



SPRING
2024

PROFESSIONAL AND PUBLIC PROGRAMS
**MILITARY CAREER
ASSISTANCE**
Course guide



915-747-5142 | ppp.utep.edu

MILITARY CAREER ASSISTANCE



Paying for Certification Training

If cost is what's holding you back from pursuing that new certification or training, think again. Money may be available to help pay for these courses.

Here are just some of the options you might be able to take advantage of:

- UTEP's Military Spouse Career Advancement Accounts Program (MyCAA)
- Army Credentialing Assistance Program (Army CAP)
- Vocational Rehabilitation and Employment Information

Let Professional and Public Programs help you enhance your job skills through unique training programs in

order to become more competitive in today's labor market.

Thanks to the partnership between UTEP Professional and Public Programs and Workforce Solutions Borderplex (WSB), you may also be eligible for additional funds to help you further your education or training, and to cover any outstanding or upcoming costs for supplies or books.

If you are interested in this opportunity, then please contact WSB at your convenience at weserveyou@borderplexjobs.com.

Funding sources that you do not have to pay for out-of-pocket*



WIOA Career Assistance

Seeking funding from a workforce development agency? Professional and Public Programs at UTEP is part of the Texas Eligible Training Provider List (ETPL) and offers a number of noncredit WIOA-approved programs. Visit our website to learn more.



Military Spouse Career Advancement Accounts Program (MyCAA)

Professional and Public Programs accepts MyCAA funding for approved training certification courses in a variety of areas.



Army Credentialing Assistance Program

The Army Credentialing Assistance (CA) Program provides financial assistance for soldiers to earn professional and technical credentials. Professional and Public Programs is an approved ArmyIgnitED educational provider.

*Note that we do not provide the actual funding; however, we provide the Education Training Plan (ETP) for MyCAA and the quote for the Army Credentialing.

Boost your skills with in-demand credentials!



→ Click here to request information for: **MyCAA**



→ Click here to request invoice/quote from: **Army CAP**

FEATURED COURSES

ArmyIgnitED

NASM Certified Personal Trainer and Exam Preparation

(VOUCHER INCLUDED)

Prepare to pass the National Academy of Sports Medicine (NASM) exam and earn your NASM Certified Personal Trainer certification, one of the most respected certifications in the fitness industry.

Fee: \$2,199

→ [Click here to register](#)

Project Management Professional (PMP) Exam Prep

Prepare to take the Project Management Institute (PMI) Project Management Professional (PMP) certification exam. Certification exam cost included.

Fee: \$999

→ [Click here to register](#)

CompTIA™ SECURITY+ SU0-601

Acquire the knowledge and skills you need to launch an IT career via the CompTIA's Security+ (Exam SY0-601) certification.

Fee: \$1,299

→ [Click here to register](#)

Medical Billing & Coding Specialist Complete

Acquire the skills needed to perform complex medical coding and billing procedures.

Fee: \$3,999

→ [Click here to register](#)

Certified Associate in Project Management (CAPM)

Learn about the exciting world of HR management and prepare for the aPHR® Exam with this online course.

Fee: \$499

→ [Click here to register](#)

MyCAA

CompTIA™ Certification Training: NETWORK+, SECURITY+ (VOUCHER INCLUDED)

Acquire the knowledge and skills you need to launch an IT career via the CompTIA's Network+ and Security+ certifications.

Fee: \$3,999

→ [Click here to register](#)

Mastering Project Management with Microsoft Project 2019

Stay up-to-date on the latest project management techniques, expand your skill set and prepare for certification Project Management Professional (PMP)® certification. You must have access to Microsoft Project 2019 before enrolling due to limited software availability.

Fee: \$2,199

→ [Click here to register](#)

Pharmacy Technician Certification

Acquire the skills needed to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam.

Fee: \$2,995

→ [Click here to register](#)



CONTACT OUR TEAM



BY PHONE

Call 915-747-5142,
Monday–Friday, 8 a.m.–5 p.m.



BY EMAIL

Email us at gparthiban@utep.edu



I really enjoyed doing this course at my own pace. Throughout this journey, my instructor was very understanding and was always there when I needed further assistance on a certain topic. [Professional and Public Programs] staff was always attentive throughout the entire process and guided me through it. I would recommend this course to other prospective students because you can gain a lot of knowledge about the pharmaceutical world.”

Mireya H.

Classes Attended
Pharmacy Technician

Technology is an integral part of the military community.

For the military population, technology certifications could be an intrinsic part of improving marketability and job prospects.



→ [Click here to read full article.](#)

MyCAA

UTEP's Military Spouse Career Advancement Accounts Program (MyCAA) provides financial assistance and a career path for military spouses. Professional and Public Programs at UTEP is a proud participant in this program. We are grateful for the sacrifice and courage of our men and women in the armed forces. Because we understand the strain that this can have on families who have a spouse on active duty, we want to help.

What is MYCAA?

MyCAA provides eligible military spouses up to \$4,000 over two years to pursue professional certification programs, licenses or credentials that lead to employment in portable career fields.

5 STEPS TO GET YOU STARTED WITH US

1. Verify your MyCAA Eligibility.
[Click here or visit the MyCAA website](#) to set up a personal profile and complete the DEERS eligibility check to confirm your MyCAA eligibility
2. Create your Career and Education Training Plan
3. Upload your Education Plan
4. Apply for financial assistance
5. Start your studies

We are here to assist you in meeting the challenges of a rapidly changing and highly competitive global economy.



→ Click here to request information for: **MyCAA**

What are the MyCAA Financial Assistance Benefits?

MyCAA Financial Assistance (FA) pays tuition for education and training courses, and licensing/credentialing fees. This includes:

- State certifications for medical professionals and other occupations requiring recognized certifications
- Licensing exams and related prep courses
- Continuing Education Unit (CEU) classes
- Certification programs leading to employment in portable career fields

Who is eligible?

MyCAA is available for spouses of active duty service members in pay grades E1-E5, W1-W2 and O1-O2, as well as spouses of activated Guard and Reserve members at E1-E5, W1-W2 and O1-O2 pay grades (spouses of Guard and Reserve members must be able to start and complete their courses while their sponsor is on Title 10 orders).

What are the benefits of UTEP's MyCAA Program?

- Most of our courses are 100% online and available 24/7
- You can work at your own pace
- Expert instructors are available to support you along the way
- Materials are included for most courses

Professional and Public Programs accepts **MyCAA** funding for approved training certification courses. To see the latest list of courses offered, visit us at <https://mycaa.militaryonesource.mil/mycaa/schools/profile/7175/campus/6844> or email us at gparthiban@utep.edu.



VOCATIONAL REHABILITATION AND EMPLOYMENT SERVICES

Vocational Rehabilitation and Employment Services (VR&E), sometimes referred to as Voc Rehab or the Chapter 31 Program, provides services to eligible service members and veterans with service-connected disabilities to help them prepare for/obtain and maintain suitable employment, or achieve independence in daily living.

COVID-19 PRECAUTION STATEMENT

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you have tested positive for COVID-19, prior to, after, and/or during your time enrolled in your course(s), you are highly encouraged to report your results to covidaction@utep.edu as well as to let our office know at ppp@utep.edu.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people.

The best way that we can take care of ourselves and others is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.

FORT BLISS EDUCATION CENTER >>>



The Fort Bliss Education Center provides flexible and quality education programs, services and systems to enhance the personal growth, professional development and readiness of Army duty, Reserve/NG, family members, civilians, retirees and contractors. We have three locations:

West Bliss

Building 2916
Carrington Rd.
M, T, W, F: 8 a.m.-4 p.m.
Th: Noon-4 p.m.
915-568-6831
915-568-2466

East Bliss

20732 Constitution Ave.
M, T, W, F: 8 a.m.-4 p.m.
Th: Scheduled Briefings

White Sands Missile Range, NM

465 Dyer St.
575-678-4716
M-W 8 a.m.-3 p.m. and
every other
Th & F 8 a.m.-3 p.m.

➔ Visit in person or contact us to see how you can benefit.

ARMY CREDENTIALING ASSISTANCE PROGRAM

Professional and Public Programs is an approved ArmyIgnitED educational provider.

The Army Credentialing Assistance (CA) Program allows soldiers to earn professional and technical credentials. The CA program is similar to the Army's existing tuition assistance program and provides financial assistance for soldiers to pursue and earn credentials leading to an industry-recognized academic or vocational credential. These credentials do not have to be linked to the soldier's Military Occupational Specialty (MOS).

This is a voluntary, off-duty training and education program that directly contributes to improving total army readiness, supporting soldiers' professional development, retaining quality soldiers and preparing soldiers for meaningful employment upon transition from military service.

What is paid for?

Credentialing Assistance will pay for all necessary books, supplies and associated materials required for an approved training course and/or exam that shall not exceed \$4,000.

Who is eligible for Army Credentialing Assistance?

As of January 2020, the Army Credentialing Assistance Program is available at bases nationwide.

- Soldiers must meet basic Federal TA eligibility requirements
- Soldiers cannot be flagged under provisions of AR 600-8-2
- Soldiers cannot be contracted ROTC scholarship cadets (receiving tuition and fees or room and board) or Green to Gold ROTC program cadets
- Soldiers must have enough time remaining in service to complete the credential before separating from the Army

5 STEPS TO GET YOU STARTED

- Step 1:** Choose your credentialing course from the ArmyIgnite webpage
- Step 2 :** Click on "[Request information](#)" and complete the form.
- Step 3:** We will contact you to complete an online form and send an invoice to you for your chosen program.
- Step 4:** Upload the invoice to the Army CA webpage.
- Step 5:** Start your course.



“

My favorite thing [about the course] would have to be the accessibility. As a mom and military spouse life can get hectic. The ability to log on at any time to read, finish assignments, etc. has been great and so helpful in allowing me to complete the course on my own time. The most challenging thing (which was not too bad) was waiting on the books to arrive as I like to pre-read and get an idea of the material. I would 100% recommend this course - it was easy to follow, accessible, includes helpful exercises to help you retain the information and a great team behind it to help you along the way.”

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Taylor F.
Classes attended:
CCMA

“

I enjoyed [the course] being self-paced. I didn't feel overwhelmed with the modules that needed to be completed, and I was able to finish my course with time to spare.”

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Jealiany R
Classes attended:
Phlebotomy Technician

“

My goal was to work for a nonprofit debt management company. I think [all the people helping me were] wonderful. I am not very good with computers so I [called on them] often and they were very helpful. My favorite thing about the course was that gave the history of finance and credit cards. The most challenging thing for me was doing the course [in the midst of] the distractions of everyday life at home. I would recommend this course for anyone interested in learning about their finances, whether for a job or just themselves.”

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Kelli M.
Classes attended:
Certified Financial Health Counselor and Certified Credit Counselor



“

My favorite thing about the course was how detailed it was with videos that show you how to properly draw blood and how to administer medicines. You can go back to lessons the you want to study again. The most challenging part was EKG because every person is different and everyone has different heart rhythm so you have know how to spot abnormalities. I would definitely recommend this course to other students because there is a lot you can learn and the challenges that come with it are definitely worth facing.”

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Charlene M.
Classes attended:
Clinical Medical Assistant With Externship



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100% online degrees from UTEP

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DISCOVER YOUR POTENTIAL

CONTINUING EDUCATION AT UTEP

MILITARY CAREER ASSISTANCE



Govindasamy Parthiban

Program Manager

Govindasamy Parthiban (Sam) embarked on his journey with Professional and Public Programs in October 2012 as a work-study and became a Program Manager in 2014. Sam holds a Master's in Leadership and another in Educational Administration from UTEP; he also has a Specialist Diploma in Learning Sciences, a distinction earned from the National Institute of Education in Singapore.

A native Singaporean by birth, Sam dedicated nearly three decades of his life to the Singapore Armed Forces prior to becoming a permanent resident of the United States in 2019. During that time, he contributed significantly to various United Nations peacekeeping missions. Later in his career he became an instructor at the Sergeants Major Academy (USASMA) at Fort Bliss and rose to the position of Division Command Sergeant Major before retiring in 2012.

Sam is a proud father to daughter Priyanka who is a Combat Medic stationed in Colorado.

Favorite inspirational quote:

"There are no secrets to success—it is the result of preparation, hard work, and learning from mistakes." – **Colin Powell**



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All photos used in this publication are courtesy of UTEP's Division of Marketing and Communications and Extended University's Marketing Department

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