TRANSITION SERVICES PLANNING
"THE NEXT STEP"  (10th)

THIS PACKET INCLUDES:

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- Education/training admission requirements  pg. 3
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- Step-by-Step checklist for planning transition from high school  pg. 24

“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 TO EXPLORE 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:
Kendrea Hayes, Transition Specialist
817-299-4337
kendreahayes@misdmail.org
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 9th 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

<table>
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<tr>
<th>Grade</th>
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| 10th  | Attend college night in September.  
        | Register for and take the PLAN® (ACTs College Readiness Test for 10th graders). [https://www.act.org/plan/](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 |
PRIVATE TRADE / TECHNICAL SCHOOL (total cost $10,000 – 50,000+)
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 (approx.$2,500/yr, TUITION ONLY)
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
   * Program more than 43 credit hours – TSI Assessment(Texas Success Initiative) is required for Level II certification or licensure program.
   * Level I certification or licensure program less than 43 credit hours does not require TSI Assessment.
   * Contact the JR. College Testing Center and Special Services Office for information
3. Associate Degree program - transfer option to 4 year college/university (2.5 or higher GPA)
   * High school diploma/GED
   * SAT/ACT scores NOT REQUIRED; TSI Assessment IS REQUIRED
   * Contact the JR. College Testing Center and Special Services Office for information

4 YR STATE COLLEGE/UNIV. BACHELOR DEGREE (approx. $8,000/yr, TUITION ONLY)
In-state tuition is deregulated!
1. SAT/ACT scores required - acceptance depends on score in addition to class rank @ high school graduation (1st - 4th 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. TSI Assessment and some exemptions based on the SAT/ACT required for elementary/secondary education programs
6. Listing of Community and School Clubs, organizations, awards, etc.

4 YR PRIVATE COLLEGE/UNIVERSITY(cost $10,000 – 50,000 + yr.)
Same as above

TSI Assessment (Texas Success Initiative) Student Brochure: www.thecb.state.tx.us/DE/TSI scroll down the page to #2 and click on Student Brochure

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.

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\(^{th}\)-12\(^{th}\) 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 will be designated on the official high school AAR (transcript) 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, four (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!
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 2nd 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.

The Texas State Initiative (TSI) Assessment is a designed to help determine if you are ready for college-level course work in the general areas of reading, writing and mathematics. It will also help with the type of course or intervention needed for you to prepare for college level course work if you are not ready. Based on how you perform, you will be enrolled in a college-level course, an appropriate developmental course or intervention to help you prepare for success in college-level courses.

Some students may be exempt from the TSI. Qualifying for a TSI Assessment exemption means that you can enroll in any entry-level college course without restrictions. In other words, there are no prerequisites for enrollment in college-level courses. You may be exempt if you:
- have met the minimum college readiness standard on SAT®, ACT, or a statewide high school test;
- have successfully completed college-level English and math courses;
- have enrolled in a Level-One certificate program (fewer than 43 semester credit hours);
- are not seeking a degree; or
- have been, or currently are, in the military.

An advisor at your institution will assist you in determining if you are exempt.

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!
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.

- Basic, Applied or Fundamental courses on a high school transcript are accepted.
- SAT or ACT testing is not required.
- Texas requires the TSI Assessment unless you are exempt.
- "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 ¼ to 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 degree - 4 year or associate degree - 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!

An easy way to research and review all colleges, Jr. colleges and technical schools in Texas is www.collegeforalltexans.com or www.thecb.state.tx.us

To locate the Texas Common Application form used by all state colleges, universities and many Jr. colleges and community colleges go to: www.applytexas.org

   or

   contact your Senior Counselor.
Texas CARES
It's Not Just a Slogan, it's Exploring the "Real World!"

http://www.lmci.state.tx.us/shared/cares.asp or 1-800-822-PLAN (7526)

LMCI (Labor Market and Career Information) 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
This new website will provide information and resources to help schools redesign their programs for the 21st 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
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/ticluster.html
The State of Texas has identified six industry clusters that will better position it to compete nationally and internationally for jobs of the 21st 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
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
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.ncte.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
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/
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
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
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
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 21st-century economy.

U.S. Department of Labor Occupational Outlook Handbook
www.bls.gov/oco
This nationally recognized resource offers information on job responsibilities, earning, working conditions, and job prospects for the future.
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.collegeforalltexans.com](http://www.collegeforalltexans.com)

**Compendium of Texas Colleges and Financial Aid Calendar**  
[http://www.everychanceeverytexan.org/about/scholars/](http://www.everychanceeverytexan.org/about/scholars/)

**FAFSA4caster**  
[https://fafsa.ed.gov/FAFSA/app/f4cForm](https://fafsa.ed.gov/FAFSA/app/f4cForm)  
*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.

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** [https://studentaid.ed.gov/](https://studentaid.ed.gov/)

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)
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
- College disability service links are at
  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

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://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/doit/](http://www.washington.edu/doit/). 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](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/](http://www.heath.gwu.edu/).

- **American Council on Education** at [http://www.acenet.edu](http://www.acenet.edu).


### Employment


- **Texas Workforce Commission (TWC)** at [http://www.twc.state.tx.us/](http://www.twc.state.tx.us/).


### Technology

- **National Institute on Disability and Rehabilitation Research (NIDRR)** at [http://www2.ed.gov/about/offices/list/osers/nidrr/index.html?src=mr](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.


### Barrier Removal

- **Texas Department of Licensing and Regulation** at [http://www.license.state.tx.us/ab/abprop.htm](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](http://www.license.state.tx.us/ab/tas/abtas.htm).
Miscellaneous

- **Website Addresses Secondary Education and Transition** –
  [http://www.ncset.org/](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](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
  -- **“Self-Advocacy for College Students”** at

- **The Learning Disabilities Association of Texas** lists resources regarding college at [http://www.ldat.org/about/index.html](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 1/10th 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.

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 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
Are you considering private trade school tuition payments? Think about the following first:
Visit the school. Sit in on a class, talk to current students, and also take the advice of Fred Lockhart, executive director of the Arizona Private School Association, by asking employers how well prepared their employee was that graduated from this private trade school.
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 one 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](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, armorment
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
Boilmaker fitter
Boilmaker II
Boilmaker 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)
Carburator mechanic (automotive services)
Card cutter, jaccuard
Card grinder (asbestos products)
Carpenter
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)  
Display, 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  
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  
Electrotypist  
Elevating-grader operator  
Elevator operator  
Elevator repairer  
Embalmer (personal service)  
Emboss  
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 technician  
Field engineer (radio and television broadcaster)  
Field service engineer  
Film developer  
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)
<table>
<thead>
<tr>
<th>Occupation</th>
<th>Occupation</th>
<th>Occupation</th>
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</thead>
<tbody>
<tr>
<td>Forming-machine operator</td>
<td>Heavy forger</td>
<td>Legal secretary</td>
</tr>
<tr>
<td>Foundry metallurgist</td>
<td>Horse trainer</td>
<td>Letterer (professional and kindred)</td>
</tr>
<tr>
<td>Four-slide-machine setter</td>
<td>Horseshoer</td>
<td>Licensed practical nurse</td>
</tr>
<tr>
<td>Fourdrinner-machine tender</td>
<td>Horticulturist</td>
<td>Light technician</td>
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<tr>
<td>Freezer operator (dairy products)</td>
<td>Housekeeper</td>
<td>Line erector</td>
</tr>
<tr>
<td>Fretted-instrument repairer</td>
<td>Hydraulic-press servicer (ammunition)</td>
<td>Line installer-repairer</td>
</tr>
<tr>
<td>Front-end mechanic</td>
<td>Hydroelectric-machinery mechanic</td>
<td>Line maintainer</td>
</tr>
<tr>
<td>Fuel injection servicer</td>
<td>Hydroelectric-station operator</td>
<td>Line repairer</td>
</tr>
<tr>
<td>Fuel-system-maintenance-worker</td>
<td>Hydrometer calibrator</td>
<td>Liner (pottery and porcelain)</td>
</tr>
<tr>
<td>Fur cutter (fur goods)</td>
<td>Illustrator (professional and kindred)</td>
<td>Linotype operator (printing and publishing)</td>
</tr>
<tr>
<td>Fur designer (fur goods)</td>
<td>Industrial designer</td>
<td>Lithograph-press operator tin</td>
</tr>
<tr>
<td>Fur finisher (fur goods)</td>
<td>Industrial engineering technician</td>
<td>Lithographic plate maker</td>
</tr>
<tr>
<td>Furnace installer</td>
<td>Injection-molding-machine operator</td>
<td>Locksmith</td>
</tr>
<tr>
<td>Furnace installer and repairer</td>
<td>Inspector, building</td>
<td>Locomotive engineer</td>
</tr>
<tr>
<td>Furnace operator</td>
<td>Inspector, electromechanical</td>
<td>Loft worker (ship and boat building and repairing)</td>
</tr>
<tr>
<td>Furniture designer</td>
<td>Inspector, outside production</td>
<td>Logger, all-round</td>
</tr>
<tr>
<td>Furniture finisher</td>
<td>Inspector, precision</td>
<td>Logging-equipment mechanic</td>
</tr>
<tr>
<td>Furniture upholsterer</td>
<td>Inspector, quality assurance</td>
<td>Logistics engineer</td>
</tr>
<tr>
<td>Furrier (fur goods)</td>
<td>Inspector, motor vehicles</td>
<td>Loom fixer</td>
</tr>
<tr>
<td>Gang sawyer, stone</td>
<td>Instrument repairer (any industry)</td>
<td>Machine assembler</td>
</tr>
<tr>
<td>Gas appliance servicer</td>
<td>Instrument maker</td>
<td>Machine builder</td>
</tr>
<tr>
<td>Gas utility worker</td>
<td>Instrument maker and repairer</td>
<td>Machine erector</td>
</tr>
<tr>
<td>Gas-engine repairer</td>
<td>Instrument mechanic (any industry)</td>
<td>Machine fixer (carpet and rug)</td>
</tr>
<tr>
<td>Gas-main fitter</td>
<td>Instrumentation technician</td>
<td>Machine fixer (textile)</td>
</tr>
<tr>
<td>Gas-meter mechanic I</td>
<td>Instrument mechanic, weapons system</td>
<td>Machine operator I</td>
</tr>
<tr>
<td>Gas-regulator repairer</td>
<td>Instrumentation technician</td>
<td>Machine repairer, maintenance</td>
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<tr>
<td>Gauger (petroleum products)</td>
<td>Instrument maker</td>
<td>Machine set-up operator, paper</td>
</tr>
<tr>
<td>Gear hobber set-up operator</td>
<td>Instrument maker (light, heat, and power)</td>
<td>Machine set-up operator</td>
</tr>
<tr>
<td>Gear-cutting mach set-up operator</td>
<td>Instrument maker</td>
<td>Machine setter</td>
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<tr>
<td>Gear-cutting mach set-up operator, tool</td>
<td>Instrument maker</td>
<td>Machine setter (clocks, watches, and allied products)</td>
</tr>
<tr>
<td>Gem cutter (jewelry)</td>
<td>Instrument maker</td>
<td>Machine setter (woodwork)</td>
</tr>
<tr>
<td>Geodetic computer</td>
<td>Instrument maker</td>
<td>Machine try-out setter</td>
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<tr>
<td>Glass bender (signs)</td>
<td>Instrument maker</td>
<td>Machinist</td>
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<tr>
<td>Glass blower</td>
<td>Instrument maker</td>
<td>Machinist, automotive</td>
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<tr>
<td>Glass blower, laboratory apparatus</td>
<td>Instrument maker</td>
<td>Machinist, experimental</td>
</tr>
<tr>
<td>Glass installer (automotive services)</td>
<td>Instrument maker</td>
<td>Machinist, linotype</td>
</tr>
<tr>
<td>Glass-blowing-lathe operator</td>
<td>Instrument maker</td>
<td>Machinist, marine engine</td>
</tr>
<tr>
<td>Glazier</td>
<td>Instrument maker</td>
<td>Machinist, motion-pic equipment</td>
</tr>
<tr>
<td>Glazier, stained glass</td>
<td>Instrument maker</td>
<td>Machinist, outside (ship and boat building and repairing)</td>
</tr>
<tr>
<td>Grader (woodworking)</td>
<td>Investigator, private</td>
<td>Machinist, wood</td>
</tr>
<tr>
<td>Graphic designer</td>
<td>Jacquard-loom weaver</td>
<td>Mailing</td>
</tr>
<tr>
<td>Greenskeeper II</td>
<td>Jacquard-plate maker</td>
<td>Maintenance mechanic (any industry)</td>
</tr>
<tr>
<td>Grinder I (clocks, watches, and allied products)</td>
<td>Jeweler</td>
<td>Maintenance mechanic (grain and feed milling)</td>
</tr>
<tr>
<td>Grinder operator, tool, precision</td>
<td>Jig builder wood box</td>
<td>Maintenance mechanic (petroleum products; construction)</td>
</tr>
<tr>
<td>Grinder set-up operator, universal Gunsmith</td>
<td>Job printer</td>
<td>Maintenance repairer, industrial</td>
</tr>
<tr>
<td>Harness maker</td>
<td>Joiner (ship and boat building and repairing)</td>
<td>Maintenance machinist</td>
</tr>
<tr>
<td>Harpsichord maker</td>
<td>Kiln operator (woodworking)</td>
<td>Maintenance mechanic, compressed and liquefied gases)</td>
</tr>
<tr>
<td>Hat-block maker (woodwork)</td>
<td>Knitter mechanic</td>
<td>Maintenance mechanic, telephone</td>
</tr>
<tr>
<td>Hazardous-waster material technician</td>
<td>Knitting-machine fixer</td>
<td>Maintenance repairer, building</td>
</tr>
<tr>
<td>Head sawyer</td>
<td>Laboratory assistant</td>
<td>Manager, food service</td>
</tr>
<tr>
<td>Health care sanitary technician</td>
<td>Laboratory assistant metallurgical</td>
<td>Manager, retail store</td>
</tr>
<tr>
<td>Heat treater I</td>
<td>Laboratory technician</td>
<td>Marble finisher</td>
</tr>
<tr>
<td>Heat-transfer technician</td>
<td>Laboratory tester</td>
<td>Marble setter</td>
</tr>
<tr>
<td>Heating/air-conditioning installer and servicier</td>
<td>Landscape gardener</td>
<td></td>
</tr>
</tbody>
</table>
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)
Mold 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
Orthodontist
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
Proofsheet 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
Pump servicer
Pumper-gauger
Purchasing agent
Purification operator II
Quality-control inspector
Quality-control technician
Radiation monitor
Radio mechanic (any industry)
Radio repairer (any industry)
Radio station operator
Radiographer
Recording engineer
Recovery operator (paper)
Recreational vehicle mechanic
Refraternity operator
Refrigeration mechanic (any industry)
Refrigeration unit repairer
Reinforcing metal worker
Relay technician
Relay tester
Reparation I (chemical)
Repairer, hand tools
Repairer, heavy
Repairer, welding equipment
Repairer, welding system and equipment
Reproduction technician
Research mechanic (aircraft)
Residential carpenter
Retoucher, photoengraving
Rigger
Rigger (ship and boat building and repairing)
Rocket-engine-component mechanic
Rocket-motor mechanic
Roll threader operator
Roller engraver, hand
Roof er
Rotogravure-press operator
Rubber tester (rubber goods)
Rubber-stamp maker
Rubberizing mechanic
Rug cleaner, hand
Saddle maker (leather)
Safe and vault service mechanic
Salesperson, parts
Sample maker, appliances
Sample stitcher (garment)
Sandblaster, stone
Saw filer (any industry)
Saw maker (cutlery and tools)
Scale mechanic
Scanner operator
Screen printer
Screw-machine operator, multiple spindles
Screw-machine operator, single spindle
Screw-machine set-up operator
Screw-machine set –up operator, single spindle
Script supervisor (motion pictures)
Service mechanic (automobile manufacturing)
Service Planner
Sewing-machine repairer
Sheet metal worker
Ship propeller finisher
Shipfitter (ship and boat building and repairing)
Shipwright (ship and boat building and repairing)
Shoemaker, custom
Shop optician, surface room
Shop optician, benchroom
Shop tailor (garment)
Siderographer (printing and publishing)
Sign erector I
Signal maintainer (railroad locomotive and car building)
Silk-screen cutter
Silversmith II
Sketch maker I (printing and publishing)
Small-engine mechanic
Soft-tile setter (construction)
Soil-conservation technician
Solderer (jewelry)
Sound mixer
Sound technician
Spinner, hand
Spring coiling machine setter
Spring maker
Spring repairer, hand
Stage technician
Station install and repairer
Stationary engineer
Steam service inspector
Steel-die printer
Stenc’l cutter
Stenotypist
Stoker erecter-and-service
Stone carver
Stone polisher
Stone setter (jewelry)
Stone-lathe operator
Stonecutter, hand
Stonemason
Stripper
Stripper, lithographic II
Structural-steel worker
Substation operator
Supercargo (water transportation)
Surface-plate finisher
Swimming-pool servicer
Switchboard operator (light, heat, and power)
Tank setter (petroleum products)
Tap-and-die maker technician
Tape-recorder repairer
Taper
Taxidermist (professional and kindred)
Telecommunications technician
Telecommunicator
Telegaphic-typewriter operator
Television and radio repairer
Template maker
Template maker, extrusion dies
Terrazzo finisher
Terrazzo worker
Test equipment mechanic
Test technician (professional and kindred)
Test-engine operator
Tester
Testing and regulating technician
Thermometer tester
Tile finisher
Tile setter
Tool builder
Tool design checker
Tool designer
Tool grinder I
Toolmaker
Tool maker, bench
Tool-and-die maker
Tool-grinder operator
Tool-machine set-up operator
Tractor mechanic
Transformer repairer
Transmission mechanic
Treatment-plant mechanic
Tree surgeon (agriculture and agricultural service)
Tree trimmer
Trouble locator, test desk
Truck driver, heavy
Truck-body builder
Truck-crane operator
Tumor registrar
Tune-up mechanic
Turbine operator
Turret-lathe set-up operator
Upholsterer
Violinmaker, hand
Wallpaper printer I
Wardrobe supervisor
Waste-treatment operator
Wastewater-treatment plant operator
Watch repairer
Water treatment-plant operator
Watch repairer (waterworks)
Weather observer
Web-press operator
**Welder, arc**  
**Welder, combination**  
**Welder-fitter**  
**Welding technician**  
**Welding –machine operator, arc**  
**Well-drill operator (construction)**  
**Wildland fire fighter specialist**  
**Wind tunnel mechanic**  
**Wind-instrument repairer**  
**Wine maker (vinous liquor)**  
**Wire sawyer (stonework)**  
**Wire weaver, cloth**  
**Wirer (office machine)**  
**Wood-turning-lathe operator**  
**X-ray equipment tester**

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**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)


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!

Local Recruiting Offices:

- **Army:** (817) 473-3062 or 1-800-USA-ARMY
- **Air Force:** (817)784-2261 or 1-800-423 - USAF
- **Navy:** (972)263-9661 or 1-800-USA-NAVY
- **Marines:** (817) 477-2450 or 1-800-627 - 4637

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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.

- Private technical/vocational school. These private 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/Jr. College/Technical Schools. 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:
  - funds 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 2nd source of free money, after FAFSA (Pell Grant) funds, which is the primary or 1st 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.
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.

US Citizenship and Immigration Services (USCIS) may assist in determining if your child is eligible for a social security number. For consideration of deferred action for childhood arrivals through the US Citizenship and Immigration Services (USCIS) you may contact the National Customer Service Center at 1-800-375-5283 or 1-800767-1833 (TDD for the hearing impaired). http://www.uscis.gov/humanitarian