

# TRANSITION SERVICES PLANNING

## "THE NEXT STEP" (10<sup>th</sup>)

### THIS PACKET INCLUDES:

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### “WHAT YOU CAN DO NOW”

1. Attend college night.
2. Schedule any pre or practice entrance testing.
3. Continue job/career research by gathering published information, talking to people in the career field, using the internet sites.
4. **MAKE SURE THAT AS YOU PREPARE NEXT YEAR’S SCHEDULE OF HIGH SCHOOL CLASSES THAT YOUR COURSES REFLECT YOUR CAREER INTERESTS SO YOU CAN FIND OUT NOW IF IT’S AN AREA YOU REALLY WANT TOEXPLORE MORE IN DEPTH OR PURSUE AFTER GRADUATION. THIS INCLUDES CONSIDERING ON CAMPUS CLASSES AND TECHNICAL/VOCATIONAL PROGRAMS, IN ADDITION TO PART DAY SCHOOL-PART DAY WORK, OFF CAMPUS WORK RELEASE OR INTERNSHIP.**

Local school contact person name/phone: \_\_\_\_\_

## INTRODUCTION

In previous school years, your teachers have provided you other transition planning packets with information to concentrate on careers and jobs that you want to consider. That is Step 1 in the process of planning your “transition from high school” to the world of work.

**Step 1: Career-Job.** You must have some idea regarding what job you want to pursue when you graduate high school.

Hopefully, you spent time and seriously considered the information and activities about possible careers offered you within the previous packets. You should have some idea what you are “good at doing and what you enjoy doing” so you can plan a career in these areas for your future after school. Now it is time to shift your focus to **Step 2: Training**

### **Step 2: Training**

Where will you obtain the necessary skills to be selected for the JOB you want? Depending on your career or job choices, you will have to find out if additional skills or training is needed after high school. As a review, 3 main options are available:

1. Formal training or education – university, jr. college, trade/technical school
2. On the job training – apprenticeship (earn while you learn)
3. Military training

The 9<sup>th</sup> grade packet contained these possibilities. Now it’s time to match career with the appropriate **training** options to help you become successful.

## CAREER PREPARATION TIMELINE

### **Grade    Goals**

- 10<sup>th</sup>    Attend college night in September.  
Register for and take the PLAN® (ACTs College Readiness Test for 10<sup>th</sup> graders). <https://www.act.org/plan/>  
Meet with counselor to analyze PLAN® (pre-ACT) results.  
Begin to refine college choices and college admission requirements.  
Review four-year plan and match courses with those required for specific college admission.  
Investigate the vocational programs available through your local and area schools.  
Attend Career Night during the spring semester.  
Parents should attend PLAN® interpretation meeting in January.  
Parents should attend meeting to discuss junior course selections.  
If you are considering the military, you must make contact with your local recruiter and begin the process of “ASVAB” preparation. (ASVAB - Armed Services Vocational Aptitude Battery) see page 22 in this packet

**EDUCATION / TRAINING ADMISSION  
REQUIREMENTS SUMMARY**

- \* Note- Not all schools offer the specific training you may want...you must research schools by either the school name (to get a list of training offered) or by training field (to obtain a list of schools who offer the degrees, licenses or certifications you seek)

<http://www.collegeforalltexas.com/>

**PRIVATE TRADE/TECHNICAL SCHOOL (total cost 10,000 – 40,000 +)**

1. High school diploma/GED
2. School may have school selected entry tests

*These schools are very expensive! Don't overpay for your training or education. Most State supported Community/ JR. Colleges offer Trade/Tech programs @ 1/10 the cost of a private school. Don't sign up before you check out your options!*

**2 YEAR STATE COMMUNITY/JR. COLLEGE (cost approx. \$ \_\_\_\_\_ yr)  
Fr./Soph.**

1. Continuing education programs - no specific entry
2. License/certification/technical programs – Entry into employment, no transfer to 4 year school.  
High school diploma/GED  
May require school selected entry tests (Accuplacer, Asset, Compass)  
\*Program more than 42 credit hours - THEA required
3. Associate Degree program - transfer option to 4 year college/university (2.5 or higher GPA)  
High school diploma/GED  
\*THEA prior to entry only (recommended request accommodations) if you are high school state test exempt, some exceptions based on SAT/ACT/ scores  
SAT/ACT scores NOT REQUIRED  
\*Alternative tests may be considered by contact with the campus testing center (Accuplacer, Asset, Compass)  
\*Must be attempted first , before taking THEA  
\*Contact the JR. College Testing Center and Special Services Office for information

**4 YR STATE COLLEGE/UNIV. -BACHELOR DEGREE (cost approx. \$ \_\_\_\_\_ yr)**

**\* Tuition in-state has been deregulated as of May 03!**

1. SAT/ACT scores required - acceptance depends on score in addition to class rank @ high school graduation (1<sup>st</sup>-4<sup>th</sup> quarter) Top 10% Graduates receive automatic admission
2. Require specific academic courses on transcript- may vary by school
3. Require letter of recommendation- 3 to 5 average requirement
4. Require essay- The Texas Common Application includes the choices for essay each year.
5. THEA & some exemptions based on the SAT/ACT required for elementary/secondary education programs
6. Listing of Community and School Clubs, organizations, awards, etc.

**4 YEAR PRIVATE COLLEGE/UNIVERSITY(cost 10,000 – 40,000 + yr.)**

Same as above

May require state testing (THEA) if going into elementary/secondary education degree plan.

***NOTE: These are “in-state” estimates! “out-of-state” costs/requirements can vary greatly, so contact “out-of-state” schools directly.***

## THE IMPACT OF FEDERAL LAWS ON POSTSECONDARY SETTINGS

A college, Junior College or Technical School cannot:

1. Limit the number of students with disabilities admitted.
2. Make pre-admission inquiries as to whether or not an applicant has a learning disability.
3. Give tests and examinations that do not accurately reflect the student's aptitude and achievement levels, but rather measure aspects of the student's learning disability.
4. Limit access or dismiss a student with a disability who is otherwise qualified from any course of study solely on the basis of his or her disability.
5. Counsel student with disabilities toward more restrictive careers than are recommended for nondisabled students. However, counselors may advise students with disabilities about strict licensing or certification requirements in a given profession.
6. Institute prohibitive rules that may adversely affect students with disabilities such as prohibiting the use of tape recorders or laptop computers in the classroom. Auxiliary aids, such as hand-held spell-checkers, must be permitted when they are viewed as academic adjustments that will help to ensure full participation by students with learning disabilities.
7. Refuse to modify academic requirements that would afford qualified students with disabilities an opportunity for full participation. Permitting additional time to meet degree requirements or allowing a student to receive a course substitution for a foreign language requirement are examples of such actions.
8. Deny auxiliary aids and services to disabled students on the basis of enrollment status (e.g. non-degree vs. degree, part-time vs. full-time) or financial need.
9. Prohibit full participation in campus services or activities that are nonacademic in nature, such as physical education, athletics, or social organizations.

A college, Junior College or Technical School has no obligation to:

1. Provide accommodations to students who have not identified themselves to the college as disabled. The responsibility rests with the individual with the disability to self-identify and provide adequate documentation. The individual, not the college, must pay for the psychoeducational evaluation to determine the existence of a learning disability.
2. Provide accommodations that have not been requested.
3. Modify academic requirements that the college can demonstrate are essential to the program of instruction.
4. Provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.
5. Guarantee that a disabled student will be successful at the institution, even when provided with the accommodations requested.

A college, Junior College or Technical School is obliged to:

1. Have an office or individual responsible for responding to disabled student's requests for accommodations and helping students receive such accommodations.
2. Have some mechanism in place for helping students access the office or individual responsible for coordinating services.
3. Provide students with clear and adequate information regarding:
  - a) The college's policy of non-discrimination against persons with disabilities.
  - b) The college's duty to provide appropriate academic adjustments and auxiliary aids to disabled students.
  - c) Specific procedures for accessing LD services.
4. Modify non-essential academic requirements and provide academic adjustments and auxiliary aids when requested by disabled students to ensure that those students are not discriminated against and have the opportunity to participate fully in all programs and activities of the college for which they are qualified.

Shea, L. (1994) Developing self-advocacy skills: The self-notebook system. Handout. Landmark College

## COLLEGE OPTIONS

There are numerous advantages to having a college degree. Most people are encouraged throughout the high school years to consider continuing an advanced education to prepare for a successful career.

If you are considering application at any level of college/university training, there are requirements that must be met to be accepted!

**THERE ARE NO GUARANTEES TO GO TO COLLEGE  
YOU ARE GUARANTEED ONLY THE RIGHT TO APPLY!**

### 4 Year College

First, the courses you choose now (9<sup>th</sup> -12<sup>th</sup> grade) are the determining factor for initial level of entry into college.

4-year institutions update annually and publish the required classes you must have taken in high school in order to attend. The required classes can be determined by reviewing the college catalog or by accessing their Internet website. You can determine if you have taken the correct required courses by looking at your Academic Achievement Record or AAR (known as the Transcript) which is found in the counselor's office.

### High School Classes

***Modified classes "S" classes will not be designated on the official AAR (transcript) for incoming freshmen (Seniors May 2008). The "resource" classes will be designated as "basic, applied, fundamental, or some other district selected identification". These modified classes do not meet acceptance for 4 year college/university admission!***

Since 2007, these 4 year universities do not accept Modified classes on the AAR. This indicates a course's content has been modified beyond the Texas Required TEKS (Texas Essential Knowledge and Skills). Resource or "Content" modifications do not exist in college. The special service office on the college campus can offer "content mastery" types of assistance such as tutoring, note taking, or recording (audio/video), arranging for extended time for assignments or other accommodations that do not affect the content of a course.

If your transcript includes resource class(es) modifications, a junior college/community college will generally be a starting point for accessing college credit. If successful, the credits earned (usually a minimum of 30 hours) can be used to transfer to a 4-year school. 4-year schools also offer some "alternative" admissions options if you do not meet or exceed published criteria for high school (transcript) and SAT or ACT test requirements. "Provisional" acceptance and "Probationary" acceptance could be avenues to explore.

Provisional: A student is required to take summer courses (up to 12 credit hours), maintaining at minimum a 2.0 grade point average (GPA). Each institution will have its specific requirements so you must contact the admissions office to apply!

Probationary: a student is allowed first semester acceptance and required to maintain a 2.0 GPA to remain eligible to continue, if not, student is removed from school. Again, you must contact the admissions office to apply!

## SAT / ACT

<https://www.act.org/> / <http://sat.collegeboard.org/home>

Admissions testing will be required. Both SAT and ACT tests can be submitted, but generally a student will choose one test. The score needed for admission will vary from school to school. So you must research your school(s) of interest. These required scores can and do change from year to year so keep up to date for the level necessary for admission.

The score needed will depend on the "quarter" of your senior class in which your class rank falls. Example: senior class of 400 students, you rank number 150,  $400/4 = 100$ , your class rank would place you in the 2<sup>nd</sup> quarter.

Texas has a 10% rule! All top 10% graduates receive automatic admission into any of our 28 state 4-year schools no matter what score is achieved on SAT or ACT. From 11% ranking on down, all students must apply and meet published criteria for the school of interest! If you are not in the top half of your class ranking, most 4-year colleges/universities will not consider you for admission.

## THEA

<http://www.thea.nesinc.com/index.asp>

State testing may be required. Texas applicants take a test called the Texas Higher Education Assessment (THEA). There are some "exemptions" based on SAT or ACT scores and TAKS/STAAR testing scores. Check with your admission office for details, or pick up a THEA packet in the high school counselor's office.

If you have questions regarding: Who must take the THEA test? When the test must be taken? Who is exempt from testing? = Contact the testing office or the advising office at the college or university to which you have been admitted and/or that you plan to attend. If you are seeking admission to an educator preparation program, contact the program directly for information or admission requirements, including testing requirements.

## Additional Requirements

4-year colleges also add numerous additional data requirements on the application. They can include, but are not limited to the following:

- additional SAT "specialty" tests based on the field of study you select
- letters of recommendation
- essay or essays to be submitted with application
- documented high school clubs and organization activities
- community service participation / community clubs and organization activities
- employment / work information
- advanced high school courses on your transcript

You must contact the admissions office for details!

## 2 Year Jr. College

If you are unable or unwilling to meet the rigorous requirements of a 4-year college, then the junior or community college may be the best option.

- Modified or resource courses on a high school transcript are accepted.
- SAT or ACT testing **is not required**. You may choose to take these but Texas requires submitting "THEA" or alternative tests (ASSET, COMPASS, or ACCUPLACER) when you enroll in a 2 year college.
- "Open Entry" admission - submit high school transcript and college application
  - Results from state required test
  - If you do not meet the "passing" standard for the state test, each institution sets the criteria for "developmental" or "readiness" coursework required and "retesting" requirement.
- Testing cannot be used as a condition of admission.
- Class sizes are smaller
- Tuition is generally  $\frac{1}{4}$  to  $\frac{1}{3}$  of state 4 year universities
- Overall campus size is smaller, making it easier to access special services as needed.
- An option for license or certification programs in addition to associate degree programs.

## Conclusion

If you are considering a career that requires a college degree (bachelor's -4 year or associate – 2 year) there are multiple activities you must complete to be accepted.

Be sure to conduct a thorough investigation and research of the career to determine if college training is needed!

College diplomas do not guarantee a job!

You will spend enormous amounts of both time and money to achieve the diploma you choose - so make best use of your time and money by **FIRST** finding out the market and opportunities available for employment in the future. You do not want to spend additional time and money being retrained because there are limited or no jobs in the world of work!

**To locate the Texas Common Application form  
used by all state colleges and universities in Texas go to:**

**[www.applytexas.org](http://www.applytexas.org)**

**or**

**contact your Senior Counselor.**

# Texas CARES

It's Not Just a Slogan, it's Exploring the "Real World!"

LMCI (Labor Market and Career Information) <http://www.lmci.state.tx.us/shared/cares.asp> is proud to introduce the new and better than ever **Texas CARES**.

**Texas CARES** (Career Alternatives Resource Evaluation System) is a multi-media career information system designed for individuals to explore different careers and related educational opportunities in Texas and around the country. Some of the **new features** in the new Texas CARES include:

- More occupations and more schools than ever before
- 4 CD Software package
- Licensed Occupations
- Updated detailed O\*NET occupational characteristics data
- Updated Texas state and regional (LWDB) Labor Market information including wages and job projections
- 330 high quality occupational videos from the U.S. Department of Labor
- Two automated assessment tools
- Occupational Career Clusters from the U.S. Department of Education
- Monthly featured Career Stories
- New employer contact lists and mapping functions
- Search through detailed career information enhanced by occupational, Texas college and career preparation videos
- Compare 2 or 4 colleges side by side, compare attributes about each institution
- Over 100 Texas college and university promotional videos
- Review relationships between career paths and training requirements
- Astro Arcade game section helps explore and learn why/how to evaluate careers and educational options.
- Play videos from our new Occupations Career Clusters Digital Video Show CD-Rom program
- Internet links to hundreds of external websites including colleges and job posting sites
- Link to our new online feature: High School Graduation Plan
- New Career Development videos in the Video Kiosk

Complete with over 425 occupational, educational and career development videos, such as writing resumes, interviewing skills, filling out job applications and performance on the job. **Texas CARES** gives students an excellent idea of workplace demands and how to shape their personal values and interests into a promising career by showing the strong relationship between getting a good education and hiring requirements for choice high skill/high wage jobs.



## **Achieve Texas**

[www.achievetexas.org](http://www.achievetexas.org)

This new website will provide information and resources to help schools redesign their programs for the 21<sup>st</sup> century. Tools and tips for implementing Achieve Texas will be available. Look for Career Pathway Models, model program descriptions, implementation tools, and frequently asked questions.

## **America's Career Info Net**

[www.acinet.org/acinet](http://www.acinet.org/acinet)

This is the place to search for occupational information, industry information, and state-specific labor market information.

## **Governor's Industry Cluster Initiative**

[www.twc.state.tx.us/news/ticcluster.html](http://www.twc.state.tx.us/news/ticcluster.html)

The State of Texas has identified six industry clusters that will better position it to compete nationally and internationally for jobs of the 21<sup>st</sup> century. The Office of the Governor, Economic Development and Tourism division and the Texas Workforce Commission have formed state and regional partnerships to foster growth and development of the six target clusters. This site addresses the strategic plan, defines the clusters, and gives the rationale for selection.

## **High Schools that Work**

[www.sreb.org/programs/hstw/hstwindex.asp](http://www.sreb.org/programs/hstw/hstwindex.asp)

An education reform model developed by the Southern Regional Education Board, High Schools That Work (HSTW)

emphasizes 10 key practices for improving high school education including opportunities for out-of-classroom education and higher standards for all students.

## **Labor Market Career Information (LCMI)**

[www.cdr.state.tx.us](http://www.cdr.state.tx.us)

This site provides students, teachers, parents and counselors with links to products and services offered by LMCI. Teachers and counselors will discover materials, tools, and information that will help them to provide effective career counseling.

## **National Centers for Career and Technical Education**

[www.nccte.org](http://www.nccte.org)

A consortium of five universities noted for research in career and technical education, the National Centers use their website to make available a wealth of information on career-oriented education.

## **O\*NET (Occupational Information Network)**

[www.online.onetcenter.org](http://www.online.onetcenter.org)

O\*NET provides full information on occupations, including compensation, employment prospects, and skill matching for students. Information on compensation is available on a state-by-state basis.

## **Reality Check**

[www.cdr.state.tx.us/RealityCheck/](http://www.cdr.state.tx.us/RealityCheck/)

This site allows students to search for careers starting with the expenses they need to cover, the salaries they want to make, or their career choices.

## **States' Career Cluster Initiative**

[www.careerclusters.org](http://www.careerclusters.org)

This organization disseminates information on the 16 federally defined career clusters. It has published brochures as well as knowledge and skills structures (catalogs of knowledge and skills required for different occupations) for each of the 16 clusters of jobs. Both sets of publications are available online at the organization's website and should also be accessible in your high school counselor's office.

## **Texas Education Agency**

[www.tea.state.tx.us](http://www.tea.state.tx.us)

The state's education website is the place to keep up with the latest developments in Texas schools.

## **Texas High School Project**

[www.tea.state.tx.us/ed\\_init/thsp/index.html](http://www.tea.state.tx.us/ed_init/thsp/index.html)

The Texas High School Project is a \$261 million public-private initiative committed to increasing graduation and college enrollment rates in every Texas community. The project is dedicated to ensuring that all Texas students leave high school prepared for college and career success in the 21<sup>st</sup>-century economy.

## **U.S. Department of Labor Occupational Outlook Handbook**

[www.bls.gov/oco](http://www.bls.gov/oco)

This nationally recognized resource offers information on job responsibilities, earning, working conditions, and job prospects for the future.

## COLLEGE PLANNING / FINANCIAL AID WEBSITES

### Get Help Paying for College!

If you're exploring options for paying for college, the websites below will be helpful. When it comes to planning your college education, the cost of attending college should not be your main concern. Do not let cost be the only reason for choosing one institution over another. Unlike other costly purchases, you can and likely will get help paying for college. This help is typically made up of grants, scholarships and loans. There is a lot of financial aid available — tens of billions of dollars go out every year — and some of that could be yours. As you do your research, remember that loans have to be paid back, while grants and scholarships typically do NOT have to be paid back.

- **Scholarships** - usually based on certain criteria or offered by a certain business, organization or community group.
- **Grants** - usually based on financial need.
- **Loans** - will need to be repaid eventually.
- **Work programs** - allow students to earn money for educational costs and living expenses.

**Apply Texas** – [www.applytexas.org](http://www.applytexas.org) Online application to Texas colleges and for scholarships.

**Black Excel: College Help Network** – [www.blackexcel.org](http://www.blackexcel.org)

**College for Texans** – [www.collegefortexans.com](http://www.collegefortexans.com)

**Compendium of Texas Colleges and Financial Aid Calendar**

<http://www.everychanceeverytexan.org/about/scholars/>

**FAFSA4caster** <https://fafsa.ed.gov/FAFSA/app/f4cForm?execution=e1s1>

*FAFSA4caster* will help you understand your options for paying for college. Provide some basic information and we'll estimate your eligibility for federal student aid.

**FASTWEB** - [www.fastweb.com/](http://www.fastweb.com/) College and scholarship search.

**Financial Aid** - <http://www.finaid.org/>

Additional government web links to explore numerous financial aid options are located at: [www2.ed.gov/finaid/landing.jhtml?src=ln](http://www2.ed.gov/finaid/landing.jhtml?src=ln)

**Find Out About Financial Aid**

<http://studentaid.ed.gov/PORTALSWebApp/students/english/funding.jsp?tab=funding>

Federal student aid programs are the largest source of funding for going to college.

**Mapping your Future** – [www.mappingyourfuture.org](http://www.mappingyourfuture.org)

**My College Options** - [www.mycollegeoptions.org/](http://www.mycollegeoptions.org/)

**NCAA** – National Collegiate Athletic Assn. - [www.ncaa.org](http://www.ncaa.org)

**Sallie Mae On-line Scholarship Service** - [www.salliemae.com](http://www.salliemae.com)

**Scholarship Information**

[https://studentaid2.ed.gov/getmoney/pay\\_for\\_college/types\\_scholarships.html](https://studentaid2.ed.gov/getmoney/pay_for_college/types_scholarships.html) The term "scholarship" at its most basic, is money for college that you will not be expected to repay. Scholarships are worth seeking!

## Resources for Post-Secondary Education - Training

### Nationwide Colleges for Students with Disabilities

- **Disability-Friendly Colleges** for students with physical disabilities  
<http://www.disabilityfriendlycolleges.com/>
- **Search for accessible colleges**, etc: [www.collegexpress.com](http://www.collegexpress.com)
- **College disability service links** are at  
[http://dmoz.org/Society/Disabled/Education/Colleges\\_and\\_Universities/](http://dmoz.org/Society/Disabled/Education/Colleges_and_Universities/)
- **Search for your college:** then search on your chosen college site for “services for students with disabilities” and you will find support information for your specific college choice.

### College Resource for All Texans (not disability specific)

- **College for Texans** at <http://www.collegefortexans.com> (in English & Spanish) – a project of the Texas Higher Education Coordinating Board. It only says a little related to disabilities and accessibility at  
<http://www.collegefortexans.com/Getting/disability.cfm>

### General College Information (not disability specific)

- publication at: <http://www2.ed.gov/about/offices/list/ocr/transition.html>
- Magazine for active wheelchair users - <http://www.newmobility.com/index.cfm>

### Testing and College Preparation; Student Skills

- **College Preparations for Students with High Functioning Autism** at <http://www.professorsadvice.com/> - Strategies for students with high functioning autism/Asperger’s Syndrome to prepare for college: motivation to work on needed courses, using strengths to compensate for weaknesses, and preparing for standardized tests. Strategies for succeeding once in college.
- **College Admissions Testing** for Students with Disabilities at <http://professionals.collegeboard.com/testing/ssd>
- **Internet sites dealing with Study Skills** are:
  - <http://www.d.umn.edu/student/loon/acad/strat/>
  - <http://www.csbsju.edu/academicadvising/helplist.html>
  - [http://www.muskingum.edu/~cal/database/tocollege/index\\_students.html](http://www.muskingum.edu/~cal/database/tocollege/index_students.html)
  - <http://muskingum.edu/%7Ecal/database/conspecific.html>
- **Pacer Center** (Parent Advocacy Coalition for Educational Rights), at <http://www.pacer.org/>. This site provides recommendations for college preparation and lists, publications, and resource links for parents and students with disabilities.

### Education

- **Association for Higher Education and Disability (AHEAD)** at <http://www.ahead.org/>. An international professional organization that provides training and technical assistance related to disabilities in higher education. HEAD promotes conferences and publishes a newsletter.

- **Disabilities, Opportunities, Internetworking & Technology (DO-IT)** at <http://www.washington.edu/doi/>. Provides mentoring and career information for students with disabilities, and works to increase the number of college students with disabilities in internships and other work experience programs. Also has a number of resources for higher education professionals.
- **ERIC Clearinghouse on Disabilities and Gifted Education** at <http://www.icdri.org/Education/eric.htm>
- **“Programs and Resources”** by The George Washington University HEATH Resource Center, Washington D.C., online at <http://www.heath.gwu.edu/>.
- **American Council on Education** at <http://www.acenet.edu>.
- **U. S. Department of Education, Office for Civil Rights** investigates complaints of disability discrimination in educational settings. At <http://www2.ed.gov/about/offices/list/ocr/index.html?src=mr>.

### Employment

- **Equal Employment Opportunity Committee (EEOC)** at <http://www.eeoc.gov/>.
- **Texas Workforce Commission (TWC)** at <http://www.twc.state.tx.us/>
- **Office of Department of Labor** at <http://www.careeronestop.org/>.

### Technology

- **National Institute on Disability and Rehabilitation Research (NIDRR)** at <http://www2.ed.gov/about/offices/list/osers/nidrr/index.html?src=mr>. Sponsors research into various disability-related areas. Sponsors university-based Rehabilitation Research and Training Centers and Rehabilitation Engineering Research Centers, as well as regional disability technical assistance centers.
- **Disability Law Resource Project** at <http://www.dlrp.org/>.
- **National Rehabilitation Information Center (NARIC)** at <http://www.naric.com/>. Provides a database on federal research on assistive technology and rehabilitation. Its ABLEDATA database contains information on thousands of products and devices.
- **ABLEDATA** at <http://www.abledata.com/>.
- **Texas Technology Access Project** at <http://tatp.edb.utexas.edu/>. Provides information and referral, training, and database about devices and vendors.

### Barrier Removal

- **Texas Department of Licensing and Regulation** at <http://www.license.state.tx.us/ab/abprop.htm> The state agency responsible for enforcing the Texas Architectural Barriers Act, which requires access in new construction or alteration. The agency enforces the Texas Accessibility Standards, which have been approved as equivalent to ADA standards.
- **Texas Accessibility Standards** at <http://www.license.state.tx.us/ab/tas/abtas.htm>.

### Miscellaneous

- **Website Addresses Secondary Education and Transition** – <http://www.ncset.org/>. The National Center on Secondary Education and Transition

(NCSET) has created a Website for professionals and parents supporting transition-aged youth with disabilities.

- **“Help for College Students with Disabilities”** at <http://www.wrightslaw.com/flyers/college.504.pdf> provides links to a wide variety of information and resources, including Section 504 and college.
- **Learning Disabilities**(learning disabilities online) has numerous articles on higher education at [http://www.ldonline.org/ld\\_indepth/postsecondary/index.html](http://www.ldonline.org/ld_indepth/postsecondary/index.html), including:
  - “College Planning for Students with Learning Disabilities”** at [http://www.ldonline.org/ld\\_indepth/postsecondary/eric\\_collegeplanning.html](http://www.ldonline.org/ld_indepth/postsecondary/eric_collegeplanning.html)
  - **“Self-Advocacy for College Students”** at [http://www.ldonline.org/ld\\_indepth/postsecondary/nclid\\_selfadv.html](http://www.ldonline.org/ld_indepth/postsecondary/nclid_selfadv.html).
- **The Learning Disabilities Association of Texas** lists resources regarding college at <http://www.ldat.org/about/index.html> .

**O\*NET (Occupational Information Network)** [www.online.onetcenter.org](http://www.online.onetcenter.org)

Also available in schools and libraries, O\*NET provides full information on occupations, including compensation, employment prospects, and skill matching for students. Information on compensation is available on a state-by-state basis.

By doing this you will find out:

- Training and education needed for each job;
- Earnings for each job;
- Expected job prospects;
- What workers do on the job; the critical job requirements (must be both willing and able); and
- Working conditions.

## TRADE/TECHNICAL TRAINING AND APPRENTICESHIP

### Trade/Technical Training

Disclaimer: Please do not overpay for your training after high school! Trade/technical private schools can charge up to 10 times the cost of the same license, certification or degrees offered in our junior/community colleges statewide.

Research your choices thoroughly.

The common complaint from students entering work after attending a private trade/technical school: “I’m paying back loans for my training at \$500.00 per month while the guy I work next to, who got his training at the community college, puts his whole paycheck in his pocket. Why didn’t somebody tell ME I could have obtained the exact same license for 1/10<sup>th</sup> the cost!

The U.S. Department of Labor provides statistics that are eye opening regarding today’s job market. Over 80% of the jobs in the United States require licenses or certifications – not 4-year degrees from a college.

In the big picture of the seven metroplex counties, these numbers hold true. The Dallas Morning News publishes a “Newcomers” guide each fall and the most recent edition provides similar statistics. Although slightly higher than the national average, only 28% of the residents 25 years old and older have a bachelors degree or higher. Visit [www.cccd.edu](http://www.cccd.edu) for information on community college offerings in Dallas County.

Translation: 72% of our citizens are making their living with technical licenses and certifications or apprenticeship/on-the-job training background.

Most students do not want to continue to sit in a transitional classroom after high school. They prefer a more hands-on approach to being trained.

Trade/technical schools offer that approach as do certification and licensing programs now available on our junior/community college campuses and state supported technical school – Texas State Technical College (TSTC).

TSTC has various locations around the state (Harlingen, Marshall, Waco, West Texas: Abilene, Brownwood and Sweetwater). Visit their website: [www.tstc.edu](http://www.tstc.edu) for more information.

Programs include the following:

A/C Refrigeration

Aircraft Pilot

Auto Collision Repair

Auto Tech

Aviation Maintenance  
Medical Imaging Systems  
Pharmacy Tech  
Printing  
Computer Maintenance Tech  
Computer Systems & Networking  
Dental Assistant  
Diesel Equipment Tech  
(Ag Equip, Construction Equip, Heavy Truck, Marine & Outdoor Power Equip,)  
Digital Media Design/Multi-media  
Drafting & Design  
E-Commerce Technology  
Computerized Control Systems & Robotics  
Environmental Health & Safety Technology  
Foods/Culinary Arts  
Geographic Information Systems  
Golf Course Landscape Design  
Industrial Maintenance  
Bio-Medical Laser Technology  
Machining  
Media Communications  
Network Security  
Telecommunication Technology  
Web Mastering  
Welding

And that's just at the Waco location!

There are thousands of ways to make a living; most do not require a college degree!

### **Kicking the Tires**

Considering paying the trade school? Think about the following first:

**Visit the school.** Sit in on a class, talk to current students, and ask employers how well prepared their employee was, said Fred Lockhart, executive director of the Arizona Private School Association.

**Shop around.** Ask each school about graduation and placement rates, Lockhart said. "It's important to make an informed decision. This is going to be a large investment."

**Make sure the school is accredited.** Accredited schools are eligible for student loans and grants, and are vetted through regular visits by the accreditation agency. Accreditors send teams into each college. They look through the documentation to be sure instructors have the appropriate credentials and background, and they'll look through the curriculum" to ensure it meets standards, Brown said.

**Make sure the U.S. Education Department approves the accrediting agency.** Not all accreditation agencies are created equal, and some are more stringent than others. The Career College Association lists federally approved agencies.

**Assess whether a certificate or degree is best for your chosen field of study.** In some careers, “certificates are good for people who have been out of college for some time and need to upgrade skills.” Brown said, while a college degree may provide a necessary foundation. “Find people working in the profession in which you’re interested and ask them what’s generally required to get hired.”

**Check about transferability of credits to other schools.** Students are prone to changes of heart, and making sure credits from a for-profit school will be accepted at traditional schools can be a money-and –time saver.

**Consider buying the Career College Association’s Guide to Career Colleges, which runs about \$14.** Also, consumers with questions can call the Association directly at 202-336-6700.

### **Apprenticeship/On-The-Job Training**

As a student reaches the junior year, many make an important decision regarding future success in employment by considering direct, hands on job training situations. Known as apprenticeship, it is one of the primary ways individuals start their careers.

- \* Federal funds are available to assist students who wish to investigate this valuable means of preparation for entry into the work force.
- \* Each state has an office (usually identified by contacting the local area U.S. Department of Labor) that is responsible for identifying apprenticeship opportunities in your region/state. The phone numbers are found in the “Government Pages” of the phone book.
- \* Apprenticeship may also include some required hours of classroom training/education. However, the primary focus will be the experience and knowledge gained while in the field working under the supervision of a licensed and certified technician in your field of interest.
- \* Upon completion of the required “in the field” training, state or national exams may be required to receive your certification or license.
- \* Attached you will find a list of hundreds of careers in which apprentice training could be available.
- \* Formal technical/vocational, Jr. College or college training can be offered in many of the careers listed on the next pages.
- \* (The office below covers the DFW area, west to Abilene, south to Waco, north to the Red River and east to the Louisiana border)

### **Bureau of Apprenticeship & Training**

**U.S. Dept. of Labor**

**214-767-9263**

**Website:** <http://www.doleta.gov/oa/apprentices.cfm>

**To get specific information by occupation, State & County of registered apprenticeship programs in the U.S.**



## APPRENTICEABLE OCCUPATIONS

Accordian maker  
Acoustical carpenter  
Actor (amusement and recreation)  
Air and hydronic balance technician  
Air-conditioning mechanic (automotive services)  
Air-conditioning installer, window  
Aircraft mechanic, armament  
Aircraft mechanic, electrical  
Aircraft mechanic, plumb and hydraulics  
Aircraft-armament mechanic (government services)  
Aircraft-photograph-equipment mechanic  
Airframe and power plant mechanic  
Airplane coverer (aircraft)  
Airplane inspector  
Alarm operator (government services)  
Alteration tailor  
Ambulance attendant (EMT)  
Animal trainer (amusement and recreation)  
Architectural coatings finisher  
Arson and bomb investigator  
Artificial-plastic-eye maker  
Asphalt-paving machine operator  
Assembler-installer, general  
Assembler, aircraft, power  
Assembler, aircraft, structures  
Assembler, electromechanical  
Assembler, metal building  
Assembly technician  
Assistant press operator  
Audio operator  
Audio-video repairer  
Auger press operator, manual control  
Automobile cooling system diagnostic technician  
Automobile-maintenance-equipment servicer  
Automobile-radiator mechanic  
Automated equipment engineer-technician  
Automatic-equipment technician (telephone and telegraph)  
Automobile mechanic  
Automobile tester (automotive services)  
Automobile upholsterer  
Automobile-body repairer  
Automobile-repair-service estimator  
Automotive-generator-and-starter repairer  
Aviation safety equipment technician  
Aviation support equipment repairer  
Avionics technician  
Baker (bakery products)  
Baker (hotel and restaurant)  
Baker, pizza (hotel and restaurant)  
Bakery-machine mechanic  
Bank note designer  
Barber  
Bartender  
Batch and furnace operator  
Battery repairer  
Beekeeper (agriculture and agricultural service)  
Ben-day artist  
Bench hand (jewelry)  
Bindery worker  
Bindery-machine setter  
Biomedical equipment technician  
Blacksmith  
Blocker-and-cutter, contact lens  
Boat builder, wood  
Boiler operator (any industry)  
Boiler house mechanic  
Boilermaker fitter  
Boilermaker II  
Boilermaker II mechanic  
Bookbinder  
Boot maker, hand  
Bracelet and brooch maker  
Brake repairer (automotive services)  
Bricklayer (brick and tile)  
Bricklayer, firebrick and refractory tile  
Bricklayer (construction)  
Brilliandeer-lopper (jewelry)  
Butcher, all-round  
Butcher, meat (hotel and restaurant)  
Butter maker (dairy products)  
Cabinetmaker  
Cable install-repairer  
Cable splicer  
Cable television installer  
Cable tester (telephone and telegraph)  
Calibration laboratory technician  
Camera operator  
Camera repairer  
Canal-equipment mechanic  
Candy maker  
Canvas worker  
Car repairer (railroad locomotive and car building)  
Carburetor mechanic (automotive services)  
Card cutter, jacquard  
Card grinder (asbestos products)  
Carpenter  
Carpenter, maintenance  
Carpenter, mold  
Carpenter, pile driver  
Carpenter, rough  
Carpenter, ship (ship and boat building and repairing)  
Carpet cutter (retail trade)  
Carpet layer  
Cartoonist, motion picture  
Carver, hand  
Cash-register servicer  
Casting-in-line setter (printing and publishing)  
Casket assembler  
Caster (jewelry)  
Caster (nonferrous metal alloys and primary products)  
Cell maker (chemicals)  
Cement mason  
Central-office installer (telephone and telegraph)  
Center-office repairer  
Chaser (jewelry; silverware)  
Cheese maker  
Chemical operator III  
Chemical-engineering technician  
Chemical-laboratory technician  
Chief of party (professional and kindred)  
Chief operator (chemicals)  
Childcare development specialist  
Chimney repairer  
Clarifying-plant operator (textiles)  
Clothe designer  
Coin-machine-service repairer  
Colorist, photography  
Commercial designer  
Complaint inspector (light, heat, and power)  
Composing-room machinist  
Composer  
Computer programmer  
Computer-peripheral-equipment-operator  
Construction-equipment-mechanic  
Contour wire specialist, denture  
Conveyor-maintenance mechanic  
Cook (any industry)  
Cook hotel and restaurant)  
Cook, pastry (hotel and restaurant)  
Cooling tower technician  
Coppersmith (ship and boat building and repairing)  
Core maker  
Cork insulator, refrigeration plant  
Correction officer  
Corrosion-control fitter  
Cosmetologist  
Counselor  
Cupola tender

Custom tailor (garment)  
 Customer service representative  
 Cutter, machine I  
 Cylinder grinder (printing and publishing)  
 Cylinder-press operator  
  
 Dairy equipment repairer  
 Dairy technologist  
 Decorator (any industry)  
 Decorator (glass manufacturing)  
 Dental assistant  
 Dental ceramist  
 Dental-equipment installer and servicer  
 Dental-laboratory technician  
 Design and pattern maker (boot and shoe)  
 Design drafter, electro mechanisms  
 Detailer  
 Diamond selector (jewelry)  
 Dictating-transcribing-machine servicer  
 Die designer  
 Die finisher  
 Die maker (jewelry)  
 Die maker (paper goods)  
 Die maker, bench, stamping  
 Die maker, stamping  
 Die maker, trim  
 Die maker, wire drawing  
 Die polisher (nonferrous metal alloys and primary products)  
 Die setter (forging)  
 Die sinker  
 Diesel mechanic  
 Diesel-engine tester  
 Director, funeral  
 Director, television  
 Display designer (professional and kindred)  
 Displayer, merchandise  
 Door-closer mechanic  
 Dot etcher  
 Drafter, automotive design  
 Drafter, automotive design layout  
 Drafter, architectural  
 Drafter, cartographic  
 Drafter, civil  
 Drafter, commercial  
 Drafter, detail  
 Drafter, electrical  
 Drafter, electronic  
 Drafter, heating and ventilating  
 Drafter, landscape  
 Drafter, marine  
 Drafter, mechanical  
 Drafter, plumbing  
 Drafter, structural  
 Drafter, tool design  
 Dragline operator  
  
 Dredge operator (construction, mining)  
 Dressmaker  
 Drilling-machine operator  
 Dry cleaner  
 Dry-wall applicator  
  
 Electric-distribution checker  
 Electric-meter installer I  
 Electric-meter repairer  
 Electric-meter tester  
 Electric-motor assembler and tester  
 Electric-motor repairer  
 Electric-motor-and-generator assembler  
 Electric-sign assembler  
 Electric-tool repairer  
 Electric-track-switch maintainer  
 Electrical technician  
 Electrical-appliance repairer  
 Electrical-appliance servicer  
 Electrical-instrument repairer  
 Electrician  
 Electrician (ship and boat building and repairing)  
 Electrician (water transportation)  
 Electrician, aircraft  
 Electrician, automotive  
 Electrician, locomotive  
 Electrician, maintenance  
 Electrician, powerhouse  
 Electrician, radio  
 Electrician, substation  
 Electromechanical technician  
 Electromechanical-equipment repairer  
 Electronic prepress system operator  
 Electronic-organ technician  
 Electronic-production-line-maintenance mechanic  
 Electronic-sales-and -service technician  
 Electronics mechanic  
 Electronics technician  
 Electronics tester  
 Electronics utility worker  
 Electrotyper  
 Elevating-grader operator  
 Elevator operator  
 Elevator repairer  
 Embalmer (personal service)  
 Embosser  
 Embossing-press operator  
 Emergency medical technician  
 Engine model maker  
 Engine repairer service  
 Engine turner (jewelry)  
 Engine-lathe set-up operator  
 Engine-lathe set-up operator, tool  
 Engineering assistant, mechanical equipment  
 Engineering model maker  
  
 Engraver glass  
 Engraver I  
 Engraver, block (printing and publishing)  
 Engraver, hand, hard metal  
 Engraver, hand, soft metal  
 Engraver, machine  
 Engraver, pantograph I  
 Engraver, picture (printing and publishing)  
 Engraving press operator  
 Envelope-folding-machine adjuster  
 Equipment installer (telephone and telegraph)  
 Estimator and drafter  
 Etcher, hand (print and publishing)  
 Etcher, photoengraving  
 Experimental mechanic (motor and bicycles)  
 Experimental assembler  
 Exterminator, termite  
 Extruder operator plastics  
  
 Fabricator-assembler, metal products  
 Farm-equipment mechanic I  
 Farm-equipment mechanic II  
 Farmer, general (agriculture and agricultural service)  
 Farm worker, general I  
 Fastener technologist  
 Field engineer (radio and television broadcaster)  
 Field service engineer  
 Film develop  
 Film laboratory technician  
 Film laboratory technician I  
 Film or videotape editor  
 Finisher, denture  
 Fire apparatus engineer  
 Fire captain  
 Fire engineer  
 Fire fighter  
 Fire fighter, crash, fire  
 Fire inspector  
 Fire medic  
 Fire-control mechanic  
 Firer, kiln (pottery and porcelain)  
 Fish and game warden (government services)  
 Fitter (machine shop)  
 Fitter I (any industry)  
 Fixture maker (lighting fixtures)  
 Floor layer  
 Floral designer  
 Floor-covering layer (railroad locomotive and car building)  
 Folding-machine operator  
 Forge-shop-machine repairer  
 Forging-press operator I  
 Form builder (construction)  
 Former, hand (any industry)

Forming-machine operator  
 Foundry metallurgist  
 Four-slide-machine setter  
 Fourdrinier-machine tender  
 Freezer operator (dairy products)  
 Fretted-instrument repairer  
 Front-end mechanic  
 Fuel injection servicer  
 Fuel-system-maintenance-worker  
 Fur cutter (fur goods)  
 Fur designer (fur goods)  
 Fur finisher (fur goods)  
 Furnace installer  
 Furnace installer and repairer  
 Furnace operator  
 Furniture designer  
 Furniture finisher  
 Furniture upholsterer  
 Furrier (fur goods)

Gang sawyer, stone  
 Gas appliance servicer  
 Gas utility worker  
 Gas-engine repairer  
 Gas-main fitter  
 Gas-meter mechanic I  
 Gas-regulator repairer  
 Gauger (petroleum products)  
 Gear hobber set-up operator  
 Gear-cutting mach set-up operator  
 Gear-cutting mach set-up operator, tool  
 Gem cutter (jewelry)  
 Geodetic computer  
 Glass bender (signs)  
 Glass blower  
 Glass blower, laboratory apparatus  
 Glass installer (automotive services)  
 Glass-blowing-lathe operator  
 Glazier  
 Glazier, stained glass  
 Grader (woodworking)  
 Graphic designer  
 Greenskeeper II  
 Grinder I (clocks, watches, and allied products)  
 Grinder operator, tool, precision  
 Grinder set-up operator, universal  
 Gunsmith

Harness maker  
 Harpsichord maker  
 Hat-block maker (woodwork)  
 Hazardous-waster material technician  
 Head sawyer  
 Health care sanitary technician  
 Heat treater I  
 Heat-transfer technician  
 Heating/air-conditioning installer and servicer

Heavy forger  
 Horse trainer  
 Horseshoer  
 Horticulturist  
 Housekeeper  
 Hydraulic-press servicer (ammunition)  
 Hydroelectric-machinery mechanic  
 Hydroelectric-station operator  
 Hydrometer calibrator

Illustrator (professional and kindred)  
 Industrial designer  
 Industrial engineering technician  
 Injection-molding-machine operator  
 Inspector, building  
 Inspector, electromechanical  
 Inspector, outside production  
 Inspector, precision  
 Inspector, quality assurance  
 Inspector, motor vehicles  
 Inspector, set-up and layout  
 Instrument repairer (any industry)  
 Instrument technician (light, heat, and power)  
 Instrument maker  
 Instrument maker and repairer  
 Instrument mechanic (any industry)  
 Instrumentation technician  
 Instrument mechanic, weapons system  
 Insulation worker  
 Interior designer  
 Investigator, private

Jacquard-loom weaver  
 Jacquard-plate maker  
 Jeweler  
 Jig builder wood box  
 Job printer  
 Joiner (ship and boat building and repairing)

Kiln operator (woodworking)  
 Knitter mechanic  
 Knitting-machine fixer

Laboratory assistant  
 Laboratory assistant metallurgical  
 Laboratory technician  
 Laboratory tester  
 Landscape gardener  
 Landscape management technician  
 Landscape technician  
 Last-model maker  
 Lather  
 Laundry-machine mechanic  
 Layout technician  
 Layout worker (any industry)  
 Lead burner  
 Leather stamper

Legal secretary  
 Letterer (professional and kindred)  
 Licensed practical nurse  
 Light technician  
 Line erector  
 Line installer-repairer  
 Line maintainer  
 Line repairer  
 Liner (pottery and porcelain)  
 Linotype operator (printing and publishing)  
 Lithograph-press operator tin  
 Lithographic plate maker  
 Locksmith  
 Locomotive engineer  
 Loft worker (ship and boat building and repairing)  
 Logger, all-round  
 Logging-equipment mechanic  
 Logistics engineer  
 Loom fixer

Machine assembler  
 Machine builder  
 Machine erector  
 Machine fixer (carpet and rug)  
 Machine fixer textile  
 Machine operator I  
 Machine repairer, maintenance  
 Machine set-up operator, paper  
 Machine set-up operator  
 Machine setter  
 Machine setter (clocks, watches, and allied products)  
 Machine setter (woodwork)  
 Machine try-out setter  
 Machinist  
 Machinist, automotive  
 Machinist, experimental  
 Machinist, linotype  
 Machinist, marine engine  
 Machinist, motion-pic equipment  
 Machinist, outside (ship and boat building and repairing)  
 Machinist, wood  
 Mailer  
 Maintenance mechanic (any industry)  
 Maintenance mechanic (grain and feed milling)  
 Maintenance mechanic (petroleum products; construction)  
 Maintenance repairer, industrial  
 Maintenance machinist  
 Maintenance mechanic, compressed and liquefied gases)  
 Maintenance mechanic, telephone  
 Maintenance repairer, building  
 Manager, food service  
 Manager, retail store  
 Marble finisher  
 Marble setter

Marine service technician  
 Material coordinator (clerical)  
 Materials engineer  
 Meat cutter  
 Mechanical-engineering technician  
 Mechanic, endless track vehicle  
 Mechanic, industrial truck  
 Mechanical-unit repairer  
 Medical secretary  
 Medical-laboratory technician  
 Metal fabricator  
 Metal model maker (automotive)  
 Meteorological equipment repairer  
 Meteorologist  
 Meter repair (any industry)  
 Miller, wet process  
 Milling-machine set-up operator  
 Millwright  
 Mine-car repairer  
 Miner I (mining and quarry)  
 Mock-up builder (aircraft)  
 Model and mold maker (brick and tile)  
 Model and mold maker, plaster  
 Model builder (furniture)  
 Model maker 9clocks, watches, and allied products)  
 Model maker (aircraft manufacturing)  
 Model maker II  
 Model maker pottery  
 Model maker (automobile manufacturing)  
 Model maker, firearms  
 Model maker, wood  
 Mold maker (pottery and porcelain)  
 Mold maker II (jewelry)  
 Model maker (jewelry)  
 Mold maker, die-casting and plastic molding  
 Mold setter  
 Molder  
 Molder, pattern (foundry)  
 Monotype-keyboard operator  
 Monument setter (construction)  
 Mosaic worker  
 Motor-grader operator  
 Motorboat mechanic  
 Motorcycle repairer  
 Multi-operation-forming-machine setter  
 Multi-competent clinical assistant  
 Multi-operation-machine operator  
  
 Neon-sign servicer  
 Nondestructive tester  
 Numerical-control-machine operator  
 Nurse assistant  
  
 Office-machine servicer  
 Offset-press operator I

Oil-burner-servicer  
 Oil-field equipment mechanic  
 Operating engineer  
 Operational test mechanic  
 Optical-instrument assembler  
 Optician  
 Optician (optical goods)  
 Optician-dispensing  
 Optomechanical technician  
 Ordinance artificer (government servicers)  
 Ornamental-iron worker  
 Ornamental-metal worker  
 Orthopedic-boot-and-shoe designer and maker  
 Orthotics technician  
 Orthotist  
 Orthodontic technician  
 Outboard-motor mechanic  
 Overhauler (textile)  
  
 Painter  
 Painter (professional and kindred)  
 Painter, hand (any industry)  
 Painter, shipyard (ship and boat building and repairing)  
 Painter, sign  
 Painter, transportation equipment  
 Pantograph-machine set-up operator  
 Paperhanger  
 Paralegal  
 Paramedic  
 Paste-up artist  
 Patternmaker (textiles)  
 Patternmaker (metal prod)  
 Patternmaker (stoneware)  
 Patternmaker (all-around)  
 Patternmaker, metal  
 Patternmaker, metal, bench  
 Patternmaker, plastics  
 Patternmaker, wood  
 Pewter caster  
 Pewter fabricator  
 Pewter finisher  
 Pewter turner  
 Pewterer  
 Pharmacist assistant  
 Photo-equipment technician  
 Photocomposing-perforator-machine operator  
 Photoengraver  
 Photoengraving finisher  
 Photoengraving printer  
 Photoengraving proofer  
 Photogrammetric technician  
 Photographer retoucher  
 Photographer, lithographic  
 Photographer, photoengraving  
 Photographer, still  
 Photographic-equipment-maintenance technician  
 Photographic-plate maker

Piano technician  
 Piano tuner  
 Pilot, ship  
 Pinsetter adjuster, automatic  
 Pinsetter mechanic, automatic  
 Pipe coverer and insulator 9ship and boat building)  
 Pipe fitter (construction)  
 Pipe organ builder  
 Pipe fitter (ship and boat building and repairing)  
 Pipe-organ tuner and repairer  
 Plant operator  
 Plant operator, furnace process  
 Plaster-pattern caster  
 Plasterer  
 Plastic toolmaker  
 Plastic-fixture builder  
 Plastics fabricator  
 Plate finisher (printing and publishing)  
 Platen-press operator  
 Plater  
 Plumber  
 Pneumatic-tool repairer  
 Pneumatic-tube repairer  
 Podiatric assistant  
 Police officer I  
 Pony edger (sawmill)  
 Post-office clerk  
 Pottery-machine operator  
 Power-plant operator  
 Power-saw mechanic  
 Power-transformer repairer  
 Powerhouse mechanic  
 Precision assembler  
 Precision assembler, bench  
 Precision-lens grinder  
 Press operator, heavy duty  
 Printer, plastic  
 Printer-slotter operator  
 Process/shipping technician  
 Program assistant  
 Programmer, engineering and scientific  
 Project printer (photo finishing)  
 Proof-press operator  
 Proofsheets corrector (printing and publishing)  
 Prop maker (amusement and recreation)  
 Propulsion-motor-and generator repairer  
 Prospecting driller (petroleum products)  
 Prosthetics technician  
 Prosthetist (personal protective and medical devices)  
 Protective-signal installer  
 Protective-signal repairer  
 Private-branch-exchange installer (telephone and telegraph)

Private-branch-exchange repairer	Scanner operator	Stripper, lithographic II
Pump servicer	Screen printer	Structural-steel worker
Pumper-gauger	Screw-machine operator, multiple spindles	Substation operator
Purchasing agent	Screw-machine operator, single spindle	Supercargo (water transportation)
Purification operator II	Screw-machine set-up operator	Surface-plate finisher
Quality-control inspector	Screw-machine set-up operator, single spindle	Swimming-pool servicer
Quality-control technician	Script supervisor (motion pictures)	Switchboard operator (light, heat, and power)
Radiation monitor	Service mechanic (automobile manufacturing)	Tank setter (petroleum products)
Radio mechanic (any industry)	Service Planner	Tap-and-die maker technician
Radio repairer (any industry)	Sewing-machine repairer	Tape-recorder repairer
Radio station operator	Sheet metal worker	Taper
Radiographer	Ship propeller finisher	Taxidermist (professional and kindred)
Recording engineer	Shipfitter (ship and boat building and repairing)	Technician, submarine cable equipment
Recovery operator (paper)	Shipwright (ship and boat building and repairing)	Telecommunications technician
Recreational vehicle mechanic	Shoemaker, custom	Telecommunicator
Refinery operator	Shop optician, surface room	Telegraphic-typewriter operator
Refrigeration mechanic (any industry)	Shop optician, benchroom	Television and radio repairer
Refrigeration unit repairer	Shop tailor (garment)	Template maker
Reinforcing metal worker	Siderographer (printing and publishing)	Template maker, extrusion dies
Relay technician	Sign erector I	Terrazzo finisher
Relay tester	Signal maintainer (railroad locomotive and car building)	Terrazzo worker
Repairer I (chemical)	Silk-screen cutter	Test equipment mechanic
Repairer, hand tools	Silversmith II	Test technician (professional and kindred)
Repairer, heavy	Sketch maker I (printing and publishing)	Test-engine operator
Repairer, welding equipment	Small-engine mechanic	Tester
Repairer, welding system and equipment	Soft-tile setter (construction)	Testing and regulating technician
Reproduction technician	Soil-conservation technician	Thermometer tester
Research mechanic (aircraft)	Solderer (jewelry)	Tile finisher
Residential carpenter	Sound mixer	Tile setter
Retoucher, photoengraving	Sound technician	Tool builder
Rigger	Spinner, hand	Tool design checker
Rigger (ship and boat building and repairing)	Spring coiling machine setter	Tool designer
Rocket-engine-component mechanic	Spring maker	Tool grinder I
Rocket-motor mechanic	Spring repairer, hand	Toolmaker
Roll threader operator	Stage technician	Tool maker, bench
Roller engraver, hand	Station install and repairer	Tool-and-die maker
Roofer	Stationary engineer	Tool-grinder operator
Rotogravure-press operator	Steam service inspector	Tool-machine set-up operator
Rubber tester (rubber goods)	Steel-die printer	Tractor mechanic
Rubber-stamp maker	Stencil cutter	Transformer repairer
Rubberizing mechanic	Stereotyper	Transmission mechanic
Rug cleaner, hand	Stoker erector-and-service	Treatment-plant mechanic
Saddle maker (leather)	Stone carver	Tree surgeon (agriculture and agricultural service)
Safe and vault service mechanic	Stone polisher	Tree trimmer
Salesperson, parts	Stone setter (jewelry)	Trouble locator, test desk
Sample maker, appliances	Stone-lathe operator	Truck driver, heavy
Sample stitcher (garment)	Stonemason	Truck-body builder
Sandblaster, stone	Stripper	Truck-crane operator
Saw filer (any industry)		Tumor registrar
Saw maker (cutlery and tools)		Tune-up mechanic
Scale mechanic		Turbine operator

## MILITARY TRAINING

Many students are selecting the military as a method to obtain career training and numerous additional benefits while they commit to serve and protect our country. Recruiters generally come to the high school campus several times during the year and if you have an interest in exploring this option, opportunities are available throughout each semester. If you are unable to meet with a recruiter the following web addresses will provide details about each branch of the military.

### **Armed Forces, Military Academics, ROTC Resources:**

Air Force: [www.af.mil](http://www.af.mil) Army: [www.army.mil](http://www.army.mil) and [www.goarmy.com/](http://www.goarmy.com/)  
Coast Guard: [www.uscg.mil/](http://www.uscg.mil/) Navy: [www.navy.mil](http://www.navy.mil)  
Marines: [www.usmc.mil](http://www.usmc.mil)  
U.S. Military ROTC options: [www.todaysmilitary.com/before-serving-in-the-military/rotc-programs](http://www.todaysmilitary.com/before-serving-in-the-military/rotc-programs)

In addition, recruiting offices can be contacted directly by using the Blue Government Pages of your local phone book.

### **\* Joining the military is generally a three step process.**

1. Have a high school diploma (you are working on that)
2. Take the Armed Services Vocational Aptitude Battery (ASVAB)
  - Taking ASVAB does not mean you are joining the military - it's an excellent way for free to determine how you match with various careers. Results are considered at age 17 and the ASVAB study guide is available at local libraries and bookstores.
3. If you score high enough on ASVAB, after you visit with the branch recruiters to determine what career categories you meet, you can choose to enlist and at that point a physical exam will be arranged.
  - Inquire about early entry programs in each branch (boot camp summer before senior year).
  - You may go online and select study guides and / or practice tests.  
[www.military.com/ASVAB](http://www.military.com/ASVAB)

**YOU MAY ALSO BE INTERESTED IN THE “RESERVE” PROGRAM.  
Talk to your recruiter about the options available!**

## **TRANSITION PLANNING SERVICES.**

If you are in special education and are 16 years of age or older(14 years of age in Texas), you and your school will be planning for your future. State VR counselors may work with you, your parents, teachers, and other transition team members to plan ways for you to gain independence. Vocational Rehabilitation services that may be available to you are listed below. The transition planning service is done in four key areas: \*Some schools may be assigned a counselor who works only with school referrals

**MEDICAL TREATMENT.** Some health problems can be helped by an operation or some other kind of medical treatment. VR may be able to arrange this treatment for you.

**ASSISTIVE DEVICES.** Some health problems cannot be changed. But, a person may be able to get along better by using things like braces, crutches, wheelchairs, or hearing aids. These things, and other things like them, are designed to assist.

## **GUIDANCE AND COUNSELING.**

Students often are not sure what kind of work they want to go into. Vocational rehabilitation has a lot of information about many kinds of jobs. The Vocational Rehabilitation (VR) counselor can help you find out the kind of work where your strengths lie.

**TRAINING.** Job training is very important. It can be the key that unlocks doors for you. Job training can get you ready to work. Your school can provide you many kinds of job training. Your transition services plan developed by your school at the annual ARD/IEP meeting will help you get ready for a job. Students will graduate with the skills they need to work. For many students additional skills may be needed.

- **Technical/vocational school.** These schools prepare people for jobs in areas like printing, graphic arts, auto mechanics, X-ray technology, and dental hygiene. Most VR agency counselors can consider up to **\$3000.00** of tuition costs, tools, equipment, uniforms, etc...
- **Business school.** These schools prepare people for jobs such as secretary, file clerk, word processor, and other jobs related to working in an office or business.
- **On the job training.** This training puts you on a job, so that you learn directly by doing the job. Examples of such jobs are auto mechanic, nurse's aide, and draftsman. Employer training fees are negotiated in planning, plus tools, equipment, uniforms, etc...
- **College/university.** Training in a college or university can open up chances for a lot of different kinds of jobs. Examples are jobs in agriculture, pharmacy, computer programming, or teaching. The following are some assistance possibilities:
  - \* \$\_\_\_\_\_ per semester toward tuition/fees
  - \* books, tools, equipment, uniforms, etc.
  - \* tutoring, note taking, video/audio tapes, highlighted texts, testing accommodations, etc. with the on campus special service office.

**\*Any funding offered by DARS agency does not have to be paid back! DARS is a 2<sup>nd</sup> source of free money, after FAFSA (Pell Grant) \$\_\_\_\_\_, which is the primary or 1<sup>st</sup> source of free money to be used, also financial aid through the on campus financial aid office will use the FAFSA information to determine additional money available.**

## STEP-BY-STEP LETTER FOR STUDENT AND PARENT

Handout materials provided today should be used to put a plan of action in place to assure successful exit from high school and more importantly, entrance into education, work and independent living after graduation. Nothing that we do in transition planning is to be considered an emergency, so the following is offered as a possible timeline to assist with preparation for exit.

- \_\_\_ 1. Make sure that if your district offers courses in areas of interest, that you select some of these to determine, if in fact, this is something you want to consider further. It is just as important to find out what you do not want to do as it is to find out what you do want to do. Not all districts offer the chance to take a formal course in every kind of training or job - but all offer work coop programs. By using this method you could "try out" some entry level positions in the field of interest either during school (for elective credit) or during the summer as a way to earn money. Sometimes, due to the economy in the area, there are no paid positions available. In that case, there may be the possibility of volunteering your time to get some insight and experience. Using any of these methods can enhance your attempts to make a meaningful decision about your career.
- \_\_\_ 2. Most students do not plan on living at home the rest of their lives. If you are planning to get out on your own in the future you may want to take some courses that assist with instruction on what it takes to set up your own household - like independent family living, consumer economics, math models, math of money, food science, parent child development, etc.
- \_\_\_ 3. Use the phone numbers, Internet addresses, school computer programs, employment outlook materials, and school staff to gather current information about interest areas. Sometimes a job may include activities that you do not like or want to do. Your research efforts can help you eliminate these types of careers.
- \_\_\_ 4. Start gathering information, catalogues, brochures, admission requirements, etc. on any school/technical programs, apprenticeships, etc. The materials will help you understand the detail of what will be expected if you do choose to apply. You can attend college night to obtain most of this free or contact the school counselor for phone numbers.
- \_\_\_ 5. For possible admission requirements - you must take practice/pre test and/or obtain study materials/software to determine where emphasis needs to be placed to make sure you meet the requirements in the future. Check out all available accommodations to assist with achieving the highest possible score.
- \_\_\_ 6. Research scholarships local/state/national. We provide you with information during your Junior year meeting about financial aid possibilities - not all are about grades, some are field of study, organization or affiliation, business, etc. Your counselor will have information on funds and should be contacted monthly. Always complete the FAFSA student aid form. (available in January each year)
- \_\_\_ 7. It's okay to change your mind. Nobody knows exactly what they might end up doing in the future, but, if you take NO action then don't expect fantastic results and the career that will provide you the opportunity to support yourself independently. So - check some things out - there are NO right or wrong careers - only opportunities. We all have things we're good at, capitalize on your strengths. We all have things we're NOT good at - stay away from careers that require those skills!

GOOD LUCK! See you next year to continue planning your transition from school to work.