

# TEAMS

Transition Employment Assistance for Military Spouses

## Career Credentials for Military Spouses

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Participant Guide

**SEPTEMBER 2021**

Transition Employment Assistance for Military Spouses  
(TEAMS)

U.S. DEPARTMENT OF LABOR

Veterans' Employment and Training Service (VETS)

Transition Assistance Program (TAP)



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# Introduction to TEAMS

It is our pleasure to welcome you to the workshops for the Transition Employment Assistance for Military Spouses (TEAMS) initiative. TEAMS was launched in September 2020 by the Department of Labor (DOL) Veterans' Employment and Training Service (VETS) as a part of the Department of Defense (DoD) Transition Assistance Program (TAP) and is designed specifically for the spouses of transitioning service members.

Whether you are a spouse of a service member who is relocating, retiring, or separating, or a member of the reserve component who is deactivating, demobilizing, or being released from active-duty orders, this workshop is designed to assist you with finding employment.

Providing employment assistance to transitioning service members and their spouses is part of the mission of DOL VETS TAP. Each year, approximately 90,000 military spouses are impacted by their service member's military transition (DoD 2018 Demographics Profile of the Military Community). While spouses are eligible to attend military TAP briefings and workshops, the majority do not participate for a variety of reasons (DOL VETS TAP Military Spouse Curricula Needs Analysis, 2020).

In early 2020, DOL VETS conducted extensive research to discover what military spouses want and need in both education and delivery methods as well as what employment resources are available and accessible to military spouses.

The research, which spanned 11 reports, five website analyses, over 700 individual military spouse surveys, and dozens of interactions and interviews with military spouse advocacy groups, confirmed a demand for employment related workshops concentrated on the issues encountered by transitioning spouses.

The TEAMS workshops are adapted from the current DOL TAP curriculum that is provided to over 170,000 service members annually.

Thank you for your kind participation and for your support of our nation's service members.




Slide 1

Welcome to the Credentialing workshop. This workshop is provided by the Department of Labor (DOL) to military spouses who are transitioning with their service member into or out of the service or to another installation. The information and activities are designed to help you gain and keep job credentials wherever you are located.

### Workshop Introduction

## You Will Learn:

- What is credentialing.
- Why credentialing is important.
- How to get credentials for your occupation.
- How to keep and update credentials when transitioning.



Slide 2

In this workshop, you will learn:

- The definition of credentials.
- Why credentials are important.
- How to get credentials for your occupation.
- How to keep credentials when transitioning or moving.

# Section 1: What Are Credentials?



Slide 3

In this section, we will discuss credentials, their importance, common types, conduct an activity to identify credentials, and record the information on the Credentials Worksheet.

## What Are Credentials?

The term “credential” refers to verification an individual’s qualifications or competence by a recognized third-party authority such as an industry-recognized association, accredited educational institution, or government agency.

A green brushstroke graphic with the word "Credentials" written in white.

Slide 4

The term **credential** refers to verification of an individual’s qualification or competence recognized by a third-party authority. For example, human resource professionals can show their HR certifications to an employer to verify that they have specific skills and knowledge in the human resources fields.

## Why Are Credentials Important?

### Why Are Credentials Important?

Credentials let everyone know that you have the knowledge and skills to perform your job. Credentials

- May be required by law or by an employer for entry into employment.
- Ensure that credentialed employees share a common understanding of the best practices for their industry.
- Can lead to higher pay or promotion.




Slide 5

So, why do you think credentials are important?

What word or phrase comes to mind when you think about credentials?

### Why Are Credentials Important Notes

## Credentials Are Important For:



Employers	Employees	Society
Credentials demonstrate and document skills that increase the organization's ability to meet resource and skill requirements.	Credentials provide marketable skills that can lead to higher earnings, greater mobility, and enhanced job security.	Credentials give the community peace of mind.

### Slide 6

Credentials are important because they let a potential or current employer and your customers know that you have the knowledge, skills, and abilities to perform a specific job.

- For employers, credentials demonstrate and document skills that increase the organization's ability to meet resource and skill requirements.
- For employees, credentials provide marketable skills which can lead to higher earnings, greater mobility, and enhanced job security.
- For society, credentials give the community peace of mind.

Other reasons why credentials are important:

- They may be required by law or by an employer for entry into employment.
- They ensure that credentialed employees share a mutual understanding of the best practices for their industry.
- They can lead to higher pay or promotion.



## Common Types of Credentials



## Slide 7

Distinct types of credentials are awarded by various organizations such as industry-recognized associations or accredited educational institutions.

### Educational Degree

We generally call education credentials a diploma or degree. Accredited institutions of higher education, such as colleges and universities, grant degrees after students complete the required academic credits. These credentials include:

- Associate degrees awarded after 2 years of qualified academic study
- Bachelor's degrees awarded after 4 years of qualified academic study
- Graduate and professional degrees that require education beyond a bachelor's degree

### Professional Certification

A professional certification is issued by a certifying body, such as an association or a private-sector company. It validates that you have passed an examination process and demonstrates that you have the required knowledge, skills, and abilities to perform a specific job. The examination can be written, oral, or performance based.

Certification may be a time-limited credential that individuals renew through a recertification process. Recertification processes vary, but many require additional professional development courses, experience, or exams.

## **Occupational License**

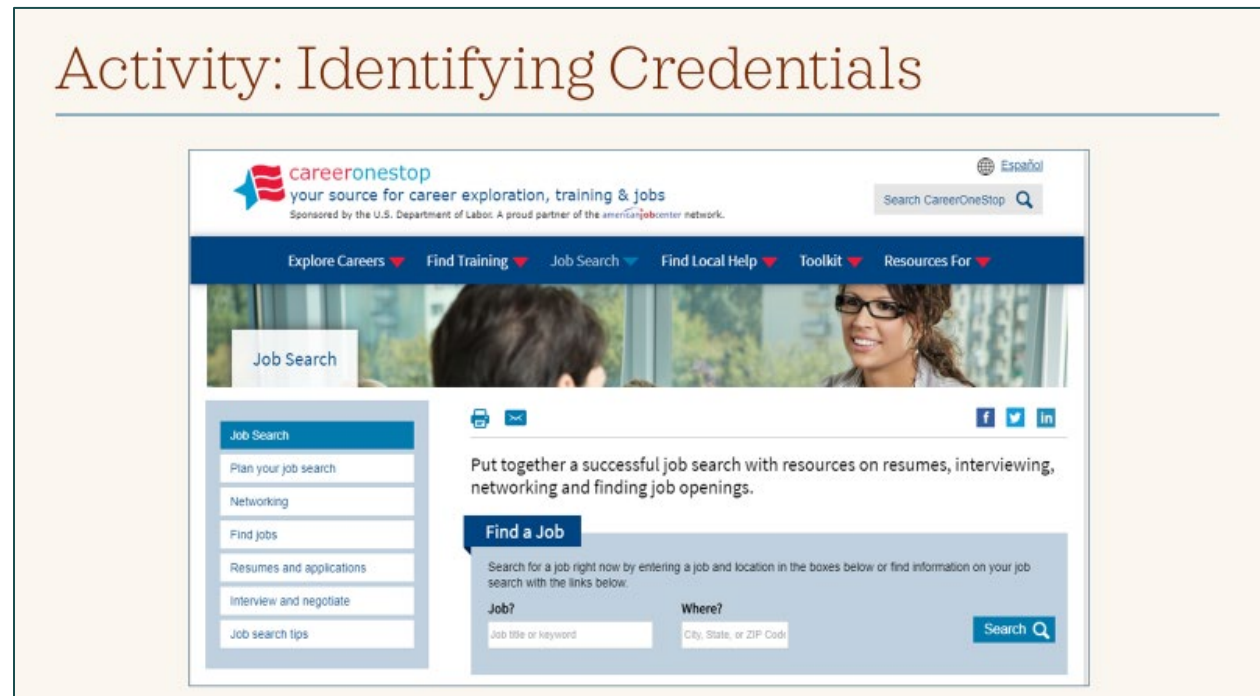
Some occupations, such as health care workers, require you to have a license. An occupational license is issued by a federal, state, or local government allowing you to work in a profession or vocation. Licenses set professional standards and ensure safety and quality of work. In addition to an occupational license, some states and employers may require one or more certifications for a career field. Earning additional licenses and credentials, even if not mandatory, may make you a more competitive candidate and may increase your salary.

If you are pursuing an occupation that requires a license, think about where you plan to work. Some states recognize licenses from other states, and some do not. Research licensing requirements for the location in which you plan to live.

## **Certificate**

Industry organizations and associations, as well as educational institutions may issue certificates for completing one or more courses. Certificates do not necessarily demonstrate competence, but they show that you have knowledge about a specific topic and remain current in your field of work. Certificates can help you during the license or certification renewal process because you will have documented continuing education units, hours, or points.

## Website Activity: Identify Credentials



### Slide 8

Identifying the required credentials and training for your career of choice will help you become a more valuable candidate in your chosen career field. To identify the required training and credentials for your career of choice, conduct a job search. The job search will give you an accurate picture of what employers are looking for in the area where you are planning to reside.

To start a job search, use one of several job search engines available on the Internet, such as

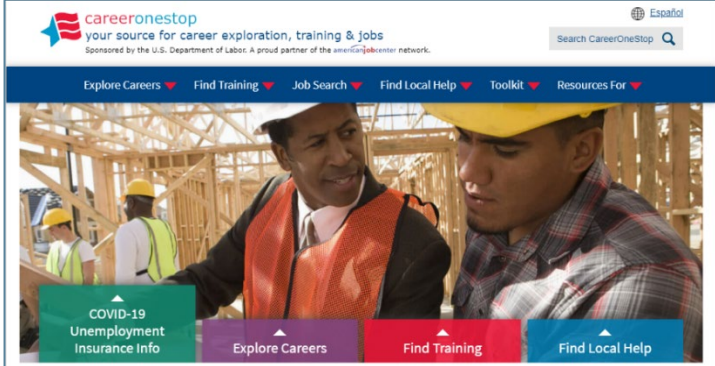
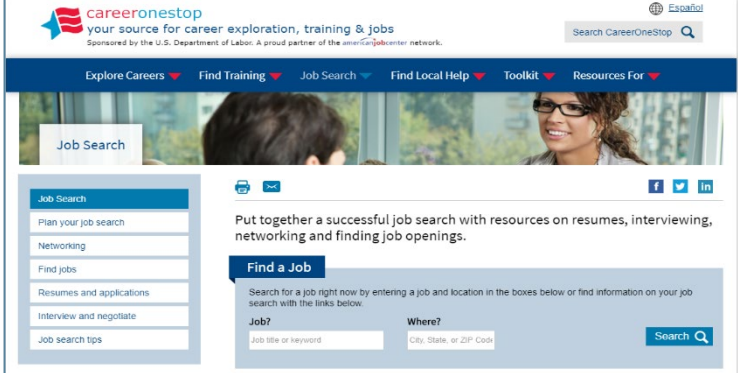
- [www.careeronestop.org](http://www.careeronestop.org)  
CareerOneStop is a great resource for career exploration, training, and jobs.
- [usnlx.com](http://usnlx.com)  
The National Labor Exchange (NLX) can help you find legitimate job openings in your area in vetted public, private, and nonprofit sector organizations.
- [www.usajobs.gov](http://www.usajobs.gov)  
USAJOBS is the main job listing site for federal job vacancy announcements.
- [www.veterans.gov/milspouses](http://www.veterans.gov/milspouses)  
Veterans.gov, a DOL website, provides the employment resources you need, including military spouse information, individual state resources, and more.

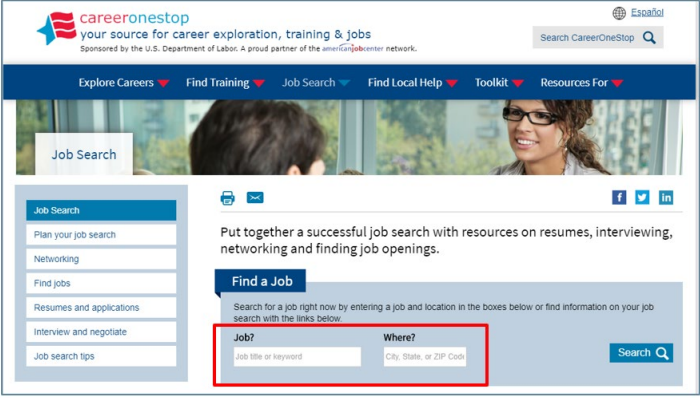
### Career Versus Job

- A **career** is your vocation based on your education and training. You can create your career by becoming credentialed.
- A **job** is what you do to earn your salary. A job is given to you by an employer. During your career, you could have several jobs.

For example, if you are a nurse, nursing is your career. Depending on your skills, experience, and credentials, you may apply for several types of jobs: surgical nurse, emergency room nurse, intensive care unit nurse.

For this activity, you will use [careeronestop.org](http://careeronestop.org). You can use your current profession or one in which you would like to get a job.

Step	Action	Additional Description
1.	Open <a href="http://www.careeronestop.org">www.careeronestop.org</a>	
2.	Select <b>Job Search</b> .	

Step	Action	Additional Description																		
3.	Under Find a Job, enter your chosen occupation in the Job? field, and the city and state or ZIP code where you want to work in the Where? field.	 <p>The screenshot shows the CareerOneStop website. At the top, it says "careeronestop your source for career exploration, training &amp; jobs". Below that is a navigation bar with "Explore Careers", "Find Training", "Job Search", "Find Local Help", "Toolkit", and "Resources For". The main content area has a "Job Search" section with a sidebar menu containing "Plan your job search", "Networking", "Find jobs", "Resumes and applications", "Interview and negotiate", and "Job search tips". The main search area has a "Find a Job" button and a search prompt: "Search for a job right now by entering a job and location in the boxes below or find information on your job search with the links below." Below this are two input fields: "Job?" (with a sub-label "Job title or keyword") and "Where?" (with a sub-label "City, State, or ZIP Code"). These two fields are highlighted with a red rectangular box.</p>																		
4.	Select at least three Job Titles and review the description. Use the <b>Identifying Credentials Worksheet</b> to note required and preferred credentials for each job and identify the common credentials among the jobs you selected.	<p>Identifying Credentials Worksheet</p> <table border="1" data-bbox="703 793 1398 1031"> <tbody> <tr> <td>Position:</td> <td colspan="2"></td> </tr> <tr> <td>Certification(s):</td> <td colspan="2"></td> </tr> <tr> <td>License(s):</td> <td colspan="2"></td> </tr> <tr> <td>Degree(s):</td> <td colspan="2"></td> </tr> <tr> <td>Certificate(s):</td> <td colspan="2"></td> </tr> <tr> <td>Status Check:</td> <td>Am I ready to apply for the job?</td> <td>Do I still require training or experience before applying for the job?</td> </tr> </tbody> </table>	Position:			Certification(s):			License(s):			Degree(s):			Certificate(s):			Status Check:	Am I ready to apply for the job?	Do I still require training or experience before applying for the job?
Position:																				
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Status Check:	Am I ready to apply for the job?	Do I still require training or experience before applying for the job?																		

## Identifying Credentials Worksheet

Item	Notes
<b>Position 1:</b>	
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?	
<b>Position 2:</b>	
Certification(s):	
License(s):	
Degree(s):	
Certificate(s):	

Item	Notes
Status Check: Am I ready to apply for the job?	
Status Check: Do I still require training or experience before applying for the job?	
<b>Position 3:</b>	
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?	

## DoD Civilian Credentialing Opportunities On-Line (COOL)



### Slide 9

Department of Defense Civilian Credentialing Opportunities On-line (DoD Civilian COOL) helps federal civilian employees find information on certifications and licenses related to their jobs.

Although COOL focuses on federal civilian jobs, anyone can use this website to get information. Use COOL to get background information on credentialing and find detailed information on the civilian credentials related to your job. This site is most helpful to current and prospective federal employees. However, several sections contain useful information about credentialing:

- **Credentialing Basics** contains information about the types of credentials and how to get credentials. You can get to that information from any page by using the Navigator (compass icon) accessible from the top right on every page.
- **Costs and Funding** contains information about types of credential costs and available assistance.
- **Available Resources** contains links and information about other sites for job searches, licensing and certifications, funding, etc. Links include CareerOneStop, the Apprenticeship Program Registered with the DOL, and My Next Move local salary information.

According to the website, if you are considering joining the federal workforce, you can use DoD Civilian COOL to learn about the duties of the various federal occupational series as well as credentials that might help you demonstrate your qualifications for a specific job. You can **get** to information on federal occupational series from any page by using the Navigator accessible from the top right of every page. Once there, explore the job duties, links to the Office of Personnel Management (OPM) website for more information, and the potentially related credentials.



Not only can you use DoD COOL to find information on credentials related to positions, but another great strategy is to conduct informational interviews.

By connecting with people in a particular position, you have the opportunity to learn about the real-life experiences of someone working in a field or company that interests you. An informational interview is usually a short meeting lasting less than 30 minutes and is a great way to discover current information about the job market, research the company, and connect to people that can be added to your network.

The following three questions could be asked during an informational interview and could be used to assist in determining what credentials are necessary for a particular job or career.

1. “Could you tell me about your background and how you came to hold your current position?”
  - a. Gives insight into their education, skills, and experience, as well as the steps in their career path. i.e., certification or license requirements.
2. “What general skills are required in this line of work?”
  - a. Gives you an idea of the general transferable skills this career requires.
3. “What specific or technical skills have you acquired in your work?”
  - a. Gives you an idea of the technical skills required and another opportunity to identify any certifications or licenses preferred or required for the job.

The purpose of an informational interview is not to get a job. Informational interviews can uncover a variety of career- or job-related information.

For additional information on informational interviews, you can attend the TEAMS Marketing Me workshop or the DOL Employment Workshop.

## Section 2: How to Get Credentials



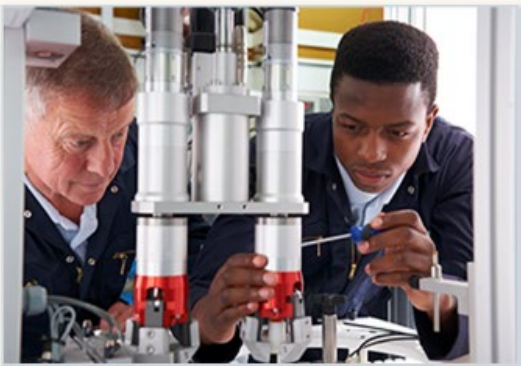
Slide 10

Credentials may be required for a job, increase your chances of being hired for a job, or enhance your promotion and salary potential. Having credentials increases your chances of getting a job in your field. But how do you get credentials? And which type will help you the most?

### Credential Categories

It's important to find training and credentialing opportunities that fit with your lifestyle, learning preferences, and goals. We can divide training opportunities into two categories:

#### On-the-Job Training



#### Formal Education



Slide 11

There are several ways to obtain each of the credentials we discussed in section 1, divided into two categories: **on-the-job** and **formal education**. It is important for you to find the training opportunities to fit your lifestyle, learning preferences, goals, and financial concerns.

## On-The-Job-Training

### On-The-Job Training

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Incorporates hands-on training and classroom instruction into normal work activities.  
For example:

- Apprenticeships
- Internships



#### Slide 12

Most employment opportunities feature some form of on-the-job training. You may be experienced in your field, but you need time to learn the duties and expectations that are specific to that job at that organization. You focus on real job tasks that you can use immediately in the position.

More formal on-the-job training programs provide structured hands-on practical training with formal lessons. These programs provide time to learn the job with skilled mentors. Two such programs are apprenticeships and internships.

## Apprenticeships

### Apprenticeship



  
Get paid while you learn your job with guaranteed wage increases as you develop new skills.

  
Gain knowledge from on-the-job learning and job-related classroom training.

  
Earn a portable credential within your industry.

### Slide 13

Apprenticeships are on-the-job programs that combine training with a skilled mentor and related classroom instruction. Through an apprenticeship program, you get paid relevant workplace experience while learning. Apprenticeship programs are popular in skilled trades such as electrician, plumbers, and construction workers. In recent years, apprenticeship programs in such industries as information technology, cybersecurity, healthcare, advanced manufacturing, and transportation have become popular with employers to attract, train, and retain a skilled workforce.

In apprenticeship programs:

- Employers work with industry associations and training providers to build meaningful programs.
- Programs include hands-on training that focuses on specific skills needed to do the job.
- Classroom curriculum is industry-specific and incorporates national-level skill standards.
- Apprentices receive beginning-level wages and incremental increases as they advance.
- Graduates receive nationally recognized credentials.
- Successful apprenticeships can lead to offers of a permanent position with the employer.

Although apprenticeships are not available in every industry, they are more widespread than you may think.

**Should You Look for an Apprenticeship? What factors should you consider?**

FACTOR	INFORMATION
<b>Paid Job</b>	A Registered Apprenticeship is an immediate job. Apprentices start working and earning from day one, with incremental wage increases as skill levels improve.
<b>Long Term</b>	Apprenticeships are long-term. They range from 1 to 6 years, with most being about 4 years.
<b>Portable Credential</b>	Upon completing a Registered Apprenticeship program, participants receive an industry-recognized, nationally issued (from DOL) credential that certifies occupational proficiency and is transferrable.
<b>Training</b>	Training is occupation-focused, hands-on, and immediately applicable.
<b>Opportunities</b>	Agreements between certain apprenticeship training programs and 2- and 4-year colleges create opportunities for college credit and future degrees.

## Apprenticeship.gov



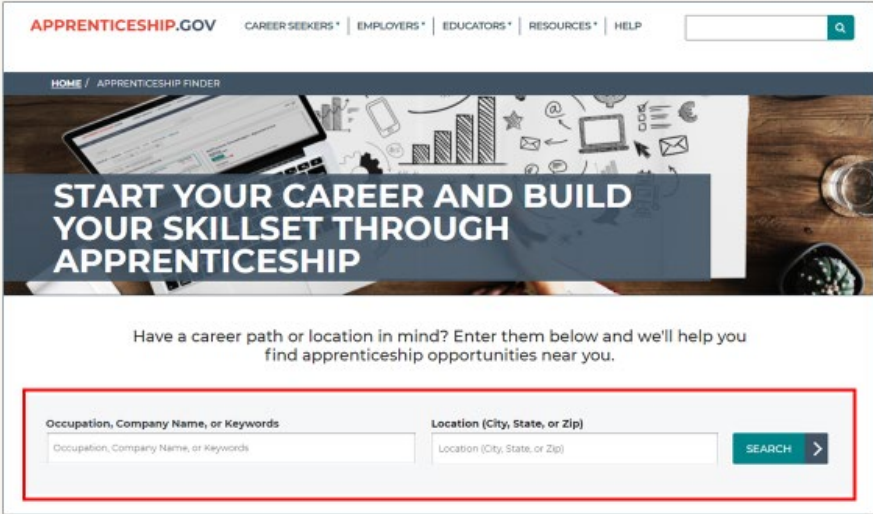
Slide 14

The Apprenticeship.gov website contains helpful information about various apprenticeship programs and resources that can help you obtain an apprenticeship. The website contains a list of apprenticeship programs that are reviewed by the DOL. It also includes information about programs immediately available in various fields.

Step	Action	Additional Description
1.	Open <a href="https://www.apprenticeship.gov">apprenticeship.gov</a> .	

## Website Activity: Using apprenticeship.gov



# Find an Apprenticeship



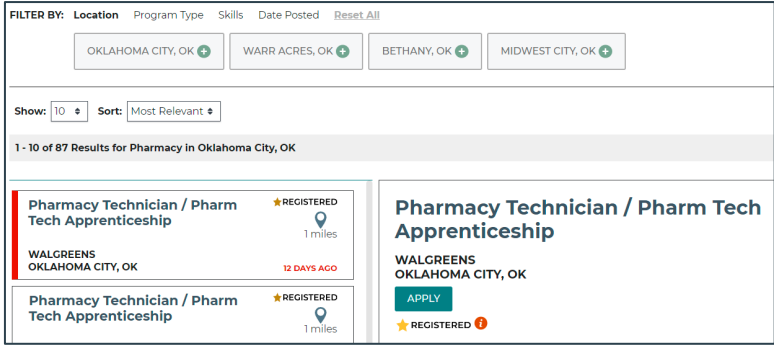
The screenshot shows the homepage of the apprenticeship.gov website. At the top, there is a navigation bar with the logo 'APPRENTICESHIP.GOV' and links for 'CAREER SEEKERS\*', 'EMPLOYERS\*', 'EDUCATORS\*', 'RESOURCES\*', and 'HELP'. A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a banner with the text 'START YOUR CAREER AND BUILD YOUR SKILLSET THROUGH APPRENTICESHIP'. Underneath the banner, there is a search prompt: 'Have a career path or location in mind? Enter them below and we'll help you find apprenticeship opportunities near you.' Below the prompt, there are two input fields: 'Occupation, Company Name, or Keywords' and 'Location (City, State, or Zip)'. A 'SEARCH' button with a right-pointing arrow is located to the right of the input fields. The entire search area is highlighted with a red border.

Slide 15

As you search through apprenticeship.gov, remember that not all of the 16 career clusters may have an apprenticeship identified on this website. But new apprenticeships are added frequently, so you may want to bookmark the website and return to it regularly.

Step	Action	Additional Description
1.	Select <b>Career Seekers</b> tab or scroll down to <b>Become an Apprentice, I'm a Career Seeker</b> . Select <b>Get Started</b> .	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>BECOME AN APPRENTICE <b>I'M A CAREER SEEKER</b></p>  <p>Jump start your future, hone your craft, learn from the pros, and build your career through apprenticeship.</p> <p><a href="#">GET STARTED</a></p> </div>
2.	Select <b>Find an Apprenticeship</b>	<div style="border: 1px solid black; padding: 10px;"> <p><b>Seeking an apprenticeship?</b></p> <p>Click <a href="#">find an apprenticeship</a>, search for an opportunity, and apply directly with the employer or the program sponsor.</p> <p><a href="#">FIND AN APPRENTICESHIP</a></p> </div>
3.	In the <b>Occupation, Company Name, or Keywords</b> field, enter <b>Pharmacy</b> .	<div style="border: 1px solid black; padding: 10px;"> <p><b>APPRENTICESHIP JOBS</b>    <b>APPRENTICESHIP PROGRAMS</b></p> <p>Search open apprenticeship job opportunities from employers across the country and directly apply for an apprenticeship job to match your preferred location or occupation? Try connecting with an apprenticeship sponsor by submitting your apprenticeship applications by searching on the "<b>Apprenticeship Programs</b>" tab.</p> <p><b>Occupation, Company Name, or Keywords</b></p> <input type="text" value="Pharmacy"/> </div>
4.	In the <b>Location</b> field, enter <b>Oklahoma City, OK</b> and Select the <b>Search</b> button.	<div style="border: 1px solid black; padding: 10px;"> <p><b>Location (City, State, or Zip)</b></p> <input type="text" value="Oklahoma City, OK"/> <p><a href="#">SEARCH</a> </p> </div>



Step	Action	Additional Description
5.	<p>Review apprenticeships available.</p> <p>You can sort using relevancy, location, or alphabetically.</p>	

Some other apprenticeship resources you may want to consider are listed in the online TEAMS Website Guide.

### Internships

## Internship

An internship is a short-term job that gives students and other adults hands-on work experience.

- Allows a student or emerging professional to gain skills and experience in a real-world work environment.
- Available in a variety of fields in government, private business, and non-profit organizations.



Slide 16

Internships are periods of work experience offered by an employer to give students, graduates, and trainees exposure to the working environment, often within a specific industry relating to their field of study. Internships provide opportunities for students or trainees to gain work experience or satisfy requirements for a qualification. Like apprenticeships, internships emphasize on-the-job training rather than merely employment. However, unlike apprenticeships, internships are temporary positions that can be paid or unpaid.

# Compare

## Apprenticeships

- Programs are full-time and long-term, usually 1-6 years.
- Apprentices are paid a salary with increases for achieving skills and gaining experience.
- Successful completion of programs leads directly to employment.
- Classroom instruction relates directly to what you do on the job.
- Apprenticeships are pathways to certification that transfer when you transition.

## Internships

- Programs are short-term, usually a semester or summer, and are often part-time.
- Interns usually are not paid but may receive stipends.
- Programs are not related to a specific job but offers an addition to a resume and networking.
- Internships relate to an occupation but not directly to classroom study.
- Internships are generalized positions designed to expose a person to an industry rather than to one job.

Slide 17

### Differences Between Apprenticeships and Internships

Apprenticeships	Internships
Programs are full-time and long-term, usually 1 to 6 years.	Programs are short-term, usually a semester or summer, and are often part-time.
Apprentices are paid a salary with increases for achieving skills.	Interns usually are not paid but may receive stipends.
Successfully completing the program does not guarantee employment, but identifies you are fully proficient to do the job.	Programs are not related to specific jobs. They offer you something to add to a resume and allow you to build professional contacts.
Classroom instruction relates directly to what you do on the job.	Internships relate to a specific occupation but not directly to classroom study.
Apprenticeships are pathways to certification.	Internships are more generalized positions and designed to expose a person to a specific industry rather than to one job.

## Formal Education



Slide 18

Another way to gain credentials is to get a diploma or degree through accredited public and private educational institutions. Formal education is organized as a continuous process with defined stages.

## Researching Organizations for Credentialing

# Formal Education

Formal education occurs at an accredited, higher education institution:

- Traditional programs at community colleges
- Vocational programs at community colleges
- Career technical, vocational, or trade schools
- Universities and 4-year colleges



### Slide 19

It's important to select a legitimate credentialing program whether it's an academic institution, vocational program, licensing body, or association offering individual classes. Your credentials will mean nothing if prospective employers cannot verify their credibility.

A key indicator of credibility is if the organization is accredited. Accreditation is a process conducted by an outside authority to ensure that credentialing programs meet certain standards of quality, whether your program is in-person, online, or a combination. Researching accreditation is especially important if you are applying to a school or organization that is not well known.

## Community College

# Community College

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### Traditional Programs

College-level courses to prepare you for further study toward a bachelor's degree.



### Vocational Programs

Workforce training courses to learn a new career or gain skills to advance your current career.



Slide 20

Community colleges are publicly funded institutions that provide both academic instruction and vocational education training.

### Traditional Programs

Community colleges offer traditional college-level courses that lead to a 2-year associate degree. Students may opt to use the associate degree to find a job, or they may prefer to continue to their bachelor's degree.

### Vocational Programs

Community colleges also provide short-term career training through vocationally oriented courses that lead to a certificate. You can participate in these relatively inexpensive, convenient, and flexible workforce training courses to learn a new career or gain knowledge and skills that can advance your current career.

## Career Technical and Vocational School

### Career Technical School

Technical school offers focused education that teaches knowledge and skills for a particular job.



#### Slide 21

Career technical and vocational schools offer focused education and specialized preparation for specific careers.

These schools offer courses and programs that teach the specific knowledge and skills associated with job, such as degrees and certificates in computer hardware maintenance and electronics, construction trades, nursing, and criminal justice. Technical and vocational schools also include a wider array of fields such as culinary arts, bartending, travel, real estate, healthcare, and graphic design.

You receive a certificate upon completing the required coursework and training which can vary from a few months to 2 years. And the school may offer help finding a job.

## Colleges and Universities

### Colleges and Universities

Academic schools, such as colleges and universities, offer in-depth programs of study with time to explore several areas. You start with general liberal arts courses before focusing on a particular subject.



Slide 22

Colleges and universities offer longer, more in-depth programs of study typically lasting 4 or more years. Programs vary from undergraduate- to graduate-level study and may be classroom-based, online, or a combination of the two.

Typically, in the first 2 years, you take general coursework and introductory classes. After that you focus on a selected major subject.

A 4-year university is worth exploring if you need a degree in a particular field to achieve your career goals.

Use these resources to find information about community colleges and technical and vocational schools. Record any information in the **My Notes** section of the following Table.

- [www.careeronestop.org/FindTraining/Types/college.aspx](http://www.careeronestop.org/FindTraining/Types/college.aspx)  
CareerOneStop contains a guide to college degrees. You can use the links on this site to find local college programs, learn how to prepare for college, and assess school affordability and value using the College Scorecard.
- [www.nces.ed.gov/collegenavigator/](http://www.nces.ed.gov/collegenavigator/)  
The College Navigator tool from the National Center for Educational Statistics allows you to search and access detailed information about more than 7,000 post-secondary institutions.
- [www.benefits.va.gov/gibill/docs/factsheets/Choosing\\_a\\_School.pdf](http://www.benefits.va.gov/gibill/docs/factsheets/Choosing_a_School.pdf)  
The U.S. Department of Veterans Affairs (VA) offers a guide to choosing a school that accepts GI benefits. For specific questions on using your service member's GI Bill benefits, consult with the VA.

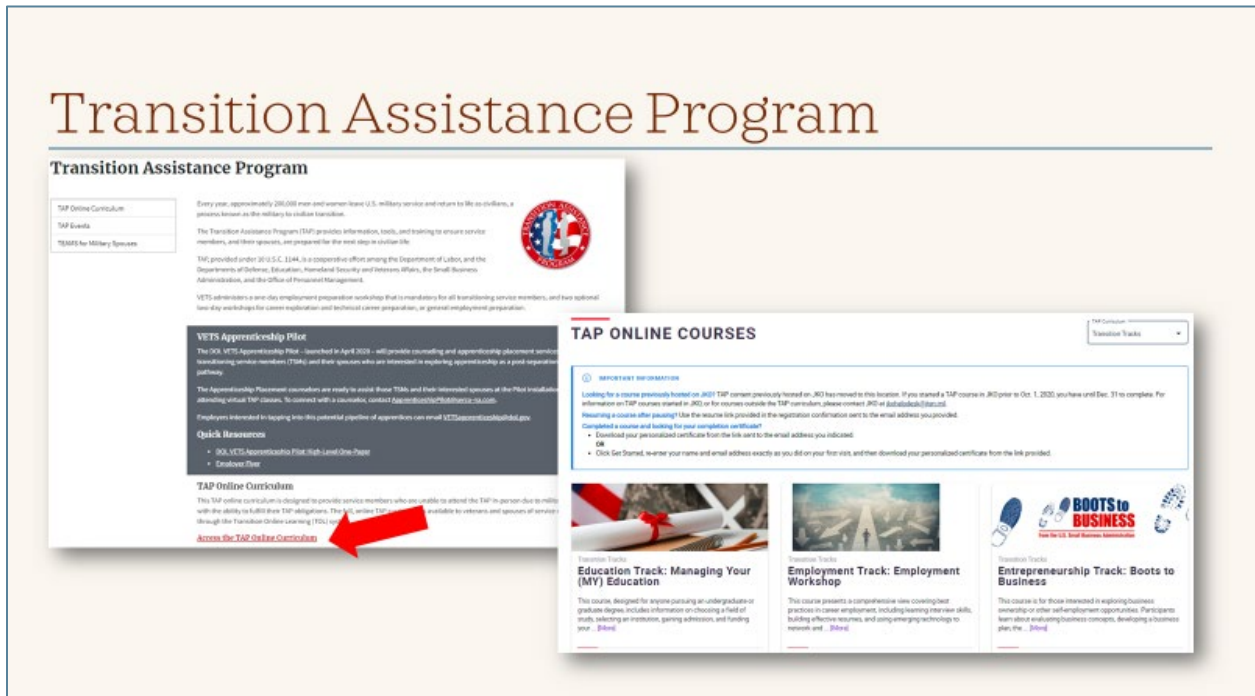
- <https://mycaa.militaryonesource.mil/mycaa>  
My Career Advancement Account (MYCAA) is a workforce development program that provides up to \$4,000 of financial assistance for licenses, certifications, or associate degrees. Go to the website to find out if you qualify.
- [www.consumer.ftc.gov/articles/0241-choosing-vocational-school](http://www.consumer.ftc.gov/articles/0241-choosing-vocational-school)  
Federal Trade Commission advice on choosing a vocational school
- [www.benefits.va.gov/gibill/school\\_locator.asp](http://www.benefits.va.gov/gibill/school_locator.asp)  
VA Web Enabled Approval Management System (WEAMS) Institution Search—Find VA-approved non-degree schools or certificate programs

Factor	Community College, Career Technical and Vocational School, and Colleges and Universities	My Notes
Admission Requirements	Are students are accepted regardless of past academic performance or are they more rigorous and include things like previous transcripts, writing samples, and standardized tests?	
Credits	Are the credits transferrable to a 4-year institution. NOTE: Individual institutions accept transfer credits at their own discretion. Be sure to research all institutions involved if you are planning on transferring credits.	
Flexible	Do they have frequent sessions or offer evening or weekend courses which fit your lifestyle?  Are there a variety of choices and programs?	
Investment vs. Return	Consider the return on your investment of time and money based on the typical wages for related careers.	



Factor	Community College, Career Technical and Vocational School, and Colleges and Universities	My Notes
Training Formats	<p>Are courses lecture-based, hands on, online, or a combination of these formats? NOTE: If learning is hands on, does it include job shadowing?</p> <p>Are studio time, labs, research, and internships required for the degree program?</p>	
Tuition	<p>Does tuition include everything you will need throughout the program, such as books, laboratory fees, and supplies?</p>	
Opportunities	<p>Does the program lead you directly into a job or career, or help you transfer to a college or university program?</p> <p>Does the specialized program prepare you for a certification in a specific trade or industry?</p>	

Managing Your (MY) Education



Slide 23

Considering going to school? Check out the Managing Your (MY) Education workshop from the Military-Civilian Transition Office (MCTO). This 2-day workshop will help you identify higher education requirements that support your personal career goals. This workshop benefits those who are attending college for the first time and those applying to continue a degree or to graduate school.

Transition Assistance Program, <https://www.dol.gov/agencies/vets/programs/tap>

TAP Online Courses, <https://www.tapevents.org/courses>. From the TAP curriculum drop down menu, select Core Requirements – Transition Tracks.

Activity: Compare Ways to Get Credentials

**Activity: Compare Credentialing**

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Identify a “pro” and a “con” for each training option.



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Consider the formal education ways to gain credentials: community college; career technical and vocational schools; and colleges and universities. Name some pros and cons for each method.

<b>Pros and Cons Notes</b>

## Website Activity: Identify Ways to Get Credentials

### Activity: Ways to Get Credentials



The screenshot shows the CareerOneStop website interface. At the top, there is a navigation bar with several menu items: 'Explore Careers', 'Find Training', 'Job Search', 'Find Local Help', 'Toolkit', and 'Resources For'. The 'Find Training' menu item is highlighted with a red rectangular box. Below the navigation bar is a large image of two men in safety vests and hard hats at a construction site. At the bottom of the image, there are four colored buttons: 'COVID-19 Unemployment Insurance Info' (green), 'Explore Careers' (purple), 'Find Training' (red), and 'Find Local Help' (blue).

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

## Activity: Creating an Action Plan

### Activity: Creating an Action Plan

- **My Career:** Identify your career.
- **My Jobs:** Identify jobs for which you could apply.
- **Required credentials:** List all the credentials that are required for you to do a job in your field.
- **Other credentials:** List the credentials that are optional but will help you to stand out.

- **Credentialing Requirements:** List the things you need to do to get credentials, such as applications and paying fees.
- **Credentialing Agencies:** List agencies that you need to contact. Check the box when you contact them.
- **Resources:** List funding and other resources that are helpful.
- **Exam information:** List information you need for taking licensing exams.

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Now that you researched credentials in your career field and identified some jobs that fit your career, you can create an action plan for getting those credentials.

Use the Action Plan worksheet to plot your course for credentialing and use resources such as:

- CareerOneStop, [www.careeronestop.org](http://www.careeronestop.org)
- DoD Civilian COOL, <https://www.cool.osd.mil/dciv/index.htm>
- Military OneSource, <https://www.militaryonesource.mil/>

## Action Plan

Topic	Action
<b>My Career:</b>	
<b>My Jobs:</b>	
<b>Required Credentials (education, licenses, certificates):</b>	
<b>Other Credentials (to make me stand out):</b>	
<b>Credentialing Requirements:</b>	

Topic	Action
<b>Credentialing Agencies:</b>	1.  <input type="checkbox"/> <b>Contacted</b>
<b>Credentialing Agencies:</b>	2.  <input type="checkbox"/> <b>Contacted</b>
<b>Credentialing Agencies:</b>	3.  <input type="checkbox"/> <b>Contacted</b>
<b>Credentialing Agencies:</b>	4.  <input type="checkbox"/> <b>Contacted</b>
<b>Funding Resources:</b>	
<b>Other Resources:</b>	
<b>Exam Information (if applicable):</b>	

**Career Tip:** Steps in an Action Plan can be put into your personal calendar to remind you to complete the steps and stay on track.

## Section 3: How to Keep Credentials Through a Transition



Slide 27

Consider this scenario: you are married to an active-duty service member stationed in Oklahoma. Your career in health care requires you to be licensed by the state. You have gone through training and exams and paid the necessary fees to be certified in Oklahoma. And you get a job. Within 3 years, your spouse is transferred to Virginia. You must leave your job and move your family to Virginia. To work in your profession in Virginia, you must get re-licensed in Virginia. Sound familiar?

## Transitions

- Military families typically move every 2-3 years.
- Military spouses are more likely to work in occupations that require a license.

How will you keep your credentials current through your transitions?



### Slide 28

In fact, military families typically move every 2 to 3 years, requiring frequent job adjustments for those who do not have remote work arrangements. Once you have your credentials, how do you transfer those credentials to another state? Employers throughout the United States recognize your education degree. But the same is not true for occupational licenses and certifications.

Military spouses are more likely than other workers to be caught up in this country's patchwork of occupational licensing laws, both because they are more likely to move across State lines and because they are disproportionately employed in occupations that require a license. The Bureau of Labor Statistics estimates that 22 percent of all workers required a government license to do their job in 2016, while 35 percent of military spouses in the labor force worked in occupations requiring a license or certification (*Military Spouses in the Labor Market*, The Council of Economic Advisors, May 2018).

Led by the Department of Labor (DOL), states, licensing organizations, and the military are working to make the process easier for military spouses. Many states offer expedited applications, temporary licenses, or complete license recognition. Armed with the proper information resources, you can begin a new job shortly after relocating.

It's important to start your research as soon as you find out where you will live. Submit any applications you may need, especially applications for funding. The process may take longer than you think.



## Navigating the Resources

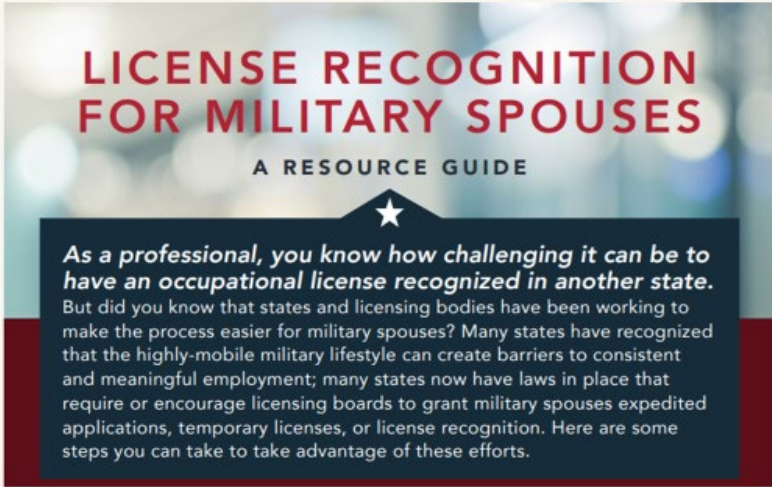
The veterans.gov website is your one-stop shop for a multitude of resources for military spouse information, including getting credentialed in your new location. The website contains a link to DOL's License Recognition for Military Spouses Resource Guide. This guide contains valuable information on how to get licensed in other states. It outlines four main steps:

1. Learn about military spouse interstate license recognition options.
2. Explore occupation specific guidance.
3. Find the appropriate licensing board.
4. Contact the licensing board.

It's important to start your research early. In fact, start researching your options as soon as you find out where you will live. Submit any applications you may need, especially applications for funding. The process may take longer than you think.

## Website Activity: Using the Military Spouses Resource Guide

Activity: Using the  
Military Resource Guide



**LICENSE RECOGNITION  
FOR MILITARY SPOUSES**

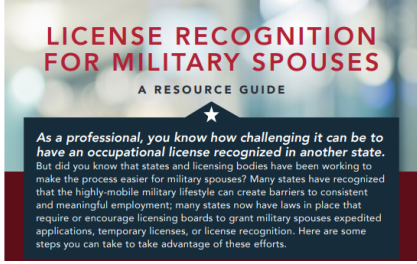
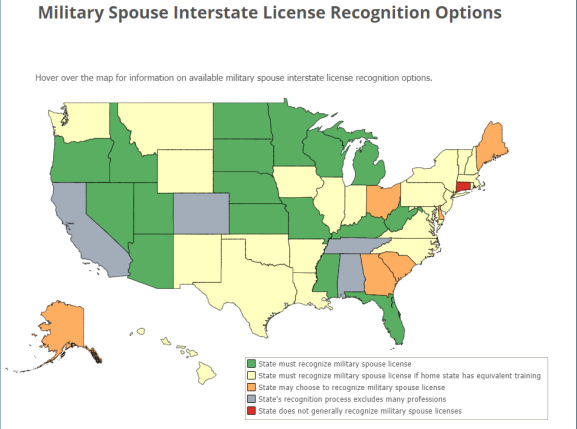
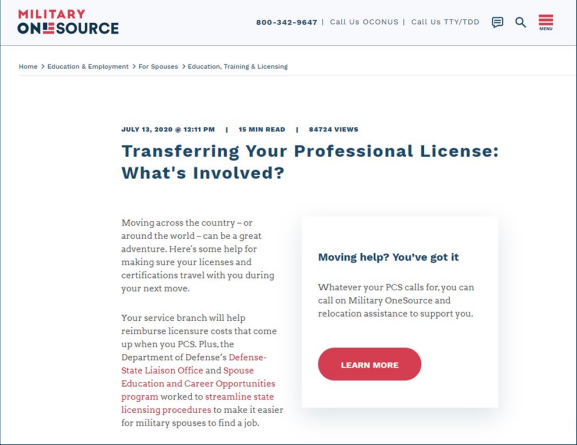
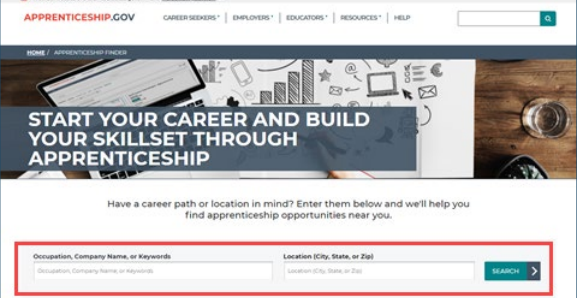
A RESOURCE GUIDE

★

*As a professional, you know how challenging it can be to have an occupational license recognized in another state. But did you know that states and licensing bodies have been working to make the process easier for military spouses? Many states have recognized that the highly-mobile military lifestyle can create barriers to consistent and meaningful employment; many states now have laws in place that require or encourage licensing boards to grant military spouses expedited applications, temporary licenses, or license recognition. Here are some steps you can take to take advantage of these efforts.*

Slide 29

Use the following steps to open the License Recognition for Military Spouses Resource Guide. Select the links to display resources.

Step	Action	Additional Description
1.	<p>Open the License Recognition for Military Spouses Resource Guide 2019:  <a href="https://www.workforcegps.org/resources/2019/05/23/14/47/Military-Spouse-License-Recognition-Resources">https://www.workforcegps.org/resources/2019/05/23/14/47/Military-Spouse-License-Recognition-Resources</a>.</p>	
2.	<p>Learn About Military Spouse Interstate License Recognition Options.</p> <p>Select  <a href="https://www.dol.gov/agencies/vets/veterans/military-spouses">https://www.dol.gov/agencies/vets/veterans/military-spouses</a> and scroll down to see the interactive map of Military Spouse Interstate License Recognition Options. Select your state to see the laws and resources available.</p>	
3.	<p>Explore Occupation-Specific Guidance</p> <p>Select the link to display Military OneSource with information on spouse licensure reimbursement policies for each service branch.</p>	
4.	<p>Find Your Licensing Board</p> <p>Select the link to display CareerOneStop.org. Enter the <b>Occupation, License Name, or Licensing Agency</b> in the first field. In the second field, enter the appropriate location and select <b>Search</b>.</p>	

## Activity: Exploring Your Options

### Activity: Exploring Your Options

Using online resources, such as those you learned about in this workshop, identify:

- Credentials
- Training opportunities
- Assistance
- Funding



Slide 30

### Case Study 1

Military family 1 is transferring to Andrews Air Force Base in Maryland (ZIP code 20762). Military Spouse 1 is a family and marriage counselor and wants to get a similar job in Maryland near Baltimore.

### Case Study 2

Military family 2 is transferring to Oklahoma City, OK, 73145. Military Spouse 2 is finishing a bachelor's degree and is hoping to get a job as a teacher.

### Instructions

Use the resources you learned in this workshop to identify

- Credentials (licenses, certifications, and education) that the spouse will need to get a job. Explain how you found the required and desirable credentials.
- Training and credentialing opportunities the spouse will need to get the appropriate credentials (apprenticeship, vocational school, etc.). Explain how you found the opportunities and why you chose that training.
- Funding or other assistance that the spouse may need. Explain what they are and how you found them.

When your team has completed its research, record your findings on chart paper. Ask a team member to function as the spokesperson and present your team's findings.

You may also use the following notes section to record your findings.

<b>Case Study 1 Notes</b>

<b>Case Study 2 Notes</b>

## Wrap Up

### Wrap Up

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- The definition of credentials.
- Why credentials are important.
- How to get credentials for your occupation.
- How to keep credentials when transitioning or moving.

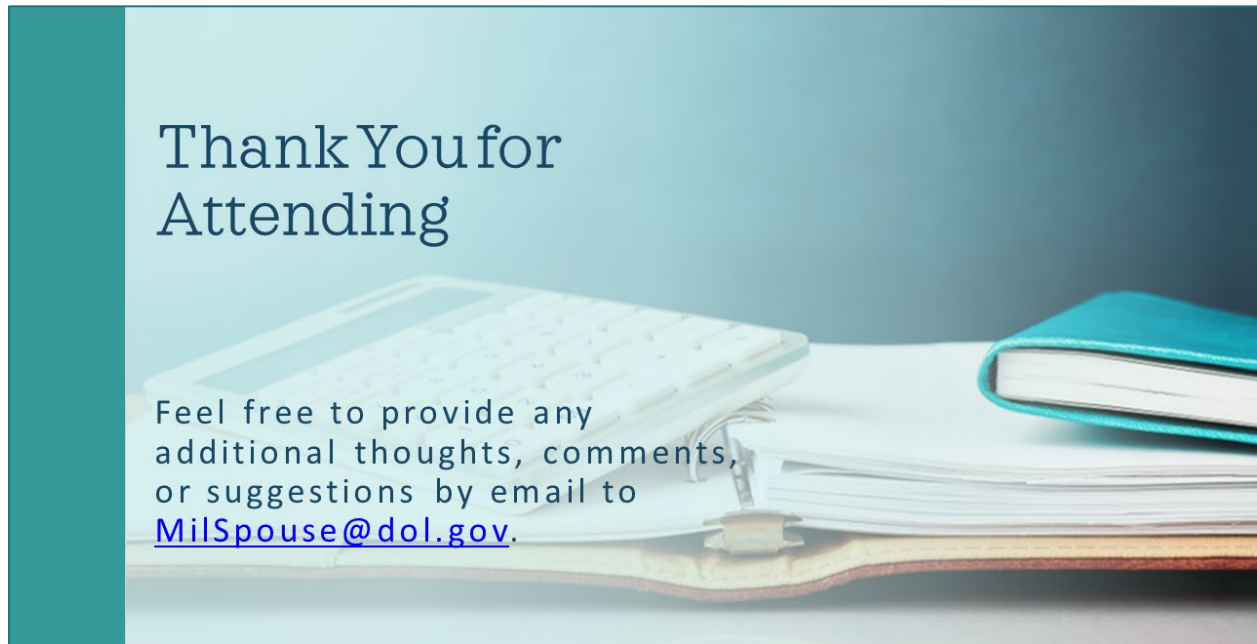
Slide 31

In this workshop, you learned:

- The definition of credentials.
- Why credentials are important.
- How to get credentials for your occupation.
- How to keep credentials when transitioning or moving.

On a separate sheet of paper or in the following table, write down at least two **take-aways** from this class.

Item	Take Away
1.	
2.	



## Slide 32

Congratulations! You have taken significant steps toward setting yourself up for success. You are informed, organized (as you can tell by the information you have entered into your Action Plan), and well on your way to a rewarding career.

Visit <https://www.dol.gov/teamsworkshops> to register for all TEAMS Workshops and download the Website Guide.

Feel free to provide any additional thoughts, comments, or suggestions by email to [MilSpouse@dol.gov](mailto:MilSpouse@dol.gov).