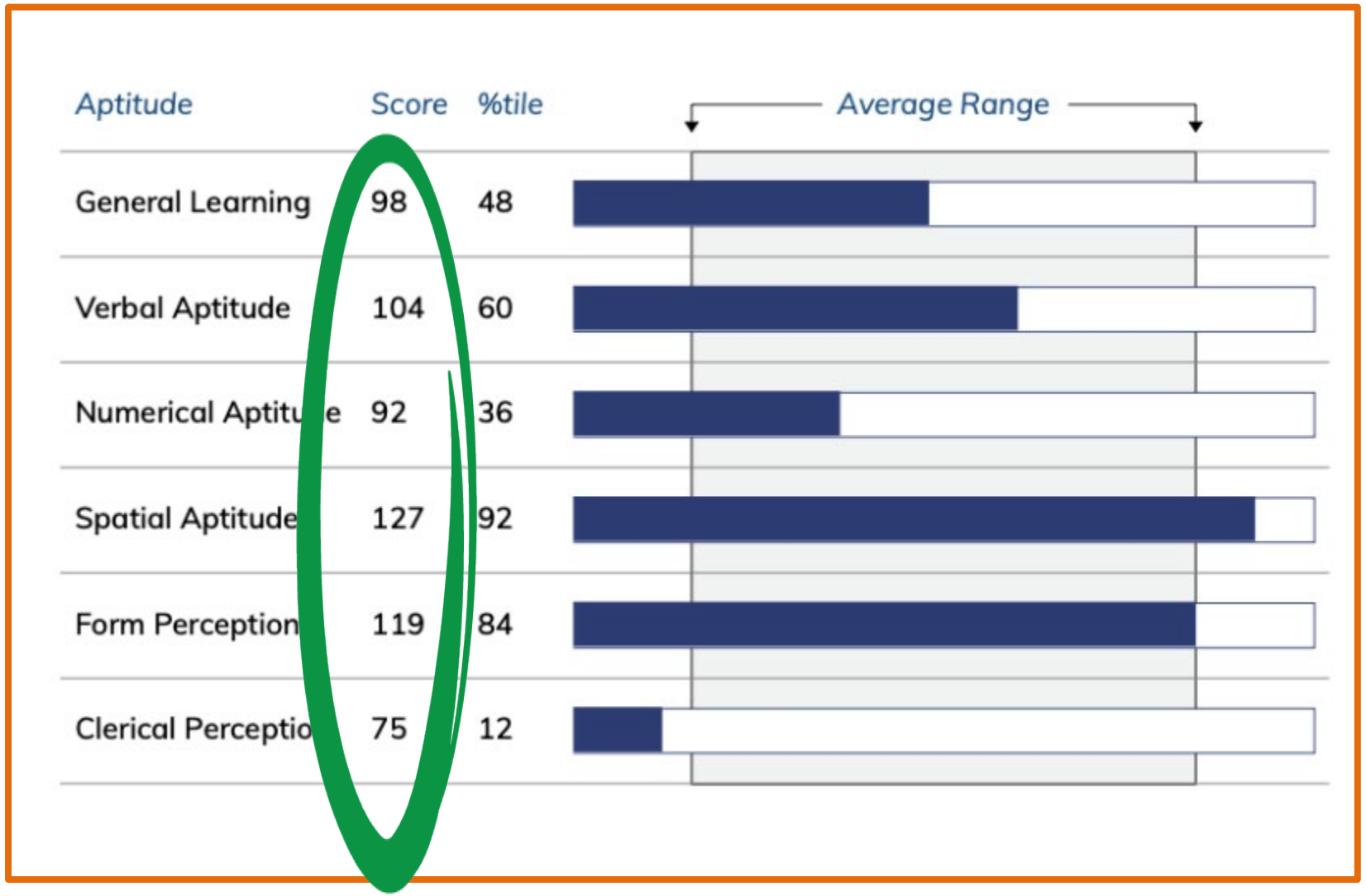
Activity 3.2: List Interests from CareerScope® in Your Worksheet

	What are your 3 highest Interest Areas in CareerScope®?
1.	
2.	
3.	

CareerScope® Aptitude Results

What are **your** top Aptitude results?

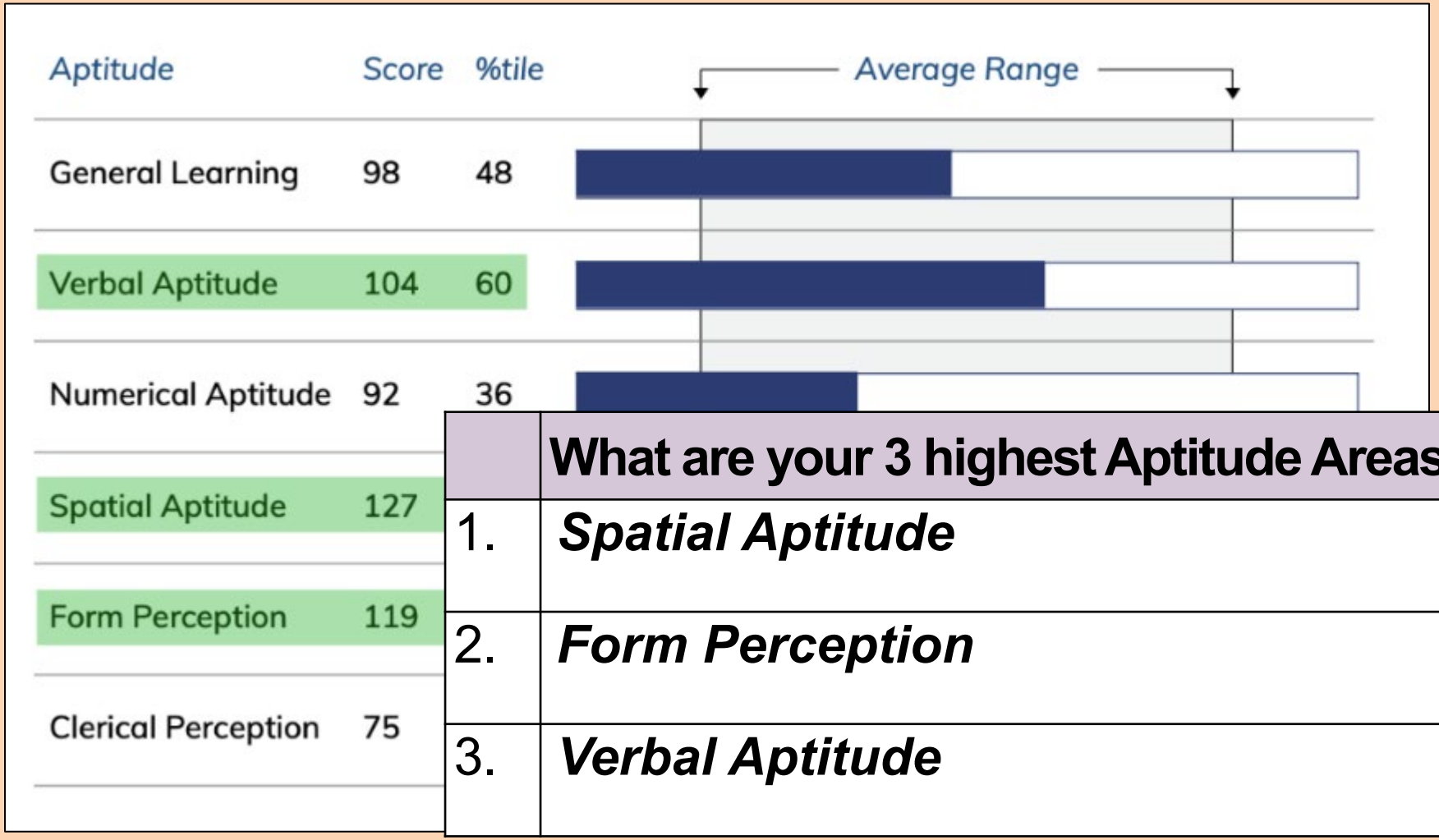
Hint: *Search the second column to find your highest scores.*



CareerScope® Aptitude Areas



Shondra's CareerScope® Aptitude Areas



	What are your 3 highest Aptitude Areas in CareerScope®?
1.	***Spatial Aptitude***
2.	***Form Perception***
3.	***Verbal Aptitude***

Activity 3.3: List Aptitudes from CareerScope® in Your Worksheet

	What are your 3 highest Aptitude Areas in CareerScope®?
1.	
2.	
3.	

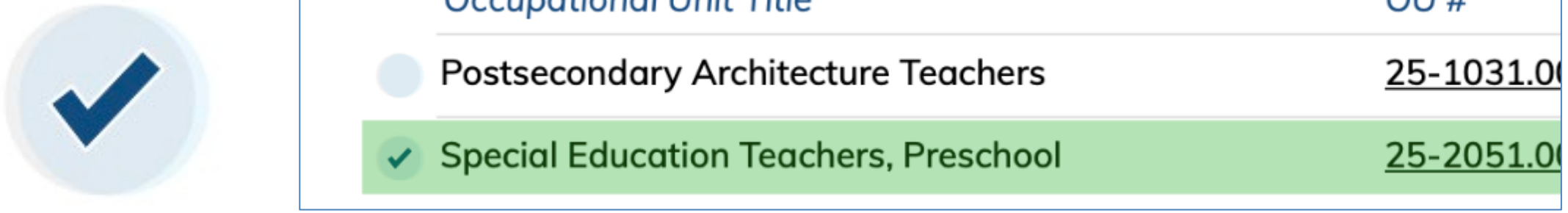
CareerScope® Recommendations Review

1 21-0000 COMMUNITY AND SOCIAL SERVICE OCCUPATIONS

Individuals assist those who require information, support or therapeutic services.

2 Occupational Unit Title	3 OU #	4 Job Zone	5 Interests
Community Health Workers	21-1094.00	4	
Community/Social Service Specialists (Other)	21-1099.00		

Interpreting Your Occupational Unit Recommendations



	Occupational Unit Title	OU #
	Postsecondary Architecture Teachers	25-1031.0
✓	Special Education Teachers, Preschool	25-2051.0

- ✓ Indicates high alignment between your aptitudes and job standards.
- Best overlap of natural abilities and interests.
- Start with these for career exploration.

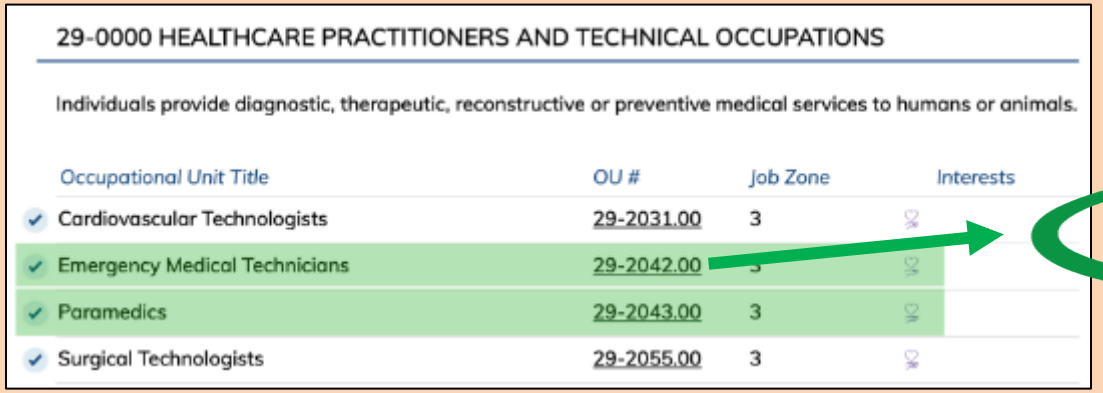
Occupational Unit Title

29-0000 HEALTHCARE PRACTITIONERS AND TECHNICAL OCCUPATIONS

Individuals provide diagnostic, therapeutic, reconstructive or preventive medical services to humans or animals.

Occupational Unit Title	OU #	Job Zone	Interests
Cardiovascular Technologists	29-2031.00	3	
Emergency Medical Technicians	29-2042.00	3	
Paramedics	29-2043.00	3	
Surgical Technologists	29-2055.00	3	
Ophthalmic Medical Technicians	29-2057.00	3	
Orthotists and Prosthetists	29-2091.00	5	
Health Technologists (Other)	29-2099.00		
Neurodiagnostic Technologists	29-2099.01	3	
Ophthalmic Medical Technologists	29-2099.05	3	

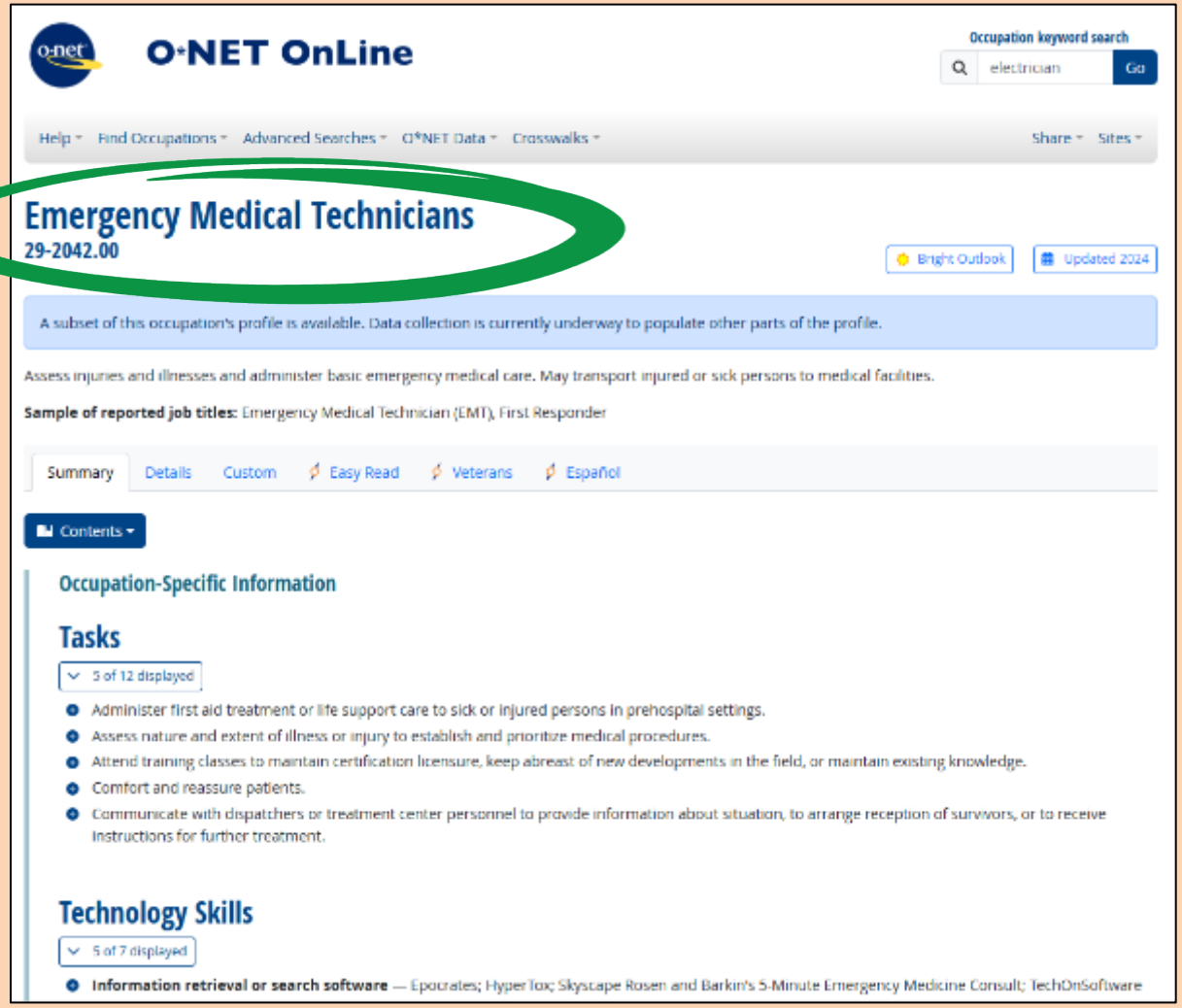
Demonstration 3.4: Use O*NET® for Career Research



29-0000 HEALTHCARE PRACTITIONERS AND TECHNICAL OCCUPATIONS

Individuals provide diagnostic, therapeutic, reconstructive or preventive medical services to humans or animals.

Occupational Unit Title	OU #	Job Zone	Interests
Cardiovascular Technologists	29-2031.00	3	
Emergency Medical Technicians	29-2042.00	3	
Paramedics	29-2043.00	3	
Surgical Technologists	29-2055.00	3	



O*NET OnLine

Occupation keyword search: electrician — Go

Help · Find Occupations · Advanced Searches · O*NET Data · Crosswalks · Share · Sites

Emergency Medical Technicians
29-2042.00

Bright Outlook · Updated 2024

A subset of this occupation's profile is available. Data collection is currently underway to populate other parts of the profile.

Assess injuries and illnesses and administer basic emergency medical care. May transport injured or sick persons to medical facilities.

Sample of reported job titles: Emergency Medical Technician (EMT), First Responder

Summary · Details · Custom · Easy Read · Veterans · Español

Contents

Occupation-Specific Information

Tasks

5 of 12 displayed

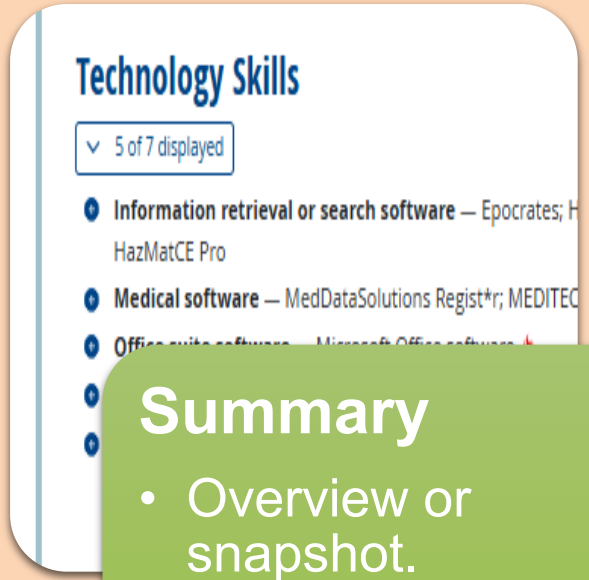
- Administer first aid treatment or life support care to sick or injured persons in prehospital settings.
- Assess nature and extent of illness or injury to establish and prioritize medical procedures.
- Attend training classes to maintain certification licensure, keep abreast of new developments in the field, or maintain existing knowledge.
- Comfort and reassure patients.
- Communicate with dispatchers or treatment center personnel to provide information about situation, to arrange reception of survivors, or to receive instructions for further treatment.

Technology Skills

5 of 7 displayed

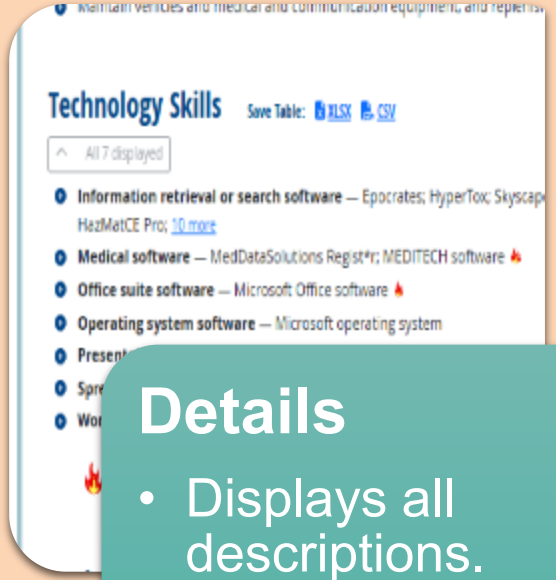
- **Information retrieval or search software** — Epocrates; HyperTox; Skyscape Rosen and Barkin's 5-Minute Emergency Medicine Consult; TechOnSoftware

O*NET® Occupation Report Options



Summary

- Overview or snapshot.



Details

- Displays all descriptions.
- Download the content.



Custom

- Tailor the report by selecting content areas.

Activity 3.5: Use O*NET® for Career Research

STEP 1. Review the occupations of interest in your report.

STEP 2. Select a job title's URL/hyperlink to review the occupation's information.

Review the:

a. Occupation-Specific Information
b. Occupational Requirements
c. Experience Requirements
d. Worker Characteristics
e. Workforce Characteristics
f. More Information

STEP 3. Repeat Step 2 for at least five occupations.

QUIET PLEASE



until all participants are finished with the activity.



Shondra's CareerScope® Careers of Interest

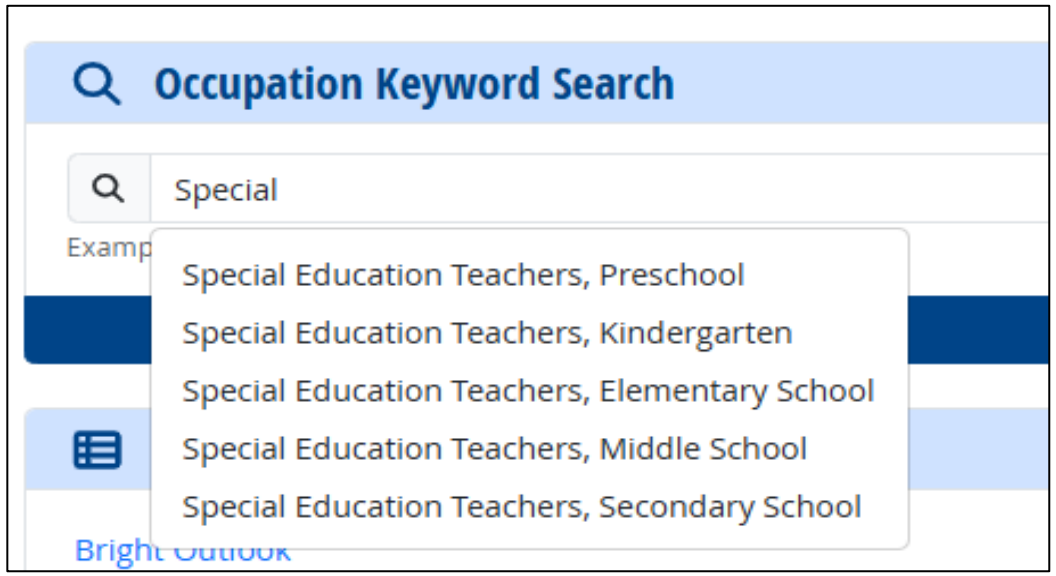
	What are your 3 careers of interest that you found in Your Assessment Profile?
1.	***Emergency Medical Technicians. OU #29-2042.00***
2.	***Paramedics. OU #29-2043.00***
3.	

Activity 3.6: List Your Top 3 Careers in Your Worksheet

	What are your 3 careers of interest that you found in Your Assessment Profile?
1.	
2.	
3.	

Use O*NET® to Conduct Further Career Research

Occupation Keyword Search



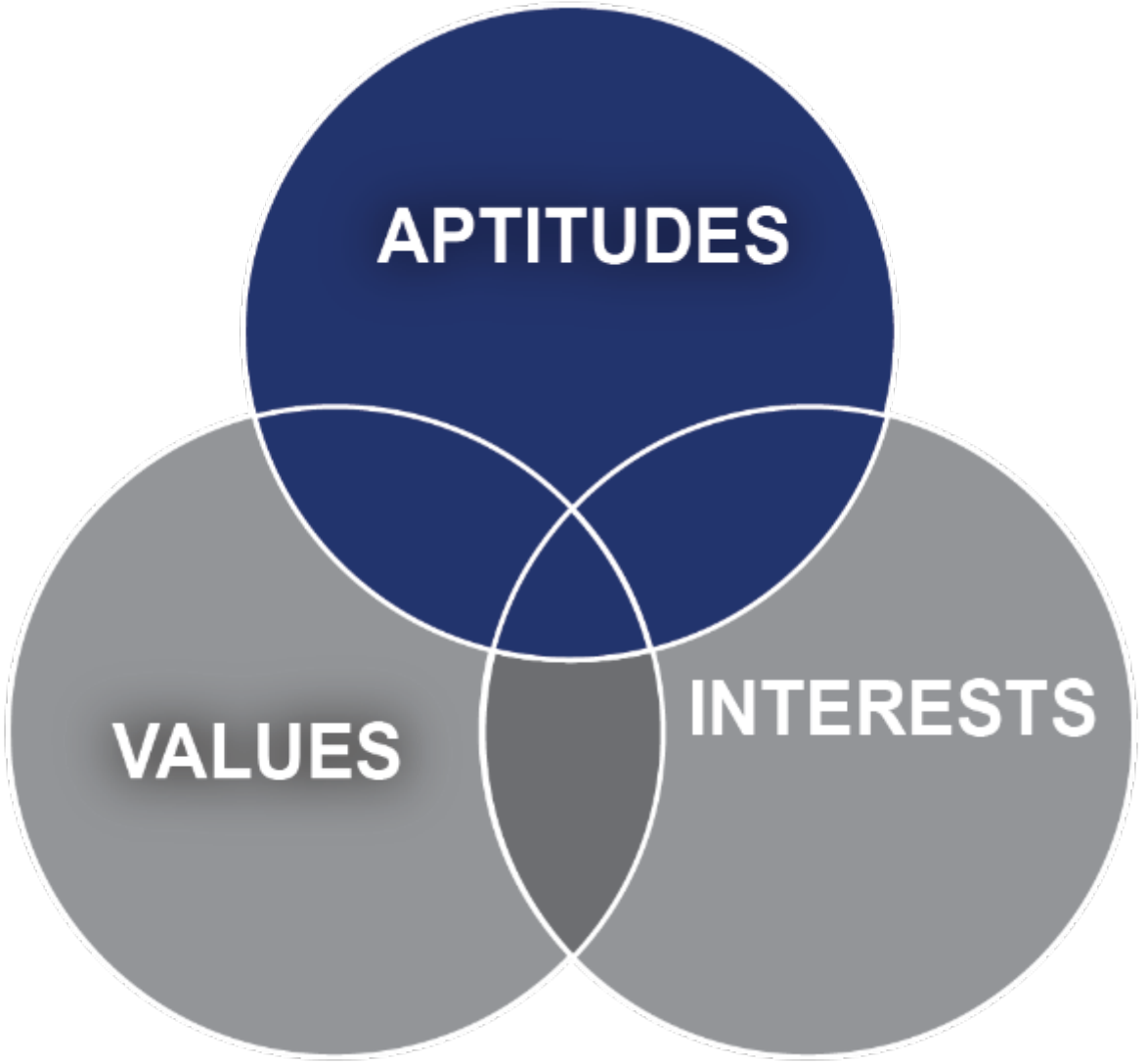
OU



Go to https://www.onetonline.org/

Aptitudes

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

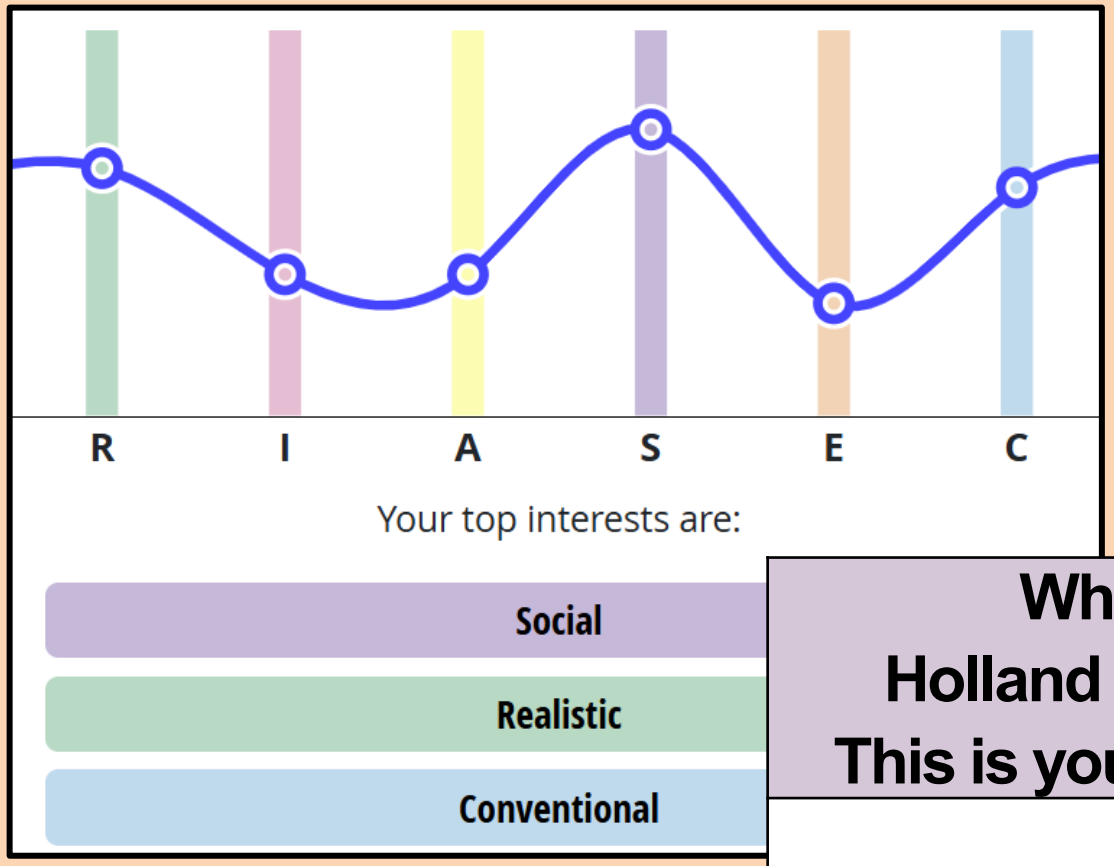


Demonstration 3.7: Use O*NET® to Determine Your Dominant RIASEC Code



O*NET Interest Profiler

Shondra's Interest Profiler Results



What are your top three Holland Code Personality Types? This is your dominant RIASEC Code.

SRC

Activity 3.8: Use O*NET® to Determine Your Dominant RIASEC Code



Go to O*NET Interest Profiler

QUIET PLEASE



until all participants are finished with the activity.



Step 5. Record RIASEC Scores and RIASEC Code.

What are your RIASEC scores?	
Category	**Score**
Realistic	
Investigative	
Artistic	
Social	
Enterprising	
Conventional	

What are your top three Holland Code Personality Types? This is your dominant RIASEC Code.

Holland Codes (RIASEC)

[R] REALISTIC
"DOERS"



[I] INVESTIGATIVE
"THINKERS"



[A] ARTISTIC
"CREATORS"



[S] SOCIAL
"HELPERS"



[E] ENTERPRISING
"PERSUADERS"



[C] CONVENTIONAL
"ORGANIZERS"



RIASEC Model

RIASEC Model



Conventional, Realistic, and Enterprising (CRE)



Demonstration 3.9: O*NET® Interest Profiler Job Zones



Demo O*NET Job Zones

Shondra's Career Selections

	What 3 careers from O*NET® Interest Profiler match interests you want to explore?
1.	*Licensed Practical & Licensed Vocational Nurses*
2.	*Magnetic Resonance Imaging Technologist*
3.	

Activity 3.10: Use O*NET® Interest Profiler Job Zones to Explore Careers

	What 3 careers from O*NET® Interest Profiler match interests you want to explore?
1.	
2.	
3.	

Go to O*NET Interest Profiler

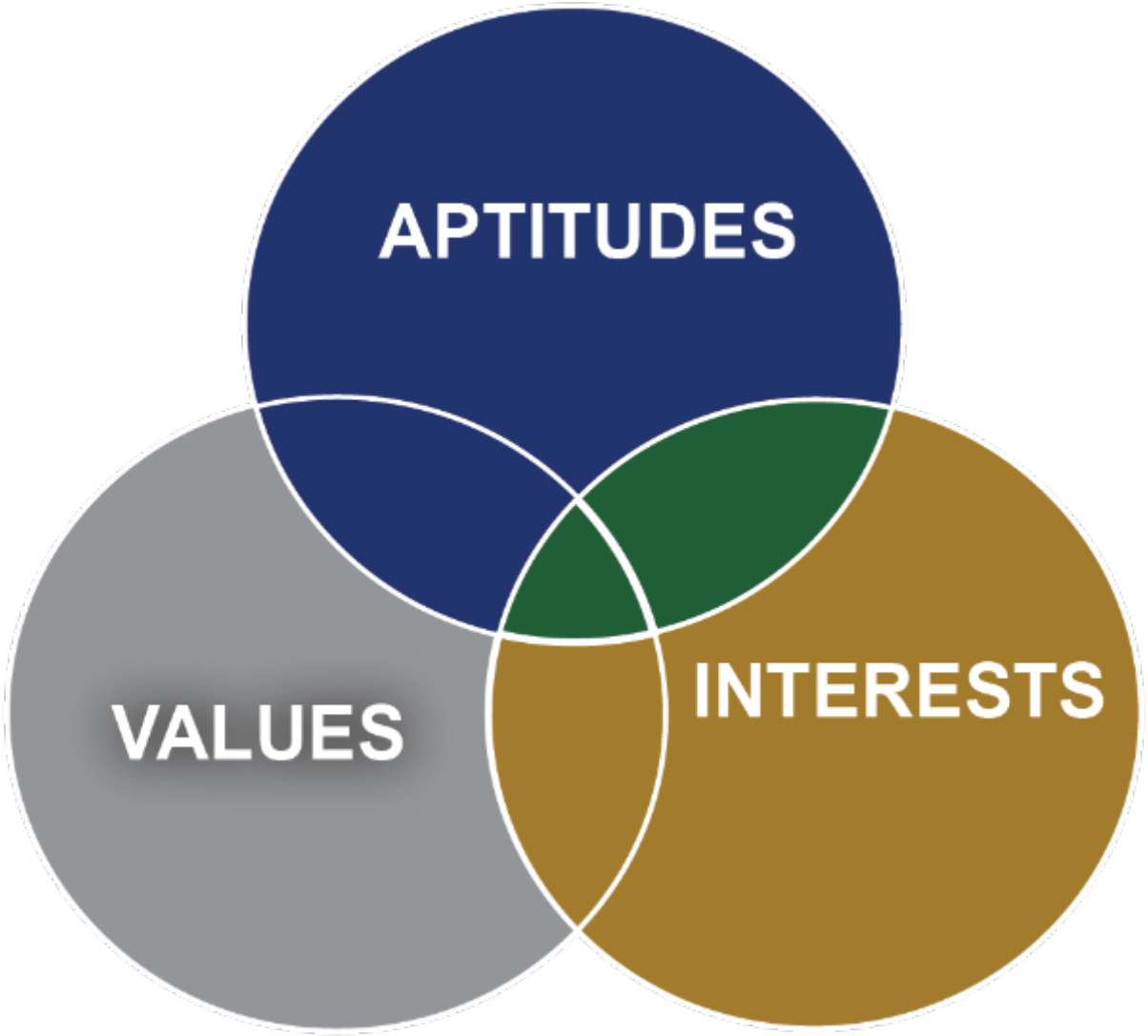
What Did You Find in O*NET?

- Did the O*NET® Interest Profiler assessment accurately represent you?
- Were there any surprises in any of your results?



Interests

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



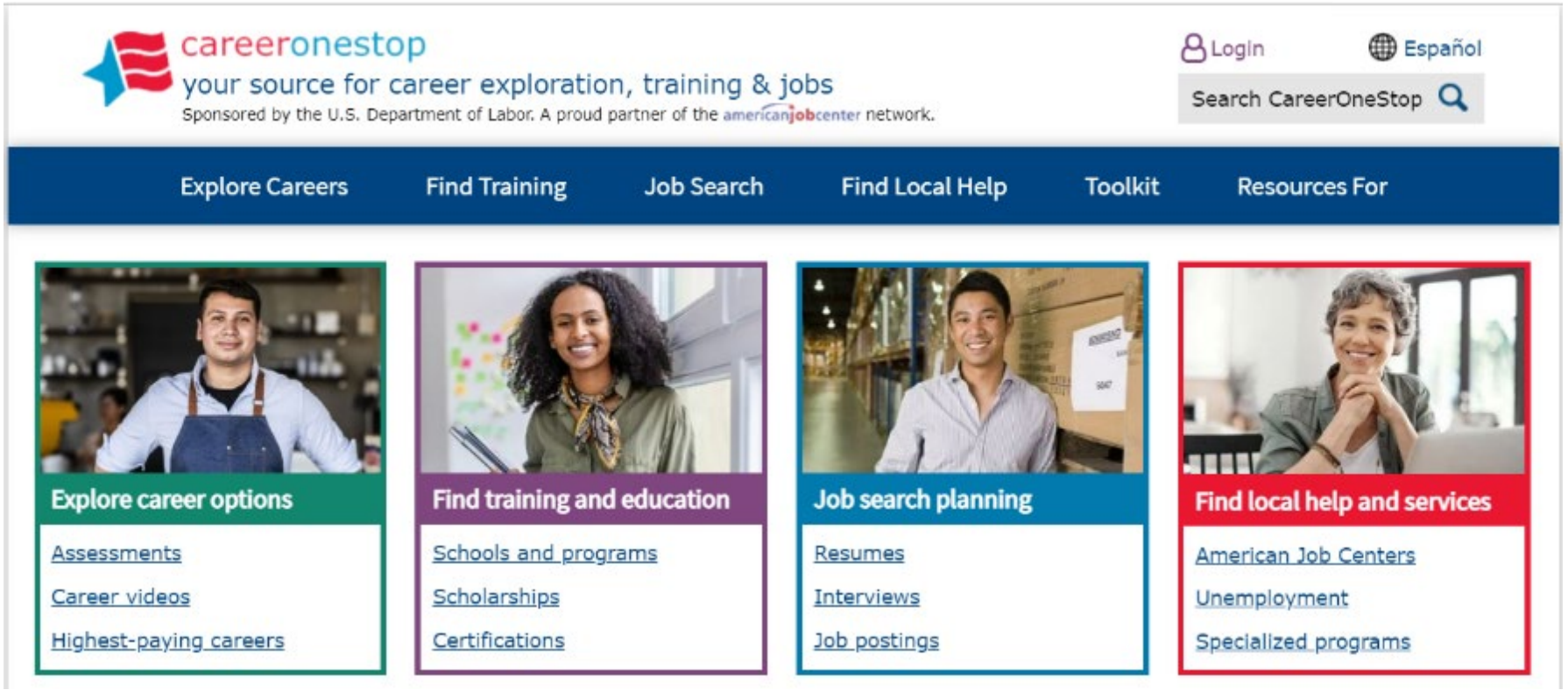
Using CareerOneStop to Identify Your Work Values





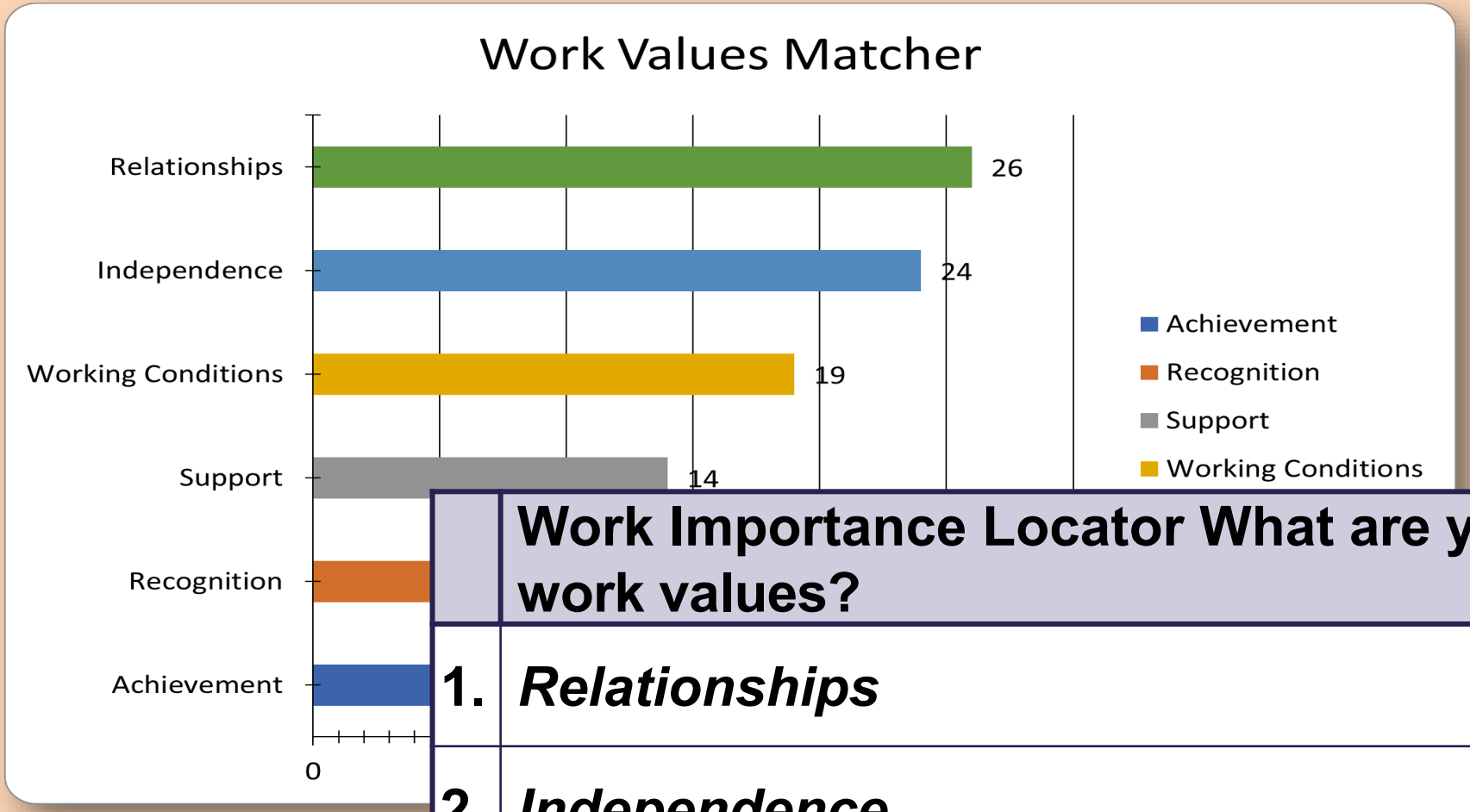


Demonstration 3.11: Determine Work Values Using CareerOneStop



Demo CareerOneStop Work Values

Shondra's Work Values

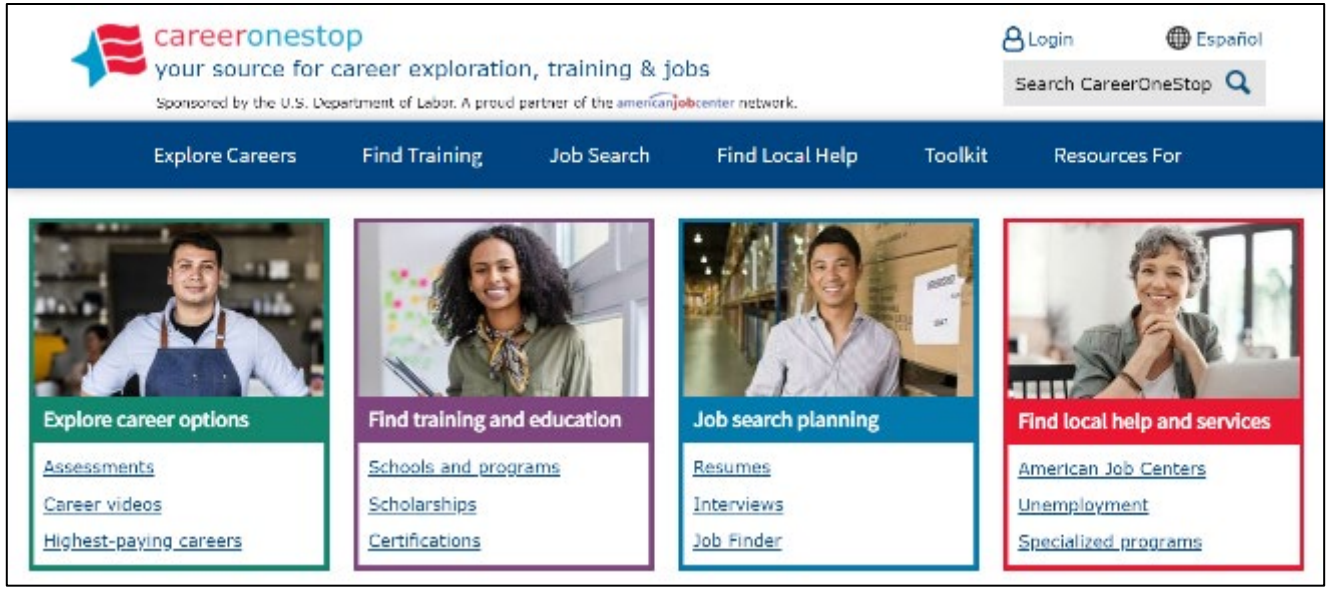


	Work Importance Locator What are your 2 highest work values?
1.	***Relationships***
2.	***Independence***

Activity 3.12: Determine Work Values Using CareerOneStop

Go to:

https://www.careeronestop.org/Toolkit/Careers/work-values-matcher.aspx



Scan QR code to access the CareerOneStop Work Values Matcher.

CareerOneStop Work Values

QUIET PLEASE



until all participants are finished with the activity.



Step 7. Enter Your Work Values Scores

	Work Importance Locator What are your 2 highest work values?
1.	
2.	

Core Work Values



Achievement



Independence



Recognition



Relationships

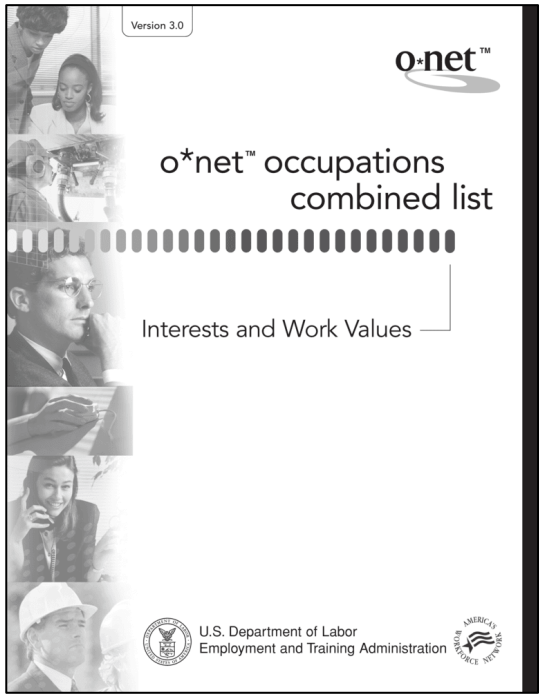


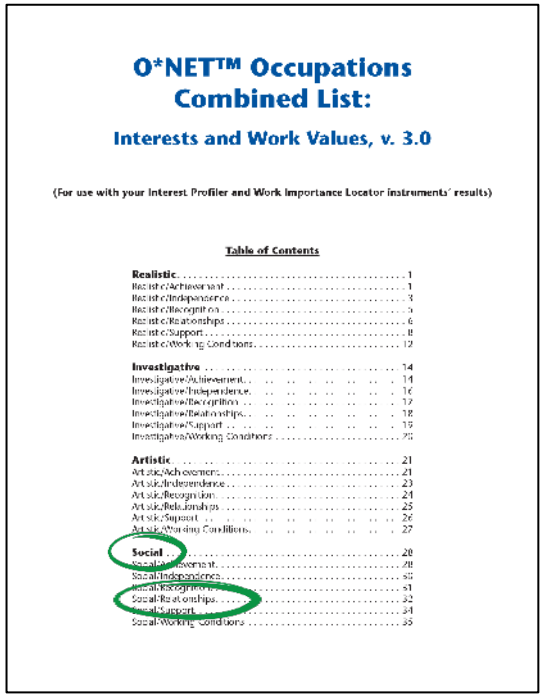
Support



Working Conditions

Demonstration 3.13: Identify Potential Career Opportunities that Match Your Values




O*NET™ Occupations Combined List:

Interests and Work Values, v. 3.0

(For use with your Interest Profiler and Work Importance Locator instruments' results)

Table of Contents

Realistic . . . 1
Investigative . . . 14
Artistic . . . 21
Social . . . 28


SOCIAL — RELATIONSHIPS

JOB ZONE 1 — SOCIAL — RELATIONSHIPS

JOB ZONE 2 SOCIAL RELATIONSHIPS

JOB ZONE 3 — SOCIAL — RELATIONSHIPS

Work Importance Locator (O*NET)

[Demo Work Importance Locator]

Shondra's Potential Careers

JOB ZONE 3 — SOCIAL — RELATIONSHIPS

	*O*NET-SOC#*	*O*NET-SOC Title*
	29-2061.00	Licensed Practical and Licensed Vocational Nurse
	31-9092.00	Medical Assistants
	13-2052.00	[illegible]
viewers, Private or Public	29-2053.00	Psychiatric Technicians
ervice	39-9032.00	Recreation Workers
tylists, and Cosmetologists***	39-9041.00	Residential Advisors
es, Restaurant, Lounge, and	29-2055.00	Surgical Technologists***
	25-9041.00	Teacher Assistants

Shondra's Worksheet

	What are 3 careers that match your values that you would like to explore?
1.	*29-2061.00 Licensed Practical and Licensed Vocational Nurses*
2.	*31-9092.00 Medical Assistants*
3.	*29-2055.00 Surgical Technologists*

Activity 3.14: Identify Potential Career Opportunities that Match Your Values

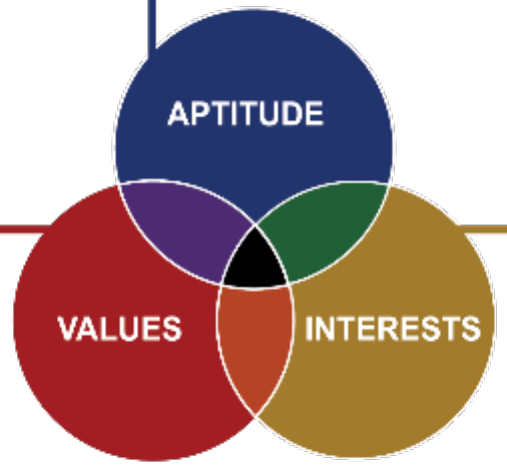
	What are 3 careers that match your values that you would like to explore?
1.	
2.	
3.	

Go to https://www.onetcenter.org/dl_tools/WIL_zips/CL-deskp.pdf

Activity 3.15: Record Your Assessment Findings

CAREERSCOPE® POTENTIAL CAREERS

1. _____
2. _____
3. _____



CAREERONESTOP POTENTIAL CAREERS

1. _____
2. _____
3. _____

O*NET® POTENTIAL CAREERS

1. _____
2. _____
3. _____

Section 3 Progress

- ☑ Using CareerScope® to Identify Your Aptitudes
- ☑ Using O*NET® to Identify Your Interests
- ☑ Using CareerOneStop to Identify Your Work Values



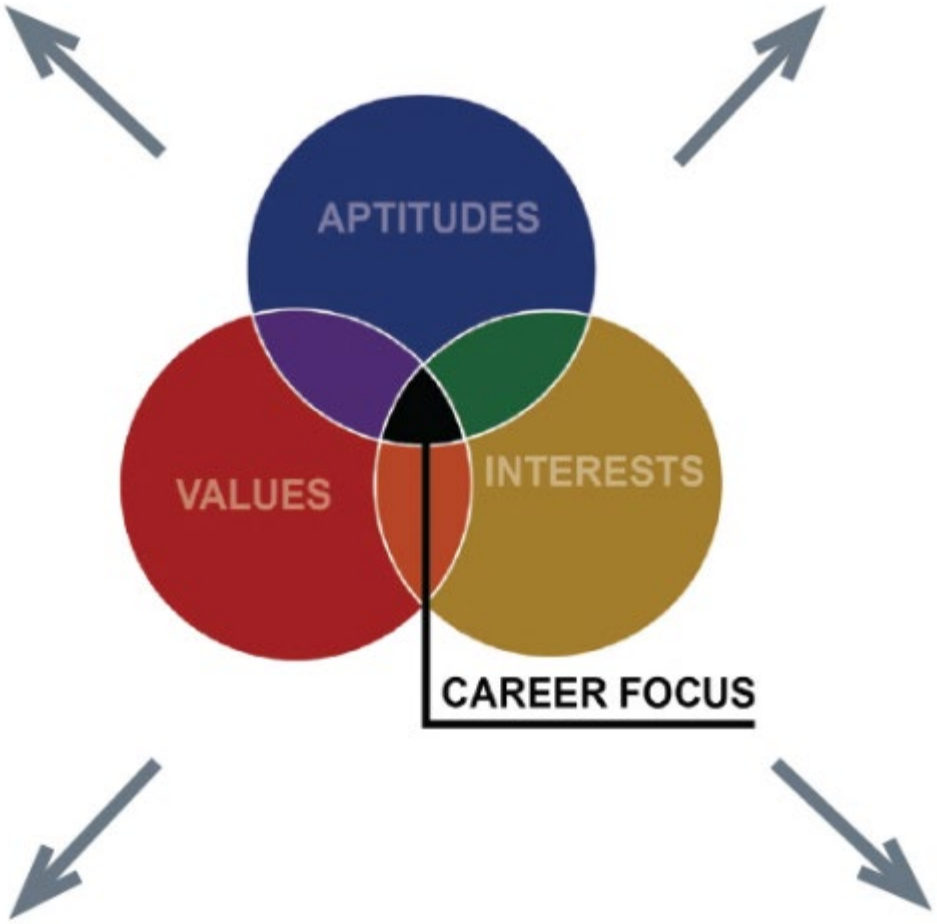


4 | Labor Market Research

Section 4

- ❑ Career Focus / External Factors
- ❑ Conducting Occupational Research
- ❑ Informational Interviews





External Factors

- Location
- Industry Trends
- Education Requirements
- Salary
- Growth Potential

Conducting Occupational Research



Medical



Construction



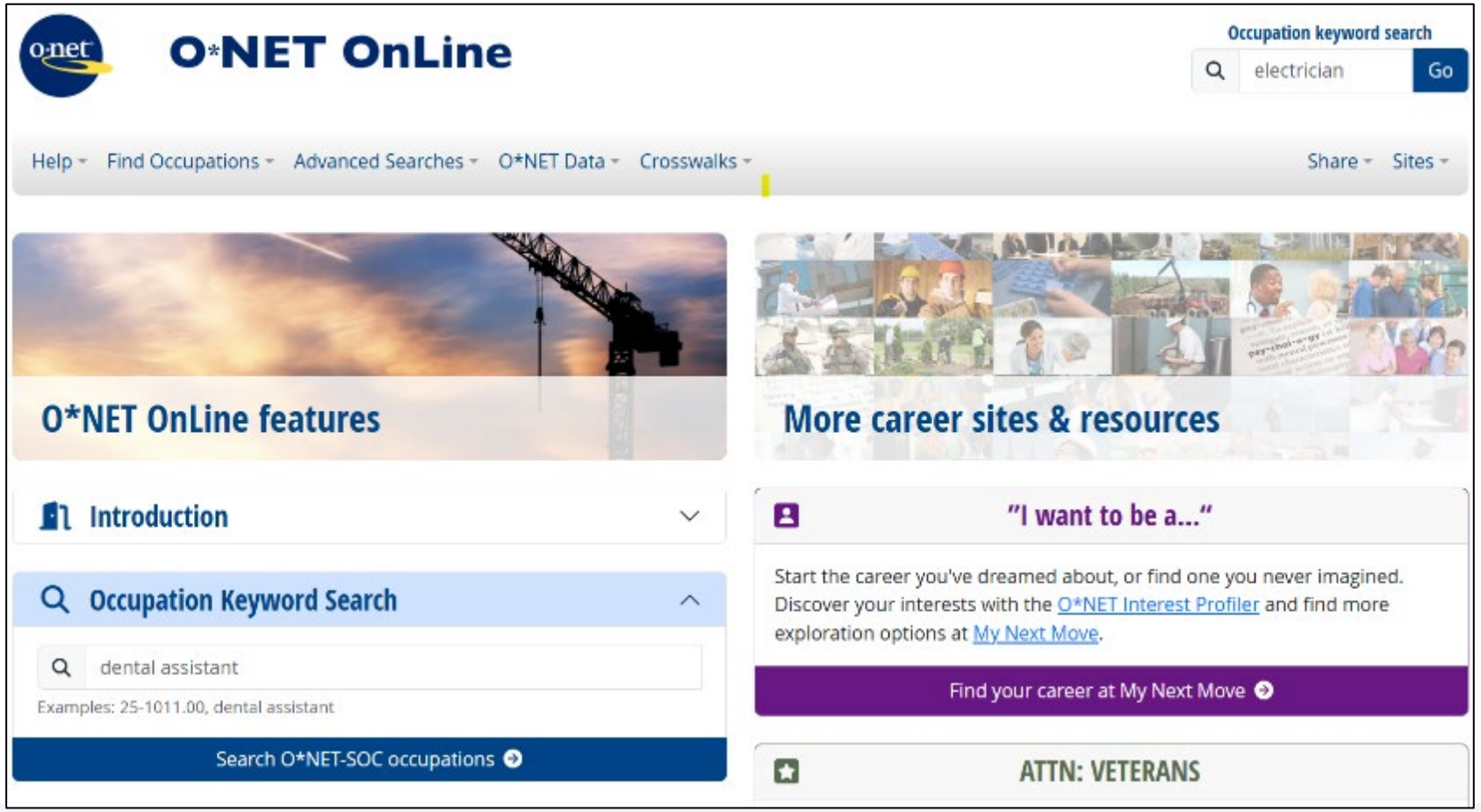
Culinary



Information Technology

Where would you begin conducting LMR?

Demonstration 4.1: Conduct Labor Market Research using O*NET® OnLine



Demo O*NET LMR

What Did Shondra Find?

Interests

All 3 displayed

Interest code: **SRC**

- **Social** — Work involves helping, teaching, advising, assisting, or providing service personal service, teaching/education, or religious activities.
- **Realistic** — Work involves designing, building, or repairing of equipment, materia Realistic occupations are often associated with engineering, mechanics and electr agriculture, animal services, physical or manual labor, athletics, protective serv
- **Conventional** — Work involves following procedures and regulations to organize occupations are often associated with office work, accounting, mathematics/statis

Work Styles

5 of 16 displayed

- **Cooperation** — Job requires being pleasant with others on the job and displaying
- **Concern for Others** — Job requires being sensitive to others' needs and feelings
- **Attention to Detail** — Job requires being careful about detail and thorough in co
- **Dependability** — Job requires being reliable, responsible, and dependable, and f
- **Integrity** — Job requires being honest and ethical.

Job Title	1. Licensed Practical Nurse
Salary median	$48,070
Salary range	$37,150 to $63,790
Employment	657,200
Projected Growth	Average, 4-7%
Projected job openings	58,800
Education to get started	Vocational Training /Associate's degree
Interests	Social, Realistic
Work values	Relationships, Support, Achievement
Related Occupations (Bright Outlook)	Registered Nurse Nurse Practitioner
Career Goal	Registered Nurse

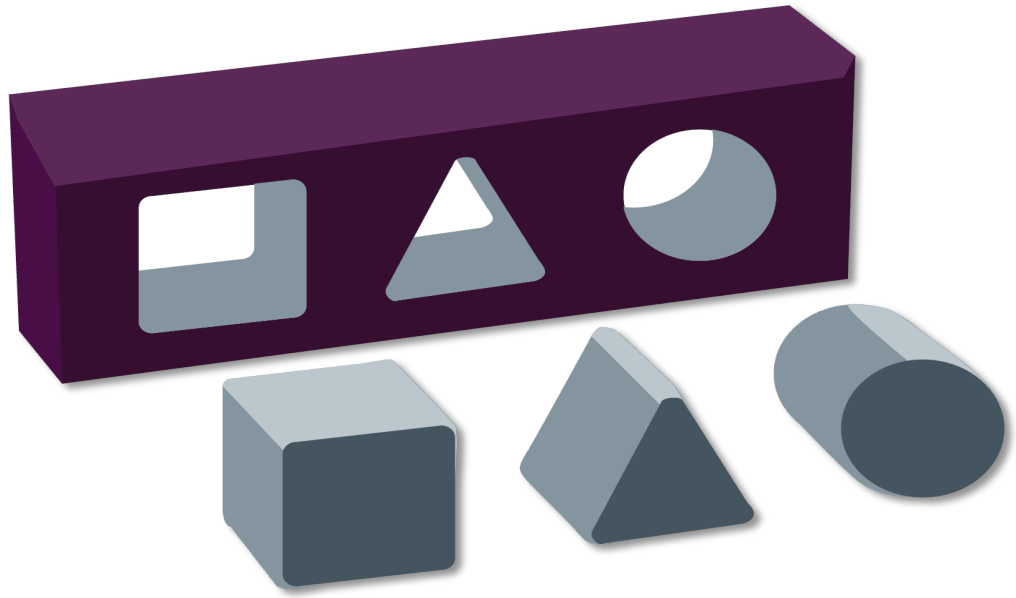
Activity 4.2: Conduct Labor Market Research using O*NET® OnLine

Labor Market Research Research the labor market for each of your three occupations. 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			
Related Occupations (Bright Outlook)			
Career Goal			

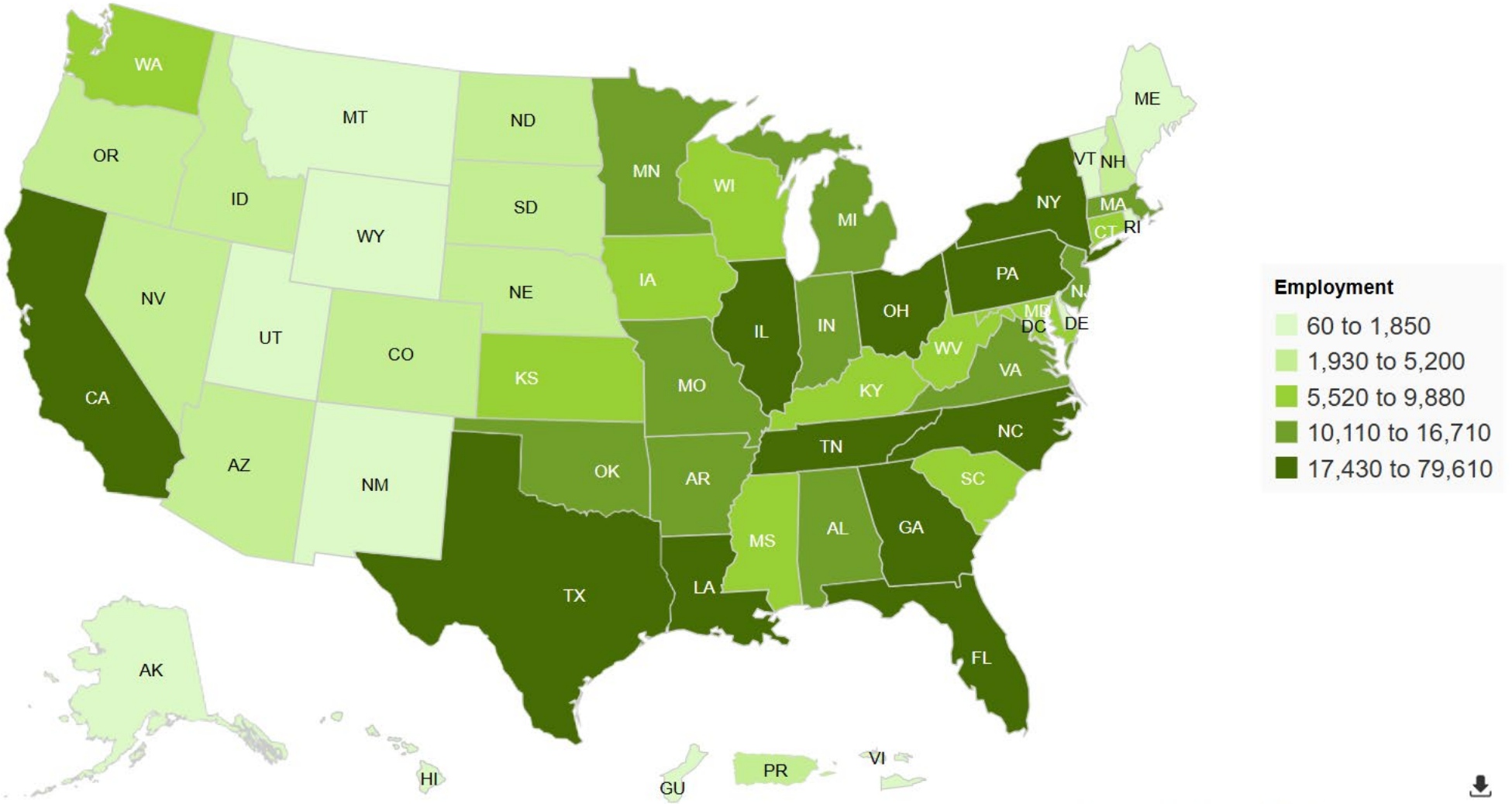
Go to https://www.onetonline.org/

What Did You Find? Is the Career a Good Fit for You?

- Salary Range
- Bright Outlook
- Education and Training
- Interests and Work Values

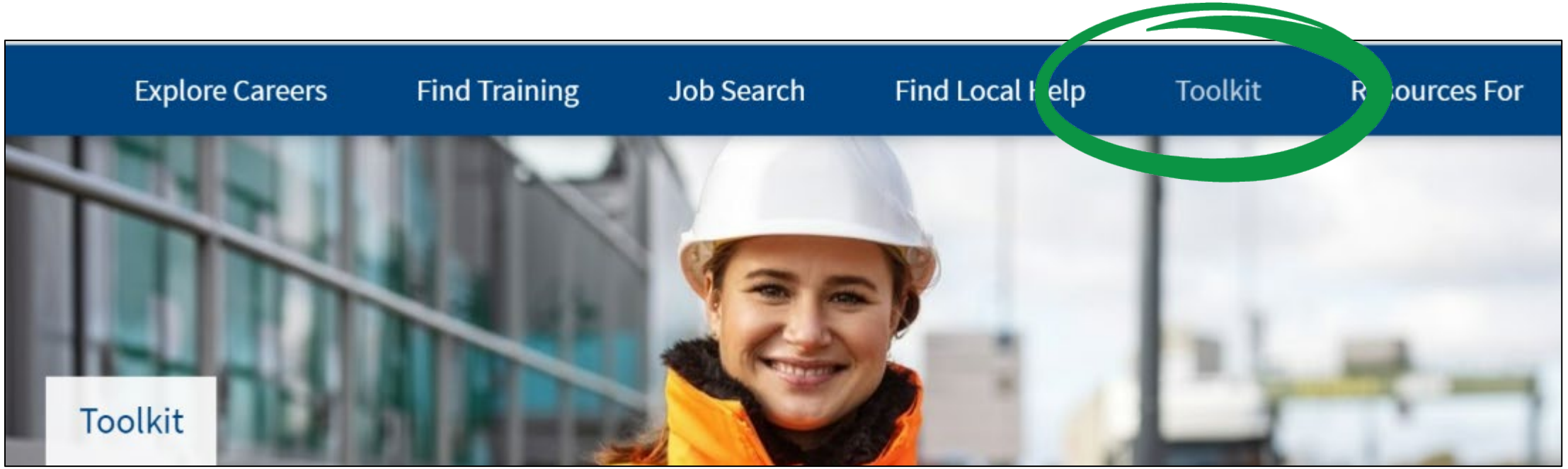


Additional Labor Market Research – OEWS Data Maps



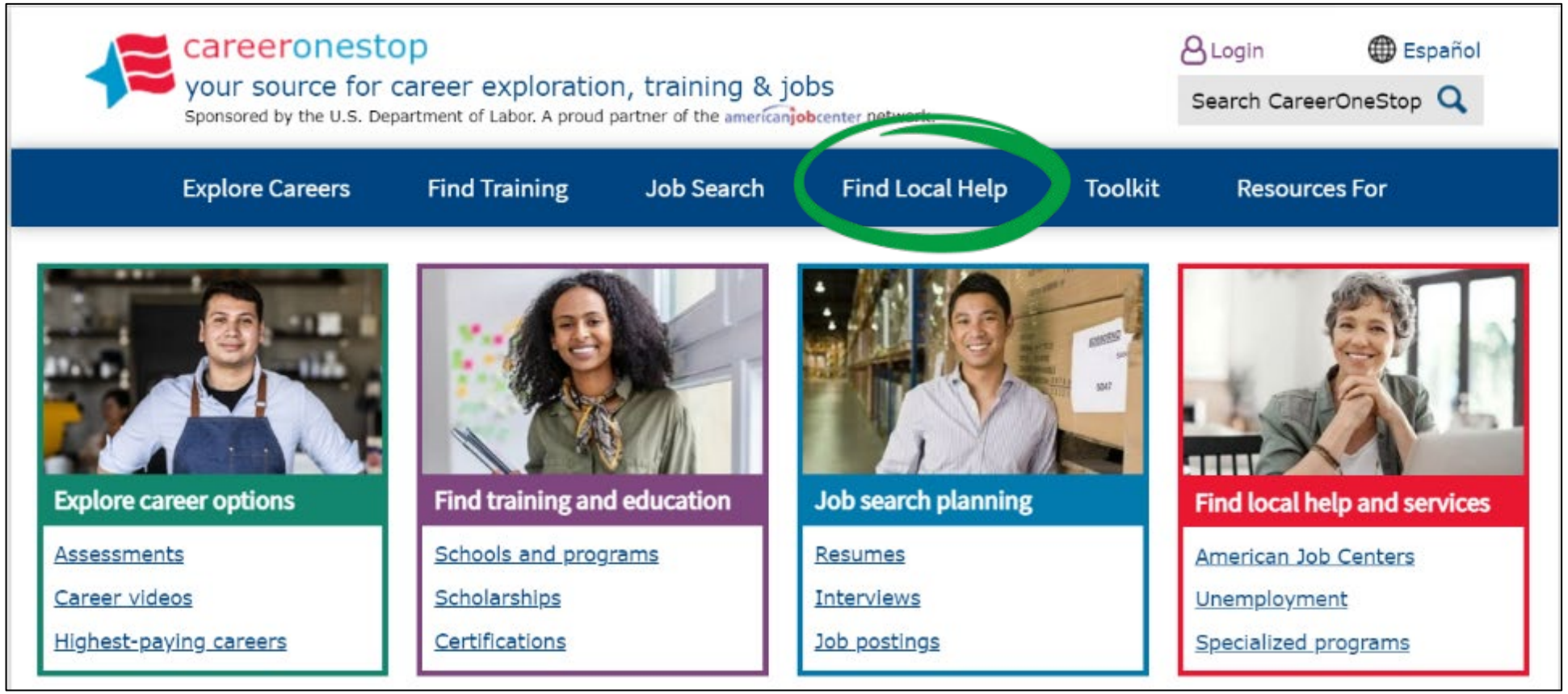
Source: U.S. Bureau of Labor Statistics (www.bls.gov)

Activity 4.3: Industry Information



Go to https://www.careeronestop.org/

Activity 4.4: americanjobcenter®



Go to https://www.careeronestop.org/

End of Day One

Getting Started

Career Exploration

Career Self-Assessments

Labor Market Research



Beginning of Day Two

Name 3 new things you learned in class.

Name 2 new resources you've acquired.

Name 1 thing you are going to do next week.

Informational Interviews Video

Access the workshop materials.
dol.gov/C2Ematerials



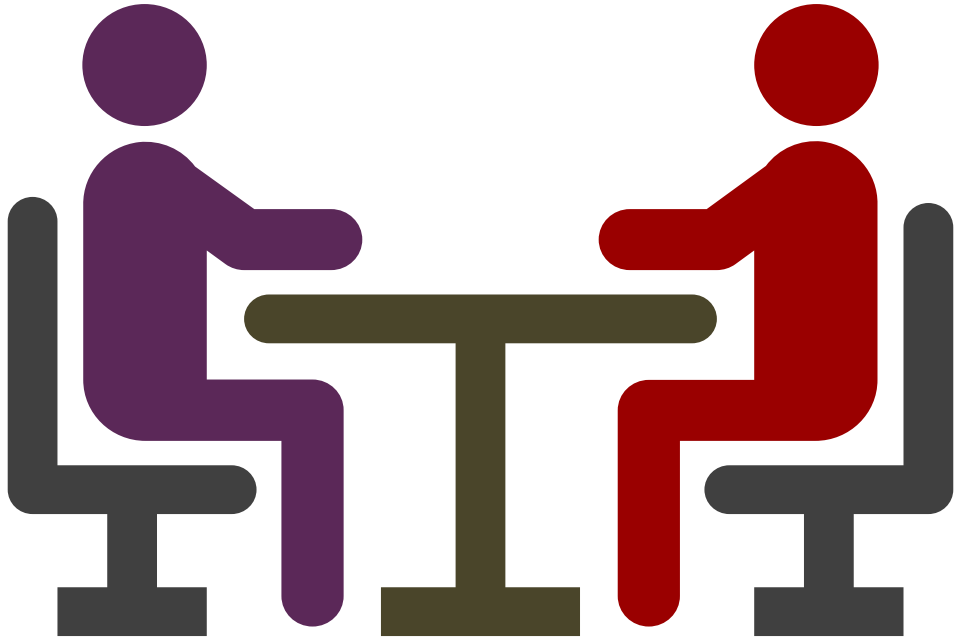
OR

Scan QR code to view the video on your phone.

C2E Informational Interviews Video

Informational Interviews

- Prepare your professional introduction.
- Request an informational interview.
- Prepare questions to ask.



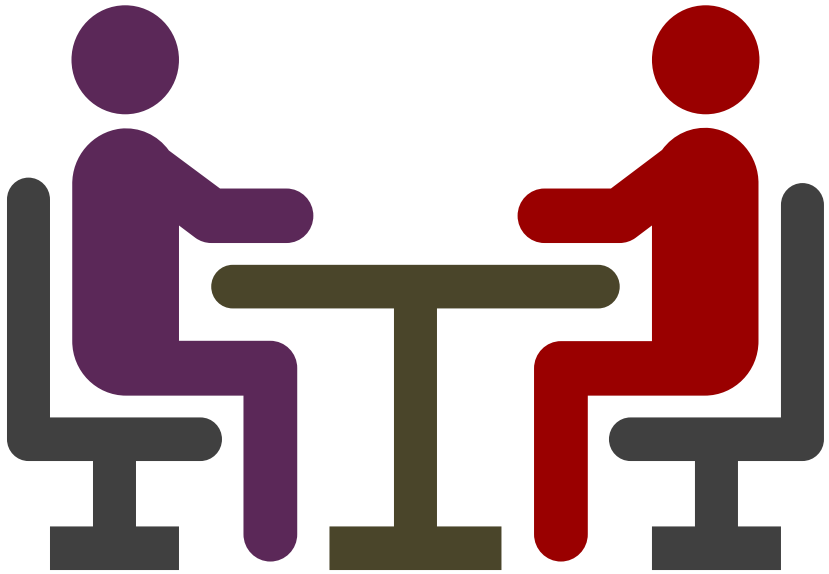
Shondra's Questions

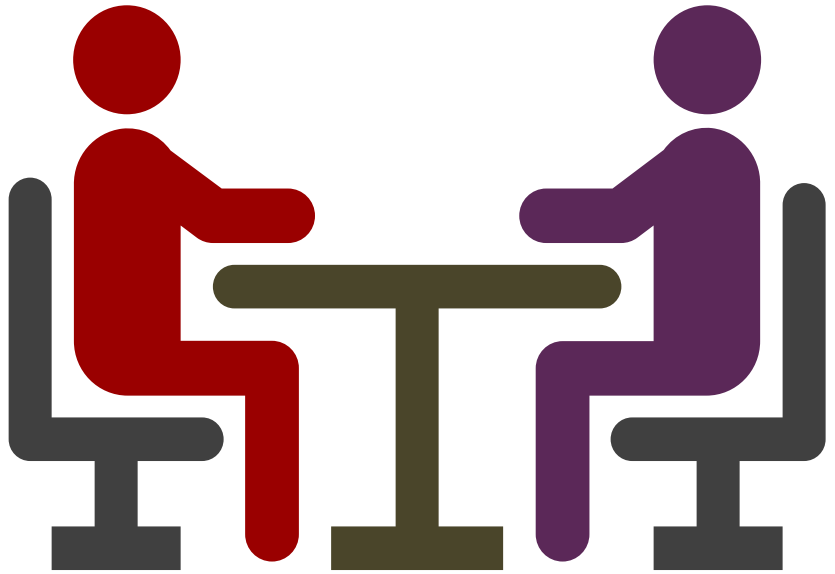
1. Challenging situation.
2. Teamwork.
3. Public service projects.



Activity 4.5: Practice Conducting an Informational Interview

Switch interview places
after 5 minutes.

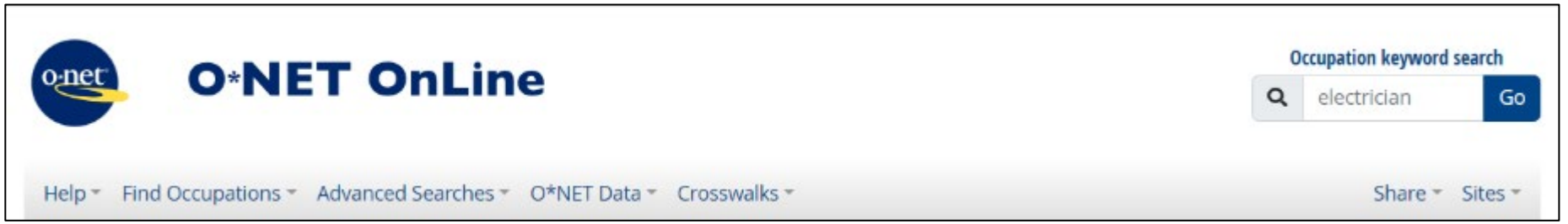




Activity 4.6: Who Would You Call and What Questions Would You Ask?

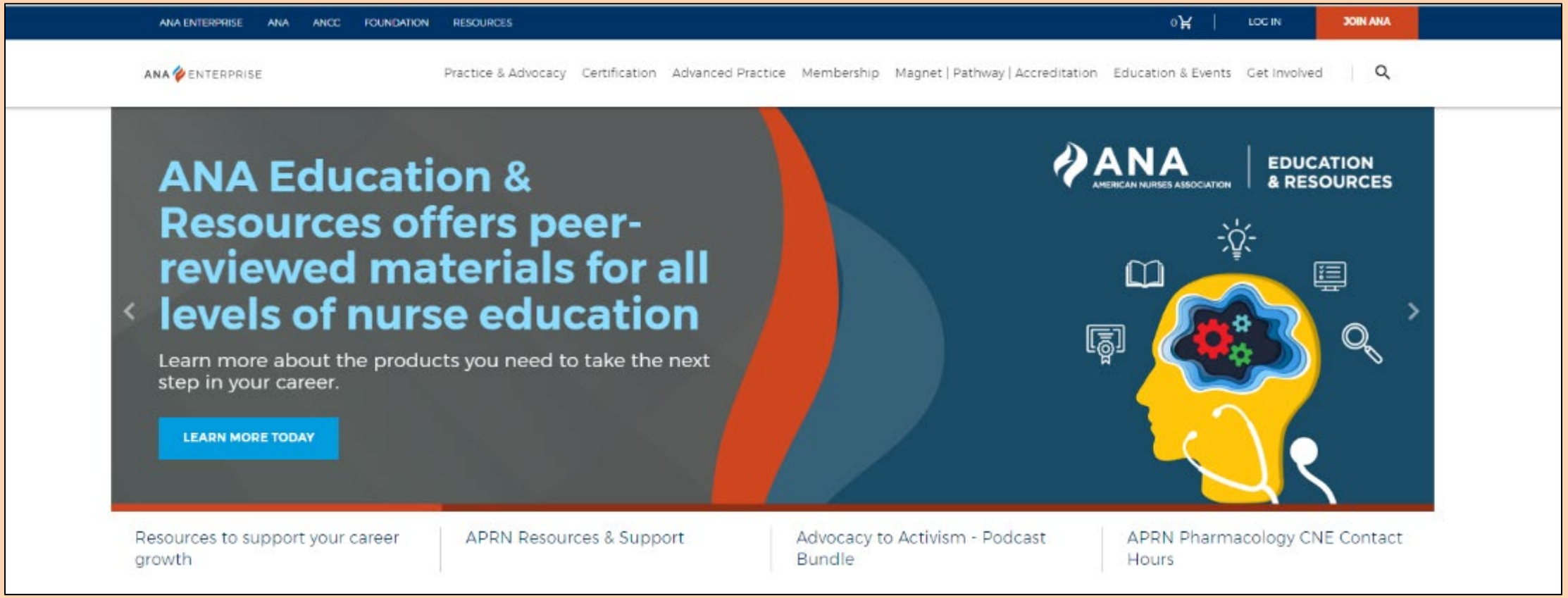


Demonstration 4.7: Identify Professional Associations Using O*NET®



Demo O*NET Professional Associations

Shondra's Professional Associations Search Results



American Nurses Association

Activity 4.8: Identify Professional Associations Using O*NET®

1. _____

2. _____

3. _____

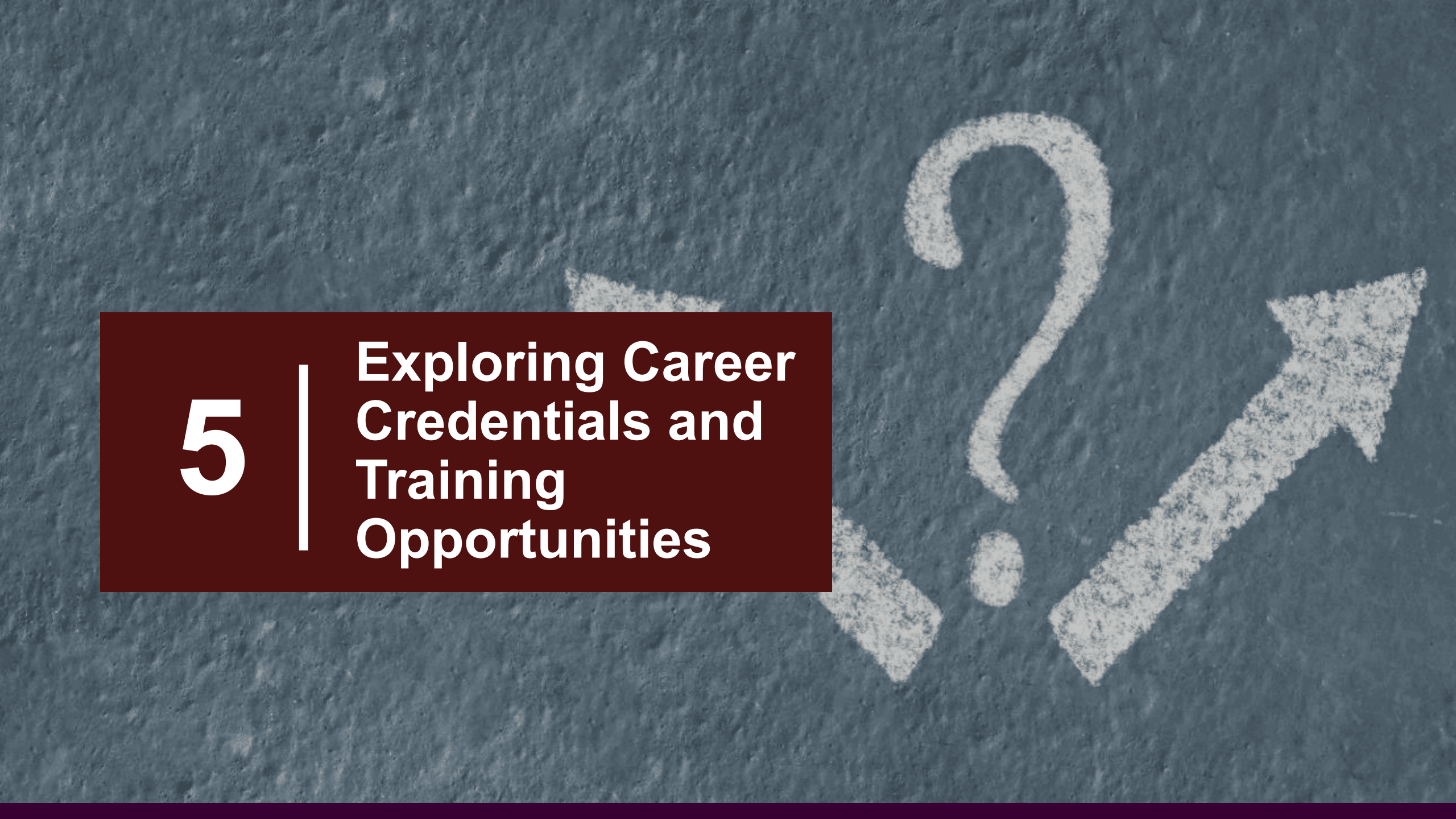
4. _____

Go to https://www.onetonline.org/

Section 4 Progress

- ☑ Career Focus / External Factors
- ☑ Conducting Occupational Research
- ☑ Informational Interviews





5 | Exploring Career Credentials and Training Opportunities

Section 5

- ❑ Credentials Overview
- ❑ Methods to Gain Credentials
- ❑ Earn and Learn Programs
- ❑ Study and Learn Programs
- ❑ Funding Your Training and Education
- ❑ Comparing Training Programs
- ❑ Additional Training Resources



Traditional Education and Training Programs

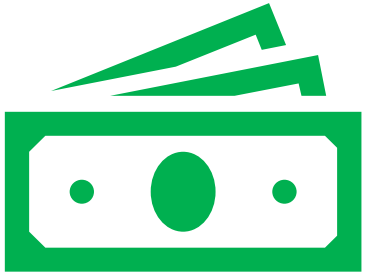


Career and Technical Education (CTE) Programs provide training technical skills for a specific field or trade.

Advantages of Pursuing CTE



Timeframe



Cost



Flexibility



Early Start



Demand

Credentials Overview



Occupational Licenses



Professional Certifications



Educational Degrees



Certificates



Occupational License

Mandatory process granted by government agency.

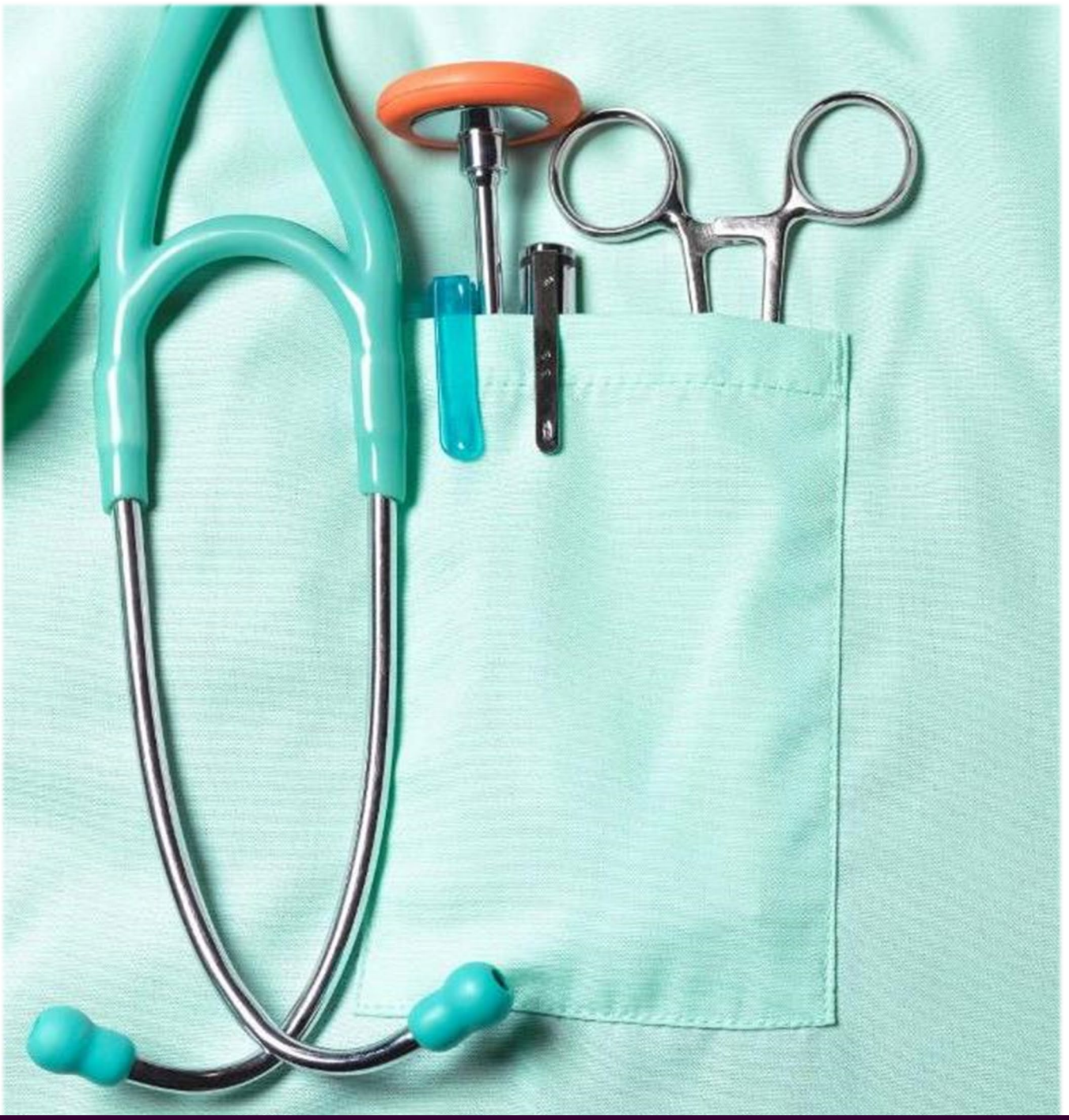
- **Time-limited permission to practice occupation.**
- **Predetermined and standardized criteria.**
- **May be required to attain employment.**
- **May or may not be recognized by other states.**



Professional Certification

Voluntary or mandatory credentials issued by non-governmental agencies.

- **Time-limited credential.**
- **May be required for employment.**
- **May increase a worker's competitiveness.**
- **May increase salary.**



Educational Diploma or Degree

Awarded for academic program completion.

- **Usually requires multiple years of study for completion.**
- **Undergraduate, graduate, and professional degrees available.**
- **Wide range of programs of variable format, length, and quality.**

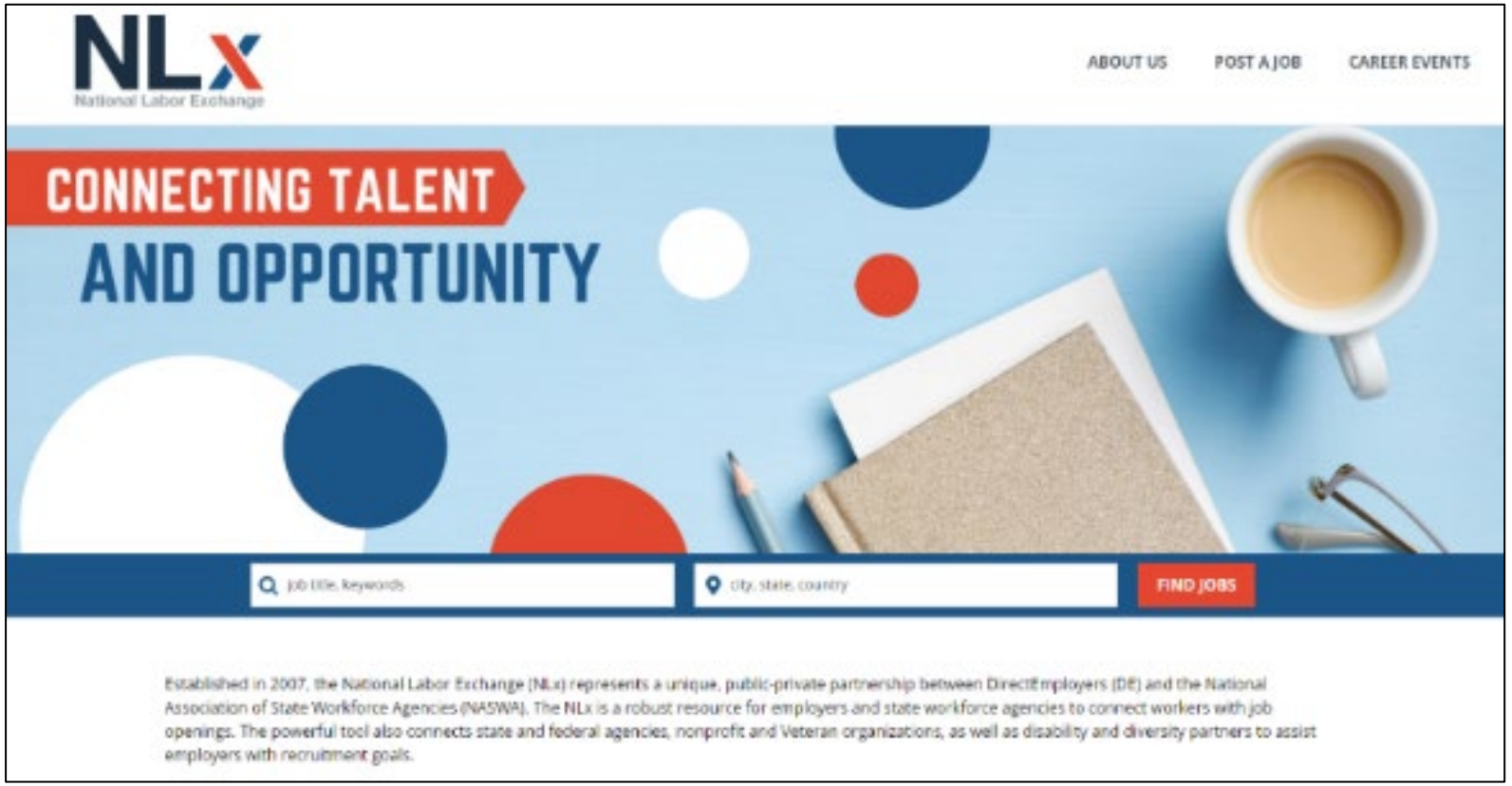


Certificate

Awarded for course attendance, not knowledge or competence.

- **Can get certificate for attending a class or completing a program of study.**
- **May be helpful in documenting professional development for license or certification renewal.**

Demonstration 5.1: Identify Training and Credentials Career Requirements Search



Demo NLx

Credentialing Opportunities On-Line (COOL)

Helps service members find information on certifications and licenses related to their jobs.





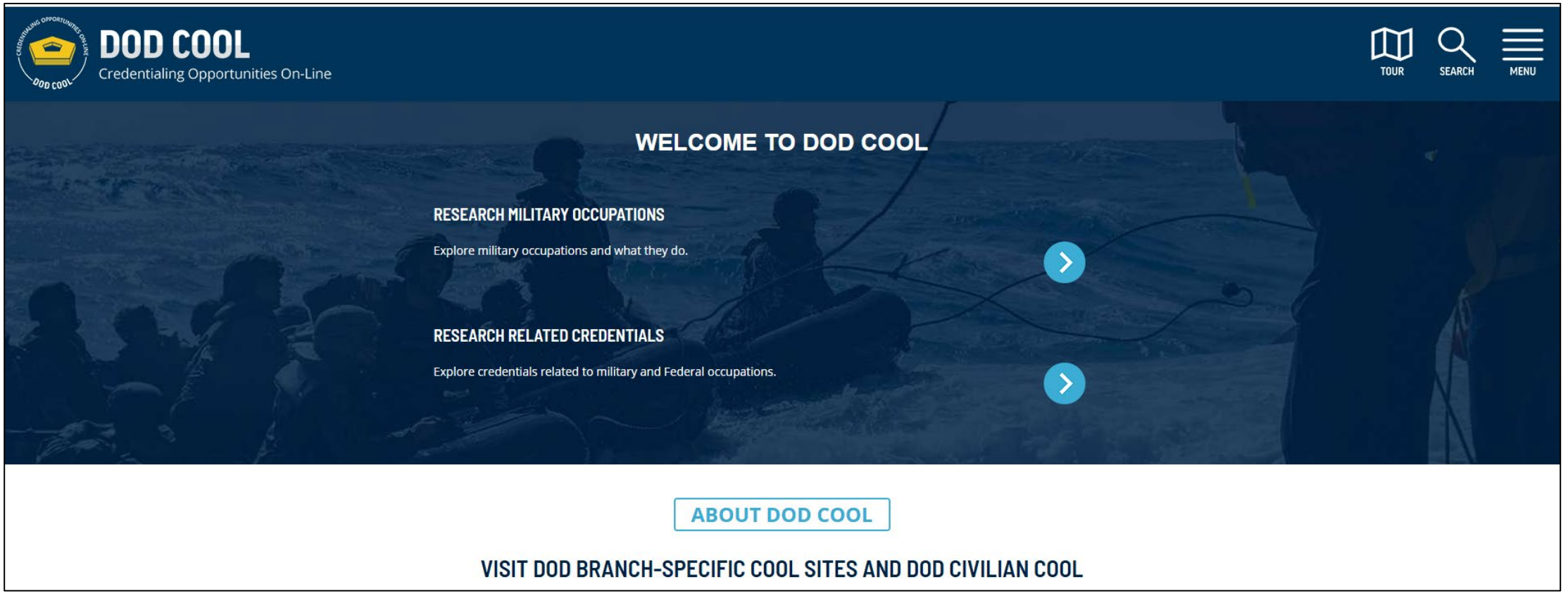






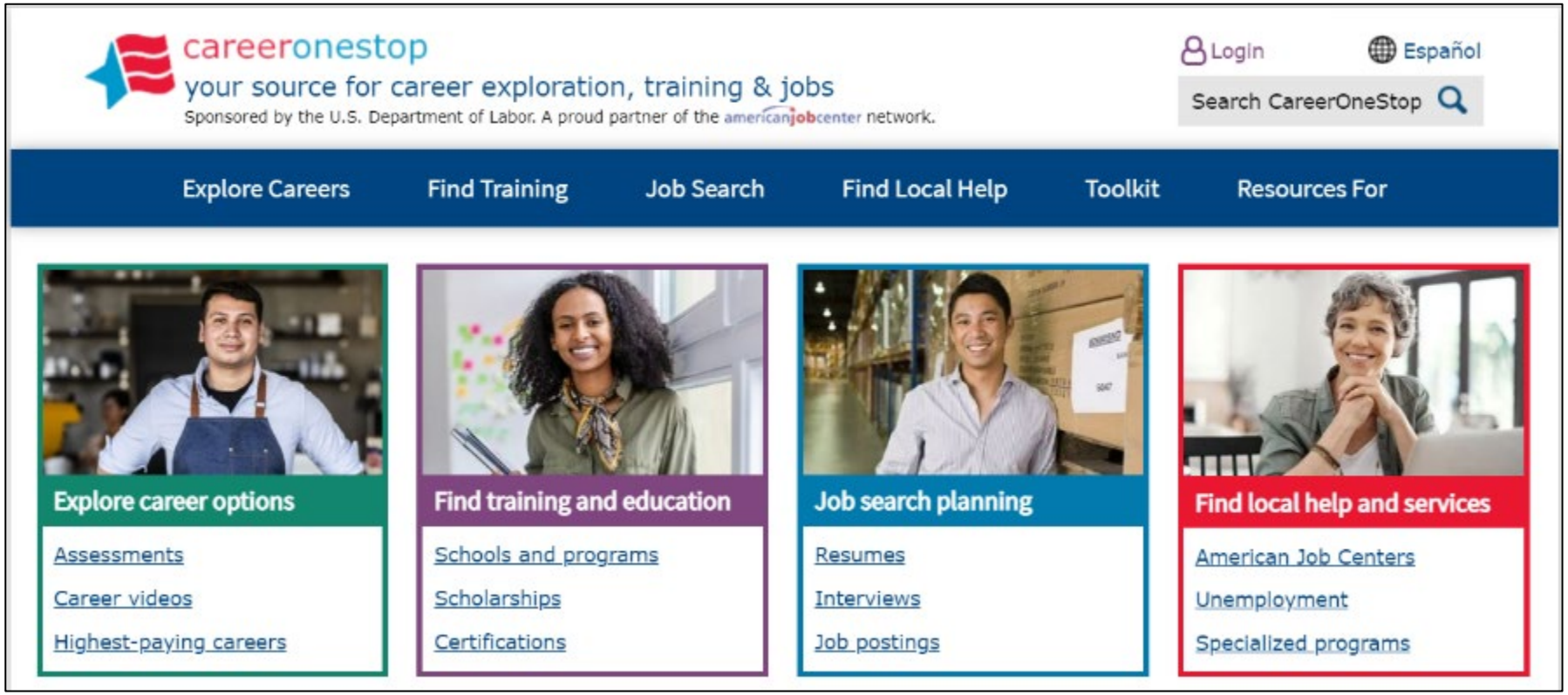


Demonstration 5.2: Research Related Credentials on COOL



Demo COOL

Demonstration 5.3: Identify Job Training and Credentials using CareerOneStop



Demo CareerOneStop

Shondra's CareerOneStop Findings

Position:	Genesis Healthcare Licensed Practical Nurse - LPN
Certification(s):	BLS/CPR
License(s):	Current or pending LPN
Degree(s):	Approved LPN program graduate
Certificate(s):	Advanced Cardiac Life Support
Status Check: Am I ready to apply for the job?	No
Status Check: Do I still require training or experience before applying for the job?	Yes, LPN

Activity 5.4: Identify Training and Credentials Career Requirements Search

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

Go to https://milgears.osd.mil/, https://usnlx.com, https://www.cool.osd.mil/, or https://www.careeronestop.org/

Methods to Gain Credentials

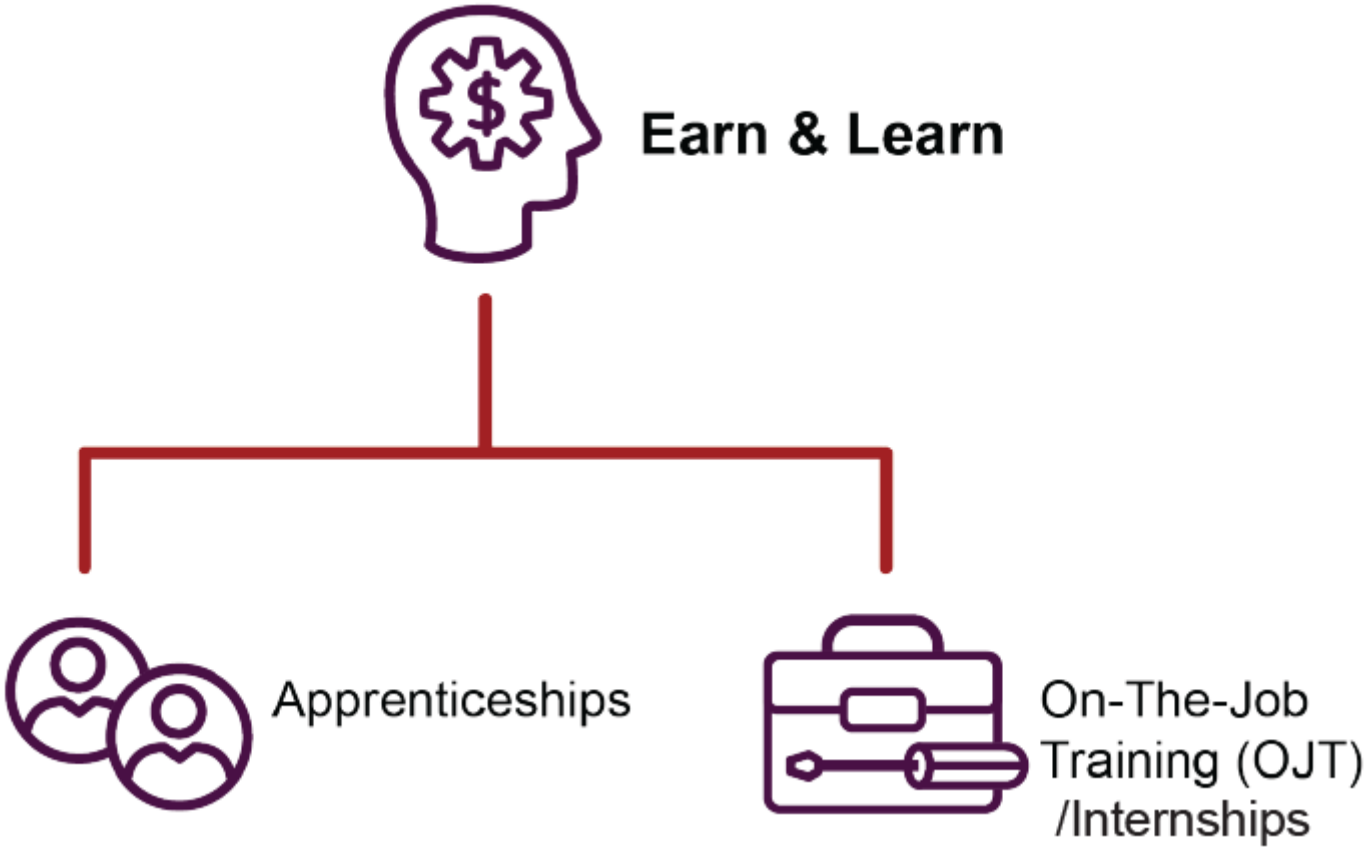
Earn and Learn



Study and Learn



Earn and Learn Methods



Study and Learn Methods



Study and Learn



Two-year Community and Technical Colleges



Career and Technical Schools

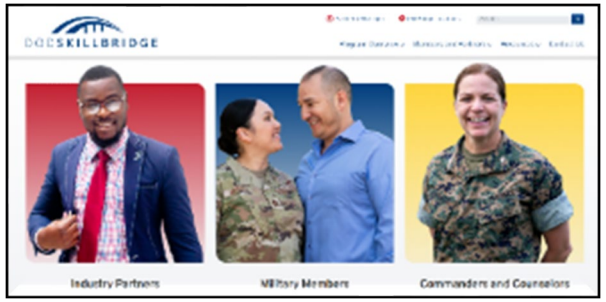


Colleges and Universities

Earn and Learn Specific Programs

- US Department of Labor (DOL) Registered Apprenticeship Program (RAP)
- DoD SkillBridge
- United Services Military Apprenticeship Program (USMAP)







Demonstration 5.5: How to Search on Apprenticeship.gov



Demo Apprenticeship.gov

Gaining Additional Skills While on Active Duty

- United Services Military Apprenticeship Program (USMAP)
- DoD SkillBridge



DODSKILLBRIDGE

United Services Military Apprenticeship Program (USMAP)

https://usmap.osd.mil/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.

DoD SkillBridge Program

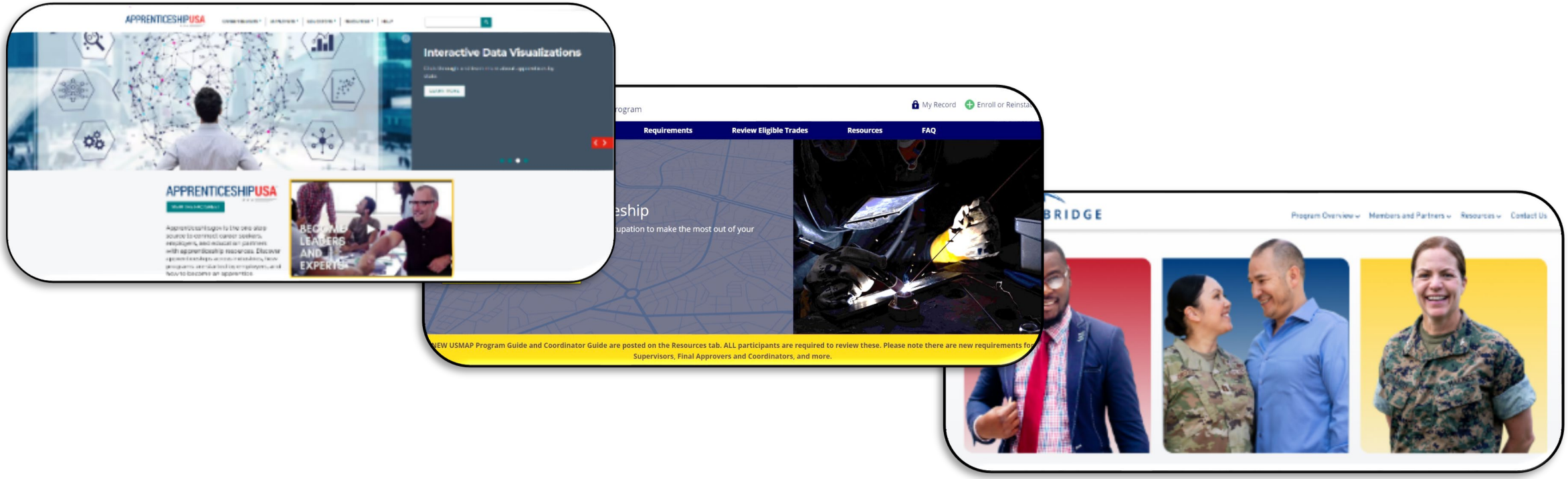
https://skillbridge.osd.mil/

May include:

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

DODSKILLBRIDGE

Activity 5.6: Searching for an Earn and Learn Program



Go to https://www.apprenticeship.gov/, https://usmap.osd.mil/index.htm, or https://skillbridge.osd.mil/

Study and Learn Training Program Factors

Accreditation

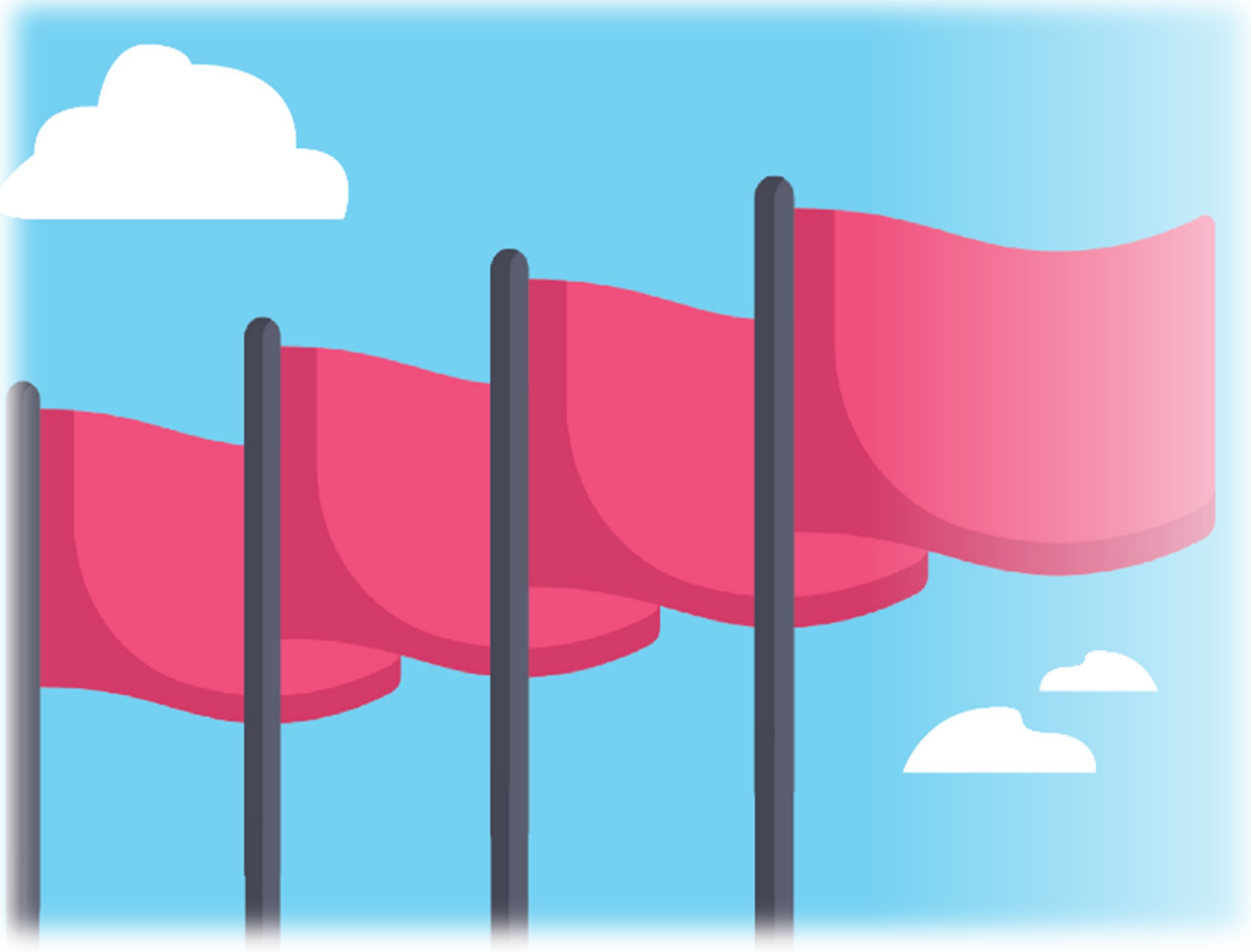
- U.S. Department of Education. https://ope.ed.gov/dapip/#/home
- Council for Higher Education Accreditation (CHEA). https://www.chea.org/

Admission and Completion Rates

- College Results (CR). https://collegeresults.org/
- College Scorecard. https://collegescorecard.ed.gov/

Admission Requirements

Tuition and Fees

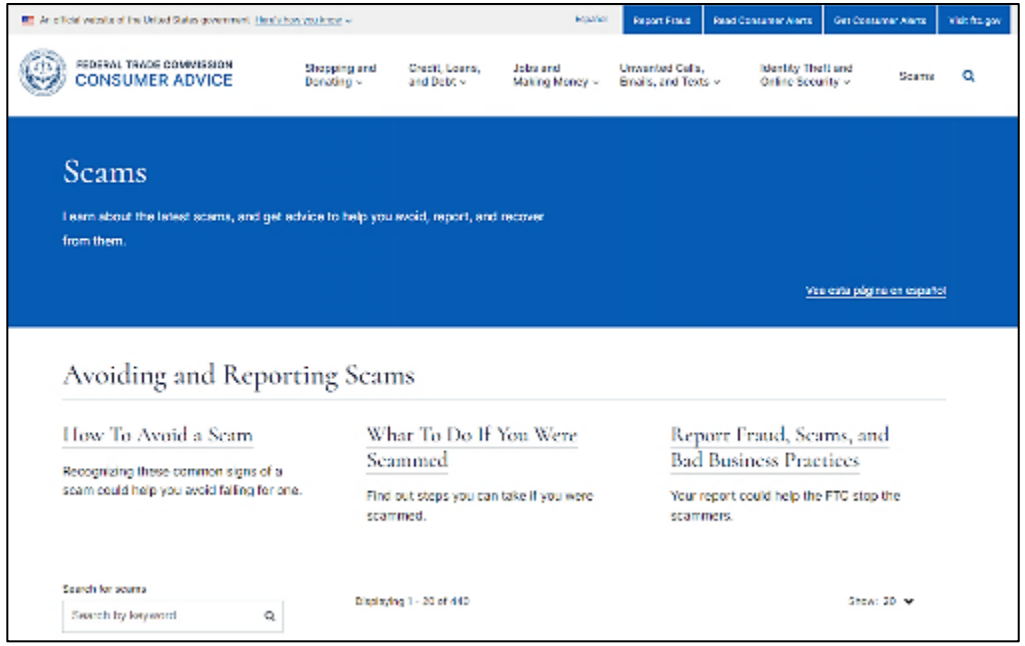


Red Flags

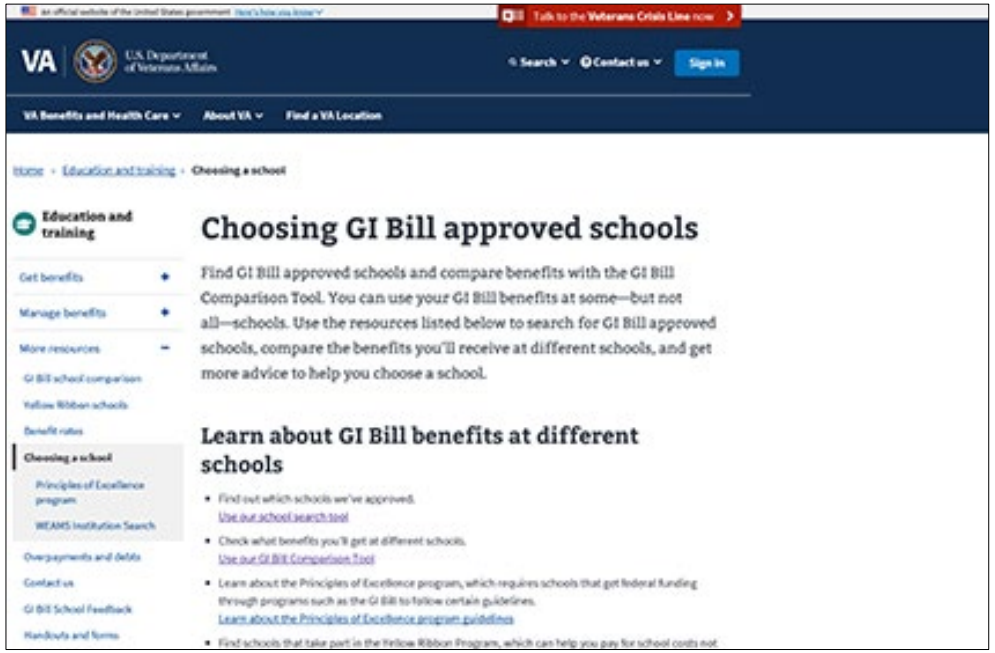
- Advertise High Job Placement Rate
- Few Qualified Instructors
- High Program Complaints
- Diploma Mills
- Predatory Institutions

Additional Education Resources

The Federal Trade Commission Consumer Advice,
https://consumer.ftc.gov/



Veterans Administration,
https://www.va.gov/education/choosing-a-school/

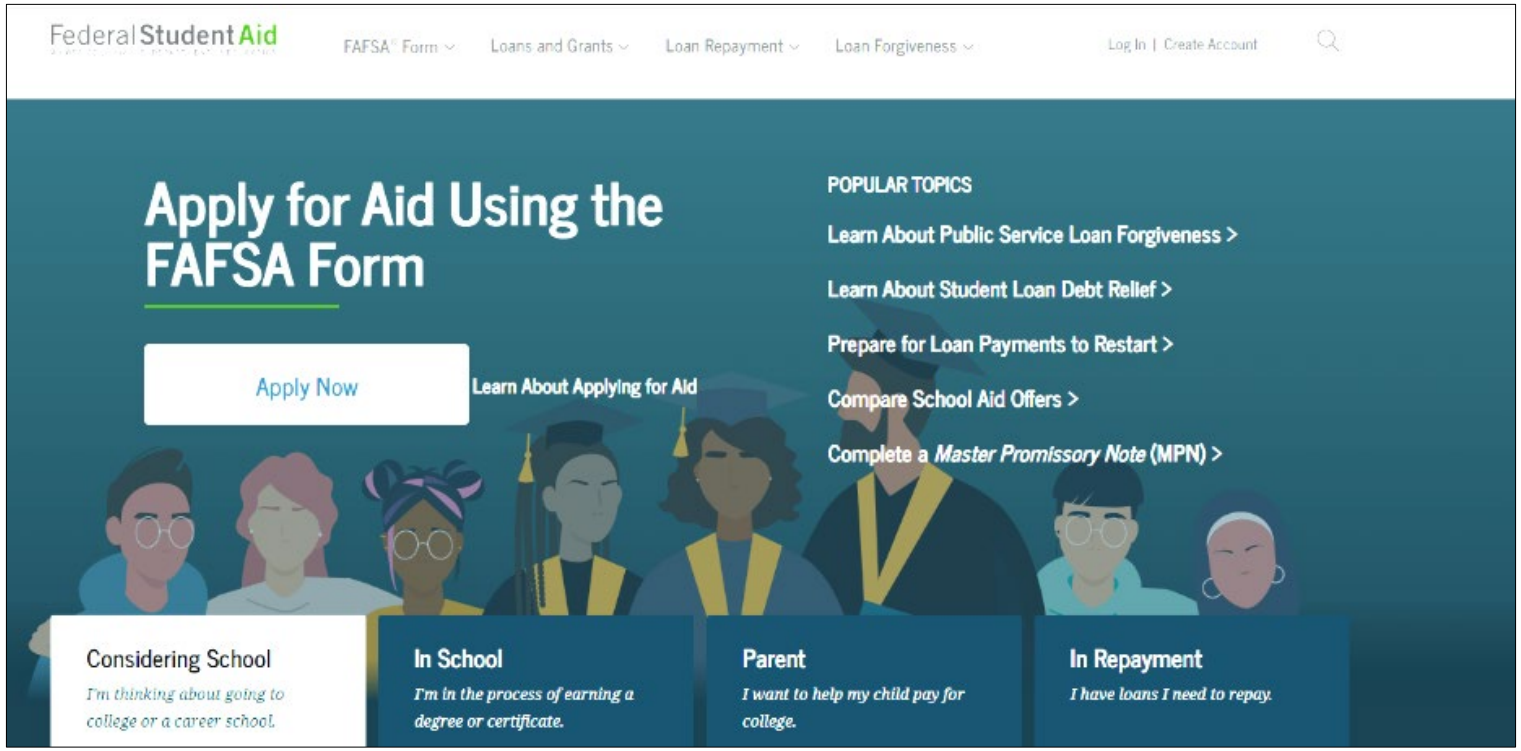


Funding Your Training and Education

- The U.S. Department of Education's Federal Student Aid program
- Veteran-Specific Funding Sources



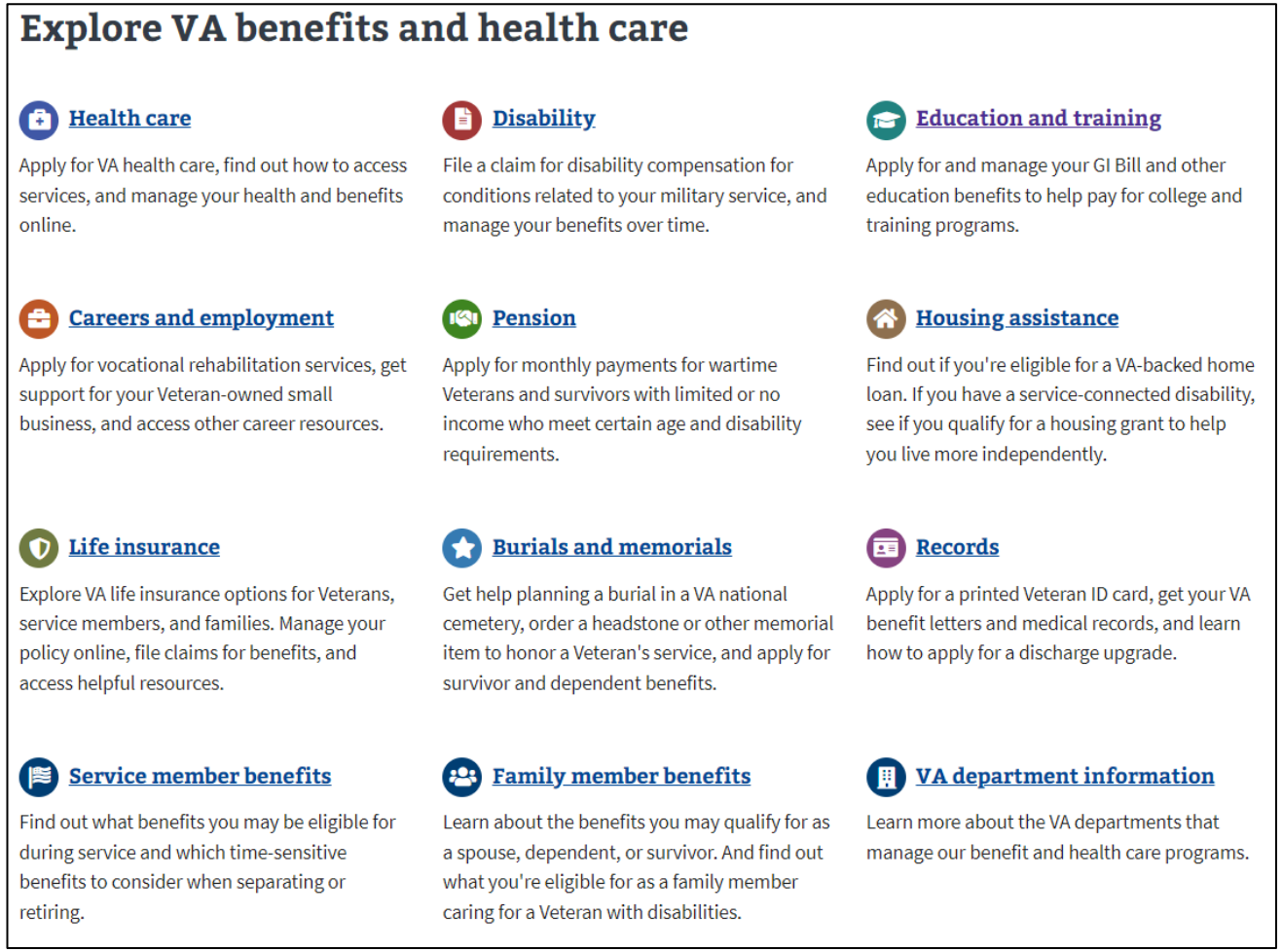
Free Application for Federal Student Aid (FAFSA®)



https://studentaid.gov/

Veteran-Specific Funding Sources

- VR&E
- Yellow Ribbon Program
- Military Tuition Assistance Program
- VA GI Bill



Explore VA benefits and health care

Health care
Apply for VA health care, find out how to access services, and manage your health and benefits online.

Disability
File a claim for disability compensation for conditions related to your military service, and manage your benefits over time.

Education and training
Apply for and manage your GI Bill and other education benefits to help pay for college and training programs.

Careers and employment
Apply for vocational rehabilitation services, get support for your Veteran-owned small business, and access other career resources.

Pension
Apply for monthly payments for wartime Veterans and survivors with limited or no income who meet certain age and disability requirements.

Housing assistance
Find out if you're eligible for a VA-backed home loan. If you have a service-connected disability, see if you qualify for a housing grant to help you live more independently.

Life insurance
Explore VA life insurance options for Veterans, service members, and families. Manage your policy online, file claims for benefits, and access helpful resources.

Burials and memorials
Get help planning a burial in a VA national cemetery, order a headstone or other memorial item to honor a Veteran's service, and apply for survivor and dependent benefits.

Records
Apply for a printed Veteran ID card, get your VA benefit letters and medical records, and learn how to apply for a discharge upgrade.

Service member benefits
Find out what benefits you may be eligible for during service and which time-sensitive benefits to consider when separating or retiring.

Family member benefits
Learn about the benefits you may qualify for as a spouse, dependent, or survivor. And find out what you're eligible for as a family member caring for a Veteran with disabilities.

VA department information
Learn more about the VA departments that manage our benefit and health care programs.

https://www.va.gov/

Comparing Training Programs

Study and Learn Program Comparison Chart

STUDY & LEARN PROGRAM DETAILS	PROGRAM 1 INFORMATION	PROGRAM 2 INFORMATION
School / Program Name		
Desired Credential		
Accreditation		
Length of Program		

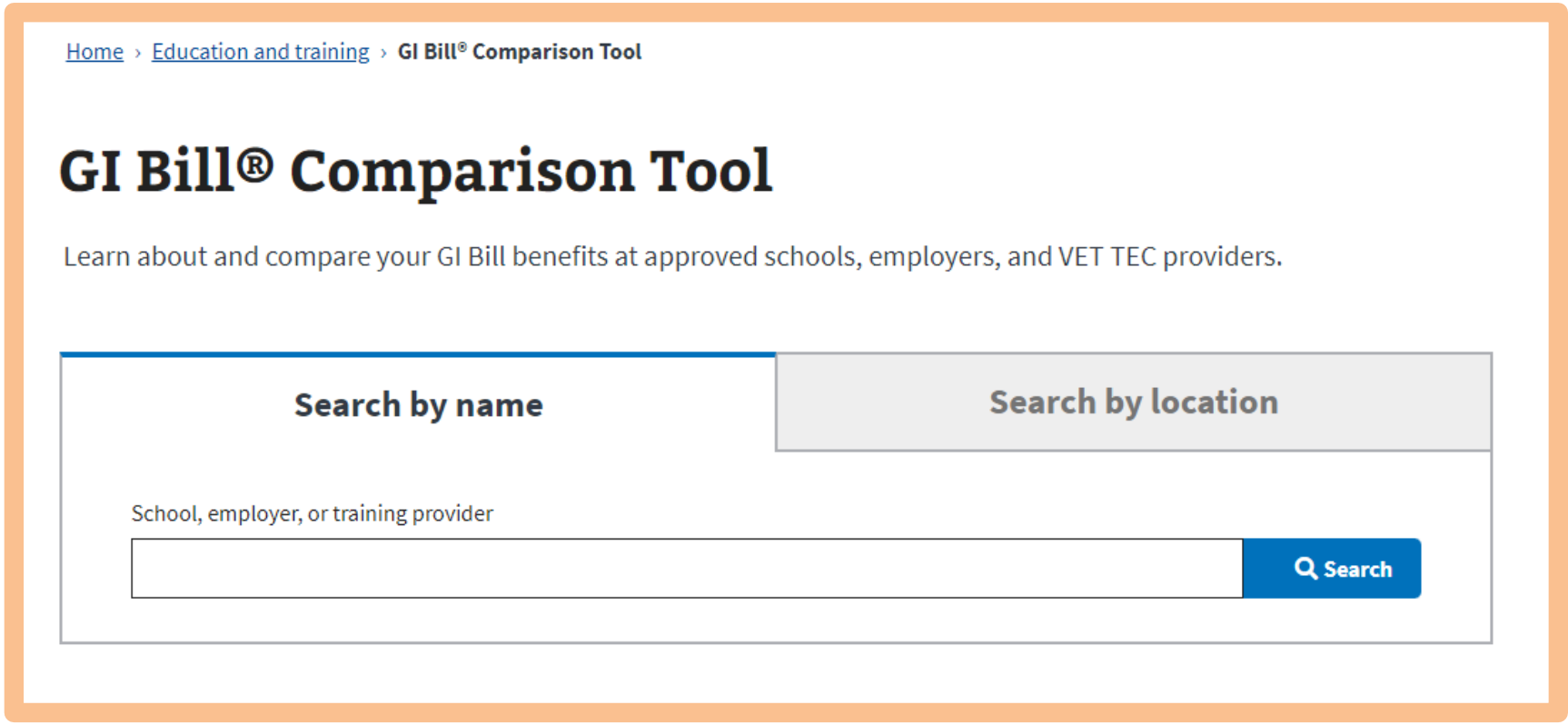
Earn and Learn Program Comparison Chart

EARN & LEARN PROGRAM DETAILS	PROGRAM 1 INFORMATION	PROGRAM 2 INFORMATION
Job/ Program Name		
Job Posted Date		
Desired Credential		
Accreditation		

Demonstration 5.7: Program Comparison Chart – Shondra's Program Details

Study and Learn Program Details	Program 1 Information	Program 2 Information
School/Program Name	Eagle Gate College/ Practical Nursing	Emily Griffith Technical (EGT) College/Practical Nursing
Desired Credential	NCLEX-PN/Practical Nursing Diploma	NCLEX-PN/Practical Nursing Certificate
Accreditation	ABHES	ABHES
Length of Program	12 Months	12 Months

Demonstration 5.8: Determine Your GI Bill Education/Training and Housing Benefits – Shondra's Findings



Demo GI Bill

Activity 5.9: Program Comparison Chart – Earn and Learn/Study and Learn

Earn and Learn, go to:

- https://www.apprenticeship.gov/,
- https://usmap.osd.mil/index.htm, or
- https://skillbridge.osd.mil/

Study and Learn, go to:

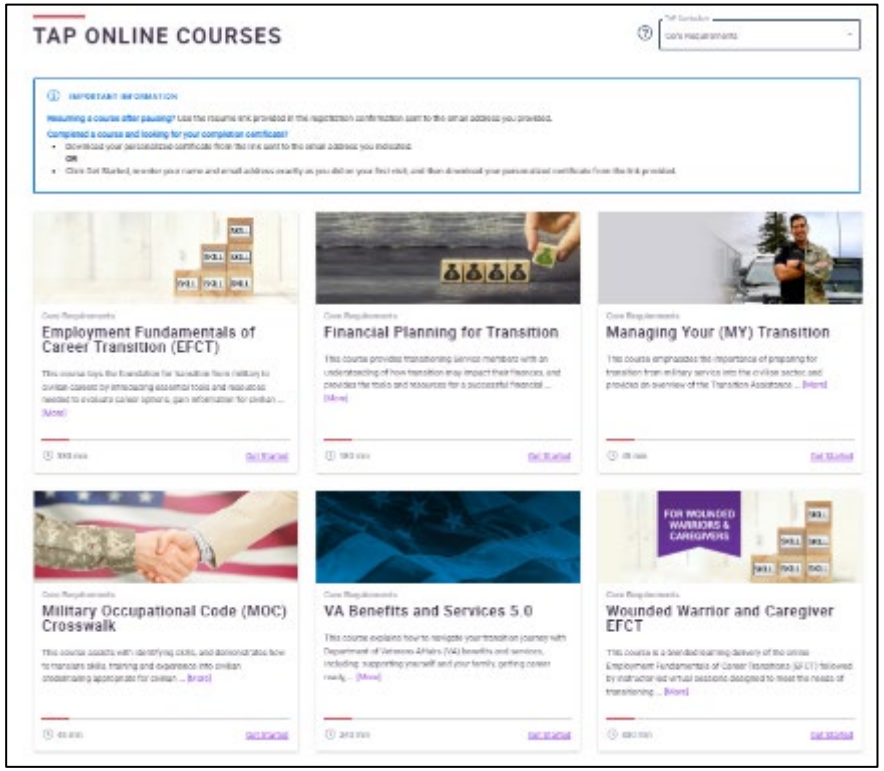
- www.careeronestop.org/FindTraining/find-training.aspx,
- https://nces.ed.gov/collegenavigator/,
- www.va.gov/education/choosing-a-school/, or
- https://collegeresults.org/

Additional Training Resources

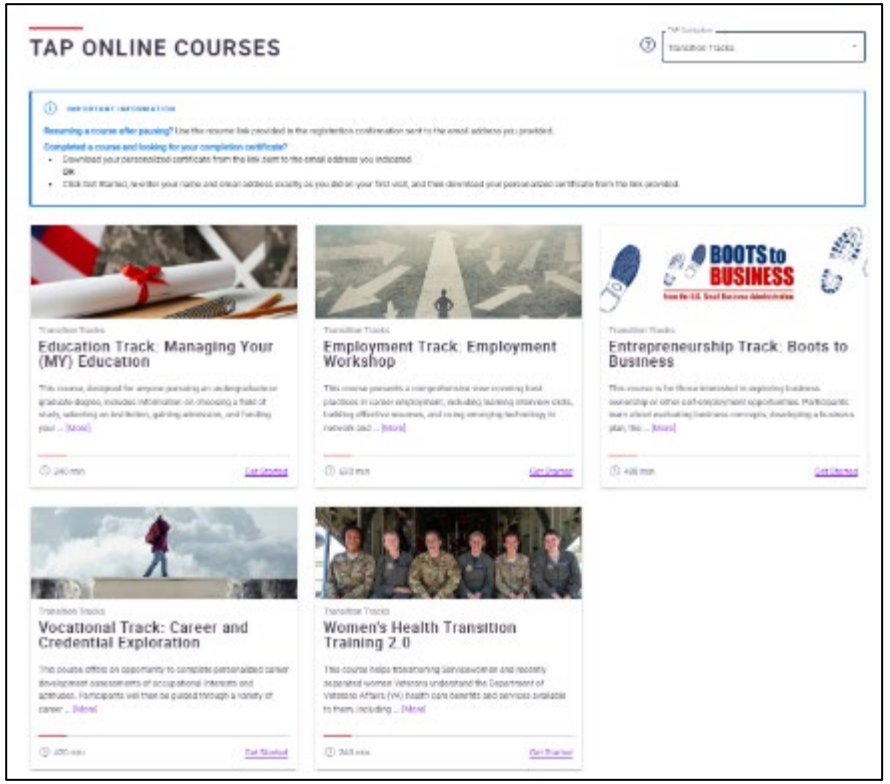
- Free or Low-Cost Learning Opportunities
- Local Services
- DoD Voluntary Education Programs
- Joint Services Transcript (JST)
- Massive Open Online Courses (MOOCs)
- Khan Academy
- LinkedIn

TAP Resources

Core Requirements



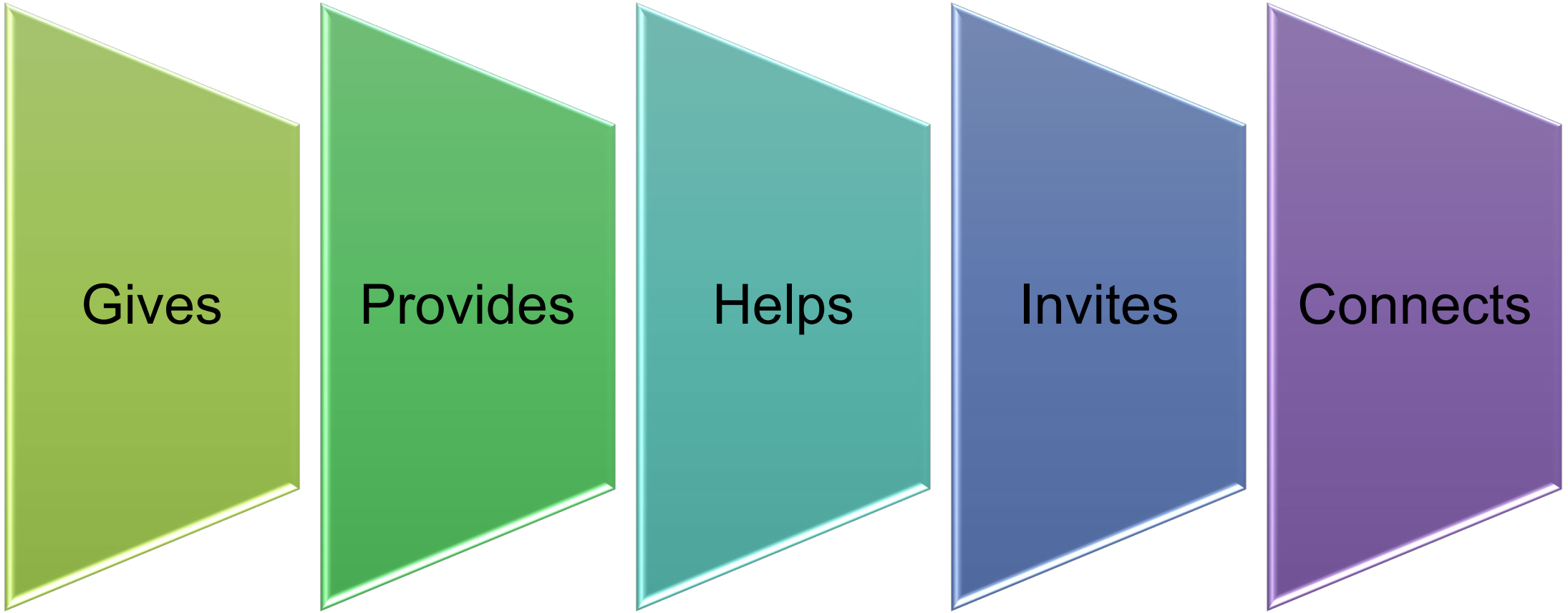
Transition Tracks



TAP Curriculum, https://tapevents.mil/

TAP https://www.dol.gov/agencies/vets/programs/tap

On-Campus Veterans' Support Services



Department of Veterans Affairs VetSuccess on Campus (VSOC)

https://www.benefits.va.gov/vocrehab/vsoc.asp

Section 5 Progress

- ☑ Credentials Overview
- ☑ Methods to Gain Credentials
- ☑ Earn and Learn Programs
- ☑ Study and Learn Programs
- ☑ Funding Your Training and Education
- ☑ Comparing Training Programs
- ☑ Additional Training Resources

6 | Preparing Your Resume



Section 6

- ❑ Crafting a Targeted Resume
- ❑ Finalizing Your Resume



Crafting a Targeted Resume



Three Styles of Resumes

Chronological
- Time Based



- Preferred.
- Lists jobs in reverse chronological order.
- Describes your experiences and accomplishments.

Functional
- Skills Based



- Group your skills.
- Group your accomplishments.

Combination
- Time & Skills Based



- Incorporates features of chronological and functional format.
- Categorizes your skills followed by work history.

Resume Content – Sections

- Contact Information
- Headline or Title (Optional)
- Summary of Qualifications
- Work Experience/ Accomplishments
- Education/Training



Contact Information

- Your name
- Your email
- Your phone number
- Your LinkedIn profile URL





Headline or Title (Optional)

SECURITY ANALYST – CYBER SECURITY – SOFTWARE DEVELOPMENT

EDUCATOR | TRAINING MANAGER

BUDGET ANALYST • PROJECT MANAGEMENT • WORKFLOW OPTIMIZATION

Summary of Qualifications

- Bulleted list
- Paragraph
- Combination



Experience and Achievements

- Company information and keywords
- Employment history
- Achievements and/or results
- STAR method



STAR Method Achievement Statement



Education and Training

- Relevant degrees
- Institution locations
- Special honors
- Credit hours
- Relevant licenses



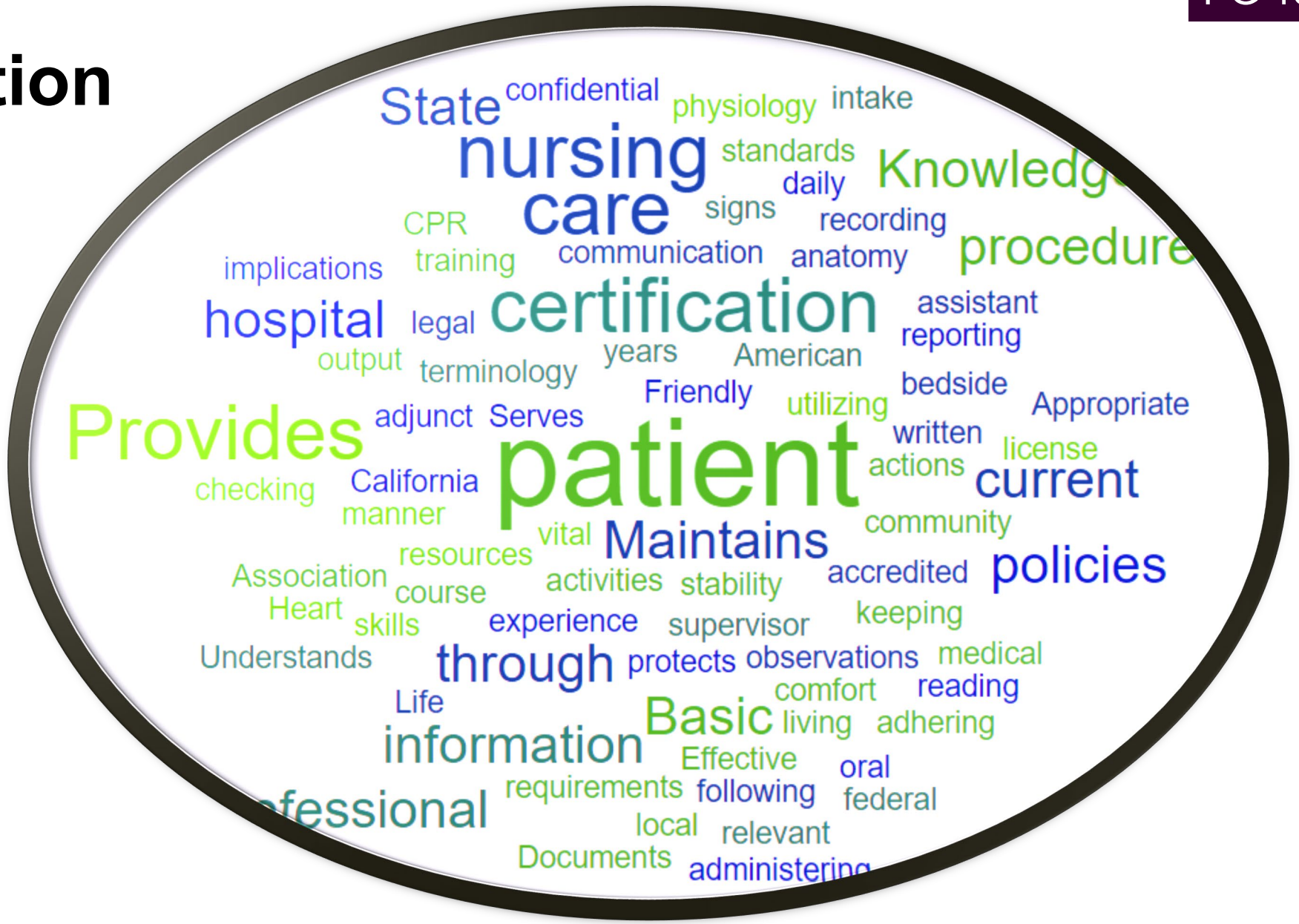
PG 181

Other Additions

- Relevant Volunteer Service
- Select Awards



Keyword Identification



Activity 6.1: Identify Keywords in a Job Posting

- Keywords
- Industry-specific words
- Minimum requirements
- Education requirements

Shondra's Resume

Shondra Baker

(555) 789-6543 • Shondra.Baker@somedomain.com • linkedin.com/in/shondrajbaker

EMERGENCY MEDICAL TECHNICIAN

- Seven years of experience as an emergency medical technician.
- Two years' experience as Lead Technician supervising a six-person medical team.
- Assisted physicians in the Emergency Department with trauma patients.
- Maintained National EMT, BLS, ACLS, and PALS.
- Mentored EMT students with clinical and classwork.
- Managed $85K medical supply account with 100% accountability.
- Proficiency in Microsoft Office (Word, Excel, Power Point, Access, and Outlook).

WORK EXPERIENCE

U.S. Air Force — **June 20XX - Present**
Lead Emergency Medical Technician — **February 20XX - Present**
David Grant Medical Center, Travis AFB, CA

- Administer basic- and restricted-advanced life support (ALS) to patients on scene, in-route to hospital and in-hospital settings in accordance with federal, state, and local laws and standards.
- Perform triage to assess the nature and extent of injury or illness to establish and prioritize medical procedures.
- Rescue and extricate victims of accidents, sudden illness, or entrapment using proper rescue and medical techniques.

Emergency Medical Technician — **July 20XX - January 20XX**
Deployment Site, Undisclosed

- Led 8-person response team, 4.8K clinical visits, 12 Aero-medical evacuations, and over 350 ER runs; ensured life-saving techniques were executed.
- Operated and maintained care of six emergency vehicles to include supply maintenance and infection control for 100% availability.
- Thoroughly documented assessments, physical findings and treatment rendered in pre- hospital setting on patient care reports within 24 hours of dispatch.

Emergency Medical Technician — **June 20XX - February 20XX**
Keesler Medical Center, Biloxi, MS

- Participated in hospital performance improvement activities; improved safety and patient outcomes by 20%.
- Performed procedures such as injections, immunizations, management of infections, and EKGs.
- Provided patient care across 200-bed facility and assisted patients with daily activities.
- Performed phlebotomy with precision on all age groups from newborn to geriatric.

EDUCATION AND TRAINING

- Associate of Applied Science in Allied Health Sciences, Community College of the Air Force
- Nationally Registered Emergency Medical Technician EMT-B, 20XX
- ACLS and PALS certification, 20XX
- Emergency Vehicles Operations Course (EVOC), 20XX



Finalizing Your Resume

Review:

- Grammar and spelling errors
- ATS compliance
- Job posting match



Section 6 Progress

☑ Crafting a Targeted Resume

☑ Finalizing Your Resume





7 | Taking Your Next Steps

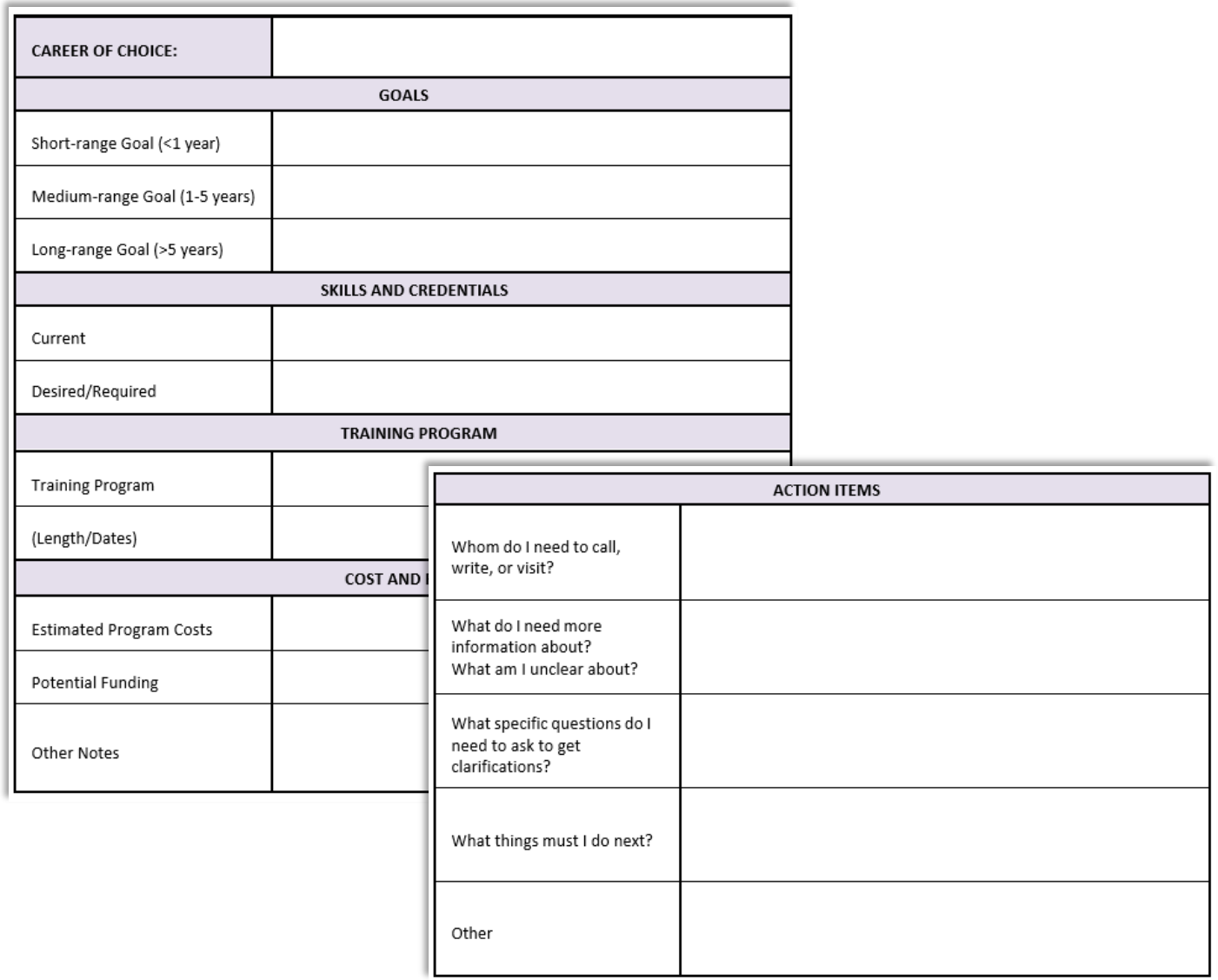
Section 7

- ❑ Planning for Success
- ❑ SMART Goals
- ❑ Creating Your Career Action Plan



Planning For Success

- Career of Choice
- Goals
- Skills and Credentials
- Training Program
- Cost and Funding
- Action Items



CAREER OF CHOICE:	
GOALS	
Short-range Goal (<1 year)	
Medium-range Goal (1-5 years)	
Long-range Goal (>5 years)	
SKILLS AND CREDENTIALS	
Current	
Desired/Required	
TRAINING PROGRAM	
Training Program	
(Length/Dates)	
COST AND	
Estimated Program Costs	
Potential Funding	
Other Notes	

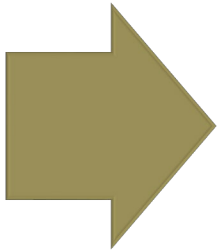
ACTION ITEMS	
Whom do I need to call, write, or visit?	
What do I need more information about? What am I unclear about?	
What specific questions do I need to ask to get clarifications?	
What things must I do next?	
Other	

SMART Goals



Demonstration 7.1: Create a SMART Goal

1. Specific
2. Measurable
3. Achievable
4. Realistic
5. Timely



SMART GOAL

Shondra's SMART Goal

Become an LPN within two years by first completing an apprenticeship, followed by attending Eagle Gate College in Phoenix, AZ.

Activity 7.2: Create a SMART Goal



1. **Specific**: Break into smaller steps.



2. **Measurable**: How much? How many?



3. **Achievable**: What steps should I take?



4. **Realistic**: Am I willing to commit to this goal?



5. **Timely**: When should I complete each step?

My SMART Goal:

Creating Your Career Action Plan

PG 200

- Clarify objectives
- Develop strategies











Activity 7.3: Complete Your Career Action Plan

Step 1.	Step 2.	Step 3.	Step 4.	Step 5.	Step 6.
Career of Choice	**Goals**	**Skills and Credentials**	**Training Program Information**	**Cost and Funding**	**Action Items**

Evaluate Your Career Action Plan

PG 206

- Did you have a specific career goal?
- Did you enter action items with specific contact information?
- Did you add dates for each item to ensure they are time-bound?

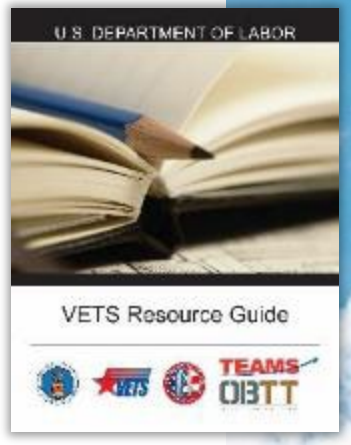


Additional Resources

Installation Transition Staff or TAP,
https://tapevents.mil/

CareerOneStop,
https://www.careeronestop.org/

The VETS Resource Guide,
dol.gov/C2Ematerials



Section 7 Progress

- ☑ Planning for Success
- ☑ SMART Goals
- ☑ Creating Your Career Action Plan



Workshop Summary







SECTION 1 2 3 4 5 6 7



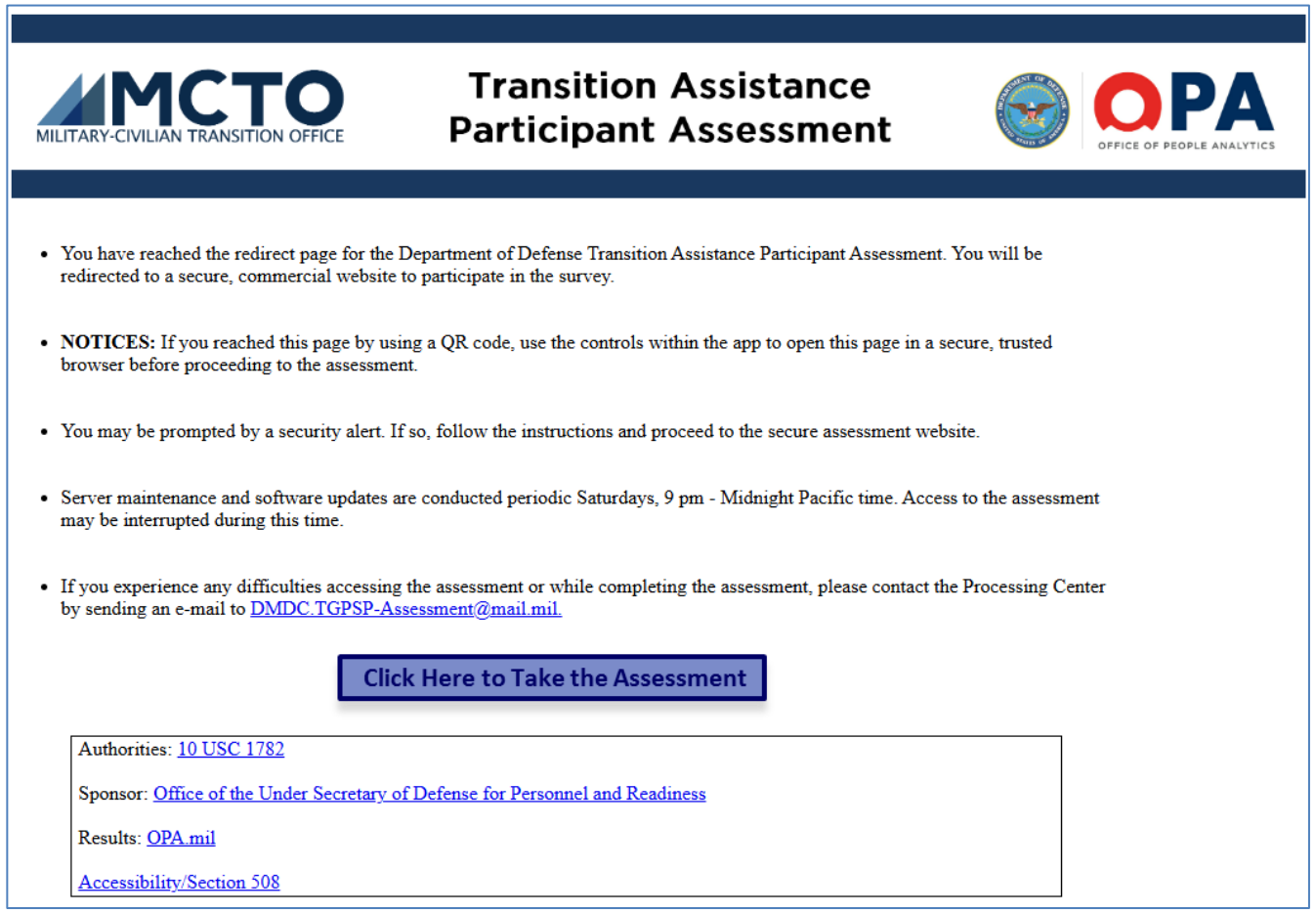







Thank You

Complete Course Evaluation



MCTO
MILITARY-CIVILIAN TRANSITION OFFICE

Transition Assistance Participant Assessment

OPA
OFFICE OF PEOPLE ANALYTICS

- You have reached the redirect page for the Department of Defense Transition Assistance 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.
- If you experience any difficulties accessing the assessment or while completing the assessment, please contact the Processing Center by sending an e-mail to DMDC.TGPSP-Assessment@mail.mil.

Click Here to Take the Assessment

Authorities: 10 USC 1782

Sponsor: Office of the Under Secretary of Defense for Personnel and Readiness

Results: OPA.mil

Accessibility/Section 508

https://www.dodsurveys.mil/tap/

TAP Survey

TRANSITION ASSISTANCE PROGRAM