Professional and Public Programs – Continuing Education at UTEP

Military and WIOA Career Assistance
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Paying for Retraining

If cost is what’s holding you back from pursuing that new certification or online 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
- The Workforce Innovation and Opportunity Act (WIOA)
Almost 40% of Americans are in occupational categories that could shrink by 2030.

Click here to view complete 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 degree programs, licenses or credentials that lead to employment in portable career fields.

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 teachers, medical professionals and other occupations requiring recognized certifications
- Licensing exams and related prep courses
- Continuing Education Unit (CEU) classes
- Degree programs leading to employment in portable career fields
- High school completion course, GED tests, and English as a Second Language (ESL) classes
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
- Spouses can work at their own pace
- Expert instructors are available to support you along the way
- All materials are included
- We can provide career support services upon completion

P3 accepts MyCAA funding for approved training certification courses. To see the latest list of courses offered, visit us at ppp.utep.edu/mycaa or email us at p3mwca@utep.edu

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 Training Plan

3. Enroll and 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.

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.

There is a 4X higher rate of displacement for workers with high school diplomas or less.

Click here to view complete article.
Army Credentialing Assistance Program

**Now you can receive up to $4,000** for your professional career as a [Pharmacy Technician](#) with UTEP’s Army Credentialing Assistance Program.

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 a contracted ROTC scholarship cadet (receiving tuition and fees or room and board) or Green to Gold ROTC program cadet
- Soldiers must have enough time remaining in service to complete the credential before separating from the Army

[Click here for more details about the Pharmacy Technician Training With Optional Clinical Externship - Live/Online.]
Workforce Innovation and Opportunity Act (WIOA) Career Assistance Program

Seeking funding from a workforce development agency?

The Workforce Innovation and Opportunity Act (WIOA) is a landmark legislation that is designed to
- strengthen and improve our nation’s public workforce system
- help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers
- help employers hire and retain skilled workers

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. Our goal is to offer in-demand education and training opportunities designed to help you quickly return to employment, expand your postsecondary options and opportunities, and support your entrepreneurship goals to help stabilize our economy and community.

If you are looking for a job and need training, you could be eligible to receive funding. If you are working with a workforce development agency to further your education and expand your career opportunities, we are here to help. We want to do our part to help restore our economy, starting with YOU.

One-third of individuals surveyed think that if they lost their job, they would need additional education and training to get a comparable job.

Click here to view complete article.
All current UTEP Professional and Public Programs approved programs through WIOA funding are listed below.

Please note that the availability of these courses and their prices are subject to change.

<table>
<thead>
<tr>
<th>PROGRAM NAME</th>
<th>FEE</th>
<th>COURSE HOURS</th>
<th>REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assisted Living Technician</td>
<td>$3,950</td>
<td>750 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Certified Credit Counselor and Certified Financial Health Counselor</td>
<td>$3,900</td>
<td>105 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>CompTIA Certification Training: A+ Network+ Security+</td>
<td>$3,695</td>
<td>490 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Dialysis Technician</td>
<td>$3,000</td>
<td>375 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>EKG Technician</td>
<td>$3,000</td>
<td>375 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Freight Broker/Agent Training</td>
<td>$1,895</td>
<td>180 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Help Desk Analyst Tier 1 Support Specialist</td>
<td>$1,495</td>
<td>120 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Human Resources Professional</td>
<td>$1,895</td>
<td>120 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>HVAC/R Certified Technician (Voucher Included)</td>
<td>$3,195</td>
<td>162 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Lean Six Sigma Green Belt and Black Belt (Exam Cost Included)</td>
<td>$2,995</td>
<td>125 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Oracle SQL and PL/SQL + Python Developer + Java Programmer</td>
<td>$2,795</td>
<td>375 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Phlebotomy Technician</td>
<td>$3,650</td>
<td>75 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Physical Therapy Aide</td>
<td>$1,995</td>
<td>190 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Professional Bookkeeping With QuickBooks 2018 (Software Included)</td>
<td>$2,495</td>
<td>120 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Professional Medical Coding and Billing</td>
<td>$3,699</td>
<td>640 hrs.</td>
<td>➔ Click here to register</td>
</tr>
</tbody>
</table>

List of approved programs continues on next page.
Two out of three Americans say that in times of economic uncertainty, getting more education is essential.

5 easy steps to get you started

1. **Contact us at p3mwca@utep.edu** or your local workforce development agency to get started.

2. **Choose your program** from our approved Texas Workforce list and tell your WIOA Counselor the course you have chosen to take.

3. **Request an Education Training Plan.**
   Your WIOA Counselor will need an Education Training Plan (ETP) of the course you choose with UTEP P3. To request an ETP, email us at p3mwca@utep.edu.

4. **Get approved.**
   In most cases, your funder will notify you if your training plan and funding are approved. You may receive a voucher, authorization letter or purchase order document, depending on the funder. Please send that approval document to p3mwca@utep.edu.

5. **Start learning.**
   After we receive confirmation that your funding is approved, we will register you for the approved program. You will receive a welcome email prior to your start date with instructions on how to begin the course.

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<tbody>
<tr>
<td>Residential Electrician</td>
<td>$2,595</td>
<td>144 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Veterinary Assistant</td>
<td>$2,495</td>
<td>225 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Victim Advocacy Certificate Course</td>
<td>$995</td>
<td>45 hrs.</td>
<td>➔ Click here to register</td>
</tr>
</tbody>
</table>

For more details, visit us at ppp.utep.edu/careerassistance
General Information and Policies

ADA Compliance and Reasonable Accommodation
The University of Texas at El Paso is committed to the recognition and the proactive pursuit of compliance with the Americans with Disabilities Act of 1990 (ADA). The University makes reasonable accommodations for the known physical or mental limitations of a participant with a disability unless such accommodations have the end result of fundamentally altering a program or service or placing an undue hardship on the operation of the University. Participants requiring special accommodations for continuing education courses should contact Professional and Public Programs (P3) at ppp@utep.edu or 915-747-5142 upon registration. Accommodation arrangements made directly by participants with UTEP’s Center for Accommodations and Support Services or an outside source may not be paid for by P3.

Registration Confirmation
You will receive a registration confirmation with pertinent information within 48 hours of registering. Please take the time to review all information and contact us if you have questions.

Course Waiting List
If the course you are enrolling in is full, we will place you on a course waiting list. Waiting lists are processed on a first come, first served basis.

Adult & Youth Release Forms
As a continuing education customer and visitor to the University, we require all participants to complete release forms that include emergency contacts and consent for medical attention, ADA accommodations, consent to photo release, participant guidelines, identification, and other items. You will receive these forms with your registration confirmation. You may also find these forms on our website. Please ensure you review and complete these forms to turn in at the beginning of the first day of your course.

Course Locations
Due to safety and health concerns caused by COVID-19, continuing education courses are online unless otherwise stated. You will receive an email prior to the start date of your course confirming your course location and/or location changes.

Fees
Course registration fees are payable by cash, check, money order, credit card or debit card. If you register online or by phone, you must pay by credit card. All major credit cards are accepted. You must pay all applicable course fees when you register unless you are using our payment plan for eligible courses or paying through a third party.

Pre-Payment Plan for Corporate and Business Training Live Courses
To make registration payments even easier for Corporate and Business Training face-to-face courses, we offer a pre-payment plan. To receive this payment option, you must first enroll in an eligible course in person or by phone. We require an initial payment of a minimum of 20% of the course fee. You will be required to pay the remaining balance in full five (5) days prior to the course start date. Failure to pay the remaining fees five (5) days prior to the course date will result in a $25 administrative fee and the participant’s termination from the course.

Third-Party Payments & Loan Options
Professional and Public Programs accepts third-party billing including purchase orders. Participants may also take advantage of Smart Option Student Loans through Sallie Mae and other private lenders. If you are unemployed, underemployed, dislocated, a veteran, or a veteran’s spouse, financial assistance may be available. Visit our website at ppp.utep.edu for detailed information.

Cancellations & Course Changes
P3 reserves the right to cancel, reschedule or combine classes, and to change instructors when necessary. If a class is canceled or rescheduled, you will be notified by phone and email. All cancellations by P3 will result in a full refund.

Refunds
Certain courses are governed by their own refund policy. Please visit our website at ppp.utep.edu for up-to-date policies on refunds and click on the Resources tab. Please note: No refunds will be given on or after the first course session.

Withdrawals & Transfer Policy
You may request a transfer to another course in lieu of requesting a refund for eligible courses. To request transfers, please email the P3 Registration Office at ppp@utep.edu.

Gift Certificates
To purchase a gift certificate, please call 915-747-5142. All major credit cards are accepted.

Participant Guidelines
Participants and their representatives who behave in a manner which is disruptive to the learning process, interferes with the well-being of other participants or staff, or causes damages to the University or contracted facilities, may be asked not to return for a current course or enroll in future P3 continuing education courses.
Govindasamy Parthiban (Sam) joined P3 in October 2012 as a work-study and worked his way up to Program Manager in 2014. He holds two master’s degrees from UTEP, one in Leadership and another in Educational Administration, as well as a Specialist Diploma in Learning Sciences from the National Institute of Education, Singapore. He is also a certified training and assessment professional with experience in designing and developing curriculum for organizations and colleges.

A Singaporean by birth, Sam became a permanent resident of the United States in October 2019. He spent about 30 years in the Singapore Armed Forces, during which he served in several United Nations peacekeeping missions and taught at the USASMA at Fort Bliss. Sam rose through the ranks to become a Division Command Sergeant Major before retiring in 2012.

Sam is married to the former M. Selvamalar and has one living daughter, Priyanka, who serves in the United States Army as a Combat Medic at Fort Lewis, Washington.

Favorite inspirational quote:
“There are no secrets to success—it is the result of preparation, hard work, and learning from mistakes.” – Colin Powell