

PROFESSIONAL AND PUBLIC PROGRAMS

# WIOA CAREER ASSISTANCE

# Spring 2026

*course guide*



PPP.UTEP.EDU | 915-747-5142



## PROFESSIONAL *and* PUBLIC PROGRAMS

We are a unique learning agent within The University of Texas at El Paso. Our mission is to provide high-quality continuing education. This includes nontraditional academic and lifelong learning opportunities for professional development, personal enrichment and academic growth. We foster and support the larger University mission to serve as a gateway to an improved quality of life for people of the Paso del Norte Region.

## OUR VISION

Professional and Public Programs will be the premier provider of comprehensive, quality, educational, professional and personal enrichment programs in collaboration with UTEP departments and external organizations.



SAVE WITH OUR

**EARLY BIRD**  
**10% DISCOUNT\***

**Receive 10% off eligible courses each semester when you register early.**

**For spring courses, enroll by December 15.**

**Don't miss your chance to save with this limited-time offer each semester!**

## Scan the QR Code

for each semester's deadlines and other available discounts.

**Don't miss your chance to save!**



\*Discounts do not apply to certain programs, including but not limited to: English Language Institute Core Program, aquatics courses and online courses offered in partnership with third parties. Discounts outlined here may not be combined with any other discounts.

## Can't come to us? We'll come to you!

Professional and Public Programs serves as UTEP's resource for community members interested in engaging in continuing education through a variety of noncredit programs and certifications. Through collaboration, partnership and mutually beneficial relationships, we help provide continuing education, resources and assistance to our community.

If you would like to partner with us, please contact Socorro Herrera, Program Manager for Community Outreach and Marketing at **915-747-5106** or via email at **p3ce@utep.edu** or **sherrera1@utep.edu**.







# WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) CAREER ASSISTANCE PROGRAM

Thanks to the partnership between UTEP Professional and 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 go in person to the Dyer or North Loop centers to verify if you are eligible or call 915-887-2600 for details.



## **NORTHEAST CENTER**

8941 Dyer St.

El Paso, TX 79904

915-887-2600

Hours: Monday-Friday, 8 a.m.-5 p.m.,  
Saturday, 8 a.m.-noon

## **NORTH LOOP CENTER**

8825 N. Loop, Ste. 122

El Paso, TX 79907

915-887-2600

Hours: Monday-Friday, 8 a.m.-5 p.m.,  
Saturday, 8 a.m.-noon

*Click here to request information for WIOA*



# CONTACT OUR TEAM



## BY PHONE

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



## BY EMAIL

Email us at  
[p3mwca@utep.edu](mailto:p3mwca@utep.edu)

See pages 4-7 to view our  
Spring 2026 WIOA Career  
Assistance course listings.

## Refund Policies

Refund policies are available at  
[ppp.utep.edu/refund-policy](http://ppp.utep.edu/refund-policy)



# FEATURED COURSES

## ACCOUNTING

### Accounts Payable Specialist Certification

#### (EXAM COST INCLUDED)

Prepare for the Institute of Finance & Management's (IOFM) Accounts Payable Specialist (APS) associate-level certification and enhance your intermediate financial operations skills. ambulatorios.

→ Click here for course information

## PROJECT MANAGEMENT

### Mastering Project Management With PMP® Prep

Learn project management techniques and best practices based on the Project Management Institute's (PMI) *A Guide to the Project Management Body of Knowledge (PMBOK®)*. By course completion, you will be fully prepared to sit for and pass the PMP certification exam.

→ Click here for course information

## SKILLED TRADES CAREER TRAINING

### Electrical Technician Certification With Optional Externship

Acquire broad, transferable skills, including an understanding of the electrical trade, the National Electrical Code® and more to prepare for entry-level careers in this growing field.

→ Click here for course information

### HVAC Technician Certification With Optional Externship

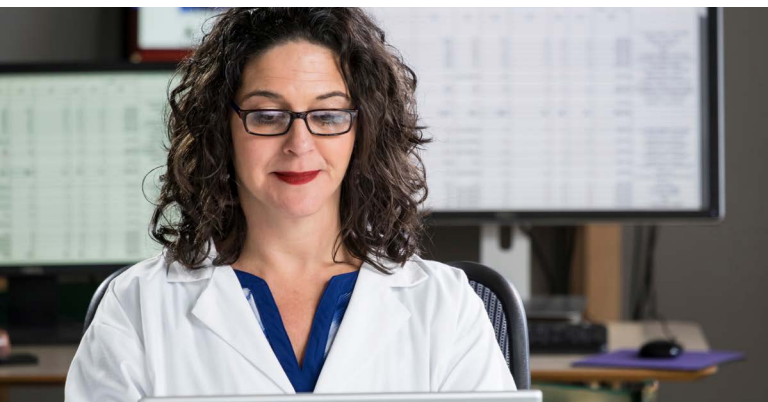
Be prepared to perform entry-level HVAC maintenance and repair tasks in residential and commercial environments.

→ Click here for course information

To guide you through the complete enrollment process, including approved eligibility of a WIOA Counselor, contact us at [p3mwca@utep.edu](mailto:p3mwca@utep.edu) or call 915-747-5142.

# ONLINE COMPUTER COURSES

ALL CURRENT UTEP PROFESSIONAL AND PUBLIC PROGRAMS COURSES APPROVED FOR WIOA FUNDING ARE LISTED BELOW. PLEASE NOTE THAT THE AVAILABILITY OF THESE COURSES AND THEIR PRICES ARE SUBJECT TO CHANGE.



## A+, Net+, Security+

**Course Hours: 240 hrs.**

→ [Click here for course information](#)

## Certified Information Security Manager (CISM):

**Voucher Included**

**Course Hours: 75 hrs.**

→ [Click here for course information](#)

## Certified Information Systems Auditor (CISA):

**Voucher Included**

**Course Hours: 75 hrs.**

→ [Click here for course information](#)

## CompTIA Advanced Security Practitioner (CASP):

**Voucher Included**

**Course Hours: 75 hrs.**

→ [Click here for course information](#)

## CompTIA Certification Training - A+, Network+,

**Security+: Vouchers Included**

**Course Hours: 395 hrs.**

→ [Click here for course information](#)

## Information Security Training: Vouchers Included

**Course Hours: 250 hrs.**

→ [Click here for course information](#)

## Medical Billing and Coding Voucher Included

**Course Hours: 370 hrs.**

→ [Click here for course information](#)

## Medical Billing Specialist with Electronic Health

**Records: Vouchers Included**

**Course Hours: 444 hrs.**

→ [Click here for course information](#)

## Oracle SQL and PL/SQL + Python Developer + Java Programmer

**Course Hours: 465 hrs.**

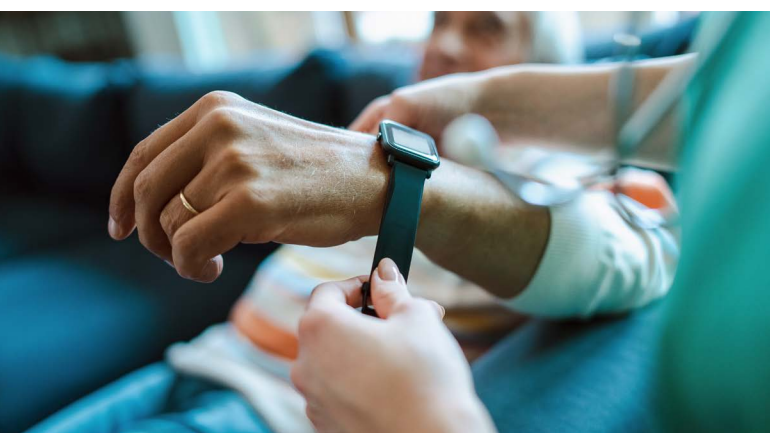
→ [Click here for course information](#)

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# ONLINE HEALTH/MEDICAL COURSES

PLEASE NOTE THAT THE AVAILABILITY OF THESE COURSES AND THEIR PRICES ARE SUBJECT TO CHANGE.



## Assisted Living Technician

**Course Hours: 375 hrs.**

→ [Click here for course information](#)

## Certified Clinical Medical Assistant (CCMA) + Certified Electronic Health Records Specialist (CEHRS): Voucher Included

**Course Hours: 674 hrs.**

→ [Click here for course information](#)

## Certified Medical Administrative Assistant with Medical Billing and Coding: Voucher Included

**Course Hours: 530 hrs.**

→ [Click here for course information](#)

## Dialysis Technician

**Course Hours: 4-6 months**

→ [Click here for course information](#)

## EKG Technician Career Prep

**Course Hours: 60 hrs.**

→ [Click here for course information](#)

## Home Health Aide

**Course Hours: 154 hrs.**

→ [Click here for course information](#)

## Pharmacy Technician: Voucher Included

**Course Hours: 400 hrs.**

→ [Click here for course information](#)

## Phlebotomy Technician Career Prep

**Course Hours: 100 hrs.**

→ [Click here for course information](#)

## Sterile Processing Technician: Voucher Included

**Course Hours: 190 hrs.**

→ [Click here for course information](#)

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# ONLINE PROFESSIONAL TRAINING COURSES

PLEASE NOTE THAT THE AVAILABILITY OF THESE COURSES AND THEIR PRICES ARE SUBJECT TO CHANGE.



## **Certified Credit Counselor and Certified Financial Health Counselor: Exam Included**

**Course Hours: 105 hrs.**

→ [Click here for course information](#)

## **Certified Paralegal: Voucher Included**

**Course Hours: 225 hrs.**

→ [Click here for course information](#)

## **Foundations of Plumbing**

**Course Hours: 145 hrs.**

→ [Click here for course information](#)

## **Freight Broker/Agent Training**

**Course Hours: 100 hrs.**

→ [Click here for course information](#)

## **Lean Six Sigma Green Belt and Black Belt Exam Cost Included**

**Course Hours: 125 hrs.**

→ [Click here for course information](#)

## **Professional Bookkeeping With Quickbooks Online: Vouchers Included**

**Course Hours: 100 hrs.**

→ [Click here for course information](#)

## **Certificacion HVACR en Español (Incluye curso de inglés y examen profesional) (EnGen)**

**Course Hours: 490 hrs.**

→ [Click here for course information](#)

## **The Complete Project Manager with CAPM® and PMP® Prep**

**Course Hours: 250 hrs.**

→ [Click here for course information](#)

## **Residential Electrician**

**Course Hours: 125 hrs.**

→ [Click here for course information](#)

## **Senior Professional in Human Resources® (SPHR®) Exam Prep**

**Course Hours: 135 hrs.**

→ [Click here for course information](#)

## **Victim Advocacy Certificate Course**

**Course Hours: 7 weeks**

→ [Click here for course information](#)

To guide you through the complete enrollment process, including approved eligibility of a WIOA Counselor, contact us at [p3mwca@utep.edu](mailto:p3mwca@utep.edu) or call 915-747-5142.

# 5 STEPS TO GET YOU STARTED



## 1. Contact us.

Determine your eligibility and begin the application process by

- emailing us at [p3mwca@utep.edu](mailto:p3mwca@utep.edu)
- contacting your local El Paso Workforce Solutions Borderplex at <https://borderplexjobs.com/>
- sending an email to [weserveyou@borderplexjobs.com](mailto:weserveyou@borderplexjobs.com).

## 2. Choose your course.

While applying for your grant, explore eligible Professional and Public Programs courses at the [Workforce Innovations Career Assistance web page](#). Please contact us at [p3mwca@utep.edu](mailto:p3mwca@utep.edu) or **915-747-8043** for more information about programs that interest you.

## 3. Request an acceptance or bid letter.

Your WIOA Counselor will need an acceptance or bid letter for the course you choose with Professional and Public Programs.

To request an acceptance or bid letter, complete the form at <https://mwcawioainterest.questionpro.com> or email us at [p3mwca@utep.edu](mailto:p3mwca@utep.edu).

*For more details, visit us at*  
**[ppp.utep.edu/careerassistance](http://ppp.utep.edu/careerassistance)**



## 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](mailto: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.

**Texas Rising Star (TRS)** is a quality rating and improvement system that encourages child care centers to attain higher levels of quality with care and early learning. **Workforce Solutions Borderplex** offers TRS directors and teachers a professional development opportunity through a scholarship program that can be used for child development courses, obtaining a child development program certificate, or achieving a child development associate's degree.

➔ [Click here to read full report.](#)



# WORKFORCE

## SOLUTIONS BORDERPLEX

A proud partner of the  
**AmericanJobCenter** network.

We provide service to  
the counties of Brewster,  
Culberson, El Paso,  
Hudspeth, Jeff Davis  
and Presidio.



Workforce Solutions Borderplex (WSB) provides virtual or in-person services in the following areas:

- Job search
- Job readiness
- Resume refresh
- Job fairs

Eligible individuals will have access to child care, training and financial support. You'll need the following documentation to get started

- Check stub
- ID or resident card
- Social security number
- DD214

The best part: our services are accessible to all through grants, scholarships, and federal funding.



Ready to commit?  
Call us at **915-759-JOBS (5627)** or  
email [info@borderplexjobs.com](mailto:info@borderplexjobs.com) today.



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1-800-684-UTEP

Scan QR code for more information.



**UTEP ONLINE**



# WIOA CAREER ASSISTANCE

meet THE team



**SYLVIA MONSISVAIS**  
PROGRAM MANAGER

Sylvia Ann Monsisvais graduated as “Student of the Year” from the University of Phoenix where she earned a Bachelor of Science in Business Marketing. She also has an Associate of Applied Science Degree in Music and Video Business.

During the course of her career, Sylvia has worked as an SOS Program Coordinator, Trainer and certified Crime Prevention Practitioner with the El Paso County Sheriff's Office, and a Special Promotions Coordinator for the El Paso Police Department. She has received several commendation awards from El Paso's Chief of Police and multiple awards for her volunteer work with various nonprofit organizations, including the DEA, Job Corps, United Blood Services, Cook Children's Medical Center and Girl Scouts of the Rio Grande.

Sylvia resides in El Paso with her husband and two children.

**Favorite inspirational quote:**

“Don't let anyone ever make you feel like you don't deserve what you want. Go for it.”

- **Heath Ledger**

## Spring 2026 course guide



## CONTACT US



### ONLINE

Visit us at [ppp.utep.edu](http://ppp.utep.edu)



### BY EMAIL

Email us at [p3mwca@utep.edu](mailto:p3mwca@utep.edu)



### BY PHONE

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

Connect with us to receive special offers, updates on courses and more!



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Graphic design by Claudia Cornejo and Kimberly Guerrero

Writing/editing by Arathi Kylasam

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