

Step	Action
1	<p>Use an online job search engine to enter one or two job titles or keywords and a location to generate a list of open positions for the area in which you want to work. Here are some resources to get you started:</p> <ul style="list-style-type: none"><li data-bbox="337 426 646 468">• https://usnlx.com/ The National Labor Exchange (NLx) can help you find legitimate job openings in your area in vetted public, private, and nonprofit sector organizations.<li data-bbox="337 657 1149 699">• www.careeronestop.org/JobSearch/job-search.aspx CareerOneStop is a great resource for career exploration, training, and jobs.<li data-bbox="337 835 646 877">• www.usajobs.gov/ USAJOBS is the main job listing site for federal job vacancy announcements.<li data-bbox="337 1014 662 1056">• www.veterans.gov/ The Veterans.gov, a Department of Labor website, provides the employment resources you need, including military spouse information, individual state resources, and more.
2	Click on a position to see the job description, qualifications—both required and preferred.
3	Record your findings in the table on the next page.

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

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

5.14 Comparing Programs

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

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

5.15 Activity: Compare Programs

Step	Action
1	Identify three programs or schools that support your training goals.
2	Complete the Program Comparison Chart on the following pages to conduct a side-by-side analysis of each option. A sample chart has been provided as a guide.
3	Add any notes that are relevant to your specific situation.
4	<p>Use the resources below to conduct your research. Be sure to use the individual school or program websites for specific details.</p> <ul style="list-style-type: none"> • www.careeronestop.org/FindTraining/find-training.aspx CareerOneStop allows you to click on the type of training you are looking for from the list, enter keywords and a zip code to find learning opportunities, and follow any links to individual program sites. • nces.ed.gov/collegenavigator/ The College Navigator tool from the National Center for Educational Statistics allows you to search and get detailed information about over 7,000 post-secondary institutions, enter search criteria to find program details, and follow links to school websites for more information. • www.va.gov/education/choosing-a-school/ The Department of Veterans Affairs WEAMS Institution Search allows you to verify if your school or program is VA-approved.

Sample Program Comparison Chart

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

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

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

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

6.2 Activity: Create an Action Plan

Review your notes and research. Consolidate this information on a single page and formalize your plan.

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

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