UTEP
PROFESSIONAL AND
PUBLIC PROGRAMS
EXTENDED UNIVERSITY

WIOA CAREER ASSISTANCE



Gain Skills.
Earn Credentials.
Get Career-Ready.

SPRING 2027 COURSE GUIDE

CONTINUING EDUCATION AT UTEP

PPP.UTEP.EDU | 915-747-5162

Guide Index

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Welcome!

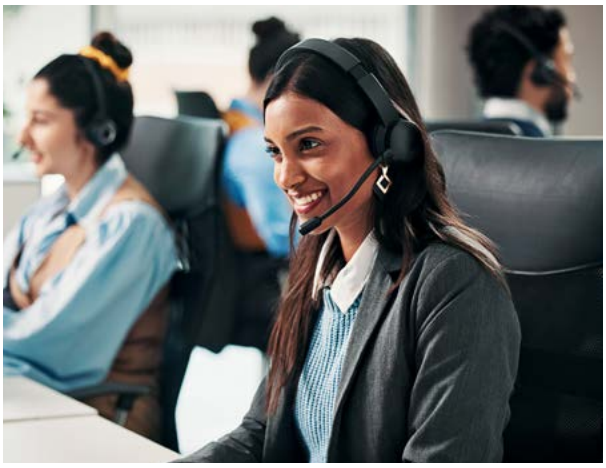
The Workforce Innovation and Opportunity Act (WIOA) is a landmark legislation that is designed to

- **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.

Explore this guide to see how the process works and move forward with confidence to your new career today.







How to Register

There are four easy ways to register for our classes: online, by phone, by mail or in person.

Online

1. Find your desired course
2. Click on the "**CLICK HERE TO REGISTER**" link
3. Click on "Enroll"
4. Log in or create your profile
5. Check out & pay
6. Check your email for confirmation

You can register online 24 hours a day. If you need any assistance, please call 915-747-5142 between 8 a.m. and 5 p.m.

By Phone

Call 915-747-5142 to register using your Visa, MasterCard, American Express, or Discover Card between 8 a.m. and 5 p.m., Monday through Friday.

In Person

Visit our office at Memorial Gym, Suite 107B, Monday through Friday, 8 a.m.-5 p.m. to register in person. To avoid a parking ticket, park at Glory Road Garage.

By Mail

Mail your completed registration form with a check, money order, credit card information, or purchase order to:UTEP Professional and Public Programs
Memorial Gym, Suite 107B
500 West University Avenue
El Paso, TX 79968-0602.
Please write course number(s) on your checks and make them payable to UTEP.

Registration Confirmation

Once you have registered (by phone, email or online), a confirmation will be emailed to you within 48 hours with all pertinent course information. You may also request your confirmation be sent by mail. If you do not receive your enrollment confirmation within 48 hours of the course start date, please call 915-747-5142 during office hours. If there are any changes to the class, you will be promptly notified.

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.

CLICK HERE TO REGISTER



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 TO REGISTER



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 TO REGISTER

HVAC Technician Certification With Optional Externship

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

CLICK HERE TO REGISTER



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

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Online 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.

Computer Courses

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 SecurityX Certification Training: Voucher Included
Course Hours: 75 hrs.
CLICK HERE FOR COURSE INFORMATION

CompTIA Certification Training - A+, Network+, Security+: Voucher Included
Course Hours: 395 hrs.
CLICK HERE FOR COURSE INFORMATION

Information Security Training: Voucher 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: Voucher Included
Course Hours: 444 hrs.
CLICK HERE FOR COURSE INFORMATION

Oracle SQL and PL/SQL + Python Developer + Java Programmer
Course Hours: 375 hrs.
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** or call **915-747-5142.**





Health Medical Courses

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 Career Prep Professional
Course Hours: 285 hrs.
CLICK HERE FOR COURSE INFORMATION

Pharmacy Technician: Voucher Included
Course Hours: 400 hrs.
CLICK HERE FOR COURSE INFORMATION

Phlebotomy Technician Career Prep: Voucher Included
Course Hours: 100 hrs.
CLICK HERE FOR COURSE INFORMATION

Sterile Processing Technician: Voucher Included
Course Hours: 190 hrs.
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** or call **915-747-5142.**

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Professional Training Courses

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

Plumber With Practice Kit
COURSE HOURS: 120 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: 480 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** or call **915-747-5142.**

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5 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**

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** or 915-747-5142 for more information about programs that interest you.

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

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**.

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.

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UTEP
PROFESSIONAL AND PUBLIC PROGRAMS
EXTENDED UNIVERSITY

Meet the Team

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.



SYLVIA MONSISVAIS
PROGRAM MANAGER



BLANCA PALACIOS
SENIOR COORDINATOR



MARCO CANO
UNDERGRADUATE ASSISTANT



DIEGO SANTOYO
UNDERGRADUATE ASSISTANT

CONTACT US

ONLINE
Visit us at
ppp.utep.edu/wioa

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

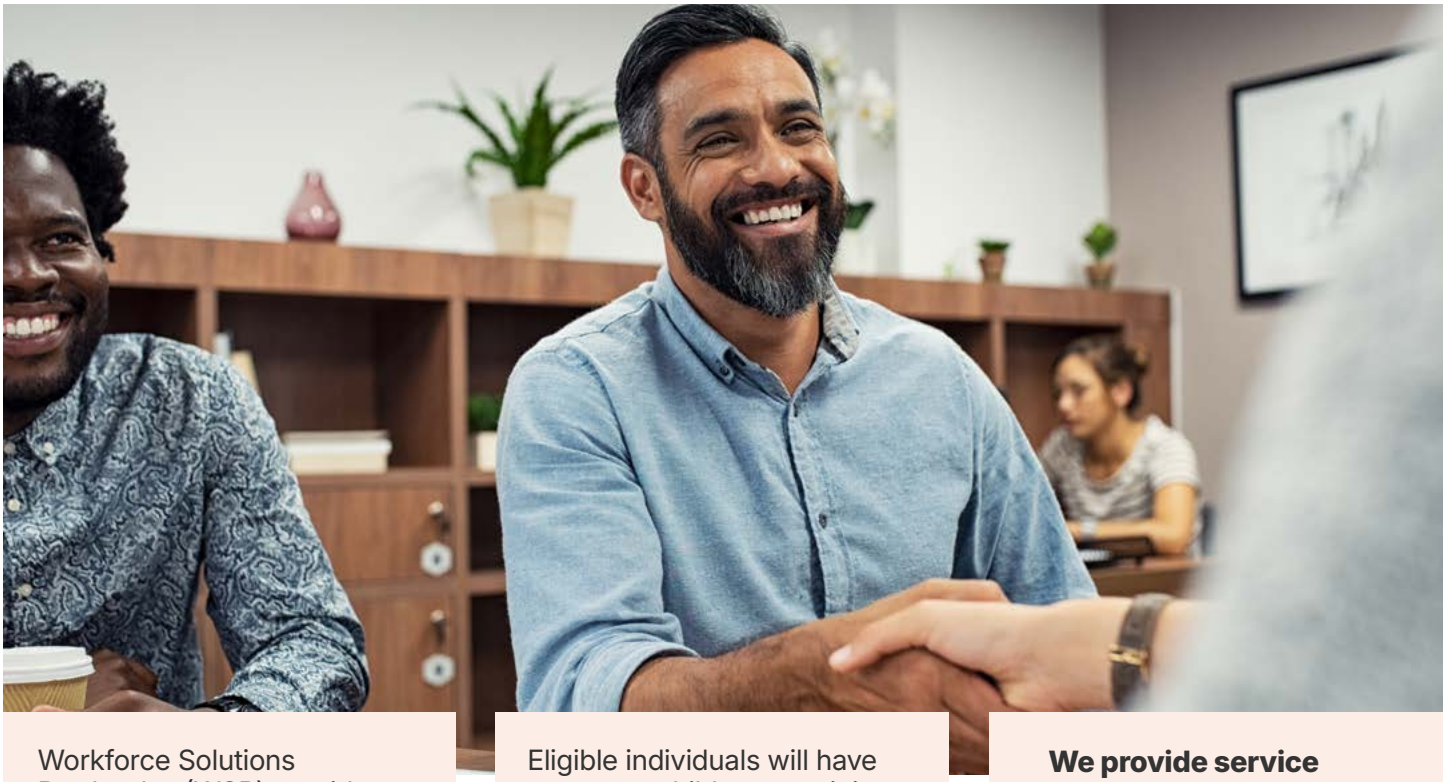
BY EMAIL
Email us at
p3mwca@utep.edu

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

UTEP.P3 UTEP.P3 UTEP_P3 UTEP-P3

Workforce Solutions Bordeplex

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



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

- **Job search**
- **Job readiness**
- **Résume 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**

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

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 today.

WORKFORCE SOLUTIONS BORDERPLEX

WE ARE HIRING
LEAN SIX SIGMA
MASTER BLACK BELT
INSTRUCTORS

Join the Professional Training and Development team at UTEP and help professionals turn process improvement strategies into measurable business results.

We're seeking an experienced Master Black Belt to teach Lean Six Sigma Green Belt and Black Belt courses, guiding learners in applying proven tools and methods to drive focused execution, optimize performance, and achieve breakthrough improvements.

Interested in becoming a Professional and Public Programs instructor? Call us at 915-747-5142 or email ppp@utep.edu to learn more.

WE'D LOVE TO HEAR FROM YOU!

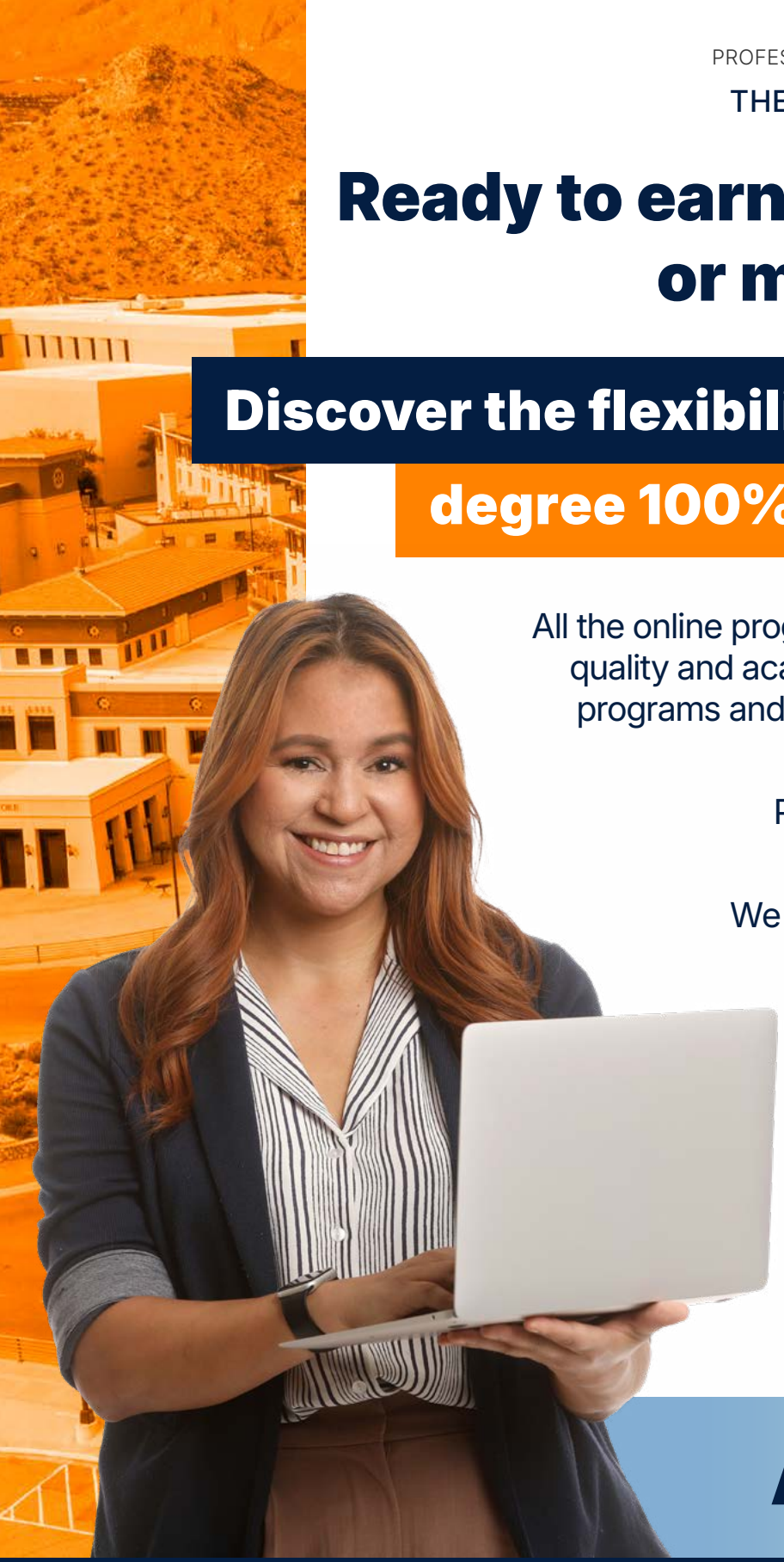


UTEP Employees and Retirees Discounts

Current and retired UTEP employees may receive 15% discount on eligible courses*. You must call in to claim discounts.

Ready to earn your bachelor's or master's degree?

Discover the flexibility of earning your degree 100% online with UTEP.



All the online programs offered are of the same great quality and academic rigor as face-to-face degree programs and are taught by the same faculty who teach on-campus courses.

Pick the program you're interested in and fill out a form or call us.

We promise you won't be disappointed!

Scan QR code for more information.

APPLY TODAY!

UTEP ONLINE

Have questions? Contact us today.
UTEP.EDU/ONLINE
1-800-684-UTEP