Professional and Public Programs –
Continuing Education at UTEP
Military and WIOA
Career Assistance
Military and WIOA 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)
• The Workforce Innovation and Opportunity Act (WIOA)

Click here to request information for: MyCAA

Click here to request invoice/quote from: Army CAP

Click here to request information for: WIOA
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.

Two out of three Americans say that in times of economic uncertainty, getting more education is essential.

“I would 100% recommend this course. It is easy to follow, has easy access, includes helpful exercises to help you retain the information and a great team behind it to help you along the way.”

Taylor F.
Military Spouse and Online Student

Classes attended:
Certified Clinical Medical Assistant Course

For details, visit us at ppp.utep.edu/careerassistance
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 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
- 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/online-noncredit-courses 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.

My goal was to transfer into the healthcare field and gain awareness. I chose to start with the CCMA course because I felt that would be a great starting point to learn and foster my growth. As a military spouse, my family is required to move a lot! With me obtaining this certification, I can easily apply for jobs all over the world as healthcare will always be in need.”

Taylor F.
Military Spouse and Online Student
Classes attended:
Certified Clinical Medical Assistant Course

There is a 4X higher rate of displacement for workers with high school diplomas or less.
Professional and Public Programs is an approved ArmyIgnite 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 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

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Mireya H.
Military Spouse and Online Student

Classes attended:
Pharmacy Technician - (Voucher Included)

[I signed up for this course because] I wanted to gain as much knowledge as I could to [succeed] in the pharmaceutical world. This year, my husband and I got relocated to a different military base. It was nerve-racking because I didn’t know if I was going to be able to handle a move while going to school and this course made it happen. I was able to complete assignments and lessons at my own pace [which I enjoyed]. My instructor was very understanding and was always there when I needed further assistance on a certain topic. UTEP staff was always attentive throughout the entire process and guided me through it. After completing this course, I feel like I gained the tools needed to succeed as a pharmacy technician.”

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Click here to request invoice/quote from: Army CAP
Workforce Innovation and Opportunity Act (WIOA) Career Assistance Program

Thanks to the partnership between UTEP Professional & Public Programs and Workforce Solutions Borderplex (WSB), you may 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 have already finished your classes, WSB may even be able to assist with getting you a paid internship related to work experience in your field. Funds may also be available to provide you with additional assistance related to course extensions, enrolling in a new course, child care, work attire, transportation support and other services.

If you are interested in this opportunity, then please contact WSB at your convenience at weserveyou@borderplexjobs.com or call Alfredo Perez at 325-757-1476.

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

Jealiany R.
Online Student
Classes attended: Phlebotomy Technician Career Prep Course

Click here to request information for: WIOA

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

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

## Computer Courses

<table>
<thead>
<tr>
<th>PROGRAM NAME</th>
<th>FEE</th>
<th>COURSE HOURS</th>
<th>REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Ethical Hacker: Voucher Included</td>
<td>$2,895</td>
<td>100 hrs.</td>
<td>➤ Click here to register</td>
</tr>
<tr>
<td>Certified Information Security Manager (CISM): Voucher Included</td>
<td>$1,495</td>
<td>75 hrs.</td>
<td>➤ Click here to register</td>
</tr>
<tr>
<td>Certified Information Systems Security Professional (CISSP)</td>
<td>$1,999</td>
<td>150 hrs.</td>
<td>➤ Click here to register</td>
</tr>
<tr>
<td>CompTIA™ Advanced Security Practitioner (CASP): (Voucher Included)</td>
<td>$1,995</td>
<td>75 hrs.</td>
<td>➤ Click here to register</td>
</tr>
<tr>
<td>CompTIA™ Certification Training: A+, Network+, Security+: Vouchers Included</td>
<td>$3,999</td>
<td>480 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>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>
</tbody>
</table>

List of approved programs continues on the following pages.
## Health/Medical Courses

<table>
<thead>
<tr>
<th>PROGRAM NAME</th>
<th>FEE</th>
<th>COURSE HOURS</th>
<th>REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Physical Therapy Aide: Voucher Included</td>
<td>$1,995</td>
<td>190 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Clinical Dental Assistant</td>
<td>$2,195</td>
<td>240 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Clinical Medical Assistant With Optional Clinical Externship (Live/Online)</td>
<td>$3,950</td>
<td>140 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>EKG Technician Career Prep</td>
<td>$949</td>
<td>60 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Home Health Aide Career Prep</td>
<td>$1,425</td>
<td>154 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Medical Billing and Coding Career Prep Complete</td>
<td>$3,995</td>
<td>755 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Medical Office Manager (CPPM): Vouchers Included</td>
<td>$3,995</td>
<td>555 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Phlebotomy Technician Career Prep</td>
<td>$699</td>
<td>100 hrs.</td>
<td>➔ Click here to register</td>
</tr>
<tr>
<td>Pharmacy Technician Training With Clinical Externship (Live/Online)</td>
<td>$3,150</td>
<td>80 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>
</tbody>
</table>

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

List of approved programs continues on next page.
Please note that the availability of these courses and their prices are subject to change.

## Professional Training Courses

<table>
<thead>
<tr>
<th>PROGRAM NAME</th>
<th>FEE</th>
<th>COURSE HOURS</th>
<th>REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Credit Counselor and Certified Financial Health Counselor</td>
<td>$3,998</td>
<td>105 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>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>Professional Bookkeeping With QuickBooks Online (Voucher Included)</td>
<td>$2,195</td>
<td>100 hrs.</td>
<td>[Click here to register]</td>
</tr>
<tr>
<td>Project Management Professional Certificate (Live/Online)</td>
<td>$1,485</td>
<td>45 hrs.</td>
<td>[Click here to register]</td>
</tr>
<tr>
<td>Residential Electrician</td>
<td>$2,595</td>
<td>144 hrs.</td>
<td>[Click here to register]</td>
</tr>
<tr>
<td>Senior Professional in Human Resources With Payroll Practice and Management</td>
<td>$3,395</td>
<td>220 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>
5 easy steps to get you started

1. **Contact us.**
   Determine your eligibility and begin the application process by:
   - emailing us at p3mwca@utep.edu
   - contacting your local El Paso Workforce Solutions Borderplex at https://borderplexjobs.com/
   - sending an email to weserveyou@borderplexjobs.com
   - calling Alfredo Perez at 325-757-1476.
   Counselors are working remotely during the pandemic, so call or email to connect.

2. **Choose your course.**
   While applying for your grant, explore eligible Professional and Public Programs courses at the Workforce Innovations Career Assistance webpage. Please contact us at p3mwca@utep.edu or 915-422-5245 for more information about programs that interest you.

3. **Request an Education Training Plan.**
   Your WIOA Counselor will need an Education Training Plan (ETP) of the course you choose with Professional and Public Programs. To request an ETP, complete the form at https://mwcainterest.questionpro.com or email us at p3mwca@utep.edu.

4. **Get approved.**
   In most cases, your WIOA counselor 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 funding. 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.

For more details, visit us at ppp.utep.edu/careerassistance
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