

CareerOneStop Paths – User Guide

Path: Develop new skills and knowledge

Goal

Make a plan to develop new skills and knowledge, to better position yourself to find a career job. Learn about different types of training to meet your training goals. Research ways to pay for your training.

Objectives

- Use the Occupation Profile to find out what training is required for your career goal.
- Review the types of training available to help you reach your career goal. Write down the next 1-2 training steps to move from where you are now toward your goal.
- Research the options from this list to learn which will be most helpful now. Note details about how to enroll or set up your next training steps.
 - Learn about free and low-cost online training and education opportunities.
 - Explore college-based programs in your local area and compare location, program length, cost, and outcomes.
 - Find federally-funded training opportunities for in-demand jobs for eligible youth and adults.
 - Identify 2-3 certifications using the Certification Finder.
 - Find 1-3 apprenticeship sponsors in your local area to contact about opportunities.
- Find 2 professional associations on Professional Association Finder to contact and join.
- Research options to pay for training.
- Use the Scholarship Finder to find 3-4 scholarships that you are qualified to apply for.

Steps

You have a “to do” assignment for each step. You can make an electronic or paper document to track your work. All assignments use the CareerOneStop website pages noted, except where described.

1. Use the Occupation Profile to find out what training is required for your career goal.

Occupation Profile

<https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx>

Enter the job title or a keyword related to your goal occupation and enter your location to see a profile of your selected career. Learn important details, including training qualifications to enter the field.

To do: Learn the training requirements for your selected field.

2. Review the types of training available to help you reach your career goal. Write down the next 1-2 training steps to move from where you are now toward your goal.

What’s right for me?

<https://www.careeronestop.org/FindTraining/FindYourPath/whats-right-for-me.aspx>

What kind of training will help you most? That may depend on your goals or experience, how much the training costs, or how much time you have available.

Get started making your training decision with the chart on this page. To learn more or locate local programs, click on any of the training options.

To do: Review the training options from the list to learn about the full range of possible training.

3. Research the options from this list to learn which will be most helpful now. Note details about how to enroll or set up your next training steps.

a. Learn about free and low-cost online training and education opportunities.

Short Term Training

<https://www.careeronestop.org/FindTraining/Types/short-term.aspx>

Short-term training includes any class or program that lasts less than two years. All short-term training can help you find a job, get a promotion, or earn more money. Many short-term college programs lead to a certificate, which can give you a helpful edge in the job market.

To do: If short-term training will meet your career goal, review short term training options, select an appropriate program/s, and register or prepare to register for a program.

b. Explore college-based programs in your local area and compare location, program length, cost, and outcomes.

Local Training Finder

<https://www.careeronestop.org/Toolkit/Training/find-local-training.aspx>

Enter an occupation, school, or program name in the search field, and your preferred location to see a list of schools and training programs in your local area. Find details that include program length. Note filters on lower left; select a filter for the length of program you are willing to take. If interested, select the school name to link to the school website to learn more.

College Scorecard Website

<https://collegescorecard.ed.gov/>

Enter a school name, field of study, or select “Show me options” to see a list of schools that fit your needs based on your selected criteria. Then select the name of the program from your results to see details such as acceptance rate for applicants, average annual cost of the program, graduation rate, typical financial aid debt for students in the program, salary after completing the degree or program, and more.

To do: If you are interested in college programs, review information on programs that will prepare you for your goal career and identify strong program and school options in your preferred location.

c. Find federally-funded training opportunities for in-demand jobs for eligible youth and adults.

Eligible Training Provider Website

<https://www.trainingproviderresults.gov/#!/>

Federal funds are available to some individuals with barriers to employment. If you're eligible for Workforce Innovation and Opportunity Act (WIOA) training services, this website will help you find eligible training providers in your state. Not sure if you are eligible? Connect with your American Job Center (see next resource below).

American Job Center Finder

<https://www.careeronestop.org/LocalHelp/AmericanJobCenters/find-american-job-centers.aspx>

Use the American Job Center Finder to find your nearest Center; enter your preferred location (city and state, state, or ZIP code). Use the listed contact information to connect with staff and ask about available training programs and how to qualify. Note that some locations may be temporarily closed to in-person services but are still available for phone or online help.

To do: Contact your nearest American Job Center to learn about eligibility requirements for training funding. Review programs available for in-demand jobs for eligible youth, dislocated workers, and adults.

d. Identify 2-3 certifications using the Certification Finder.

Certification Finder

<https://www.careeronestop.org/FindTraining/Types/certifications.aspx>

A certification is an award you earn to show that you have specific skills or knowledge in an occupation, industry, or technology. Earning a certification can help you qualify for jobs, whether it's required to do the job or just a bonus on your resume.

You usually need to pass a test to earn a certification. Some organizations that offer certification exams also offer related training courses to help you prepare for the exam, or training maybe be offered at a local community college.

Use the Certification Finder to search for certifications by entering a type of job, industry, or if you know it – the certification name or name of the organization that sponsors the certification.

To do: Look for 2-3 certifications that could support your career goal and write down how to get any training you would need, exam information, and other important details.

e. Identify 1-3 apprenticeship sponsors in your local area to contact about opportunities.

Apprenticeship.gov Website

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

Apprenticeships combine a full-time job with training—and prepare workers to enter in-demand careers. They are sponsored by companies, associations, and unions, and pay an hourly wage while the apprentice learns the job, so there is no student loan debt involved.

Apprenticeships may be available in industries such as information technology, finance and business, healthcare, hospitality, transportation, and manufacturing. To find apprenticeship opportunities that match your interests and skills, visit [Apprenticeship.gov](https://www.apprenticeship.gov) to see a list of current apprenticeship opportunities in your area.

To do: If earning a wage while you learn a career-type job hands on interests you, explore Apprenticeship.gov to learn more. Find 1-3 apprenticeship opportunities and apply directly with the employer or program sponsor.

4. Find 2 professional associations on Professional Association Finder to contact and join.

Professional Association Finder

<https://www.careeronestop.org/Toolkit/Training/find-professional-associations.aspx>

Professional associations are a source of current knowledge about an industry or an occupation. They often hold meetings, trainings, and conferences for members, and may publish new research or information. Many offer job listings for members.

Search the Professional Association Finder for at least two that you want to explore. Bookmark their website or make note of their names to look up later.

To do: Reach out to your selected professional associations to ask for information about joining, membership benefits, and any training available.

5. Research options to pay for training.

Find Money for Training

<https://www.careeronestop.org/FindTraining/Pay/find-money-for-training.aspx>

Wondering if you're eligible for any financial assistance to help you pay for training? You may be eligible for programs that help cover the cost of training or retraining. Read about options relevant to your circumstances, including sources for military veterans, dislocated or laid off workers (described in greater detail in 3c above), SNAP recipients, and tax benefits for qualifying applicants.

Financial Aid

<https://www.careeronestop.org/FindTraining/Pay/financial-aid.aspx>

Financial aid can help you afford the education and training you need to advance in your career. Financial aid money is available from a variety of sources for training programs, college, career school, graduate school, and professional school. It might come from the federal government, the state where you live, the school you attend, or a nonprofit or private organization. Types of financial aid include grants, loans, work study awards, and scholarships.

To do: Read about the sources of financial assistance available to students who apply for training and college programs. Explore those sources you believe you may qualify for. Contact sponsoring organizations for details and note how to apply when you are ready.

6. Use the Scholarship Finder to find 3-4 scholarships that you are qualified to apply for.

Scholarship Finder

<https://www.careeronestop.org/Toolkit/Training/find-scholarships.aspx>

Search more than 8,000 scholarships, fellowships, grants, and other financial aid award opportunities. You can: Look through the whole list of scholarships, viewing options in order of closest deadline; Narrow your list by searching with a keyword related to the type of award you're looking for; Use the filters to see only awards for certain award types, locations, level of study, and more.

To do: Use the Scholarship Finder to search for scholarships that fit your circumstances, location, field of study, and any relevant affiliations. Note deadlines for applying and other important details. Print or email to yourself to contact award sponsors for further information or to schedule your applications.