Professional and Public Programs – Continuing Education at UTEP

Military and WIOA

Career Assistance
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.

E. Blatnik
Online Student
Classes attended:
Medical Coding and Billing Online

“I wanted to have a high placement in [my] field. Also, the online format and [ability to] work at your own pace was a very large benefit to me. I have a two-year-old child and it is very nice that I can study even at 2, 3, or 5 in the morning. Career Step has excelled. It is very rigorous. It is going to teach you everything you could ever possibly need to know and more.”
**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
There is a 4X higher rate of displacement for workers with high school diplomas or less.

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
• 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/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.
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

[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.”

Mireya H.
Military Spouse
Classes attended:
Pharmacy Technician - (Voucher Included)
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.
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>Clinical Medical Technician With Clinical Externship</td>
<td>$3,950</td>
<td>140 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>
</tbody>
</table>

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

[Click here to read full article.]
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 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 Professional and Public Programs.

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.

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

Professional and Public Programs 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 Professional and Public Programs 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 Professional and Public Programs 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 Professional and Public Programs 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

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