Where are you going?

2006–08

A guide to careers and education in Washington State

WHERE

Whether you're a student making your first career choice or an adult making a job change, your education and training exploration just got easier! Check out the 16 career clusters listed below.

agriculture, food & natural resources
architecture & construction
arts, a/v technology & communications
business, management & administration
education & training
finance
government & public administration
health science
hospitality & tourism
human services
information technology
law, public safety, corrections & security
manufacturing
marketing, sales & service
science, technology, engineering & mathematics
transportation, distribution & logistics

do you fit?

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Welcome to
Where are you going?
The 2006-08 guide to careers and occupations in Washington State

Where are you going? provides a step-by-step process for making career choices—whether you're a student selecting your first career or an adult making a career transition.

This book will help you assess your interests and abilities. It will match your interests to one or more occupations within the 16 broad occupational categories known as Career Clusters. You'll examine employment data, salaries, and training requirements.

Once you've matched who you are with what you want to do, *Where are you going?* outlines where you can get the appropriate training to prepare you for work. It includes information about how to expand your career search on the Internet, how to apply for a job, and where to go if you need special services.

The 2006-08 guide has a new look. Its larger format can be 3-hole punched and easily inserted into a student portfolio or binder. As with previous editions, many of the changes you will experience have been made following your suggestions from previous editions.

This edition will serve our clients for the next two years. Our decision to make this change followed considerable discussion on economics and technology. More and more of our state's occupations require the job seeker to have computer skills. How better to refine or update those skills than to conduct your career research using the computer! During the next two years we will continue to examine the issue of printing a paper version or providing a resource guide to help you conduct your career exploration using the Internet.

Thank you for taking time to let us know how we can improvement the information you are seeking. A comment card has been inserted for your convenience.

We hope you use this booklet to discover where you are going!

Workforce Training and Education Coordinating Board
Staff

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Section I - Career Search

Assessing Interests & Abilities

What Do I Want to Do With the Rest of My Life?

If you are choosing a career or beginning a job search, you've most likely asked yourself, "What do I want to do with the rest of my life?" You have probably found that there are no easy answers to that question. First, there are so many types of jobs; how do you know which careers and jobs are out there for you? Second, you must pick a career that is "right" for you. You don't want to find yourself doing a job you don't like.

Know Yourself

Self-assessment is a process of gathering information about yourself. Recognizing your goals, abilities, interests, skills, experience, and education will help you find the right direction. Satisfaction and success on the job will greatly depend on how well your skills and abilities match the job.

Everyone possesses hundreds of skills, whether or not they use them everyday. Almost everything you do requires some abilities, whether at home, on the job, or even during leisure time. Although we rarely think about the skills we have, how we use them, or which ones we enjoy the most, all are important to how we plan our careers.

Write a list of your skills and abilities so you know what you have to offer an employer. You may want to begin by asking a few simple questions.

- **Interests—**Do you like to work with people, numbers, or objects? Do you like directing or organizing? Are you scientific or technical? Do you like detail work?
- **Aptitudes** *(physical and mental skills)*— Do you have good verbal skills, spatial perception, or manual dexterity? What are your special talents or aptitudes?
- **Temperament—**Do you like to work under stress? Do you like to do a variety of things or specialize in one process?
- **Education—**What school subjects do you enjoy? Have you had responsibilities in any clubs or organizations? What jobs have you held in the past? What did you like or dislike about each? What equipment can you operate? Have you ever done any volunteer work?
- **Working Conditions—**Could you work in a noisy atmosphere? Could you work in a job where risk of injury is possible? Do you prefer to sit or stand? Do you prefer working indoors or outdoors? Which physical or mental skills of a job would you be able to handle?
- **Pay & Work Hours—**How much money would you like to earn? Are you willing to travel? Are you willing to work various shifts? Are you willing to work weekends, nights, or overtime?

A Note of Caution

The following exercises and charts can be helpful in organizing occupational information, but are intended only as general exploratory tools.

A. List five activities you like to do.
1. _____
2. _____
3. _____
4. _____
5. _____

B. What are your hobbies and special interests?
1. _____
2. _____
3. _____
4. _____
5. _____

C. List jobs related to your hobbies or interests.
1. _____
2. _____
3. _____
4. _____
5. _____

D. Are you changing your choice of work? Why?
_____
_____

E. If you are employed, what don't you like about your present job?
_____
_____

EXERCISE 1: LIFE CIRCUMSTANCES

Section I - Career Search

Assessing Interests & Abilities (cont.)

F. List five jobs that you can see yourself doing now or in the future.

1._____

2._____

3._____

4._____

5._____

G. Are you limited in any way by your current status or condition, such as a disability or lack of transportation? What are some ways to overcome these?

_____

_____

_____

EXERCISE 2: EDUCATION

List all of the schools you have attended, dates, courses of study, and degrees received. If you have not completed your education, write your educational plans and describe how you will finance continued education or training.

Training or Education **Dates** **Degrees**

1. High school or GED_____
   For what jobs has this training prepared you?
   _____
   _____

2. Community or technical college_____
   For what jobs has this training prepared you?
   _____
   _____

3. University_____
   For what jobs has this training prepared you?
   _____
   _____

4. Private career school_____
   For what jobs has this training prepared you?
   _____
   _____

EXERCISE 3: WORK EXPERIENCE

Make a work sheet like this for each of the jobs you have held, including part-time or volunteer work.

Employer's name _____

Employer's address _____

_____

Supervisor's name_____

Dates worked from _____ to _____

Reason you left this job

_____

_____

Equipment/machines/vehicles you operated

_____

_____

Title of job held _____

Tasks you performed

1. _____
2. _____
3. _____
4. _____
5. _____

Now, prioritize each task (high, medium, low, etc.) to determine how satisfying the job was to do. Would you like another job like this one?

1. _____
2. _____
3. _____
4. _____
5. _____

Section I - Career Search

Assessing Interests & Abilities (cont.)

Directions: Circle the items in each box that best describe you. You may make as many or as few circles in each box as you choose. Add up the number of circles in each box. Look to see which three boxes have the highest numbers. Find the corresponding Career Clusters on the pages immediately following this survey to see which Career Clusters you may want to explore.

Activities that describe what I like to do:	Personal qualities that describe me:	School subject that I like:	Total number circled in Box 1
1. Learn how things grow and stay alive. 2. Make the best use of the earth's natural resources. 3. Hunt and/or fish. 4. Protect the environment. 5. Be outdoors in all kinds of weather. 6. Plan, budget, and keep records. 7. Operate machines and keep them in good repair.	1. Self-reliant 2. Nature lover 3. Physically active 4. Planner 5. Creative problem solver	1. Math 2. Life Sciences 3. Earth Sciences 4. Chemistry 5. Agriculture	

Activities that describe what I like to do:	Personal qualities that describe me:	School subject that I like:	Total number circled in Box 2
1. Read and follow blueprints and/or instructions. 2. Picture in my mind what a finished product looks like. 3. Work with my hands. 4. Perform work that requires precise results. 5. Solve technical problems. 6. Visit and learn from beautiful, historic, or interesting buildings. 7. Follow logical, step-by-step procedures.	1. Curious 2. Good at following directions 3. Pay attention to detail 4. Good at visualizing possibilities 5. Patient and persistent	1. Math 2. Drafting 3. Physical Sciences 4. Construction Trades 5. Electrical Trades/Heat, Air Conditioning and Refrigeration/ Technology Education	

Activities that describe what I like to do:	Personal qualities that describe me:	School subject that I like:	Total number circled in Box 3
1. Use my imagination to communicate new information to others. 2. Perform in front of others. 3. Read and write. 4. Play a musical instrument. 5. Perform creative, artistic activities. 6. Use video and recording technology. 7. Design brochures and posters.	1. Creative and imaginative 2. Good communicator, good vocabulary 3. Curious about new technology 4. Relate well to feelings and thoughts of others 5. Determined/tenacious	1. Art/Graphic design 2. Music 3. Speech and Drama 4. Journalism/Literature 5. Audiovisual Technologies	

Activities that describe what I like to do:	Personal qualities that describe me:	School subject that I like:	Total number circled in Box 4
1. Perform routine, organized activities but can be flexible. 2. Work with numbers and detailed information. 3. Be the leader in a group. 4. Make business contact with people. 5. Work with computer program. 6. Create reports and communicate ideas. 7. Plan my work and follow instructions without close supervision.	1. Organized 2. Practical and logical 3. Patient 4. Tactful 5. Responsible	1. Computer Applications/Business and Information Technology 2. Accounting 3. Math 4. English 5. Economics	

Section I - Career Search

Assessing Interests & Abilities (cont.)

Activities that describe what I like to do:	Personal qualities that describe me:	School subject that I like:	Total number circled in Box 5
1. Communicate with different types of people. 2. Help others with their homework or to learn new things. 3. Go to school. 4. Direct and plan activities for others. 5. Handle several responsibilities at once. 6. Acquire new information. 7. Help people overcome their challenges.	1. Friendly 2. Decision maker 3. Helpful 4. Innovative/Inquisitive 5. Good Listener	1. Language Arts 2. Social Studies 3. Math 4. Science 5. Psychology	

Activities that describe what I like to do:	Personal qualities that describe me:	School subject that I like:	Total number circled in Box 6
1. Work with numbers. 2. Work to meet a deadline. 3. Make predictions based on existing facts. 4. Have a framework of rules by which to operate. 5. Analyze financial information and interpret it to others. 6. Handle money with accuracy and reliability. 7. Take pride in the way I dress and look.	1. Trustworthy 2. Orderly 3. Self-confident 4. Logical 5. Methodical or efficient	1. Accounting 2. Math 3. Economics 4. Banking/Financial Services 5. Business Law	

Activities that describe what I like to do:	Personal qualities that describe me:	School subject that I like:	Total number circled in Box 7
1. Be involved in politics. 2. Negotiate, defend, and debate ideas and topics. 3. Plan activities and work cooperatively with others. 4. Work with details. 5. Perform a variety of duties that may change often. 6. Analyze information and interpret it to others. 7. Travel and see things that are new to me.	1. Good communicator 2. Competitive 3. Service minded 4. Well organized 5. Problem solver	1. Government 2. Language Arts 3. History 4. Math 5. Foreign Language	

Activities that describe what I like to do:	Personal qualities that describe me:	School subject that I like:	Total number circled in Box 8
1. Work under pressure. 2. Help sick people and animals. 3. Make decisions based on logic and information. 4. Participate in heath and science classes. 5. Respond quickly and calmly in emergencies. 6. Work as a member of a team. 7. Follow guidelines precisely and meet strict standards of accuracy.	1. Compassionate and caring 2. Good at following directions 3. Conscientious and careful 4. Patient 5. Good listener	1. Biological Sciences 2. Chemistry 3. Math 4. Occupational Health 5. Language Arts	

Section I - Career Search

Assessing Interests & Abilities (cont.)

Activities that describe what I like to do:	Personal qualities that describe me:	School subject that I like:	Total number circled in Box 9
1. Investigate new places and activities. 2. Work with all ages and types of people. 3. Organize activities in which other people enjoy themselves. 4. Have a flexible schedule. 5. Help people make up their minds. 6. Communicate easily, tactfully, and courteously. 7. Learn about other cultures.	1. Tactful 2. Self-motivated 3. Works well with others 4. Outgoing 5. Slow to anger	1. Language Arts, Speech 2. Foreign Languages 3. Social Sciences 4. Marketing 5. Food Services	

Activities that describe what I like to do:	Personal qualities that describe me:	School subject that I like:	Total number circled in Box 10
1. Care about people, their needs, and their problems. 2. Participate in community services and/or volunteering. 3. Listen to other people's viewpoints. 4. Help people be at their best. 5. Work with people from preschool age to old age. 6. Think of new ways to do things. 7. Make friends with different kinds of people.	1. Good communicator, good listener 2. Caring 3. Non-materialistic 4. Uses intuition and logic 5. Non-judgmental	1. Language Arts 2. Psychology, Sociology 3. Family and Consumer Sciences 4. Finance 5. Foreign Language	

Activities that describe what I like to do:	Personal qualities that describe me:	School subject that I like:	Total number circled in Box 11
1. Work with computers. 2. Reason clearly and logically to solve complex problems. 3. Use machines, techniques, and processes. 4. Read technical materials and diagrams and solve technical problems. 5. Adapt to change. 6. Play video games and figure out how they work. 7. Concentrate for long periods without being distracted.	1. Logical/analytical thinker 2. See details in the big picture 3. Persistent 4. Good concentration skills 5. Precise and accurate	1. Math 2. Science 3. Computer Technology, Computer Applications 4. Communications 5. Graphic Design	

Activities that describe what I like to do:	Personal qualities that describe me:	School subject that I like:	Total number circled in Box 12
1. Work under pressure or in the face of danger. 2. Make decisions based on my own observations. 3. Interact with other people. 4. Be in positions of authority. 5. Respect rules and regulations. 6. Debate and win arguments. 7. Observe and analyze people's behavior.	1. Adventurous 2. Dependable 3. Community-minded 4. Decisive 5. Optimistic	1. Language Arts 2. Psychology, Sociology 3. Government, History 4. Law Enforcement 5. First Aid, First Responder	

Section I - Career Search

Assessing Interests & Abilities (cont.)

Activities that describe what I like to do:	Personal qualities that describe me:	School subject that I like:	Total number circled in Box 13
1. Work with my hands and learn that way. 2. Put things together. 3. Do routine, organized, and accurate work. 4. Perform activities that produce tangible results. 5. Apply math to work out solutions. 6. Use hand and power tools and operate equipment/machinery. 7. Visualize objects in three dimensions from flat drawings.	1. Practical 2. Observant 3. Physically active 4. Step-by-step thinker 5. Coordinated	1. Math, Geometry 2. Chemistry 3. Trade and Industry 4. Physics 5. Language Arts	

Activities that describe what I like to do:	Personal qualities that describe me:	School subject that I like:	Total number circled in Box 14
1. Shop and go to the mall. 2. Be in charge. 3. Make displays and promote ideas. 4. Give presentations and enjoy public speaking. 5. Persuade people to buy products or to participate in activities. 6. Communicate my ideas to other people. 7. Take advantage of opportunities to make extra money.	1. Enthusiastic 2. Competitive 3. Creative 4. Self-motivated 5. Persuasive	1. Language Arts 2. Math 3. Business Education, Marketing 4. Economics 5. Computer Applications	

Activities that describe what I like to do:	Personal qualities that describe me:	School subject that I like:	Total number circled in Box 15
1. Interpret formulas. 2. Find the answers to questions. 3. Work in a laboratory. 4. Figure out how things work and investigate new things. 5. Explore new technology. 6. Experiment to find the best way to do something. 7. Pay attention to details and help things be precise.	1. Detail oriented 2. Inquisitive 3. Objective 4. Methodical 5. Mechanically inclined	1. Math 2. Science 3. Drafting, Computer-Aided Drafting 4. Electronics, Computer Networking 5. Technology Education	

Activities that describe what I like to do:	Personal qualities that describe me:	School subject that I like:	Total number circled in Box 16
1. Travel. 2. See well and have quick reflexes. 3. Solve mechanical problems. 4. Design efficient processes. 5. Anticipate needs and prepare to meet them. 6. Drive or ride. 7. Move things from one place to another.	1. Realistic 2. Mechanical 3. Coordinated 4. Observant 5. Planner	1. Math 2. Trade and Industry 3. Physical Sciences 4. Economics 5. Foreign Language	

Your interests may change over time. These survey results are intended to assist you with informal career exploration. Consider more formal assessments and other resources or services to help you plan your career.

Section I - Career Search

Career Cluster Options

1	Agriculture, Food & Natural Resources	The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.
2	Architecture & Construction	Careers in designing, planning, managing, building, and maintaining the built environment.
3	Arts, A/V Technology & Communications	Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.
4	Business, Management & Administration	Careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.
5	Education & Training	Planning, managing, and providing education and training services and related learning support services.
6	Finance	Planning, services for financial and investment planning, banking, insurance, and business financial management.
7	Government & Public Administration	Executing governmental functions to include governance, national security, foreign services planning, revenue and taxation, regulation, and management and administration at the local, state, and federal levels.
8	Health Science	Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

Section I - Career Search

Career Cluster Options (cont.)

9		Hospitality and Tourism encompasses the management, marketing and operations of restaurants and other food services, lodging, attractions, and recreation events and travel-related services.
10		Preparing individuals for employment in career pathways that relate to families and human needs.
11		Building linkages in IT occupations framework for entry-level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia, and systems integration services.
12		Planning, managing, and providing legal, public safety, protective services and homeland security including professional and technical support services.
13		Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance, and manufacturing/process engineering.
14		Planning, managing, and performing marketing activities to reach organizational objectives.
15		Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.
16		Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

My top three Career Clusters of interest are:

_____ _____ _____

For more information check with a career counselor at your high school, career technical center, higher education institution, or one-stop career center.

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Section II - Career Search

How to use the Table of Occupations

Education lists the most common training and the training program that is either required or recommended for entry into the occupation.

Also lists schools in Washington that offer the suggested course of study.

Key:

- **CC** Community Colleges
  See page 51.
- **TC** Technical Colleges
  See page 51.
- **U** Public Colleges & Universities
  See page 52.
- **PU** Independent Colleges & Universities
  See pages 52-53.
- **PCS** Private Career Schools
  See pages 54-59 and 61-62.
- **AP** Apprenticeship Training
  See page 60.

Occupational Description contains the occupational titles and a brief description of major duties for each occupation. Duties vary considerably, depending on the employer and on the employee's training and experience.

Wages are presented at Entry, Average, and Experienced levels. Wage figures are monthly, excluding benefits, and are for full-time wage and salary workers. Wage rates may vary substantially with the number of years of experience.

Source: *WOIS/The Career Information System*

Foresters manage, use, and help protect forests and other natural resources.	I	Entry: $3,312 Average: $4,347 Experienced: $4,864	783 Employed 3% growth 2009-14 5 openings/year	**Bachelor's Degree** **Forest Technology and Management** **CC:** 23; **U:** 45, 48; **PU:** 79

Interest is stated by the Holland Interest Areas.

- **R = Realistic** People with Realistic interests like activities that include hands-on problems and solutions. They enjoy dealing with plants, animals, and real-world materials.
- **I = Investigative** People with Investigative interests like activities that have to do with ideas and thinking.
- **A = Artistic** People with Artistic interests like activities that deal with arts and self-expression.
- **S = Social** People with Social interests like activities that assist others and promote personal development.
- **E = Enterprising** People with Enterprising interests like activities that have to do with starting and carrying out projects.
- **C = Conventional** People with Conventional interests like activities that follow set procedures and routine.

Employment Outlook

- Current number employed (2006)
- **Percentage of growth** reflects anticipated growth for each occupation. This information is based on projections provided by the state's Employment Security Department. The projections reflect the demand by private industry and government for workers, as well as self-employed individuals and unpaid family workers.
- The number of openings per year reflects newly created positions. The information **does not** include openings created by workers changing from one job to another.

Section II - Career Search

What is the Agriculture, Food & Natural Resources Career Cluster?

The Agriculture, Food & Natural Resources Career Cluster prepares learners for careers in the planning, implementation, production, management, processing, and/or marketing of agricultural commodities and services including food, fiber, wood products, natural resources, horticulture, and other plant and animal products. It also includes related professional, technical and educational services in Food Products and Processing Systems; Plan Systems; Animal Systems; Power, Structural and Technical Systems; Natural Resource Systems; Environmental Service Systems; and Agribusiness Systems.

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Agricultural Scientists study plants and soils. They use science to protect, develop, and manage these resources.	IRS	Entry: $3,426 Average: $5,555 Experienced: $6,619	627 Employed 7.3% growth 2009-14 10 openings/year	**4 to 6 Years** **Soils Science** **Crop Science** **U:** 48
Animal Caretakers give care to animals at shelters, zoos, kennels, pet shops, stables, aquariums, and research labs.	R	Entry: $1,404 Average: $1,759 Experienced: $1,936	2,828 Employed 8.4% growth 2009-14 52 openings/year	**On-the-job Training** **Animal Care and Training** **PCS**: 158, 221, 249
Animal Trainers train animals to perform work, entertain, or serve as companions.	RES	Entry: $1,565 Average: $2,567 Experienced: $3,068	370 Employed 7.6% growth 2009-14 6 openings/year	**Varies** **Animal Care and Training** **Zoology** **U:** 44, 48, 51-52; **PCS:** 158, 221, 249
Commercial Fishers catch ocean fish and other marine life using nets, hooks, and traps.	REI	Entry: $1,955 Average: $2,493 Experienced: $2,759	97 Employed 2.1% growth 2009-14 0 openings/year	**Varies** **Fisheries Technology** **CC:** 9, 15; **TC:** 31; **U:** 45; **PU:** 79
Conservation Scientists manage, develop, and help protect soil and rangelands.	I	Entry: $3,744 Average: $5,309 Experienced: $6,091	916 Employed 2.5% growth 2009-14 5 openings/year	**Bachelor's Degree** **Natural Resources Management** **CC:** 9-10, 12, 15, 23; **U:** 45, 47-48; **PU:** 79
Farm & Ranch Workers help raise crops and livestock for market.	R	Entry: $1,510 Average: $2,522 Experienced: $3,028	3,390 Employed 7.3% growth 2009-14 55 openings/year	**Varies** **Agricultural Production and Farm Technology** **CC:** 26-27; 29
Farmers & Farm Managers raise crops and livestock for market. Agricultural managers oversee operational procedures of the establishment.	E	Entry: $3,760 Average: $6,299 Experienced: $7,569	76 Employed 5% growth 2009-14 1 opening/year	**Bachelor's Degree** **Agricultural Business Management** **U:** 48

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Fish & Game Wardens enforce the laws that protect fish and wildlife.	R	Entry: $3,068 Average: $3,988 Experienced: $4,449	106 Employed 5.5% growth 2009-14 1 opening/year	**Bachelor's Degree** **Criminal Justice and Law Enforcement** **CC:** 1, 4, 6, 8-12, 14-16, 19-20, 23, 25-26, 28-29; **TC:** 32; **U:** 36, 38, 43, 48-49, 51; **PU:** 56, 59, 70, 72, 78, 87, 89-90, 97; **PCS:** 144
Food Scientists conduct research to develop food products that are healthy, safe, and appealing.	ISR	Entry: $3,080 Average: $5,051 Experienced: $6,037	297 Employed 3.6% growth 2009-14 2 openings/year	**Bachelor's Degree** **Food Science** **CC:** 29; **U:** 48
Foresters manage, use, and help protect forests and other natural resources.	I	Entry: $3,312 Average: $4,347 Experienced: $4,864	783 Employed 3% growth 2009-14 5 openings/year	**Bachelor's Degree** **Forest Technology and Management** **CC:** 23; **U:** 45, 48; **PU:** 79
Forestry Technicians help develop and protect forests.	RES	Entry: $1,953 Average: $2,836 Experienced: $3,276	1,812 Employed 1.4% growth 2009-14 5 openings/year	**Varies** **Forest Technology and Management** **CC:** 23; **U:** 45, 48; **PU:** 79
Geographers study physical and cultural characteristics of a given area.	IRE	Entry: $3,226 Average: $5,053 Experienced: $5,968	No outlook information available.	**Bachelor's Degree** **Geography** **U:** 36, 43-45, 47, 52
Landscape Architects design and plan outdoor areas for use and beauty.	AIR	Entry: $3,529 Average: $4,893 Experienced: $5,574	547 Employed 10.7% growth 2009-14 14 openings/year	**4 to 6 Years** **Landscape Architecture** **U:** 45, 48-49
Landscapers & Groundskeepers plant and take care of flowers, lawns, shrubs, and trees.	R	Entry: $2,068 Average: $2,829 Experienced: $3,208	35,913 Employed 7.4% growth 2009-14 576 openings/year	**Varies** **Horticulture and Landscape Management** **CC:** 3, 5, 7, 21-23, 27; **TC:** 32-33; **U:** 48; **PU:** 79
Nursery Workers grow, transplant, and care for plants, and trees for sale.	RAE	Entry: $1,404 Average: $1,901 Experienced: $2,151	2,555 Employed 7.9% growth 2009-14 46 openings/year	**Varies** **Nursery Operation and Management** **CC:** 3, 5, 7, 23
Park Naturalists create programs to teach park visitors about natural areas.	SEI	Entry: $3,744 Average: $5,309 Experienced: $6,091	No outlook information available.	**Bachelor's Degree** **Natural Resources Management** **CC:** 9-10, 12, 15, 23 **U:** 45, 47-48; **PU:** 79
Winemakers turn grape or other fruit juices into wine.	R	Entry: $4,465 Average: $7,490 Experienced: $9,003	No outlook information available.	**Bachelor's Degree** **Viticulture and Enology** **CC:** 22, 26, 29; **U:** 48, 50
Zoologists study animals and how they live and grow in their habitat.	I	Entry: $3,626 Average: $4,770 Experienced: $5,342	1,542 Employed 7.6% growth 2009-14 26 openings/year	**Doctoral Degree** **Zoology** **U:** 44, 48, 51-52; **PCS:** 158

Section II - Career Search

What is the Architecture & Construction Career Cluster?

The Architecture & Construction Career Cluster prepares learners for careers in designing, planning, managing, building, and maintaining the built environment. People employed in this cluster work on new structures, restorations, additions, alterations, and repairs and can lead to employment in Design/Pre-Construction, Construction, and Maintenance and Operations.

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Architects plan and design all types of buildings and structures.	AIR	Entry: $3,734 Average: $5,503 Experienced: $6,387	3,152 Employed 11% growth 2009-14 82 openings/year	**5 to 8 Years** **Architecture** **U:** 45, 48-49
Bricklayers & Stonemasons build walls and structures using bricks, stones, and mortar.	R	Entry: $2,780 Average: $4,521 Experienced: $4,982	2,571 Employed 8.1% growth 2009-14 49 openings/year	**Varies** **Apprenticeship** **AP**: 352
Carpenters cut, fit, and assemble wood and other materials to construct buildings.	R	Entry: $2,460 Average: $3,756 Experienced: $4,404	42,277 Employed 6.2% growth 2009-14 587 openings/year	**Varies** **Carpentry** **Apprenticeship** **CC:** 9-10, 15, 18, 23, 26-27; **TC:** 30; **AP:** 325, 327-328, 332, 345, 354
Commercial Divers work underwater to build or repair structures. They also perform search and rescue duties.	R	Entry: $2,536 Average: $4,001 Experienced: $4,732	99 Employed 6.3% growth 2009-14 1 opening/year	**2 Years** **Diving Technology** **PCS:** 149, 180, 286, 301, 305
Construction & Building Inspectors inspect new or remodeled structures.	R	Entry: $3,555 Average: $4,687 Experienced: $5,252	2,508 Employed 7.4% growth 2009-14 41 openings/year	**Varies** **Construction Technology** **Apprenticeship** **CC:** 5, 7, 20; **TC:** 31; **PCS:** 161; **AP:** 326, 334, 336, 344
Construction Helpers assist experienced trades workers with less skilled tasks.	R	Entry: $1,662 Average: $2,527 Experienced: $3,668	5,870 Employed 7.4% growth 2009-14 101 openings/year	**Varies** **Construction Technology** **Apprenticeship** **CC:** 5, 7, 20; **TC:** 31; **PCS:** 161; **AP:** 326, 334, 336, 344
Construction Managers schedule and coordinate the work on construction projects.	E	Entry: $5,632 Average: $8,830 Experienced: $10,428	10,729 Employed 5.8% growth 2009-14 135 openings/year	**Bachelor's Degree** **Construction Management** **Apprenticeship** **CC:** 7; **TC:** 31, 34; **U:** 36, 43, 45, 48; **AP:** 326

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Drafters make detailed drawings of objects that will be manufactured or built.	I	Entry: $2,831 Average: $4,014 Experienced: $4,817	4,638 Employed 7.6% growth 2009-14 82 openings/year	**1 to 2 Years** **Drafting** **CC:** 2, 4-6, 8-14, 19, 21-23, 29; **TC:** 30-34; **PCS:** 111, 148, 150-151, 198, 273
Electricians install, test, and maintain electrical systems.	R	Entry: $2,889 Average: $4,392 Experienced: $5,145	15,997 Employed 5.5% growth 2009-14 196 openings/year	**Varies** **Electrician Apprenticeship** **CC:** 5, 23, 26, 29; **TC:** 30-31; **PCS:** 263; **AP:** 327, 331, 341-342
General Construction Workers carry out semi-skilled tasks in many areas of construction.	RCS	Entry: $1,761 Average: $2,829 Experienced: $3,364	22,728 Employed 6.5% growth 2009-14 332 openings/year	**Varies** **Construction Technology Apprenticeship** **CC:** 5, 7, 20; **TC:** 31; **PCS:** 161; **AP:** 326, 334, 336, 344
Heating & Cooling System Mechanics install and repair heating, air conditioning, and refrigeration systems.	RES	Entry: $2,551 Average: $3,734 Experienced: $4,323	3,590 Employed 5.7% growth 2009-14 45 openings/year	**Varies** **Heating, Refrigeration & Air Conditioning Apprenticeship** **CC:** 23, 26-27, 29; **TC:** 30-32, 34; **PCS:** 200, 246, 260, 263; **AP:** 327, 329, 343, 346, 348
Line Installers & Repairers construct and maintain networks of wires and cables.	RCS	Entry: $2,522 Average: $3,567 Experienced: $5,689	5,362 Employed 6.8% growth 2009-14 78 openings/year	**Varies** **Telecommunications Technology** **CC:** 5, 7, 13, 25, 29; **TC:** 30, 32; **PCS:** 263
Operating Engineers & Construction Equipment Operators use machinery to move construction materials.	RIS	Entry: $3,094 Average: $4,299 Experienced: $4,900	8,645 Employed 4.1% growth 2009-14 75 openings/year	**Varies** **Heavy Equipment Operator Apprenticeship** **PCS:** 315; **AP:** 327-328, 337, 347, 349
Painters apply paint, stain, varnish, and other finishes to buildings and other structures.	RSE	Entry: $2,170 Average: $3,063 Experienced: $3,508	15,388 Employed 6.9% growth 2009-14 245 openings/year	**Varies** **Apprenticeship** **AP:** 327
Plumbers & Pipefitters install and repair pipe systems that carry water, steam, air, and other fluids or gases.	R	Entry: $3,004 Average: $4,497 Experienced: $5,243	10,026 Employed 4.9% growth 2009-14 108 openings/years	**Apprenticeship/License** **AP:** 327, 329, 336, 343, 346, 348
Roofers apply shingles and other materials to the roofs of buildings.	REC	Entry: $2,234 Average: $3,422 Experienced: $4,013	5,875 Employed 8.3% growth 2009-14 114 openings/year	**Varies** **Apprenticeship** **AP:** 326-328, 330, 332,345
Surveyors measure and map land, air, space, and water boundaries.	I	Entry: $3,534 Average: $4,912 Experienced: $5,600	1,010 Employed 9.8% growth 2009-14 23 openings/year	**Varies** **Civil Engineering** **U:** 45, 48; **PU:** 78, 87, 90, 93, 99

Section II - Career Search

What is the Arts, A/V Technology & Communications Career Cluster?

This Career Cluster offers two different avenues of concentration. Careers in the Performing Arts, Visual Arts or certain aspects of Journalism, Broadcasting, and Film require courses and activities that challenge students' creative talents. Careers in A/V Technology, Telecommunications, or Printing Technology require strong backgrounds in computer and electronic-based technology and a solid foundation in math and science. Both avenues require effective communication skills. In addition, the creative aspects of this cluster are rapidly merging with the technological aspects, making it even more challenging.

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Actors portray characters in front of live audiences, cameras, or both.	AES	Entry: $1,499 Average: $4,025 Experienced: $5,287	824 Employed .2% growth 2009-14 0 openings/year	**Varies** **Theatre Arts** **CC:** 4, 19; **U:** 36, 43-45, 48, 52; **PU:** 71, 78, 86, 88, 90, 92-93, 98, 101-102; **PCS:** 129, 211
Animators & Multi-Media Artists create animated effects for films, TV shows, video games, and commercials.	A	Entry: $2,461 Average: $3,048 Experienced: $5,747	4,635 Employed 13.7% growth 2009-14 127 openings/year	**Bachelor's** **Computer Animation** **CC:** 1, 3, 7-8, 14; **TC:** 32-33; **PC:** 71, 73-74; **PCS:** 119, 293
Announcers entertain and inform audiences on radio, TV, or in person at public events.	S	Entry: $1,531 Average: $3,538 Experienced: $4,541	588 Employed 4.6% growth 2009-14 5 openings/year	**Varies** **Communications** **U**: 36, 43-45, 48, 52; **PU:** 60-69, 86-88, 92-93, 98-99, 102
Audio-Visual Specialists plan and prepare audio-visual teaching aids.	A	Entry: $1,912 Average: $3,193 Experienced: $3,546	879 Employed 6.1% growth 2009-14 11 openings/year	**4 to 6 Years** **Multimedia Technology** **CC:** 1, 5-8, 12, 14-16, 20, 29; **TC:** 30, 32-33; **U:** 43-44; **PU:** 71; **PCS:** 119, 240-241
Broadcast Technicians record or broadcast radio and television programs.	R	Entry: $1,713 Average: $3,033 Experienced: $3,694	738 Employed 5.1% growth 2009-14 8 openings/year	**Varies** **Radio-Television Broadcasting** **CC:** 4, 10, 13, 29; **TC:** 30, 32; **U:** 43, 48; **PU:** 78, 99; **PCS:** 114
Camera Operators use motion picture, TV, or video cameras to film a wide range of subjects.	A	Entry: $2,359 Average: $3,879 Experienced: $4,642	553 Employed 3.5% growth 2009-14 4 openings/year	**Varies** **Multimedia Technology** **CC:** 1, 5-8, 12, 14-16, 20, 29; **TC:** 30, 32-33; **U:** 43-44; **PU:** 71; **PCS:** 119, 240-241
Dancers express ideas, stories, and rhythm by moving their bodies with music.	AER	No wage information available.	408 Employed 1.9% growth 2009-14 2 openings/year	**Varies** **Dance** **U:** 44-45, 52; **PU:** 71

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Film & Video Editors use editing equipment to remove uninteresting parts of a film or video. They reassemble the best parts so that the film is entertaining and interesting.	A	Entry: $2,080 Average: $3,316 Experienced: $3,935	335 Employed 3% growth 2009-14 2 openings/year	**Bachelor's Degree** **Multimedia Technology** **CC:** 1, 5-8, 12, 14-16, 20, 29; **TC:** 30, 32-33; **U:** 43-44; **PU:** 71; **PCS:** 119, 240-241
Fine Artists create works of art to communicate ideas, thoughts, or feelings.	A	Entry: $2,286 Average: $3,829 Experienced: $4,600	1,331 Employed 2.2% growth 2009-14 7 openings/year	**Varies** **Art** **CC:** 24; **U:** 36, 43-45, 48, 52; **PU:** 71, 78-79, 85, 88, 92-93, 99, 101-102; **PCS:** 119-120, 279
Graphic Designers create designs using print, electronic, and film media.	AER	Entry: $2,335 Average: $3,734 Experienced: $4,432	5,608 Employed 7.8% growth 2009-14 96 openings/year	**Bachelor's Degree** **Graphic Design** **CC:** 1, 4, 7-8, 11, 18-19, 24; **TC:** 32; **U:** 36, 43; **PU:** 71, 85, 99; **PCS:** 119, 279
Journalists gather information, prepare stories, and make broadcasts to inform people about local, state, and national events.	A	Entry: $2,231 Average: $4,131 Experienced: $5,082	1,092 Employed 3.9% growth 2009-14 8 openings/year	**Bachelor's Degree** **Journalism** **U:** 36, 43-45, 48, 52; **PU:** 78, 93, 99, 102
Musicians perform music on stage and in recording studios.	A	Entry: $3,007 Average: $6,869 Experienced: $8,800	2,110 Employed .7% decrease 2009-14 0 openings/year	**Varies** **Music** **U:** 36, 43-45, 48, 52; **PU:** 71, 78, 86, 88, 90, 92, 98-99, 101-102
Photographers produce images that paint a picture, tell a story, or record an event.	A	Entry: $1,882 Average: $3,617 Experienced: $4,488	2,566 Employed 8.8% growth 2009-14 50 openings/year	**Varies** **Photography** **CC:** 18-19, 24; **U:** 45; **PU:** 71; **PCS:** 119
Producers select plays or scripts, arrange financing, and make other production decisions. **Directors** interpret plays or scripts by directing the work of the cast and crew.	E	Entry: $2,839 Average: $4,503 Experienced: $5,335	2,144 Employed 5.8% growth 2009-14 26 openings/year	**Bachelor's Degree** **Theatre Arts** **CC:** 4, 19; **U:** 36, 43-45, 48, 52; **PU:** 71, 78, 86, 88, 90, 92-93, 98, 101-102; **PCS:** 129, 211
Sound Engineering Technicians use console boards to record, copy, and edit music and voice.	R	Entry: $2,390 Average: $3,654 Experienced: $4,285	166 Employed 8.6% growth 2009-14 3 openings/year	**1 to 2 Years** **Multimedia Technology** **CC:** 1, 5-8, 12, 14-16, 20, 29; **TC:** 30, 32-33; **U:** 43-44; **PU:** 71; **PCS:** 119, 240-241
Writers use words to express thoughts and interpret information.	A	Entry: $2,898 Average: $4,595 Experienced: $5,443	2,529 Employed 8.6% growth 2009-14 47 openings/year	**Bachelor's Degree** **Technical Communication** **English** **TC:** 33; **U:** 36, 43-45, 48, 50-52; **PU:** 78-79, 86, 90, 92-93, 98-99, 101-102

Section II - Career Search

What is the Business, Management & Administration Career Cluster?

The Business, Management & Administration Career Cluster prepares learners for careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Career opportunities are available in every sector of the economy and require specific skills in organization, time management, customer service and communication. This cluster leads to professions in Management, Business Financial Management and Accounting, Human Resources, Business Analysis, Marketing, Administration, and Information Support.

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Accountants & Auditors assemble, analyze, and check the accuracy of financial information.	C	Entry: $3,475 Average: $4,975 Experienced: $5,722	26,660 Employed 6.3% growth 2009-14 367 openings/year	**Bachelor's Degree** **Accounting (4- or 5-year program)** **U:** 36, 38, 43, 45, 48, 52; **PU:** 60, 64, 68, 73, 77-78, 79, 86-90, 92-93, 97, 99, 102
Bookkeeping & Accounting Clerks manage the financial records of companies or clients.	C	Entry: $1,938 Average: $2,730 Experienced: $3,129	44,906 Employed 5.6% growth 2009-14 548 openings/year	**Varies** **Accounting (1- or 2-year program)** **CC**: 1-15, 17, 19-23, 25-29; **TC:** 30-34; **U:** 51; **PU:** 79; **PCS:** 111, 143, 147, 186-187, 257
Business Executives run companies or government agencies. They create plans to help their organizations grow.	E	Entry: $9,057 Average: $13,855 Experienced: $16,252	2,838 Employed 6.8% growth 2009-14 41 openings/year	**Bachelor's Degree** **Business Administration** **Organizational Leadership** **CC:** 5-8, 10-11, 13, 15-17, 19, 21-25, 27-29; **TC:** 31; **U:** 36, 38, 43-44, 46-52; **PU:** 53-60, 63-64, 67, 69-70, 72-73, 75-76, 78-79, 86, 88-90, 92-93, 97-100, 102; **PCS:** 106
Customer Service Representatives try to solve customer complaints.	CSR	Entry: $1,879 Average: $2,818 Experienced: $3,288	37,249 Employed 7.1% growth 2009-14 577 openings/year	**Varies** **Customer Service Representative** **CC:** 5, 9-11, 13-14, 16-17, 23; **TC:** 31-33
Employment Recruiters search for and screen promising job applicants.	S	Entry: $2,671 Average: $4,347 Experienced: $5,184	4,017 Employed 10.8% growth 2009-14 101 openings/year	**Bachelor's Degree** **Human Resource Management** **CC:** 1, 10, 16-17, 22; **TC:** 31; **U:** 36, 43, 51-52; **PU:** 55-60, 63, 73, 88-89, 97, 99-100
Executive Secretaries & Administrative Assistants assist managers and direct office activities.	ESC	Entry: $2,787 Average: $3,614 Experienced: $4,027	17,705 Employed 6.5% growth 2009-14 254 openings/year	**Associate Degree** **Administrative Assistant/Secretarial** **CC:** 1, 5-10, 12-17, 20-26, 28-29; **TC:** 31-35; **PCS:** 146, 186-187
General & Operations Managers oversee the day-to-day activities of a company or organization.	E	Entry: $5,684 Average: $10,211 Experienced: $12,475	17,723 Employed 5.4% growth 2009-14 211 openings/year	**Bachelor's Degree** **Business Management** **CC:** 1, 5, 7, 9-12, 14-17, 20, 22-26, 29; **TC:** 31; **U:** 44, 48; **PU:** 60-61, 68, 73, 75-76, 87, 93, 97, 100; **PCS:** 111

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
General Office Clerks perform a variety of duties that help keep offices organized.	C	Entry: $1,647 Average: $2,319 Experienced: $2,657	61,450 Employed 7.1% growth 2009-14 956 openings/year	**Varies** **Office Assistant** **CC:** 1-3, 5, 8-10, 12, 14-15, 20, 22-23, 25-29; **TC:** 31-35; **PCS:** 103, 107, 111, 174-175, 186-187, 194; 206-207, 240-241, 293, 298-299
Human Resources Managers plan and direct policies about employees.	E	Entry: $4,897 Average: $7,483 Experienced: $9,301	2,484 Employed 5.8% growth 2009-14 32 openings/year	**Bachelor's Degree** **Human Resource Management** **CC:** 1, 10, 16-17, 22; **TC:** 31; **U:** 36, 43, 51-52; **PU:** 55-60, 63, 73, 88-89, 97, 99-100
Legal Secretaries perform clerical duties in law offices. They must be familiar with legal procedures.	CSE	Entry: $2,395 Average: $3,439 Experienced: $3,961	5,125 Employed 5.7% growth 2009-14 63 openings/year	**Varies** **Legal Secretary** **CC:** 4-8, 10, 12-14, 17, 21, 23, 26-27, 29; **TC:** 30-34; **PCS:** 186-187, 256
Medical Secretaries perform office duties that use their knowledge of medical terms and procedures.	CES	Entry: $2,063 Average: $2,699 Experienced: $3,018	13,740 Employed 8.2% growth 2009-14 253 openings/year	**Varies** **Medical Secretary** **CC:** 2, 4-12, 14-17, 19-23, 25-26, 28-29; **TC:** 30-31, 33-34; **PCS:** 103, 117-118, 125, 143-145, 147, 169, 174-175, 186-187, 206-207, 256-257, 265-266
Meeting & Convention Planners organize events for groups of people.	ESA	Entry: $2,751 Average: $4,039 Experienced: $4,683	902 Employed 8.1% growth 2009-14 16 openings/year	**Bachelor's Degree** **Public Relations** **U:** 36, 43, 48; **PU:** 78, 88, 99
Office Managers plan and oversee the work of office staff.	E	Entry: $2,898 Average: $4,259 Experienced: $4,937	26,364 Employed 6% growth 2009-14 342 openings/years	**Varies** **Office Management** **CC:** 1, 3, 7, 10-11, 16-17, 23, 28; **TC:** 34; **PCS:** 107, 111, 206-207
Property & Real Estate Managers take care of the daily operation of properties. Some find, buy, and develop property.	E	Entry: $3,215 Average: $5,465 Experienced: $6,588	3,056 Employed 4.2% growth 2009-14 27 openings/year	**Varies** **Real Estate** **Business Management** **CC:** 1, 5, 7, 9-12, 14-17, 20, 22-26, 29; **TC:** 31; **U:** 44, 48; **PU:** 60-61, 68, 73, 75-76, 87, 93, 97, 100; **PCS:** 111
Public Relations Specialists help build a positive public image for organizations.	E	Entry: $3,004 Average: $4,781 Experienced: $5,670	5,254 Employed 7.3% growth 2009-14 85 openings/year	**Bachelor's Degree** **Public Relations** **U:** 36, 43, 48; **PU:** 78, 88, 99
Receptionists greet visitors and determine whom they need to see or where they need to go.	C	Entry: $1,615 Average: $2,108 Experienced: $2,331	24,030 Employed 7.4% growth 2009-14 400 openings/year	**Varies** **Receptionist** **CC:** 1, 5-6, 12, 14-17, 21, 23, 25, 28; **TC:** 31-32, 34-35; **PCS:** 103
Secretaries perform a variety of clerical and administrative duties needed to operate an office.	CSE	Entry: $2,025 Average: $2,706 Experienced: $3,047	26,365 Employed 6.9% growth 2009-14 397 openings/year	**Varies** **Administrative Assistant/Secretarial** **CC:** 1, 5-10, 12-17, 20-26, 28-29; **TC:** 31-35; **PCS:** 146, 186-187

Section II - Career Search

What is the Education & Training Career Cluster?

This diverse Career Cluster prepares learners for careers in planning, managing, and providing education and training services, and related learning support services. Millions of learners each year train for careers in education and training in a variety of settings that offer academic instruction, career technical instruction, and other education and training services. Training in this cluster can lead to professions in Teaching and Training, Professional Support Services, and Administration and Administrative Support.

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Adult & Vocational Education Teachers teach basic education, self-improvement courses, or occupational training skills.	S	Entry: $1,986 Average: $3,357 Experienced: $4,462	19,725 Employed 8.1% growth 2009-14 344 openings/year	**Varies** **Vocational Technical Education** **U:** 36, 43, 52; **PU:** 87, 90, 92, 94, 96
Coaches teach and motivate players in individual and team sports. **Scouts** seek out top athletes for a team or sport.	S	Entry: $1,647 Average: $2,759 Experienced: $3,316	5,932 Employed 8% growth 2009-14 101 openings/year	**Varies** **Exercise Science** **Physical Education** **CC**: 5, 24; **TC:** 33; **U:** 36, 43, 48-49, 52; **PU:** 55, 78, 88, 92, 98-99, 102; **PCS:** 121-124, 141, 164, 223, 312
College & University Administrators manage the business affairs and student services of colleges.	E	Entry: $4,540 Average: $6,731 Experienced: $7,828	2,525 Employed 8.2% growth 2009-14 45 openings/year	**Doctoral Degree** **Education Administration** **U:** 36, 43, 45, 47-52; **PU:** 53-54, 60, 63, 68-69, 78-79, 87-88, 92-93, 98-99, 102
Curators protect items of historic, cultural, and artistic value. They study, catalog, preserve, and display documents and artifacts.	I	Entry: $2,889 Average: $4,262 Experienced: $4,950	205 Employed 7.2% growth 2009-14 3 openings/year	**Master's Degree** **History** **U:** 36, 43-45, 48, 50-52; **PU:** 70, 78, 86, 88, 90, 92-93, 98-99, 101-102
Education Administrators are in charge of schools and school districts.	S	Entry: $3,011 Average: $4,661 Experienced: $5,488	4,746 Employed 8.2% growth 2009-14 84 openings/year	**Master's Degree** **Education Administration** **U:** 36, 43, 45, 47-52; **PU:** 53-54, 60, 63, 68-69, 78-79, 87-88, 92-93, 98-99, 102
Elementary School Teachers work in public and private schools. They instruct children in grades one through six.	SAE	Entry: $3,012 Average: $3,931 Experienced: $4,391	24,766 Employed 8.2% growth 2009-14 437 openings/year	**Bachelor's Degree/License** **Elementary Education** **U:** 36, 38, 43-52; **PU:** 53, 60, 62-63, 65-66, 68-69, 78-79, 86-88, 90, 92-93, 98-99, 101-102; **PCS:** 226-227

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Employee Training Specialists plan and organize instructional activities.	E	Entry: $2,905 Average: $4,644 Experienced: $5,514	3,976 Employed 6.1% growth 2009-14 53 openings/year	**Bachelor's Degree** **Human Resource Management** **CC:** 1, 10, 16-17, 22; **TC:** 31; **U:** 36, 43, 51-52; **PU:** 55-60, 63, 73, 88-89, 97, 99-100
High School Teachers teach specific subjects to students who are between 14 and 18 years old.	S	Entry: $3,109 Average: $4,039 Experienced: $4,504	16,548 Employed 8.1% growth 2009-14 291 openings/year	**Bachelor's Degree/License** **Secondary Education** **Curriculum and Instruction** **U:** 36, 38, 43-45, 47-52; **PU:** 54, 60, 63, 67-69, 75-76, 78-79, 86-88, 90, 92-93, 98-99, 101-102
Librarians organize materials in libraries and help people locate them.	S	Entry: $3,444 Average: $4,531 Experienced: $5,075	3,646 Employed 7.3% growth 2009-14 57 openings/year	**Master's Degree** **Library Science** **U:** 36, 43, 45
Library Technical Assistants help librarians order, prepare, and organize materials.	C	Entry: $2,175 Average: $2,818 Experienced: $3,141	2,587 Employed 6.7% growth 2009-14 37 openings/year	**On-the-job Training** **Library Technology** **CC:** 11, 24
Preschool & Kindergarten Teachers help children explore their interests and develop their talents. They help children build self-esteem and learn how to behave with others.	S	Entry: $1,595 Average: $2,137 Experienced: $2,408	9,181 Employed 8.3% growth 2009-14 167 openings/year	**Varies/License** **Early Childhood Education** **CC:** 9-12, 14; **U:** 36, 43, 48, 52; **PU:** 78-79, 93; **PCS:** 227
Public Health Educators plan, direct, and carry out health education programs.	IES	Entry: $3,037 Average: $4,198 Experienced: $4,779	1,365 Employed 7.2% growth 2009-14 22 openings/year	**Master's Degree** **Community Health Education** **U:** 36, 43-45, 52; **PU:** 87, 99
Special Education Teachers work with children and youth who have a variety of disabilities.	S	Entry: $3,019 Average: $3,874 Experienced: $4,403	6,577 Employed 8.2% growth 2009-14 115 openings/year	**Bachelor's Degree/License** **Special Education** **CC:** 1; **U:** 36, 43, 45, 48, 52; **PU:** 54, 60, 62-63, 65, 68-69, 78-79, 87-88, 90, 92-93, 102; **PCS:** 228, 291, 306
Teacher Aides provide teaching and clerical support for classroom teachers.	SCE	Entry: $1,704 Average: $2,119 Experienced: $2,327	33,054 Employed 8.1% growth 2009-14 581 openings/year	**Varies** **Instructional Aide** **CC:** 2, 7-8, 11-12, 14, 20-21, 24-26, 28; **TC:** 31-32, 34
University & College Teachers teach classes, conduct research, and write papers.	SEI	No wage information available.	15,655 Employed 8.2% growth 2009-14 275 openings/year	**Doctoral Degree** **Curriculum and Instruction** **U:** 36, 43-45, 48-49, 52; **PU:** 54, 60, 63, 67-69, 75-76, 78-79, 88, 90, 92-93, 98-99, 102

Section II - Career Search

What is the Finance Career Cluster?

The Finance Career Cluster prepares learners for careers in financial and investment planning, banking, insurance, and business. Financial career opportunities are available in every sector of the economy and require specific skills in organization, time management, customer service, and communication. Training can lead to professions in Financial and Investment Planning, Business Financial Management, Banking and Related Services, and Insurance Services.

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Actuaries use math and statistics to calculate the odds that an event will happen. They design insurance programs and pension plans.	ISE	No wage information available.	249 Employed 5.9% growth 2009-14 3 openings/year	**Bachelor's Degree** **General Mathematics** **U:** 36, 43-45, 48, 52; **PU:** 78-79, 86, 88, 90, 92-93, 98-99, 101-102
Appraisers & Assessors estimate the value of items such as buildings, art, or antiques.	I	Entry: $2,870 Average: $4,491 Experienced: $5,301	2,194 Employed 5.8% growth 2009-14 26 openings/year	**Bachelor's Degree** **Business Administration** **CC**: 5-8, 10-11, 13, 15-17, 19, 21, 23-25, 27-29; **U:** 36, 38, 43-48, 50-52; **PU:** 53-54, 60, 63-64, 67, 69-70, 72-73, 75-76, 78-79, 86, 88-90, 92-93, 97-102
Bank Tellers help customers with their banking activities.	C	Entry: $1,702 Average: $2,005 Experienced: $2,156	10,801 Employed 3.6% growth 2009-14 83 openings/year	**Varies** **Bank Teller Training** **CC:** 23; **TC:** 32, 34
Brokerage Clerks record the purchase and transfer of securities.	C	Entry: $2,522 Average: $3,422 Experienced: $3,871	755 Employed 4% growth 2009-14 7 openings/year	**Varies** **Finance** **U:** 43, 48, 51-52; **PU:** 60, 64, 73, 86-87, 93, 99
Financial Analysts collect, analyze, and interpret financial information.	CIE	Entry: $4,001 Average: $6,029 Experienced: $7,044	1,962 Employed 5.5% growth 2009-14 23 openings/year	**Bachelor's Degree** **Finance** **U:** 43, 48, 51-52; **PU:** 60, 64, 73, 86-87, 93, 99
Financial Counselors explain funding options to students or teach money management skills to clients.	SEC	Entry: $3,009 Average: $5,692 Experienced: $7,032	2,144 Employed 4.2% growth 2009-14 18 openings/year	**Bachelor's Degree** **Finance** **U:** 43, 48, 51-52; **PU:** 60, 64, 73, 86-87, 93, 99
Financial Managers take care of the budgets and investments for companies.	E	Entry: $5,155 Average: $8,304 Experienced: $9,880	9,447 Employed 4.9% growth 2009-14 100 openings/year	**Bachelor's Degree** **Finance** **Financial Management** **CC:** 23-24; **TC:** 32; **U:** 43, 48, 51-52; **PU:** 60, 64, 73, 86-87, 93, 99

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Insurance Adjusters & Examiners decide how much to pay on insurance claims.	E	Entry: $3,070 Average: $4,339 Experienced: $4,973	4,525 Employed 3.3% growth 2009-14 32 openings/year	**Bachelor's Degree** **Business Administration** **CC**: 5-8, 10-11, 13, 15-17, 19, 21, 23-25, 27-29; **U:** 36, 38, 43-48, 50-52; **PU:** 53-54, 60, 63-64, 67, 69-70, 72-73, 75-76, 78-80, 87, 89-91, 93-94, 98-107
Insurance Agents sell policies that provide financial protection in case of death, accidents, or acts of nature.	E	Entry: $2,558 Average: $5,645 Experienced: $7,190	5,766 Employed 3.2% growth 2009-14 39 openings/year	**Bachelor's Degree** **Business Administration** **CC**: 5-8, 10-11, 13, 15-17, 19, 21, 23-25, 27-29; **U:** 36, 38, 43-48, 50-52; **PU:** 53-54, 60, 63-64, 67, 69-70, 72-73, 75-76, 78-80, 87, 89-91, 93-94, 98-107
Insurance Underwriters compute the risk of loss, set premium rates, and write policies that cover that loss.	CSE	Entry: $3,271 Average: $4,945 Experienced: $5,784	1,642 Employed 3% growth 2009-14 11 openings/year	**Bachelor's Degree** **Business Administration** **CC**: 5-8, 10-11, 13, 15-17, 19, 21, 23-25, 27-29; **U:** 36, 38, 43-48, 50-52; **PU:** 53-54, 60, 63-64, 67, 69-70, 72-73, 75-76, 78-80, 87, 89-91, 93-94, 98-107
Loan Clerks process the paperwork associated with loan applications.	C	Entry: $2,302 Average: $3,025 Experienced: $3,387	5,781 Employed 4% growth 2009-14 50 openings/year	**Varies** **Credit Specialist** **CC:** 7, 24; **TC:** 32; **PCS:** 235
Loan Officers evaluate applicants' financial backgrounds. They decide whether applicants will receive loans.	SEI	Entry: $2,593 Average: $5,134 Experienced: $6,240	8,191 Employed 4% growth 2009-14 71 openings/year	**Bachelor's Degree** **Finance** **U:** 43, 48, 51-52; **PU:** 60, 64, 73, 86-87, 93, 99
Securities Salespeople buy and sell securities or offer financial services.	E	Entry: $2,862 Average: $6,037 Experienced: $7,623	5,667 Employed 4% growth 2009-14 48 openings/year	**Bachelor's Degree** **Finance** **U:** 43, 48, 51-52; **PU:** 60, 64, 73, 86-87, 93, 99
Tax Examiners determine the amount of taxes owed.	ERI	Entry: $3,042 Average: $4,387 Experienced: $5,060	1,374 Employed 3.4% growth 2009-14 9 openings/year	**Bachelor's Degree** **Accounting (4- or 5-year program)** **U:** 36, 38, 43, 45, 48, 52; **PU:** 60, 64, 68, 73, 77-79, 86-90, 92-93, 97, 99, 102
Tax Preparers interview clients, review tax records, and fill out tax returns.	CES	Entry: $1,924 Average: $3,243 Experienced: $3,903	2,706 Employed 9.2% growth 2009-14 56 openings/year	**Varies** **Income Tax Practitioner** **PCS:** 195, 219

Section II - Career Search

What is the Government & Public Administration Career Cluster?

While virtually every occupation can be found within the Government & Public Administration Career Cluster, some activities are unique. The federal government defends us from foreign aggression; represents American interests abroad; deliberates, passes and enforces laws; and administers many different programs. State and local governments pass laws or ordinances and provide vital services to constituents. Training in this cluster can lead to careers in Governance, National Security, Foreign Service, Planning, Revenue and Taxation, Regulation, and Public Management and Administration.

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Animal Control Workers enforce animal control laws.	S	Entry: $2,080 Average: $3,007 Experienced: $3,472	199 Employed 6.5% growth 2009-14 3 openings/year	**On-the-job Training** **Animal Care and Training** **PCS**: 158, 221, 249
Compliance Officers & Inspectors enforce rules that protect the public.	E	Entry: $3,271 Average: $5,093 Experienced: $6,003	5,487 Employed 4.1% growth 2009-14 47 openings/year	**Varies** **Environmental Health & Safety** **Apprenticeship** **CC**: 33; **U:** 36, 38; **PU:** 75-76; **PCS:** 161, 184, 315; **AP:** 349
Coroners work to find the cause of deaths that are accidental, violent, or unexplained.	I	Entry: $3,271 Average: $5,092 Experienced: $6,003	No outlook information available.	**Varies** **Medicine** **Pathology** **U:** 45
Court Clerks process legal records and perform other duties for a court of law.	C	Entry: $2,399 Average: $3,077 Experienced: $3,416	6,641 Employed 6.2% growth 2009-14 86 openings/year	**Varies** **Court Reporting** **CC:** 10; **PCS:** 174-175
Court Reporters record official court proceedings using stenotype machines.	C	Entry: $4,013 Average: $4,947 Experienced: $5,415	198 Employed 6.2% growth 2009-14 3 openings/year	**1 to 2 Years** **Court Reporting** **CC:** 10; **PCS:** 174-175
Economists study laws and market forces to understand and predict changes in business cycles.	IAS	Entry: $3,801 Average: $5,812 Experienced: $6,817	475 Employed 6.5% growth 2009-14 6 openings/year	**Bachelor's Degree** **Economics** **U:** 36, 43-45, 48, 52; **PU:** 78, 88, 92-93, 98, 101-102
Government Benefits Interviewers help determine if people qualify for government assistance.	SIC	Entry: $2,635 Average: $3,226 Experienced: $3,520	2,561 Employed 4.9% growth 2009-14 26 openings/year	**Bachelor's Degree** **Social and Human Services** **CC:** 6-7, 9-11, 14, 18, 20, 24-25; **TC:** 32-33; **U:** 43-45, 47-48, 51-52; **PU:** 79, 88, 90, 93, 97, 99
Mail Carriers deliver mail to homes and businesses along an established route.	CRS	Entry: $3,018 Average: $3,779 Licensed: $4,158	7,134 Employed .5% growth 2009-14 7 openings/year	**On-the-job Training**

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Occupational Health & Safety Specialists investigate workplaces. They recommend ways to remove health hazards.	I	Entry: $3,942 Average: $5,077 Experienced: $5,645	1,749 Employed 5.7% growth 2009-14 22 openings/year	**Bachelor's Degree** **Environmental Health and Safety** **Apprenticeship** **CC**: 7, 16; **TC:** 33; **U:** 36, 38; **PU:** 75-76; **PCS:** 161, 184, 315; **AP:** 349
Postal Service Workers provide service to post office customers, sort mail, and/or deliver and pick up mail along a specified route.	C	Entry: $3,163 Average: $3,883 Experienced: $4,243	1,501 Employed .5% growth 2009-14 1 opening/year	**Varies**
Social Science Research Assistants gather and analyze data for use by urban planners.	CSE	Entry: $2,113 Average: $2,759 Experienced: $3,084	789 Employed 8.3% growth 2009-14 14 openings/year	**Bachelor's Degree** **Urban and Regional Planning** **U:** 43-45, 48
Title Examiners & Searchers review records to verify the legal status of land.	C	Entry: $2,383 Average: $3,403 Experienced: $3,912	1,258 Employed 4.6% growth 2009-14 12 openings/year	**Varies** **Business Administration** **CC**: 5-8, 10-11, 13, 15-17, 19, 21, 23-25, 27-29; **U:** 36, 38, 43-48, 50-52; **PU:** 53-54, 60, 63-64, 67, 69-70, 72-73, 75-76, 78-79, 86, 88-90, 92-93, 97-102
Trash Collectors collect garbage and transport it to dumps or landfills.	RES	Entry: $2,407 Average: $3,331 Experienced: $3,796	1,912 Employed 10.7% growth 2009-14 48 openings/year	**On-the-job Training**
Urban & Regional Planners conduct studies and develop proposals. They plan for the overall growth and improvement of urban, suburban, and rural areas.	E	Entry: $4,153 Average: $5,489 Experienced: $6,157	2,475 Employed 7% growth 2009-14 37 openings/years	**Master's Degree** **Urban and Regional Planning** **U:** 43-45, 48
Water Treatment Plant Operators treat water so it is safe to drink. They also remove pollutants from wastewater so it is safe to return to the environment.	R	Entry: $3,179 Average: $4,066 Experienced: $4,509	1,011 Employed 5.2% growth 2009-14 11 openings/year	**Varies/Certification** **Water and Wastewater Technology** **CC:** 10

Section II - Career Search

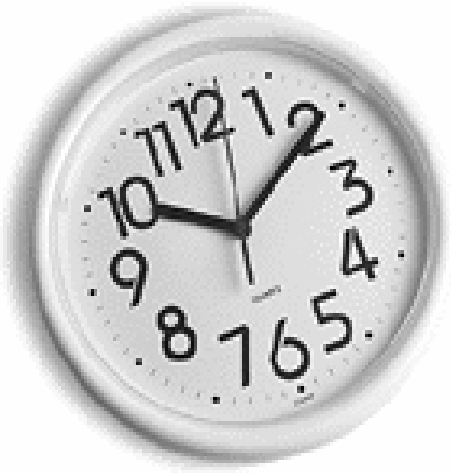
What is the Health Science Career Cluster?

The Health Science Career Cluster orients students to careers that promote health, wellness, and diagnosis, as well as treat injuries and diseases. Some of the careers involve working directly with people, while others involve research into diseases or collecting and formatting data and information. Work locations are varied and may be in hospitals, medical or dental offices or laboratories, cruise ships, medivac units, sports arenas, space centers, or within the community. Training in this cluster can lead to careers in Therapeutic Services, Diagnostic Services, Health Informatics, Support Services, Biotechnology Research and Development.

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Athletic Trainers help athletes become fit so they can compete in sports.	SRE	No wage information available.	268 Employed 8.3% growth 2009-14 5 openings/year	**Bachelor's Degree** **Physical Education** **Exercise Science** **CC**: 5, 24; **TC:** 33; **U:** 36, 43, 48-49, 52; **PU:** 55, 78, 88, 92, 98-99, 102; **PCS:** 121-124, 141, 164, 223, 312
Dental Assistants help dentists with patient care, office tasks, and lab duties.	SAI	Entry: $2,144 Average: $2,889 Experienced: $3,262	9,662 Employed 8.4% growth 2009-14 181 openings/year	**Varies** **Dental Assisting** **CC**: 21, 23, 29; **TC:** 30-35; **PCS:** 117-118, 134, 143-147, 150-151, 169, 177, 198, 245, 265-266, 280, 290,
Dental Hygienists clean teeth and teach clients how to prevent tooth decay and gum disease.	SAI	Entry: $6,170 Average: $6,864 Experienced: $7,211	4,848 Employed 8.5% growth 2009-14 92 openings/year	**2 to 4 Years** **Dental Hygiene** **CC:** 5-6, 16, 18-19, 29; **TC:** 33; **U:** 43, 45
Dentists examine patients' teeth and mouth and correct dental problems.	I	Entry: $6,136 Average: $11,859 Experienced: $14,655	2,761 Employed 8.3% growth 2009-14 50 openings/year	**Doctor of Dentistry/License** **Dentistry** **U:** 45
Emergency Medical Technicians & Paramedics give emergency care to ill or injured people.	RSI	Entry: $1,780 Average: $3,288 Experienced: $4,042	2,932 Employed 8.5% growth 2009-14 56 openings/year	**Varies/Certification** **Emergency Medical Technician** **CC:** 5-6, 13, 23, 25, 27; **U:** 36; **PCS:** 162-163
Fitness Trainers & Aerobics Instructors demonstrate exercises and the use of exercise equipment to help customers control weight and become physically fit.	S	Entry: $1,667 Average: $3,054 Experienced: $3,747	5,242 Employed 6.7% growth 2009-14 77 openings/year	**Varies** **Exercise Science** **CC:** 5, 24; **TC:** 33; **U:** 36, 43, 48-49; **PU:** 55, 78, 88, 92, 98, 102; **PCS:** 121-124, 141, 164, 223, 312
Licensed Practical Nurses (LPNs) care for sick, injured, and disabled people.	SAC	Entry: $2,789 Average: $3,394 Experienced: $3,695	9,861 Employed 7.3% growth 2009-14 158 openings/year	**1 to 2 Years/License** **Practical Nursing** **CC:** 2, 4, 6, 8-10, 13-14, 20-23, 26-27, 29; **TC:** 30-34; **PU:** 79

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Massage Therapists use their hands and arms to provide treatment to the body.	RES	Entry: $2,763 Average: $4,578 Experienced: $5,486	5,223 Employed 7.5% growth 2009-14 86 openings/year	**1 Year/License** **Massage Therapy** **CC:** 15, 28; **TC**: 32, 34; **PCS:** 108, 113, 116-118, 121-124, 135, 140-141, 155, 169, 171-172, 178, 198, 202, 205, 231, 247, 249-251, 267, 278, 287, 289, 382
Medical Laboratory Technicians conduct tests to help detect, diagnose, and treat diseases.	I	Entry: $2,207 Average: $2,877 Experienced: $3,212	2,600 Employed 8.2% growth 2009-14 47 openings/year	**Associate Degree** **Medical Laboratory Technologies** **CC:** 1, 3, 5, 7-8, 14, 16-17, 19-20, 23-24, 27, 29; **TC:** 32-35; **U:** 45; **PU:** 93; **PCS:** 117-118, 125, 146, 199, 265-266
Nursing Assistants give personal care to patients in hospitals and nursing homes. They work under the direction of nurses and doctors.	S	Entry: $1,617 Average: $2,023 Experienced: $2,226	23,639 Employed 7.3% growth 2009-14 376 openings/year	**Varies** **Nursing Assistant** **CC:** 1-2, 7-12, 14, 20-22, 25, 27; **TC:** 31, 33-35; **PCS:** 160, 163, 196, 199, 213, 222, 254-255, 262, 268, 270, 294
Pharmacists dispense drugs and provide information about their use.	I	Entry: $6,048 Average: $7,275 Experienced: $7,887	4,688 Employed 3.9% growth 2009-14 40 openings/year	**Doctor of Pharmacy/License** **Pharmacy** **U:** 45, 48-49
Pharmacy Technicians help pharmacists provide drugs and other health care products to patients.	REC	Entry: $2,290 Average: $2,737 Experienced: $2,957	4,666 Employed 3.4% growth 2009-14 34 openings/year	**Varies** **Pharmacy Technician** **CC:** 5, 7, 9, 13, 20, 23, 25, 29; **TC:** 32, 34; **PCS:** 117-118, 143, 145-148, 150-151, 198, 265-266
Physical Therapists treat patients to relieve their pain and increase strength and mobility.	SIE	Entry: $4,325 Average: $5,462 Experienced: $6,032	3,994 Employed 8.7% growth 2009-14 78 openings/year	**Master's Degree/License** **Physical Therapy** **U:** 43, 45; **PU:** 98
Physician Assistants provide health care services under the supervision of doctors.	ISA	Entry: $5,283 Average: $6,543 Experienced: $7,173	1,601 Employed 7.7% growth 2009-14 27 openings/year	**Bachelor's Degree Plus 2 Years/License** **MEDEX (Physician Assistants)** **U:** 45
Radiologic Technologists & X-Ray Technicians use special equipment to create images of internal organs, tissues, and bones.	I	Entry: $3,470 Average: $4,527 Experienced: $5,054	3,774 Employed 8.1% growth 2009-14 68 openings/year	**Varies** **Radiologic Technology** **CC:** 1, 6, 15, 25, 27, 29; **TC:** 31; **PCS:** 117-118, 143, 169, 265-266
Registered Nurses care for patients who are ill or injured.	S	Entry: $3,933 Average: $5,294 Experienced: $5,975	48,077 Employed 7.9% growth 2009-14 840 openings/year	**2 to 4 Years/License** **Registered Nursing (2-year program)** **Registered Nursing (4-year and advanced programs)** **CC:** 1-2, 4-6, 8-9, 11-15, 17-21, 23, 25-29; **TC:** 31; **U:** 43, 45-49; **PU:** 78, 86-88, 92-93, 99, 102

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Veterinarians treat animal health problems. They work to prevent, control, and cure animal disease.	I	Entry: $4,493 Average: $6,278 Experienced: $7,173	1,839 Employed 11.7% growth 2009-14 50 openings/year	**6 or More Years/License** **Veterinary Medicine** **U:** 48
Veterinary Technologists & Technicians perform various animal healthcare duties to help veterinarians.	ISR	Entry: $1,903 Average: $2,470 Experienced: $2,751	1,142 Employed 12.7% growth 2009-14 35 openings/year	**Associate Degree** **Veterinary Technology** **CC:** 16, 29; **TC:** 31; **PCS:** 117-118, 265-266



Career and technical education (CTE) will provide you with self-confidence, opportunities, options, challenges, and the leadership skills necessary for a successful start toward your future.

What Do You Want To Do With The Rest of Your Life?

Whichever career option you choose, postsecondary education and training will be essential. Experts estimate that 75 percent of all ‘new jobs’ will require some level of postsecondary education. And because of the changing dynamics of the workplace, the average worker entering the workplace today is expected to have many careers in his or her lifetime. More than ever, flexibility rooted in the ability to learn and relearn with in-demand skills will be the keys to success in the workplace of the future.

Section II - Career Search

What is the Hospitality & Tourism Career Cluster?

The Hospitality & Tourism Career Cluster prepares learners for careers in the management, marketing, and operations of restaurants and other food services, lodging, attractions, recreational events, and travel-related services. Hospitality operations are located in communities throughout the world. Training in this cluster can lead to professions in Restaurant and Food/Beverage Services; Lodging; Travel and Tourism; and Recreation, Amusements, and Attractions.

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Bakers mix and bake ingredients to produce breads, pastries, and other baked goods.	R	Entry: $1,593 Average: $2,357 Experienced: $2,742	3,796 Employed 3% growth 2009-14 24 openings/year	**Varies** **Baking** **CC:** 5, 18, 22-23; **TC:** 33-34; **PCS:** 119, 208
Bartenders prepare and serve drinks to customers in bars and restaurants.	S	Entry: $1,414 Average: $1,811 Experienced: $2,011	11,236 Employed 5.4% growth 2009-14 132 openings/year	**Varies** **Mixology/Commercial Bartending** **PCS**: 131-132
Casino Gaming Workers exchange money, monitor activities, or conduct games such as poker or keno.	C	Entry: $1,355 Average: $1,693 Experienced: $1,973	6,089 Employed 8.8% growth 2009-14 125 openings/year	**Varies** **Casino & Gaming Operations** **CC:** 8, **PCS:** 138, 156-157, 269, 283
Chefs & Dinner Cooks measure, mix, and cook food according to recipes.	R	Entry: $1,579 Average: $2,111 Experienced: $4,153	28,403 Employed 6% growth 2009-14 372 openings/year	**Varies** **Culinary Arts** **CC:** 5-7, 14, 18, 20-23, 26; **TC:** 30-34; **PCS:** 119, 208, 316
Fast Food Cooks prepare food for customers at fast food restaurants.	R	Entry: $1,411 Average: $1,531 Experienced: $1,591	5,713 Employed 5.6% growth 2009-14 70 openings/year	**On-the-job Training**
Hotel & Motel Managers make sure guests receive good service.	ESR	Entry: $4,203 Average: $6,529 Experienced: $7,694	506 Employed 4.9% growth 2009-14 5 openings/year	**Varies** **Hotel/Restaurant Management** **CC:** 5, 7, 11, 14-15, 20, 23, 26; **TC:** 32-33; **U:** 48; **PU:** 73; **PCS:** 208, 316
Hotel Desk Clerks perform a variety of services for hotel guests.	ECS	Entry: $1,413 Average: $1,695 Experienced: $1,837	2,847 Employed 4.4% growth 2009-14 27 openings/year	**On-the-job Training**

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Janitors keep buildings clean and in good condition.	RES	Entry: $1,541 Average: $2,080 Experienced: $2,350	44,924 Employed 8.7% growth 2009-14 875 openings/year	**On-the-job Training**
Professional Athletes compete in athletic events as members of a team or as individuals.	S	Entry: $2,007 Average: $7,791 Experienced: $10,683	286 Employed 6.5% growth 2009-14 4 openings/year	**Varies**
Recreation Guides organize and conduct hunting, fishing, rafting, or similar trips in scenic and wilderness areas.	R	Entry: $2,404 Average: $3,023 Experienced: $3,333	110 Employed 8.3% growth 2009-14 2 openings/year	**On-the-job Training** **Travel/Tourism Consulting** **CC:** 7, 11; **PCS:** 208
Restaurant Hosts & Hostesses greet customers and escort them to tables.	ESC	Entry: $1,407 Average: $1,525 Experienced: $1,583	7,993 Employed 5.8% growth 2009-14 100 openings/year	**On-the-job Training** **Dining Room Service** **CC:** 6
Restaurant Managers plan and direct the activities of places that serve food and beverages.	E	Entry: $4,139 Average: $6,165 Experienced: $7,179	2,907 Employed 5.8% growth 2009-14 36 openings/year	**Varies** **Hotel/Restaurant Management** **CC:** 5, 7, 11, 14-15, 20, 23, 26; **TC:** 32-33; **U:** 48; **PU:** 73; **PCS:** 208, 316
Tour Guides develop and oversee activities for groups of tourists or visitors.	ESC	Entry: $1,581 Average: $2,116 Experienced: $2,383	481 Employed 6.4% growth 2009-14 7 openings/year	**On-the-job Training** **Travel/Tourism Consulting** **CC:** 7, 11; **PCS:** 208
Travel Agents plan trips and make travel arrangements for their clients.	ECS	Entry: $1,976 Average: $2,997 Experienced: $3,507	3,532 Employed 7.4% growth 2009-14 62 openings/year	**6 to 12 Weeks** **Travel/Tourism Consulting** **CC:** 7, 11; **PCS:** 208
Umpires & Referees observe players and regulate the play of sports events.	E	No wage information available.	586 Employed 6.6% growth 2009-14 8 openings/year	**Varies** **Physical Education** **U:** 36, 43, 48, 52; **PU:** 78, 88, 92, 99, 102
Waiters & Waitresses serve food in restaurants and other dining establishments.	ECS	Entry: $1,413 Average: $1,830 Experienced: $2,040	47,057 Employed 5.9% growth 2009-14 600 openings/year	**On-the-job Training** **Dining Room Service** **CC:** 6

Section II - Career Search

What is the Human Services Career Cluster?

This diverse Career Cluster prepares individuals for employment in career pathways related to families and human needs. Training in the Human Services Cluster can lead to professions in Early Childhood Development and Services, Counseling and Mental Health Services, Family and Community Services, Personal Care Services, and Consumer Services.

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Addictions Counselors help people overcome alcohol, drug, gambling, and other dependencies.	SEA	Entry: $2,021 Average: $2,765 Experienced: $3,137	1,848 Employed 7% growth 2009-14 29 openings/year	**Varies** **Chemical Dependency Counseling** **CC:** 1, 5-7, 11-12, 15-16, 18, 24, 27, 29;
Child Care Workers supervise, care for, and teach children in day-care programs.	SAE	Entry: $1,407 Average: $1,603 Experienced: $1,700	38,820 Employed 3.7% growth 2009-14 285 openings/year	**Varies** **Child Care Provider** **CC**: 2, 4-5, 13-15, 18; **TC:** 30, 33-34
Clergy provide spiritual leadership.	SAE	Entry: $2,635 Average: $3,817 Experienced: $4,408	851 Employed 6.1% growth 2009-14 11 openings/year	**4 to 6 Years** **Ministry** **PU:** 78, 86, 93, 98-99, 102
Funeral Attendants assist mourners and funeral directors during wakes and funerals.	ESR	Entry: $1,551 Average: $3,035 Experienced: $3,775	202 Employed 5.5% growth 2009-14 2 openings/year	**On-the-job Training**
Interpreters & Translators convert spoken or written words from one language into another.	S	Entry: $2,744 Average: $3,671 Experienced: $4,132	1,167 Employed 9.1% growth 2009-14 24 openings/year	**Varies** **Translation and Interpretation** **CC:** 1
Mental Health Counselors help people manage or overcome a range of mental illnesses and emotional problems.	SAE	Entry: $2,593 Average: $3,434 Experienced: $3,853	3,410 Employed 7% growth 2009-14 53 openings/year	**Master's Degree/License** **Clinical Psychology** **U:** 36, 43, 52; **PU:** 53-54, 56-60, 66, 78, 86-88, 90, 92, 98, 100
Psychologists counsel people who have life or emotional problems. They also study human behavior and mental processes.	I	Entry: $3,344 Average: $4,937 Experienced: $5,736	3,476 Employed 8.1% growth 2009-14 60 openings/year	**Master's or Doctoral Degree/License** **Psychology** **U:** 36, 43-45, 48, 50, 52; **PU:** 53, 55, 59, 70, 78-79, 88-90, 92-93, 98-99, 101-102

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Recreation Workers organize and lead leisure activities.	E	Entry: $1,482 Average: $2,068 Experienced: $2,361	7,735 Employed 6.2% growth 2009-14 102 openings/year	**Varies** **Recreation Management** **Recreation Technology** **TC:** 31; **U:** 36, 43, 52; **PU:** 93
Rehabilitation Counselors help people with physical, mental, social, or emotional disabilities adjust to their conditions and become self-sufficient.	S	Entry: $1,830 Average: $2,749 Experienced: $3,208	10,745 Employed 6.7% growth 2009-14 159 openings/year	**Master's Degree** **Guidance and Counseling** **CC:** 7; **U:** 36, 43-44, 48, 50, 52; **PU:** 60, 68-69, 78-79, 90, 92-93, 98-99, 102
Residential Counselors care for the people who live in their building. They may also maintain the building.	SEC	Entry: $1,413 Average: $2,063 Experienced: $2,387	1,558 Employed 6.2% growth 2009-14 21 openings/year	**Varies** **Social and Human Services** **CC:** 6-7, 9-11, 14, 18, 20, 24-25; **TC:** 32-33; **U:** 43-45, 47-48, 51-52; **PU:** 79, 88, 90, 93, 97, 99
School Counselors help students learn about career and educational choices. They counsel students about personal problems.	S	Entry: $3,111 Average: $4,103 Experienced: $4,599	4,213 Employed 8.1% growth 2009-14 74 openings/year	**Master's Degree/Certification** **Guidance and Counseling** **CC:** 7; **U:** 36, 43-44, 48, 50, 52; **PU:** 60, 68-69, 78, 79, 90, 92-93, 98-99, 102
Social & Community Service Managers plan and direct social service programs.	S	Entry: $4,961 Average: $7,058 Experienced: $8,107	927 Employed 6.9% growth 2009-14 14 openings/year	**Bachelor's Degree** **Social and Human Services** **CC:** 6-7, 9-11, 14, 18, 20, 24-25; **TC:** 32-33; **U:** 43-45, 47-48, 51-52; **PU:** 79, 88, 90, 93, 97, 99
Social & Human Service Assistants help clients get social services.	S	Entry: $1,588 Average: $2,030 Experienced: $2,252	5,522 Employed 7.8% growth 2009-14 98 openings/year	**Varies** **Social and Human Services** **CC:** 6-7, 9-11, 14, 18, 20, 24-25; **TC:** 32-33; **U:** 43-45, 47-48, 51-52; **PU:** 79, 88, 90, 93, 97, 99
Social Workers help people solve social, financial, and health problems.	S	Entry: $2,127 Average: $3,751 Experienced: $4,548	9,529 Employed 7% growth 2009-14 149 openings/years	**4 to 6 Years** **Social and Human Services** **CC:** 6-7, 9-11, 14, 18, 20, 24-25; **TC:** 32-33; **U:** 43-45, 47-48, 51-52; **PU:** 79, 88, 90, 93, 97, 99
Sociologists study human society and social behavior.	I	No wage information available.	159 Employed 8.1% growth 2009-14 3 openings/year	**Master's Degree** **Sociology** **U:** 36, 43-45, 48, 51-52; **PU:** 70, 78, 88, 90, 92-93, 98-99, 101-102

Section II - Career Search

What is the Information Technology Career Cluster?

Information Technology careers involve design, development, support, and management of hardware, software, multimedia, and systems integration services. The industry is a dynamic and entrepreneurial working environment that has a revolutionary impact on the economy and society. Training in the Information Technology Career Cluster can lead to professions in Network Systems, Information Support and Services, Programming and Software Development, and Interactive Media.

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Computer & Information Systems Managers direct the work of computer-related workers.	I	Entry: $6,200 Average: $9,204 Experienced: $10,707	5,153 Employed 7.7% growth 2009-14 90 openings/year	**4 to 6 Years** **Information Systems Management** **U:** 43, 45, 48-49, 51-52; **PU:** 60, 63, 67, 73, 87, 89, 92, 97, 99-100
Computer Engineers design and test computer hardware and software.	I	Entry: $5,148 Average: $7,091 Experienced: $8,018	35,732 Employed 12.5% growth 2009-14 1,058 openings/year	**Bachelor's Degree** **Computer Engineering** **U**: 45, 48; **PU:** 73-74, 78, 88, 92, 99
Computer Network & Data Communications Analysts design, test, and evaluate network systems.	RSI	Entry: $3,841 Average: $5,859 Experienced: $6,867	6,745 Employed 8.7% growth 2009-14 131 openings/year	**Varies** **Computer Network Technology** **CC:** 1, 3, 5-7, 10-22, 23-29; **TC:** 30-35; **U:** 36, 48; **PU:** 67, 73, 102; **PCS:** 125, 148, 150-151, 167-168, 174-175, 198, 206-207, 238-241, 292-293
Computer Operators load, run, and monitor computer systems.	CSR	Entry: $2,260 Average: $3,139 Experienced: $3,578	2,220 Employed 6.8% growth 2009-14 34 openings/year	**Varies** **Business Computer Science** **CC:** 1, 5-8, 10, 14, 23-24, 29; **TC:** 30, 33; **U:** 52; **PU:** 60, 67, 73, 79, 92, 98-99, 102; **PCS:** 238, 292-293
Computer Programmers write and test the instructions that computers follow to perform tasks.	I	Entry: $4,422 Average: $7,114 Experienced: $8,459	12,440 Employed 14% growth 2009-14 409 openings/year	**Bachelor's Degree** **Computer Programming** **CC:** 1-4, 6-8, 11-12, 14, 16-22, 25, 27, 29; **TC:** 30, 32-34; **U:** 52; **PU:** 60, 67, 74, 79, 99; **PCS:** 125, 238, 240-241, 292-293
Computer Security Specialists set up plans to protect companies' information and technology from outsiders.	CIS	Entry: $3,928 Average: $5,632 Experienced: $6,484	No outlook information available.	**Varies** **Computer and Information Systems Security** **CC:** 7, 10, 13-14, 19, 24-25, 28; **TC:** 32-33; **PU:** 73; **PCS:** 125, 238, 240, 292-293

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Computer Support Specialists help people solve problems with their computer hardware and software.	S	Entry: $2,574 Average: $4,139 Experienced: $4,921	14,615 Employed 10.6% growth 2009-14 359 openings/year	**Varies** **Computer Support Specialist** **CC:** 1, 3, 5, 7-11, 14, 16-22, 24-29; **TC:** 30-31, 33; **PCS:** 125, 152, 167-168, 206-207, 238-241, 293
Computer Systems Administrators design, install, and support an organization's computer system.	ECI	Entry: $3,928 Average: $5,632 Experienced: $6,484	9,422 Employed 7.4% growth 2009-14 155 openings/year	**Bachelor's Degree** **Technology Management** **CC:** 8, 13; **TC:** 31; **U:** 36, 38, 45, 52; **PU:** 73, 76, 88, 97
Computer Systems Analysts improve existing computer systems. They also plan and develop new systems.	I	Entry: $4,479 Average: $6,141 Experienced: $6,975	15,751 Employed 6.8% growth 2009-14 233 openings/year	**Bachelor's Degree** **Computer Science** **CC:** 7; **U:** 36, 43-48, 50-52; **PU:** 56 ,59 74, 78-79, 87-90, 92-93, 98-99, 102
Database Administrators create and maintain computer database systems.	I	Entry: $3,927 Average: $6,072 Experienced: $7,141	2,343 Employed 7.2% growth 2009-14 38 openings/year	**Bachelor's Degree** **Database Design and Administration** **CC:** 1, 3, 6-8, 10-11, 16, 18-21; **TC:** 30, 32-33; **PCS:** 125, 238, 241, 292-293
Desktop Publishers format type and graphic elements using computer software to produce publication-ready material.	A	Entry: $2,265 Average: $3,221 Experienced: $3,697	711 Employed 4.4% growth 2009-14 7 openings/year	**Varies** **Graphic Arts/Printing** **CC:** 5, 11, 14, 18-19, 29; **TC:** 32-33; **U:** 51; **PU:** 92, 99; **PCS:** 263
Web Specialists design, operate, and maintain web sites on the Internet and private networks called intranets.	I	No wage information available.	No outlook information available.	**Bachelor's Degree** **Web Design** **CC:** 3, 5-8, 14-15, 18-26, 29; **TC:** 30, 32-33; **U:** 51- 52; **PU:** 60, 67, 71, 79, 99; **PCS:** 119, 125, 206-207, 240-241, 279, 293

Section II - Career Search

What is the Law, Public Safety, Corrections & Security Career Cluster?

The Law, Public Safety, Corrections & Security Career Cluster helps prepare students for careers in planning, managing, and providing legal, public safety, protective services, and homeland security, including professional and technical support services. Training can lead to professions in Corrections Services, Emergency and Fire Management Services, Security and Protective Services, Law Enforcement Services, and Legal Services.

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Bailiffs enforce the rules of behavior in courtrooms.	ESR	Entry: $2,430 Average: $3,319 Experienced: $3,765	270 Employed 6% growth 2009-14 3 openings/year	**Varies** **Criminal Justice and Law Enforcement** **CC:** 1, 4, 6, 8-12, 14-16, 19-20, 23, 25-26, 28-29; **TC:** 32; **U:** 36, 38, 43, 48-49, 51; **PU:** 56, 59, 70, 72, 78, 87, 89-90, 97; **PCS:** 144
Corrections Officers keep order and enforce rules in jails and prisons.	S	Entry: $2,603 Average: $3,290 Experienced: $3,633	6,853 Employed 5.4% growth 2009-14 77 openings/year	**Varies** **Corrections** **CC**: 4, 8, 10, 15-16, 23, 26; **U:** 36
Detectives & Investigators gather facts and evidence for criminal cases.	S	Entry: $4,266 Average: $5,514 Experienced: $6,138	1,116 Employed 3.6% growth 2009-14 8 openings/year	**Varies** **Criminal Justice and Law Enforcement** **CC:** 1, 4, 6, 8-12, 14-16, 19-20, 23, 25-26, 28-29; **TC:** 32; **U:** 36, 38, 43, 48-49, 51; **PU:** 56, 59, 70, 72, 78, 87, 89-90, 97; **PCS:** 144
Emergency Management Specialists coordinate disaster response or crisis management activities and prepare emergency plans and procedures for disasters or hostage situations.	ESA	Entry: $3,161 Average: $4,529 Experienced: $5,213	315 Employed 6% growth 2009-14 4 openings/year	**Varies** **Emergency Management** **CC:** 16; **TC:** 32; **U:** 45, 52
Fire Fighters put out fires and rescue people who are in danger.	RES	Entry: $2,865 Average: $4,285 Experienced: $4,995	4,673 Employed 5.7% growth 2009-14 56 openings/year	**Varies** **Fire Science** **CC:** 1-2, 6-8, 10, 12, 14, 20-21, 23, 26-27, 29; **TC:** 30
Fire Investigators determine the origin and causes of fires.	I	Entry: $4,155 Average: $5,268 Experienced: $5,822	222 Employed 5.1% growth 2009-14 2 openings/year	**Varies** **Fire Science** **CC:** 1-2, 6-8, 10, 12, 14, 20-21, 23, 26-27, 29; **TC:** 30
Judges & Hearing Officers review cases and make decisions about them based on the law.	S	Entry: $4,824 Average: $6,748 Experienced: $8,479	1,135 Employed 5% growth 2009-14 12 openings/year	**7 or More Years** **Law** **U:** 45; **PU:** 78, 93

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Law Clerks research, write, and read legal arguments. They summarize information for lawyers or judges.	SEC	Entry: $2,264 Average: $3,274 Experienced: $3,779	667 Employed 4.7% growth 2009-14 7 openings/year	**7 or More Years** **Law** **U:** 45; **PU:** 78, 93
Law Enforcement Officers keep order in their communities and make sure people follow laws.	S	Entry: $3,773 Average: $4,761 Experienced: $5,254	8,549 Employed 5.7% growth 2009-14 103 openings/year	**Varies** **Criminal Justice and Law Enforcement** **CC:** 1, 4, 6, 8-12, 14-16, 19-20, 23, 25-26, 28-29; **TC:** 32; **U:** 36, 38, 43, 48-49, 51; **PU:** 56, 59, 70, 72, 78, 87, 89-90, 97; **PCS:** 144
Lawyers study, explain, and apply laws to specific problems.	S	Entry: $4,339 Average: $7,956 Experienced: $9,767	15,960 Employed 5.9% growth 2009-14 201 openings/year	**7 or More Years** **Law** **U:** 45; **PU:** 78, 93
Life Guards & Ski Patrollers monitor recreational areas, such as lakes and ski runs. They rescue people and provide first aid when needed.	E	Entry: $1,406 Average: $1,650 Experienced: $1,773	1,817 Employed 6.6% growth 2009-14 26 openings/year	**Varies** **Emergency Medical Technician** **CC:** 5-6, 13, 23, 25, 27; **U:** 36; **PCS:** 162-163
Paralegals research and investigate facts for lawyers.	E	Entry: $2,855 Average: $3,988 Experienced: $4,553	4,567 Employed 6.3% growth 2009-14 63 openings/year	**Varies** **Paralegal** **CC:** 5-7, 10-11, 16, 20-21, 23, 25, 28; **U:** 36; **PU:** 72; **PCS:** 186-187
Police & Detective Supervisors manage police departments and the officers and detective who work there.	E	Entry: $5,099 Average: $6,119 Experienced: $6,628	1,849 Employed 5.7% growth 2009-12 22 openings/year	**Varies** **Criminal Justice and Law Enforcement** **CC:** 1, 4, 6, 8-12, 14-16, 19-20, 23, 25-26, 28-29; **TC:** 32; **U:** 36, 38, 43, 48-49, 51; **PU:** 56, 59, 70, 72, 78, 87, 89-90, 97; **PCS:** 144
Private Detectives & Investigators assist lawyers, businesses, and the public with a variety of cases.	E	Entry: $2,149 Average: $3,612 Experienced: $4,345	702 Employed 6.1% growth 2009-14 9 openings/year	**Bachelor's Degree** **Criminal Justice and Law Enforcement** **CC:** 1, 4, 6, 8-12, 14-16, 19-20, 23, 25-26, 28-29; **TC:** 32; **U:** 36, 38, 43, 48-49, 51; **PU:** 56, 59, 70, 72, 78, 87, 89-90, 97; **PCS:** 144
Probation Officers help legal offenders adjust to life in the community.	SIE	Entry: $2,940 Average: $3,799 Experienced: $4,229	3,171 Employed 5.3% growth 2009-14 35 openings/year	**Bachelor's Degree** **Social and Human Services** **CC:** 6-7, 9-11, 14, 18, 20, 24-25; **TC:** 32-33; **U:** 43-45, 47-48, 51-52; **PU:** 79, 88, 90, 93, 97, 99
Security Guards protect property from illegal entry, vandalism, theft, and fire.	S	Entry: $1,617 Average: $2,285 Experienced: $2,621	15,298 Employed 9.3% growth 2009-14 321 openings/year	**Varies** **Criminal Justice and Law Enforcement** **CC:** 1, 4, 6, 8-12, 14-16, 19-20, 23, 25-26, 28-29; **TC:** 32; **U:** 36, 38, 43, 48-49, 51; **PU:** 56, 59, 70, 72, 78, 87, 89-90, 97; **PCS:** 144

Section II - Career Search

Manufacturing What is the Manufacturing Career Cluster?

The Manufacturing Career Cluster prepares learners for careers in planning, managing, and performing the processing of materials into intermediate or final products. Careers also include related professional and technical support activities, such as production planning and control, maintenance, and manufacturing/process engineering. Training in this cluster can lead to professions in Production; Manufacturing Production Process Development; Maintenance, Installation and Repair; Quality Assurance; Logistics and Inventory Control; Health, Safety and Environmental Assurance.

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Airplane Assemblers fit and install aircraft skins, frames, controls, and other systems.	R	No wage information available.	5,222 Employed 5.4% decrease 2009-14 0 openings/year	**Varies** **Aviation Maintenance** **CC:** 2, 8, 22-23; **TC:** 32; **PU:** 75-76; **PCS:** 288, 320
Boilermakers build, install, and repair boilers. They also work on other large containers that hold liquids and gases.	R	Entry: $1,491 Average: $3,546 Experienced: $4,574	335 Employed 4.5% growth 2009-14 4 openings/year	**Apprenticeship**
Dental Laboratory Technicians make and repair dentures, crowns, and bridges.	R	Entry: $2,219 Average: $3,342 Experienced: $3,902	1,360 Employed 9.4% growth 2009-14 28 openings/year	**Varies** **Dental Laboratory Technology** **TC:** 30
Forklift Operators use tractors to lift and move heavy loads of materials.	RCE	Entry: $1,869 Average: $2,796 Experienced: $3,262	15,005 Employed 4.5% growth 2009-14 148 openings/year	**On-the-job Training**
Industrial Designers develop a wide variety of manufactured products.	A	Entry: $2,893 Average: $4,666 Experienced: $5,552	773 Employed 6% growth 2009-14 10 openings/year	**Bachelor's Degree** **Industrial Design** **U:** 43, 45, 52; **PCS:** 119
Industrial Electronics Repairers install, maintain, and fix complex electronic equipment.	R	Entry: $2,824 Average: $4,271 Experienced: $4,994	2,261 Employed 0% growth 2009-14 0 openings/year	**Varies** **Electronics Technology** **Apprenticeship** **CC:** 4-5, 7, 12-14, 20, 23, 25; **TC:** 30-34; **PU:** 73; **PCS:** 198; **AP:** 327, 331, 341-342
Industrial Production Managers coordinate resources and activities to produce millions of products every year.	E	Entry: $4,465 Average: $7,490 Experienced: $9,003	2,352 Employed 1.7% growth 2009-14 8 openings/year	**Bachelor's Degree** **Engineering Management** **U:** 36, 43, 45, 48-49, 52; **PU:** 63, 67, 87, 90
Locksmiths install and repair locks and safes.	REC	Entry: $1,912 Average: $2,933 Experienced: $3,444	777 Employed 11.1% growth 2009-14 20 openings/year	**On-the-job Training**

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Machinists use machine tools to produce precision metal parts.	R	Entry: $2,428 Average: $3,500 Experienced: $4,037	5,082 Employed 1.6% growth 2009-14 18 openings/year	**Varies** **Machine Technology** **Apprenticeship** **CC:** 5-6, 12, 19, 23, 26, 29; **TC:** 30-34; **PCS:** 263; **AP:** 340
Material Moving Machine Operators use machines to move earth, mining products, and other heavy loads.	RES	Entry: $1,933 Average: $3,245 Experienced: $6,868	2,194 Employed 4% growth 2009-14 18 openings/year	**Varies** **Heavy Equipment Operator** **Apprenticeship** **PCS:** 315; **AP:** 327-328, 337, 347, 349
Ophthalmic Laboratory Technicians make lenses for eyeglasses and equipment such as telescopes.	R	Entry: $1,692 Average: $2,340 Experienced: $2,662	318 Employed 6.9% growth 2009-14 5 openings/year	**Varies** **No approved/accredited training programs in Washington**
Photograph Processing Workers develop film and make prints or slides.	R	Entry: $1,468 Average: $2,198 Experienced: $2,513	1,860 Employed 7.2% growth 2009-14 30 openings/year	**On-the-job Training** **Photography** **CC:** 18-19, 24; **U:** 45; **PU:** 71; **PCS:** 119
Quality Control Inspectors examine products to make sure they meet standards.	R	Entry: $1,848 Average: $3,396 Experienced: $4,170	8,339 Employed 1.5% growth 2009-14 27 openings/year	**On-the-job Training**
Vehicle Painters prepare and paint cars, trucks, airplanes, farm equipment, and other vehicles.	RCE	Entry: $2,368 Average: $4,013 Experienced: $4,836	1,608 Employed 1.4% growth 2009-14 5 openings/year	**On-the-job Training** **Autobody Refinishing** **CC:** 6, 10, 22-23, 26; **TC:** 30-34; **PCS:** 308
Welders & Solderers use heat to permanently join pieces of metal.	R	Entry: $2,324 Average: $3,285 Experienced: $3,765	7,233 Employed 1.3% growth 2009-14 22 openings/year	**Varies** **Welding Technology** **Apprenticeship** **CC:** 2, 4-6, 8-10 ,12, 14-15, 20-23, 26; **TC:** 30-34; **PCS:** 258
Woodworkers operate machines that cut, shape, assemble, and finish raw wood products to make wood components of homes or home furniture and accessories.	R	Entry: $1,773 Average: $2,473 Experienced: $2,824	3,005 Employed 0% growth 2009-14 0 openings/year	**On-the-job Training** **Cabinetmaking and Millwork** **Apprenticeship** **CC:** 18; **TC:** 30; **AP:** 332

Section II - Career Search

What is the Marketing, Sales & Service Career Cluster?

The Marketing, Sales & Service Career Cluster prepares learners for careers in planning, managing, and performing marketing activities to reach organizational objectives. Training can lead to professions in Management and Entrepreneurship, Professional Sales and Marketing, Buying and Merchandising, Marketing Communications and Promotion, Marketing Information Management and Research, Distribution and Logistics, and E-Marketing.

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Advertising Managers plan and direct ads for businesses.	E	Entry: $5,042 Average: $9,043 Experienced: $11,043	510 Employed 7.1% growth 2009-14 8 openings/year	**Bachelor's Degree** **Advertising** **U:** 48
Advertising Salespeople sell air time on radio and TV stations. They also sell page space in newspapers and magazines.	E	Entry: $2,449 Average: $4,694 Experienced: $5,815	3,005 Employed 6.3% growth 2009-14 40 openings/year	**Bachelor's Degree** **Advertising** **U:** 48
Automobile Electronics Installers & Repairers install, diagnose, or repair automobile entertainment, communications, security, and navigation systems.	R	Entry: $1,709 Average: $2,099 Experienced: $2,293	366 Employed 0.8% growth 2009-14 1 opening/year	**Varies** **Electronics Technology Apprenticeship** **CC:** 4-5, 7, 12-14, 20, 23, 25; **TC:** 30-34; **PU:** 73; **PCS:** 198; **AP:** 327, 331, 341-342
Buyers & Purchasing Agents try to buy the best products at the lowest possible prices.	E	Entry: $2,487 Average: $4,288 Experienced: $5,538	13,146 Employed 2.8% growth 2009-14 83 openings/year	**Bachelor's Degree** **Purchasing Management** **CC:** 19; **U:** 36
Cashiers ring up sales and receive payments for merchandise.	C	Entry: $1,418 Average: $1,919 Experienced: $2,168	74,282 Employed 2.3% growth 2009-14 369 openings/year	**On-the-job Training** **Cashier-Checker Training** **TC:** 30
Coin & Vending Machine Repairers install, maintain, and repair coin machines.	R	Entry: $2,106 Average: $2,798 Experienced: $3,144	927 Employed 3.8% growth 2009-14 8 openings/year	**On-the-job Training** **Electronics Technology Apprenticeship** **CC:** 4-5, 7, 12-14, 20, 23, 25; **TC:** 30-34; **PU:** 73; **PCS:** 198; **AP:** 327, 331, 341-342
Computer Equipment Repairers maintain and fix computers and related equipment.	RIS	Entry: $1,891 Average: $3,073 Experienced: $3,664	No outlook information available.	**2 Years** **Computer Service Technology** **CC:** 9, 19-20; **TC:** 31-32

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Fashion Designers design clothes and accessories for manufacture and sale to the public.	A	Entry: $3,406 Average: $4,898 Experienced: $5,645	153 Employed 1.4% growth 2009-14 0 openings/year	**Bachelor's Degree** **Apparel Design** **CC:** 18; **TC:** 30; **U:** 45, 48; **PU:** 93; **PCS:** 119, 243
Floral Designers cut and arrange live, dried, and artificial flowers and plants.	ARE	Entry: $1,614 Average: $2,220 Experienced: $2,522	2,158 Employed 1.1% growth 2009-14 5 openings/year	**Varies** **Floral Design** **CC:** 23; **TC:** 32-33; **PCS:** 189-190
Hairstylists & Cosmetologists wash, cut, color, perm, and style customers' hair, and apply makeup.	S	Entry: $1,565 Average: $2,239 Experienced: $2,577	13,935 Employed 5.9% growth 2009-14 179 openings/year	**9 Months to 2 Years/License** **Cosmetology** **CC:** 14; **TC:** 33-35; **PCS:** 356-438
Interior Designers plan and design spaces and furnish interiors.	AES	Entry: $2,338 Average: $3,607 Experienced: $4,243	1,403 Employed 8.1% growth 2009-14 26 openings/year	**Varies** **Interior Design (1- or 2-year program)** **Interior Design (3- or 4-year program)** **CC:** 1, 11, 24; **TC:** 32 **U:** 48-49; **PU:** 71, 92; **PCS:** 119
Merchandise Displayers plan and build displays in windows, retail stores, and at trade shows.	A	Entry: $1,739 Average: $2,506 Experienced: $2,893	2,508 Employed 5.2% growth 2009-14 28 openings/year	**On-the-job Training** **Fashion Merchandising** **CC:** 7, 16, 19, 24; **U:** 36, 48; **PU:** 92; **PCS:** 119
Motorcycle Mechanics maintain and repair motorcycles. They also work on all-terrain vehicles, motor scooters, and mopeds.	RIE	Entry: $1,938 Average: $2,692 Experienced: $3,068	558 Employed 10.6% growth 2009-14 14 openings/year	**Varies** **Power Equipment Technology** **CC:** 23; **TC:** 30, 33; **PCS:** 309-310
Real Estate Agents help clients buy, sell, or lease land or property.	ESC	Entry: $2,165 Average: $4,053 Experienced: $4,995	8,902 Employed 5% growth 2009-14 93 openings/year	**Varies/License** **Real Estate** **CC:** 1, 13; **TC:** 33
Retail Salespeople help customers find items in stores. They try to convince customers to buy those items.	E	Entry: $1,487 Average: $2,274 Experienced: $2,666	79,083 Employed 3.3% growth 2009-14 567 openings/year	**On-the-job Training** **Marketing** **CC:** 1, 4-5, 7, 9, 11, 15-17, 19, 22-24, 26, 29; **TC:** 31; **U:** 43, 51-52; **PU:** 73, 87, 93; **PCS:** 174-175, 191
Sales Managers direct and coordinate the sales of goods and services for businesses.	E	Entry: $5,337 Average: $9,592 Experienced: $11,719	4,936 Employed 5.7% growth 2009-14 62 openings/year	**4 to 6 Years** **Marketing Management** **U:** 36, 48, 51; **PU:** 60, 86, 88-89, 97
Sales Representatives sell products to manufacturers, businesses, and many other types of clients.	E	Entry: $2,645 Average: $6,029 Experienced: $8,401	36,963 Employed 5.5% growth 2009-14 448 openings/year	**Varies** **Marketing Management** **U:** 36, 48, 51; **PU:** 60, 86, 88-89, 97

Section II - Career Search

What is the Science, Technology, Engineering & Mathematics Career Cluster?

A career in science, technology, engineering, or mathematics is exciting, challenging, and ever-changing. Learners who pursue one of these career fields will be involved in planning, managing, and providing scientific research, and professional and technical services including laboratory and testing services, and research and development services. Training in this cluster can lead to professions in Science and Mathematics, and Engineering and Technology.

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Aerospace Engineers design, construct, and test aircraft and spacecraft. This includes missiles and rockets.	I	No wage information available.	9,816 Employed 4.3% decrease 2009-14 0 openings/year	**Bachelor's Degree** **Aerospace/Aeronautical Engineering** **U:** 45
Archeologists study relics from the past to recreate cultures and history.	IRE	Entry: $2,962 Average: $4,429 Experienced: $5,164	No outlook information available.	**Master's Degree** **Social Science** **U:** 36, 44-45, 48, 51; **PU:** 56, 59, 90
Biologists study plants, animals, and the environments they live in.	I	Entry: $2,675 Average: $4,406 Experienced: $5,647	998 Employed 8.7% growth 2009-14 20 openings/year	**Master's Degree** **Biology** **U:** 36, 43-45, 48, 50-52; **PU:** 78-79, 88, 90, 92-93, 98-99, 101-102
Biomedical Engineers develop devices and procedures that solve medical and health-related problems.	IRE	Entry: $4,634 Average: $6,744 Experienced: $7,800	389 Employed 7% growth 2009-14 6 openings/year	**Bachelor's Degree** **Bioengineering** **U:** 45; **PU:** 73, 92, 99
Chemical Engineers solve problems that involve using or making chemicals.	I	Entry: $5,039 Average: $7,150 Experienced: $8,204	754 Employed 8.7% growth 2009-14 15 openings/year	**Bachelor's Degree** **Chemical Engineering** **U:** 45, 48
Chemists search for new knowledge and use existing knowledge about chemicals.	I	Entry: $3,451 Average: $5,600 Experienced: $6,675	1,573 Employed 9.7% growth 2009-14 35 openings/year	**Master's Degree** **Chemistry** **U:** 36, 43-45, 48, 50, 52; **PU:** 78-79, 88, 90, 92-93, 98-99, 101-102
Civil Engineers plan and design roads, buildings, airports, tunnels, dams, bridges, and water systems. They may also supervise the construction.	I	Entry: $4,293 Average: $5,996 Experienced: $6,847	14,006 Employed 8.4% growth 2009-14 265 openings/year	**Bachelor's Degree** **Civil Engineering** **U:** 45, 48; **PU:** 78, 87, 90, 93, 99

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Electrical & Electronics Engineers design, develop, test, and maintain electrical and electronic equipment.	I	Entry: $4,387 Average: $6,334 Experienced: $7,304	6,275 Employed 6.8% growth 2009-14 93 openings/year	**Bachelor's Degree** **Electrical Engineering** **U:** 43, 45, 48-50; **PU:** 78, 87-88, 92-93, 99
Engineering Technicians design, test, and assess products to improve them.	R	Entry: $2,910 Average: $4,675 Experienced: $5,294	9,407 Employed 3.5% growth 2009-14 74 openings/year	**Associate Degree** **Engineering Technology** **Apprenticeship** **CC:** 4-6, 8, 10, 12-13, 19-20, 22-23, 26, 29; **TC:** 30-34; **U:** 36, 43, 52; **PU:** 73, 75-76, 78; **PCS:** 273; **AP:** 349
Environmental Engineers use engineering and science skills to protect public health and prevent, identify, or solve problems in different areas of environmental concern including air, soil, and water.	I	Entry: $4,715 Average: $6,370 Experienced: $7,199	1,625 Employed 8.1% growth 2009-14 30 openings/year	**Bachelor's Degree** **Environmental Engineering** **U:** 48, 50; **PU:** 92-93
Environmental Scientists study problems in the natural worlds that affect the health of living things.	IRE	Entry: $3,695 Average: $5,346 Experienced: $6,171	3,581 Employed 8.5% growth 2009-14 69 openings/year	**4 to 6 Years** **Environmental Science** **U:** 43-48, 50-52; **PU:** 53, 79, 86, 88, 93, 99, 101
Forensic Science Technicians study physical evidence in order to solve crimes.	I	Entry: $3,477 Average: $4,507 Experienced: $5,021	391 Employed 5.9% growth 2009-14 5 openings/year	**2 to 4 Years** **Chemistry** **CC:** 10, **U:** 36, 43-45, 48, 50, 52; **PU:** 78-79, 88, 90, 92-93, 98-99, 101-102
Geologists & Geophysicists study the earth's interior and exterior.	I	Entry: $3,810 Average: $5,644 Experienced: $7,445	1,181 Employed 9.2% growth 2009-14 25 openings/year	**Master's Degree** **Geology** **Geophysics** **U:** 36, 43-45, 48, 52; **PU:** 88, 98, 101
Mechanical Engineers oversee the design, construction, and testing of mechanical products and systems.	I	Entry: $4,495 Average: $6,235 Experienced: $7,103	4,850 Employed 5.5% growth 2009-14 60 openings/year	**Bachelor's Degree** **Mechanical Engineering** **U:** 45, 48, 50-51; **PU:** 78, 87, 90, 93, 99
Medical Scientists conduct research to find causes of and treatments for disease.	I	Entry: $3,404 Average: $5,491 Experienced: $7,179	3,981 Employed 9.9% growth 2009-14 89 openings/year	**Doctoral Degree** **Medical Scientist** **U:** 45
Physicists use scientific methods to study the properties of matter and energy.	IRE	Entry: $4,177 Average: $6,533 Experienced: $7,710	648 Employed 9.4% growth 2009-14 14 openings/year	**Master's Degree** **Physics** **U:** 36, 43-45, 48, 52; **PU:** 78, 88, 92-93. 98-99, 101-102
Science Technicians conduct tests and experiments to assist scientists.	I	Entry: $2,042 Average: $3,215 Experienced: $3,559	7,059 Employed 8.1% growth 2009-14 128 openings/year	**2 to 4 Years** **Biotechnology** **CC:** 18-19, 23; **TC:** 30; **U:** 48

Section II - Career Search

What is the Transportation, Distribution & Logistics Career Cluster?

The Transportation, Distribution & Logistics Career Cluster involves planning, management, and movement of people, materials, and products by road, air, rail, and water. It also includes related professional and technical support services such as infrastructure planning and management, logistic services, and the maintenance of mobile equipment and facilities. Training in this cluster can lead to professions in Transportation Operations; Logistics Planning and Management; Warehousing and Distribution Center Operations; Facility and Mobile Equipment Maintenance; Transportation Systems/ Infrastructure Planning, Management and Regulations; Health and Safety Management; and Sales and Service.

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Air Traffic Controllers coordinate air flights to make sure that pilots and passengers travel safely.	SCE	Entry: $5,030 Average: $8,441 Experienced: $10,145	627 Employed 1.3% growth 2009-14 2 openings/year	**Varies** **Air Craft Dispatcher** **CC:** 10, 12
Aircraft Mechanics service and repair aircraft and aircraft engines.	RIE	Entry: $3,011 Average: $4,443 Experienced: $5,309	5,707 Employed 1.3% decrease 2009-14 0 openings/year	**Varies** **Aviation Maintenance** **CC:** 2, 8, 22-23; **TC:** 32; **PU:** 75-76; **PCS:** 288, 320
Airplane Pilots fly aircraft used to transport people and cargo.	R	Entry: $2,625 Average: $4,913 Experienced: $6,056	2,309 Employed 5.9% growth 2009-14 29 openings/year	**2 to 4 Years** **Aircraft Pilot** **CC:** 2, 10, 12; **TC:** 32; **U:** 36; **PU:** 99
Ambulance Drivers drive ambulances to move patients who are sick, injured, or recovering.	R	Entry: $1,496 Average: $1,922 Experienced: $2,137	467 Employed 9.3% growth 2009-14 10 openings/year	**Varies** **Emergency Medical Technician** **CC:** 5-6, 13, 23, 25, 27; **U:** 36; **PCS:** 162-163
Auto Body Repairers fix or replace the damaged parts of vehicle bodies and frames.	RIE	Entry: $2,316 Average: $3,680 Experienced: $4,363	3,965 Employed 5.9% growth 2009-14 51 openings/year	**Varies** **Auto Body Refinishing** **CC:** 6, 10, 22-23, 26; **TC:** 30-34; **PCS:** 308
Automobile Mechanics inspect, maintain, and repair cars and light trucks.	R	Entry: $2,144 Average: $3,335 Experienced: $3,931	12,517 Employed 4.9% growth 2009-14 132 openings/year	**Varies** **Automotive Technology** **CC:** 2, 5-6, 9-10, 12, 14-15, 19-23, 26-27, 29; **TC:** 30-34; **PU:** 99; **PCS:** 232, 263, 308, 322-324
Bus & Truck Mechanics maintain and repair diesel engines.	REI	Entry: $2,588 Average: $3,597 Experienced: $4,101	6,764 Employed 5.7% growth 2009-14 83 openings/year	**Varies** **Diesel and Heavy Equipment Technology** **Apprenticeship** **CC:** 4-5, 9, 12, 20, 22-23, 26; **TC:** 30-31, 33; **PCS:** 308, 322-324; **AP:** 337, 349

Occupational Description	Holland Interest	Wages	Outlook	Education (Most common training. Training requirements may vary.)
Bus Drivers operate motor vehicles that move people from one place to another.	RES	Entry: $2,264 Average: $3,288 Experienced: $3,799	7,965 Employed 6.3% growth 2009-14 106 openings/year	**Varies** **Commercial Driving Apprenticeship** **CC:** 2, 20, 22-23, 26; **TC:** 30-31; **PCS:** 159, 165, 181-182, 194, 209, 217, 235-237, 253, 276, 285, 295-297, 300, 303, 317-319; **AP:** 347
Flight Attendants keep airline passengers safe and comfortable.	ESA	No wage information available.	2,562 Employed 5.6% growth 2009-14 30 openings/year	**On-the-job Training**
Heavy Equipment Mechanics repair and maintain equipment such as graders, backhoes, and loading shovels.	R	Entry: $2,926 Average: $3,961 Experienced: $4,481	3,174 Employed 3.9% growth 2009-14 26 openings/year	**Varies** **Diesel and Heavy Equipment Technology Apprenticeship** **CC:** 4-5, 9, 12, 20, 22, 23, 26; **TC:** 30-31, 33; **PCS:** 308, 322-324; **AP:** 337, 349
Heavy Truck Drivers drive large trucks or tractor-trailers to transport goods and materials.	R	Entry: $2,411 Average: $3,170 Experienced: $3,550	36,998 Employed 5.6% growth 2009-14 447 openings/year	**Varies/License** **Commercial Driving Apprenticeship** **CC:** 2, 20, 22-23, 26; **TC:** 30-31; **PCS:** 164, 170, 186-187, 199, 214, 222, 240-242, 258, 281, 290, 300-302, 305, 308, 322-324 **AP:** 352
Storage & Transportation Managers direct the pickup, transport, and storage of goods.	E	Entry: $4,699 Average: $7,587 Experienced: $9,031	2,019 Employed 4.8% growth 2009-14 21 openings/year	**Varies** **Business Administration** **CC**: 5-8, 10-11, 13, 15-17, 19, 21, 23-25, 27-29; **U:** 36, 38, 43-48, 50-52; **PU:** 53-54, 60, 63-64, 67, 69-70, 72-73, 75-76, 78-79, 86, 88-90, 92-93, 97-102
Taxi Drivers & Chauffeurs transport passengers to and from their homes, workplaces, and other locations.	REC	Entry: $1,503 Average: $2,101 Experienced: $2,401	3,088 Employed 6.6% growth 2009-14 44 openings/year	**License**
Train Conductors coordinate and supervise rail travel of passengers and freight. **Yardmasters** move trains in yards and see they come and go safely with the right cars attached.	E	No wage information available.	660 Employed 5.9% growth 2009-14 9 openings/year	**On-the-job Training**
Transportation Inspectors enforce safety rules that protect people and cargo. They inspect equipment and services and investigate accidents.	R	Entry: $3,039 Average: $4,999 Experienced: $5,980	1,198 Employed .7% growth 2009-14 2 openings/year	**Bachelor's Degree** **Aviation Maintenance** **Marine Maintenance** **CC:** 2, 8, 14, 20, 22-23; **TC:** 32; **PU:** 75-76; **PCS:** 288, 309, 320

Section II - Education & Training Opportunities

Your College Countdown

Meeting deadlines is the first college requirement! Failure to file the right form at the right time could hurt your chances of attending your favorite school or getting financial aid. Below are dates you dare not miss.

Sophomore Year

October: As a tenth grader, you can take the Preliminary Scholastic Aptitude Test (PSAT), which is a shorter version of the Scholastic Aptitude Test (SAT), one of the college admissions examinations. Don't feel obligated to take a preliminary college entry test; however, if you do take one, don't fret over the results as they are not passed on to colleges. Students who take the PSAT can begin receiving information from colleges.

Junior Year

September: Register for the PSAT, given in October, even if you took it in your sophomore year. Again, the results won't be sent to colleges, but juniors who are among the top scorers in each state may be considered for National Merit Scholarships of up to $2,000.

December: This is when you will receive your PSAT scores. Make an appointment with your guidance counselor and discuss the type of school you might want to attend. Check the schedules to determining when you will take the American College Test (ACT) or SAT and the achievement tests, which measure knowledge in specific areas. These are given at regular intervals during the school year; you must register about six weeks before the exam date. Results will be sent to the colleges you designate.

January to March: Begin to develop your preliminary list of about 20 colleges that seem interesting to you by consulting with your guidance counselor, college catalogs, reference books, and other career and college planning resources in your high school career center. Make informal visits to a few nearby school to get a feel for the differences between large and small, rural and urban campuses.

Spring of your junior year is the best time to take your college admissions tests, so that you will have the opportunity to retake the tests if necessary.

May: Advance placement tests, which award college credits to high scores, are given.

June: Request college catalogs and application forms. Examine the material and refine your list to 10 or fewer schools.

Summer Vacation: Begin to schedule interviews and campus visits for August, September, and October. Start thinking about your application essay.

Senior Year

September: Working with your guidance counselor, narrow your list of schools to five or eight final selections. Ask teachers to write the recommendations that accompany your applications. Work on your essay so you can show it to parents and teachers in time to make revisions. If you are applying under any Early Decision or Early Action plans, make sure your transcript is correct and ready to go out. Register for and retake the ACT or SAT, if necessary.

December: Many high schools require that you submit regular deadline college applications for processing early this month. Pick up financial aid or application forms from your guidance office. Brace yourself: Early Action and Early Decision responses will arrive from about December 15 through December 31.

January: Final deadline season begins. Almost all schools require regular admissions applications by one of these dates. January 1, January 15, February 1, February 15, or March 1. File financial aid forms. Have your high school records office send transcripts of your first semester grades to the colleges to which you have already applied.

March and April: Try to take your mind off waiting for the "answer." Go to the movies. Walk in the woods. Casually check the mail. Once your responses arrive, take a deep breath, open the envelopes, and read the decision letters.

College Countdown Checklist

Junior Year

_____ Register for the PSAT
_____ Take the PSAT
_____ Conduct search for colleges that interest me
_____ Register for the SAT or ACT
_____ Take SAT or ACT
_____ Send for college applications and catalogs
_____ Visit colleges

Senior Year

_____ Finish college visits
_____ Narrow my choices of college
_____ Submit recommendation requests to my counselors and teachers
_____ Complete and submit my college applications
_____ Have SAT or ACT scores sent to the colleges
_____ Have transcript sent to colleges

Section II - Education & Training Opportunities

Choosing an Education or Training Program

High School Programs

Career and Technical Education

There are 296 school districts in Washington; 248 of these are high school districts and 238 offer career and technical education.

The goal of career and technical education is to provide students with marketable skills for immediate employment upon leaving school and to provide skills upgrading for those currently employed. Technical Education is offered in agriculture, business, marketing, technology, family and consumer science, trade, industry, technical, and health occupations.

Skills Centers

Skills centers are regional training facilities for high school students. There are 10 skills centers in the state, serving over 5,500 students from approximately 90 cooperating school districts. These centers provide specialized training programs that districts or schools may not otherwise be able to offer. By combining resources, districts can offer more training opportunities than districts or schools can offer alone.

Tech Prep

Tech Prep is a competency-based program that begins the last two years of high school and leads to completion of a postsecondary associate degree, certificate, or apprenticeship. All Tech Prep programs include a solid foundation in technology, mathematics, science, and communications, and are designed to prepare students for mid-level technological occupations.

Running Start

Running Start makes it possible for high school students to attend community or technical colleges while in high school. Students receive credit that can be applied to high school graduation and postsecondary study. Any qualified 11th- or 12th-grade student in any school district can apply to a community or technical college to enroll tuition-free in courses or programs. Washington State, Central Washington, and Eastern Washington universities also participate in Running Start.

Postsecondary education is an excellent investment. However, before enrolling, you should analyze your skills and talents, gather information about present and future job markets, and seriously investigate the school you are thinking about attending.

Find out if a school offers what you need. As you explore career possibilities, be sure to ask employers about their attitudes toward the preparation the school can provide.

Washington Skills Centers

Clark County Skills Center
12200 NE 28th St.
Vancouver, WA 98682
(360) 604-1050

New Market Skills Center
7299 New Market St. SW
Tumwater, WA 98501
(360) 570-4500

North Central Technical Skills Center
327 E. Penny Rd., #D
Wenatchee, WA 98801
(509) 662-8827

North Olympic Peninsula Skills Center
905 W. 9th St.
Port Angeles, WA 98363
(360) 565-1533

SeaTac Occupational Skills Center
18010 - 8th Ave. S.
Seattle, WA 98148
(206) 433-2525

Sno-Isle Technical Skills Center
9001 Airport Rd.
Everett, WA 99204
(425) 348-2220

Spokane Area Professional-Technical Skills Center
4141 N. Regal St.
Spokane, WA 99207
(509) 354-7440

Tri-Tech Skills Center
5929 W. Metaline Ave.
Kennewick, WA 99336
(509) 222-7300

West Sound Technical Skills Center
101 National Ave. N.
Bremerton, WA 98312
(360) 478-5083

Yakima Valley Technical Skills Center
1116 S. 15th Ave.
Yakima, WA 98902
(509) 573-5000

Section II - Education & Training Opportunities

Choosing an Education or Training Program (cont.)

Postsecondary Education

Community Colleges

Liberal Arts and Pre-professional Programs

Liberal Arts and Pre-professional programs include introductory courses in such areas as dentistry, education, law, medicine, and sociology. The programs are designed primarily to provide transfer credit to four-year institutions. An associate of arts degree is awarded upon completion of the program.

Career and Technical Programs

Career and technical programs prepare students for employment in a variety of occupations in health, business, mechanical, and technical fields. A certificate or an associate degree is awarded upon completion of either a one- or two-year program.

Financial aid offices are available at each community college to help students quality for scholarships, loans, and grants; particularly students who are in need.

A list of community colleges can be found on page 51 .

Technical Colleges

There are five technical colleges in Washington that provide training and education for those age 16 and older. They prepare students for entry into the workforce, improve skills needed to maintain present employment or prepare for advancement, and/ or satisfy the related training program requirements of a registered apprenticeship and training program.
Program lengths vary from a few weeks to two years. Many of the programs are "open-entry/open-exit," allowing the student to enroll any time a vacancy exists.

A list of technical colleges can be found on page 51.

Adult Education

General Educational Development (GED)

The GED test determines your ability to read, write, and compute at the average high school level. If you are 19 years or older and pass the test, a high school equivalency certificate is awarded, which most employers and schools will accept as comparable to a high school diploma. The test is offered at 45 GED testing centers throughout the state at a cost of $75. Community and technical colleges offer GED preparation classes for a $25 fee per quarter. Some community-based organizations offer these classes at no cost.

Adult High School Completion Program

The Adult High School Completion Program provides a way to earn the credit you need for a high school diploma on a part-time basis. The Adult High School diploma provided by the community and technical colleges meets state minimum graduation requirements.

Adult Basic Education (ABE) Program

ABE offers instruction in reading, writing, and math at grade levels one through eight for adults who do not have basic skills needed for the Adult High School Completion program. All community and technical colleges provide Adult Basic Education at their local campuses.

External Diploma Program (EDP)

This program is designed to meet the needs of adults 21 years or older who have been away from school and test-taking experiences, but who have acquired high school level academic skills through life experiences. Through a series of projects and interviews, skill levels are determined. EDP programs are available at the Bellingham, Mount Vernon, and Seattle Goodwill Learning Centers, Renton Technical College, Seattle Literacy Source, and Tacoma Community House.

Colleges and Universities

Bachelor's Degrees

A bachelor's degree can be pursued at public and independent four-year colleges and universities.

Financial assistance is also available, and those interested are encourage to contact the school directly for admissions, financial aid, and program information.

Graduate and Professional Degrees

All of Washington's public four-year institutions and some independent institutions offer postbaccalaureate educational opportunities leading to a master's degree. Of the public institutions, only the University of Washington and Washington State University offer doctoral or professional degrees (e.g., medicine, dentistry, veterinary medicine, and law). Most postbaccalaureate programs prepare graduates for employment in upper-level management, research, and higher education.

A list of public and independent four-year institutions can be found on pages 52-53.

Private Career Schools & Colleges

Many people choose private career schools and colleges because they offer students

- frequent start dates
- flexible and focused programs
- continuous operating schedules

which allow students to complete their education as rapidly as possible. Students graduating from private career schools and colleges are awarded either a certificate or diploma or an associate or bachelor's degree upon completion.

Most private career schools and colleges offer financial assistance to help students meet the cost of education.

A list of private career schools begins on page 54.

For private career school general questions contact:
Private Career Schools and Colleges
(425) 376-0369
website: www.washingtonschools.org

Section II - Education & Training Opportunities

Financing Your Education

Financial Assistance

Whether you are interested in becoming a doctor or an auto mechanic, financial assistance is available to help those who demonstrate a financial need to pay educational expenses. Federal and state governments, colleges, and private organizations are all potential sources of financial aid.

How to Apply

To apply for federal and state aid, you must complete the Free Application for Federal Student Aid (FAFSA) form. This application form is available at all high schools and colleges, or can be downloaded from **www.FAFSA.ed.gov**. The information you provide on the application is used to determining how much assistance you may be eligible to receive. To obtain more

Higher Educational Coordinating Board
Student Financial Aid Division
PO Box 43430
Olympia, WA 98504
(360) 753-7800
www.hecb.wa.gov/paying/

Once the school you are planning to attend receives the necessary forms, they will be able to determine what financial aid you can receive. Check with the school you plan to attend about other forms you need to submit. Remember to apply for admission, as well as financial aid. Schools will check your admission status before they begin packaging any financial aid.

Types of Assistance

There are basically five types of financial aid funds:

1. **Scholarships:** gift aid, usually based on financial need and/ or academic performance.
2. **Grants:** gift aid, usually based on financial need alone.
3. **Loans:** money that must be repaid after leaving school.
4. **Work-Study:** part-time work during the school year, and full-time work during school vacations.
5. **Conditional Scholarship/Loan:** a loan that is forgiven in whole or in part, if the recipient renders a service; for example, by nursing in a designated shortage area.

If you apply and qualify for financial aid, you will likely receive a “package” made up of several of these types of aid.

WAVE Scholarships for Vocational Students

Each year the Washington Award for Vocational Excellence (WAVE) is presented to up to 147 career and technical students in Washington State. WAVE winners receive grants for undergraduate study at any of the community and technical colleges, public four-year universities, most independent colleges, and all licensed private career schools in the state.

Students are eligible for the award if they graduate from high school and complete a minimum of 360 hours in a single career and technical program, or have completed the first year of a two-year program at a community or technical college. Up to three WAVE recipients are selected in each legislative district based on occupational proficiency, leadership, and community service.

The WAVE program is administered by the Washington State Workforce Training and Education Coordinating Board. For more information, talk to your instructor or write to the Workforce Board at:

The Workforce Training and Education
Coordinating Board
PO Box 43105
Olympia, WA 98504
(360) 753-5662

Major Financial Aid Programs

Federal Pell Grant provides money to undergraduates for education after high school.

Federal Supplemental Educational Opportunity Grant (FSEOG) provides money to students with exceptional financial need for education after high school.

Federal Work-Study (FWS) provides jobs for undergraduates and graduates who need financial aid.

Federal Stafford Loan is a low-interest education loan provided by lenders such as colleges, banks, or credit unions.

Federal Perkins Loan is a low-interest (5 percent) education loan.

State Need Grant (SNG) provides grants to needy Washington undergraduate residents enrolling at Washington’s public or private two– and four-year colleges and selected private career schools.

State Work-Study (SWS) promotes the employment of needy undergraduates and graduates in jobs related to their career or academic interests.

Section II - Education & Training Opportunities

On-the-Job Training & Apprenticeship

On-the-Job Training

Some employers provide their own on-the-job training (OJT) programs, which may involve classroom instruction and close supervision at the workplace. OJT programs can teach the skills necessary for the job or just help you become familiar with the employer's system. During on-the-job training, you are paid regular wages.

Careers Through Apprenticeship

Apprenticeship involves planned, supervised day-to-day training and on-the-job experience, combined with technical studies in career-related subjects. Most apprenticeships last from one to five years.

Apprentices train for careers such as:

- emergency medical technicians
- computer numerical control machinists
- sound communication and electronic control technicians
- carpenters
- electricians
- machinists

As an apprentice, you will work with, learn from, and be supervised by skilled craftspersons who have earned the title of journeyperson or master. Additional training will be required through classes that may be in public or private schools or through study or correspondence courses.

Earn While You Learn

During apprenticeship, you work as a paid employee of the company. You are paid a percentage rate of a fully qualified worker's wage. The employer or sponsor also pays for related classroom training.

Qualifications for apprenticeships vary and may include:

- minimum age requirements
- mechanical and mathematical aptitude tests
- high school diploma or GED
- health requirements
- previous work experience

Steps to Journey Level Through Apprenticeship

1. Contact your local state apprenticeship and training representative (see next column). You may need to pass a general aptitude test and/or a physical examination.
2. If you meet all of the qualifications, you will be interviewed by the Apprenticeship Training Committee. If selected, your name will be placed on an apprentice list.
3. When work becomes available, you will be called. Before reporting to work, you must sign an Apprenticeship Agreement, which registers you with the state as an apprentice.
4. When you meet all requirements of the terms of your apprenticeship, you will reach **Journey Level**.

For more on apprenticeship programs in Washington, contact:

Department of Labor & Industries
Apprenticeship & Training
(360) 902-5320
www.lni.wa.gov/tradeslicensing/apprenticeship

You can also contact a local apprenticeship by calling a county representative:

Clark, Cowlitz, Klickitat, Skamania, and Wahkiakum counties
Longview, (360) 575-6927

Benton, Chelan, Columbia, Douglas, Franklin, Grant, Kittitas, Okanogan, Yakima, and Walla Walla counties
Moses Lake, (509) 764-6906

Island, San Juan, Skagit, Snohomish, and Whatcom counties
Mount Vernon, (360) 416-3026

Grays Harbor, Lewis, Mason, Pacific, and Thurston counties
Olympia, (360) 902-6781

King County
Seattle, (206) 835-1028

Adams, Asotin, Ferry, Garfield, Lincoln, Pend Oreille, Stevens, Spokane, and Whitman counties
Spokane, (509) 324-2590

Clallam, Jefferson, Kitsap, and Pierce counties
Tacoma, (253) 596-3930

For National information call:
U.S. Department of Labor
Regional Office of Apprenticeship Training
Seattle, (206) 553-0076

Licensing-Another Consideration

Certain jobs in Washington require licensing by a local, state, and/ or federal agency. By requiring licenses, the agency can make sure you have the proper education and experience to provide certain services and/or products to the public. Licenses also provide ways for the agency to make sure workers in certain fields perform work in an ethical and professional manner. Licensing is a means of protecting the public.

Licensing requirements differ from one occupation to another, but may include certain levels of education, on-the-job experience, passing an examination, or a combination of all three.

For more information on licensing of specific occupations, contact:
Department of Licensing
PO Box 9020
Olympia, WA 98507-9020
(360) 902-3600
www.dol.wa.gov/professions.htm

Section II - Education & Training Opportunities

Military Careers

The Armed Services have become a major avenue for young men and women to receive technical skills training.

The Armed Services hire people with skills, or people who can and want to be trained. Today, nearly six of every seven service members are employed in occupations other than combat arms. Approximately 80 percent of the specialties have a direct civilian occupational counterpart. In addition, service members learn excellent work habits and attitudes, such as teamwork, the ability to complete a task on time, and seeing that the work is done well.

Many of the Armed Services, in cooperation with school districts, offer Junior Reserve Officer Training Corps (JROTC) programs to students who want to participate and learn self-discipline, leadership, and other skills, which may benefit them in school or in the future.

For those considering college, all of the Armed Services offer scholarships to graduating high school seniors and college students. The Reserve Officer Training Corps (ROTC) scholarship provides monetary assistance for tuition, books, fees, and supplies. In addition, there is a monthly stipend for living expenses. The scholarship can be used for a period of two, three, or four years.

The majority of Armed Services technical schools have been evaluated by the American Council on Education, which has recommended technical, undergraduate, or graduate college credit for military training.

The Department of Defense and the Department of Labor have a joint agreement, providing the opportunity for a service person to complete an apprenticeship program in a specific occupation and obtain a journey level rating while they are in the service.

Some of the Armed Services provide an opportunity for a young enlisted person to obtain a commission as an officer.

All of the Armed Services are interested in continuing education for their personnel. Members are eligible for programs such as the Montgomery GI Bill and tuition assistance. Individual services also may offer other educational incentives, such as a loan repayment program and college assistance funds.

For more information on ROTC, contact your ROTC Advisor at (253) 966-7183

Or visit their website at: www.usmilitary.com

For more information on careers in the Armed Services:

U.S. Army
800-USA-ARMY or www.goarmy.com

U.S. Navy
800-USA-NAVY or www.navy.mil

U.S. Air Force
800-423-USAF or www.airforce.com

U.S. Marine Corps
800-MARINES or www.marines.com

U.S. Coast Guard
877-NOW-USCG or www.gocoastguard.com

Air National Guard
800-TO-GO-ANG or www.ang.af.mil

Army National Guard
800-GO-GUARD or www.1800goguard.com

Washington National Guard Training and Benefits

The Washington Guard is composed of over 9,000 citizen soldiers who serve both the state and the nation. Most of the men and women National Guard members have civilian occupations, as well as Guard careers, although the National Guard has full-time employees that perform a variety of day-to-day jobs, which keep the Washington State militia operating smoothly.

In its state role, the Washington National Guard can be called on by the Governor to respond to emergency situations such as the eruption of Mount St. Helens or to fight forest fires. As part of our nation's total defense force, the Guard can also be mobilized to respond to national emergencies.

Washington National Guard has two distinct organizations, the Air Guard and Army Guard. Within each, there are numerous career opportunities. Guard units offer a variety of specialized skills training from word processing to flight training.

After 20 years of service, Guard personnel qualify for retirement, which begins when the man or woman reaches the ages of 60. While serving, Guard's men and women are paid and receive many benefits, such as insurance, post exchange privileges, and additional training.

The Washington National Guard also offers new members in selected units an enlistment bonus and the Montgomery GI Bill.

For more information on the Washington National Guard, call (253) 512-8000, and you will be connected to Washington National Guard recruiting personnel in Tacoma. You will then be referred to a local recruiter for further assistance.

Or visit their website at: www.washingtonguard.com

Section II - Education & Training Opportunities

Community Colleges

These colleges often have programs available at other locations. Contact the schools to learn about possible programs in your area.

1. **Bellevue Community College**
   Bellevue, (425) 564-1000
   website: www.bcc.ctc.edu

2. **Big Bend Community College**
   Moses Lake, (509) 793-2222
   website: www.bigbend.edu

3. **Cascadia Community College**
   Bothell, (425) 352-8000
   website: www.cascadia.ctc.edu

4. **Centralia College**
   Centralia, (360) 736-9391
   website: www.centralia.ctc.edu

5. **Clark College**
   Vancouver, (360) 992-2000
   website: www.clark.edu

6. **Columbia Basin College**
   Pasco, (509) 547-0511
   website: www.columbiabasin.edu

7. **Edmonds Community College**
   Lynnwood, (425) 640-1459
   website: www.edcc.edu

8. **Everett Community College**
   Everett, (425) 388-9100
   website: www.everettcc.edu

9. **Grays Harbor College**
   Aberdeen, (360) 532-9020
   website: www.ghc.ctc.edu

10. **Green River Community College**
    Auburn, (253) 833-9111
    website: www.greenriver.edu

11. **Highline Community College**
    Des Moines, (206) 878-3710
    website: www.highline.edu

12. **Lower Columbia College**
    Longview, (360) 442-2370
    website: www.lcc.ctc.edu

13. **North Seattle Community College**
    Seattle, (206) 527-3600
    website: www.northseattle.edu

14. **Olympic College**
    Bremerton, (360) 792-6050
    website: www.oc.ctc.edu

15. **Peninsula College**
    Port Angeles, (360) 452-9277
    website: www.pc.ctc.edu

16. **Pierce College at Fort Steilacoom**
    Lakewood, (253) 964-6500
    website: www.pierce.ctc.edu

17. **Pierce College at Puyallup**
    Puyallup, (253) 840-8400
    website: www.pierce.ctc.edu

18. **Seattle Central Community College**
    Seattle, (206) 587-3800
    website: www.seattlecentral.edu

19. **Shoreline Community College**
    Shoreline, (206) 546-4101
    website: www.shoreline.edu

20. **Skagit Valley College**
    Mount Vernon, (360) 416-7600
    website: www.skagit.edu

21. **South Puget Sound Community College**
    Olympia, (360) 754-7711
    website: www.spscc.ctc.edu

22. **South Seattle Community College**
    Seattle, (206) 764-5300
    website: www.southseattle.edu

23. **Spokane Community College**
    Spokane, (509) 533-7000
    website: www.scc.spokane.edu

24. **Spokane Falls Community College**
    Spokane, (509) 533-3500
    website: www.spokanefalls.edu

25. **Tacoma Community College**
    Tacoma, (253) 566-5000
    website: www.tacomacc.edu

26. **Walla Walla Community College**
    Walla Walla, (509) 522-2500
    website: www.wwcc.edu

27. **Wenatchee Valley College**
    Wenatchee, (509) 682-6800
    website: www.wvc.edu

28. **Whatcom Community College**
    Bellingham, (360) 676-2170
    website: www.whatcom.ctc.edu

29. **Yakima Valley Community College**
    Yakima, (509) 574-4600
    website: www.yvcc.edu

Technical Colleges

30. **Bates Technical College**
    Tacoma, (253) 680-7000
    website: www.bates.ctc.edu

31. **Bellingham Technical College**
    Bellingham, (360) 752-7000
    website: www.btc.ctc.edu

32. **Clover Park Technical College**
    Lakewood, (253) 589-5800
    website: www.cptc.edu

33. **Lake Washington Technical College**
    Kirkland, (425) 739-8100
    website: www.lwtc.ctc.edu

34. **Renton Technical College**
    Renton, (425) 235-2352
    website: www.rtc.edu

35. **Seattle Vocational Institute**
    Seattle, (206) 587-4950
    website: sviweb.sccd.ctc.edu

(Seattle Vocational Institute is an affiliate of Seattle Central Community College)

Section II - Education & Training Opportunities

Public Colleges & Universities

These colleges may have programs available at other locations. Contact the schools to learn about programs in your area.

36. **Central Washington University**
Ellensburg, (509) 963-1111
website: www.cwu.edu

37. **Central Washington University/ Des Moines**
Des Moines, (206) 439-3800
website: www.cwu.edu/desmoines

38. **Central Washington University/ Lynnwood**
Lynnwood, (425) 640-1574
website: www.cwu.edu/lynnwood

39. **Central Washington University/ Moses Lake**
Moses Lake, (509) 793-2384
website: www.cwu.edu/moseslake

40. **Central Washington University/ Pierce County**
Lakewood, (253) 964-6636
website: www.cwu.edu/piercecounty

41. **Central Washington University/ Wenatchee**
Wenatchee, (509) 665-2600
website: www.cwu.edu/wenatchee

42. **Central Washington University/ Yakima**
Yakima, (509) 574-6894
website: www.cwu.edu/yakima

43. **Eastern Washington University**
Cheney, (509) 359-2397
website: www.ewu.edu

44. **The Evergreen State College**
Olympia, (360) 867-6000
website: www.evergreen.edu

45. **University of Washington**
Seattle, (206) 543-2100
website: www.washington.edu

46. **University of Washington/ Bothell**
Bothell, (425) 352-5000
website: www.uwb.edu

47. **University of Washington/ Tacoma**
Tacoma, (253) 692-4000
website: www.tacoma.washington.edu

48. **Washington State University**
Pullman, (888) 468-6978
website: www.wsu.edu

49. **Washington State University/ Spokane**
Spokane, (509) 358-7500
website: www.spokane.wsu.edu

50. **Washington State University/ Tri-Cities**
Richland, (509) 372-7000
website: www.tricity.wsu.edu

51. **Washington State University/ Vancouver**
Vancouver, (360) 546-9779
website: www.vancouver.wsu.edu

52. **Western Washington University**
Bellingham, (360) 650-3000
website: www.wwu.edu

Independent Colleges & Universities

Schools included in this section may be approved through the Higher Education Coordinating Board. Contact: Degree Authorization Staff at (360) 753-7869 or go to www.hecb.wa.gov/links/colleges/collegesindex.asp.

53. **Antioch University**
Seattle, (206) 441-5352
website: www.antiochsea.edu

54. **Argosy University**
Seattle, (866) 283-2777
website: www.argosy.edu

55. **Bastyr University**
Kenmore, (425) 823-1300
website: www.bastyr.edu

56. **Chapman University College/ Bangor**
Silverdale, (360) 779-2040
website: www1.chapman.edu/ univcoll/ac/018

57. **Chapman University College/ Ft. Lewis**
Ft. Lewis, (253) 964-2509
website: www1.chapman.edu/ univcoll/ac/ftlewis

58. **Chapman University College/ McChord AFB**
McChord AFB, (253) 584-5448
website: www1.chapman.edu/univcoll/ ac/mcchord/

59. **Chapman University College/ Whidbey Island**
Oak Harbor, (360) 679-2515
website: www1.chapman.edu/univcoll/ ac/036

60. **City University/Bellevue**
Bellevue, (800) 426-5596
website: www.cityu.edu

61. **City University/Bellingham**
Bellingham, (800) 426-5596
website: www.cityu.edu

62. **City University/Centralia**
Centralia, (800) 474-6850
website: www.cityu.edu

63. **City University/Everett**
Everett, (800) 474-6849
website: www.cityu.edu

64. **City University/North Seattle**
Seattle, (800) 859-0620
website: www.cityu.edu

65. **City University/Port Angeles**
Port Angeles, (800) 426-5596
website: www.cityu.edu

66. **City University/Port Hadlock**
Port Hadlock, (800) 426-5596
website: www.cityu.edu

67. **City University/Renton**
Renton, (888) 426-5596
website: www.cityu.edu

68. **City University/Tacoma**
Tacoma, (800) 345-9056
website: www.cityu.edu

Section II - Education & Training Opportunities

Independent Colleges & Universities (cont.)

69. **City University/Vancouver**
Vancouver, (800) 474-6850
website: www.cityu.edu

70. **Columbia College**
Marysville, (425) 304-4480
website: www.ccis.edu/nationwide/main.asp?Marysville

71. **Cornish College of the Arts**
Seattle, (800) 726-ARTS
website: www.cornish.edu

72. **Crown College**
Tacoma, (253) 531-3123
website: www.crowncollege.edu

73. **DeVry University (Federal Way/Seattle)**
Federal Way, (253) 943-2810
website: www.devry.edu

74. **DigiPen Institute of Technology**
Redmond, (425) 558-0299
website: www.digipen.edu

75. **Embry-Riddle Aeronautical University/Everett**
Everett, (425) 514-0220
website: www.embryriddle.edu

76. **Embry-Riddle Aeronautical University/Seattle**
Renton, (425) 226-2484
website: www.embryriddle.edu

77. **Golden Gate University**
Seattle, (206) 622-9996
website: www.ggu.edu/about/Locations/Seattle

78. **Gonzaga University**
Spokane, (800) 986-9585
website: www.gonzaga.edu

79. **Heritage University**
Toppenish, (509) 865-8500
website: www.heritage.edu

80. **Intercollegiate College of Nursing**
Spokane, (509) 324-7360
website: www.icne.wsu.edu

81. **ITT Technical Institute/Everett**
Everett, (800) 272-3191
website: www.itt-tech.edu

82. **ITT Technical Institute/Seattle**
Seattle, (800) 422-2029
website: www.itt-tech.edu

83. **ITT Technical Institute/Spokane**
Spokane, (800) 777-8324
website: www.itt-tech.edu

84. **Kepler College of Astrological Arts & Sciences**
Lynnwood, (425) 673-4292
website: www.kepler.edu

85. **Northwest College of Art**
Poulsbo, (360) 779-9993
website: www.nca.edu

86. **Northwest University**
Kirkland, (425) 822-8266
website: www.northwestu.edu

87. **Old Dominion University**
Bremerton, (360) 475-7280
website: www.odu.edu

88. **Pacific Lutheran University**
Tacoma, (253) 531-6900
website: www.plu.edu

89. **Park University**
Fairchild AFB, (509) 244-2020
website: www.park.edu/fair

90. **Saint Martin's University**
Lacey, (360) 491-4700
website: www.stmartin.edu

91. **Seattle Institute of Oriental Medicine**
Seattle, (206) 517-4541
website: www.siom.edu

92. **Seattle Pacific University**
Seattle, (206) 281-2000
website: www.spu.edu

93. **Seattle University**
Seattle, (206) 296-6000
website: www.seattleu.edu

94. **Southern Illinois University/ Bangor NSB**
Silverdale, (360) 779-4691
website: www.wed.siu.edu/Public/OCDP

95. **Southern Illinois University/ Fairchild AFB**
Fairchild AFB, (509) 244-3356
website: www.wed.siu.edu/Public/OCDP

96. **Southern Illinois University/ McChord AFB**
McChord AFB, (253) 582-6561
website: www.wed.siu.edu/Public/OCDP

97. **University of Phoenix/Bellevue Learning Center**
Various locations. Find a location on the website.
website: www.phoenix.edu

98. **University of Puget Sound**
Tacoma, (253) 879-3100
website: www.ups.edu

99. **Walla Walla College**
College Place, (509) 527-2615
website: www.wwc.edu

100. **Webster University**
Fairchild AFB, (509) 244-2079
website: www.webster.edu/wa

101. **Whitman College**
Walla Walla, (509) 527-5111
website: www.whitman.edu

102. **Whitworth College**
Spokane, (509) 777-1000
website: www.whitworth.edu

Section II - Education & Training Opportunities

Private Career Schools

This list is valid as of June 2006. For the most current listing of private career schools, see the Workforce Training and Education Coordinating Board website at www.wtb.wa.gov/Documents/allschool.pdf.

103. **A to Z Computer Office Training**
Port Orchard, (360) 876-5540
website: www.atozcomputerofficetraining.com

104. **ABC Bartending Schools, Inc.**
Tukwila, (888) 262-5824
website: www.abcbartending.com

105. **Academy for Life Architects**
Seattle, (206) 217-2170
website: www.architectyourlife.com

106. **Academy of Coach Training**
Bellevue, (425) 401-0309
website: www.lyvcoaching.com

107. **ActNow Personnel & Training Services**
Yakima, (509) 454-7989
website: www.actnowpersonnel.com

108. **Alexandar School of Natural Therapeutics, Inc.**
Tacoma, (253) 473-1142
website: www.alexandarmassagesch.com

109. **Allied Training Systems**
Spokane, (877) 584-1543
website: www.alliedsystemsinc.net

110. **Alpine College**
Spokane Valley, (509) 455-5054
website: www.alpinecollege.com

111. **AMASIA College**
Seattle, (206) 682-2423
email: tony_chu55@hotmail.com

112. **American Academy of Oriental Medicine**
Seattle, (206) 783-1468

113. **American Institute of Clinical Massage**
Post Falls, (208) 773-5890
website: www.aicmtouch.com

114. **American School of Broadcast**
Spokane, (509) 535-1010
website: www.americanradioschool.com

115. **American Sign Language & Interpreting School of Seattle**
Seattle, (206) 860-3503
website: www.aslis.org

116. **Ancient Arts Massage School and Clinic**
Richland, (509) 943-9589
website: www.ancientartsmassageschool.com

117. **Apollo College/Portland**
Portland, (503) 761-6100
website: www.apollocollege.edu

118. **Apollo College/Spokane**
Spokane, (509) 532-8888
website: www.apollocollege.edu

119. **Art Institute of Seattle**
Seattle, (206) 448-0900
website: www.ais.edu

120. **Art Instruction Schools**
Minneapolis, (612) 362-5075
website: www.artists-ais.com

121. **Ashmead College/Everett**
Everett, (425) 339-2678
website: www.ashmeadcollege.com

122. **Ashmead College/Fife**
Fife, (253) 926-1435
website: www.ashmeadcollege.com

123. **Ashmead College/Seattle**
Seattle, (206) 440-3090
website: www.ashmeadcollege.com

124. **Ashmead College/Vancouver**
Vancouver, (360) 885-3152
website: www.ashmeadcollege.com

125. **Aster Technology Institute**
Tacoma, (253) 471-0900
website: www.astertech.com

126. **At-Home Professions aka AHP**
Fort Collins, (970) 225-6300
website: www.ahpschools.com

127. **Avalon Academy**
Marysville, (360) 653-3140
Website: www.avalonwellness.net

128. **AYU Ayurvedic Academy**
Seattle, (206) 729-9999
website: www.ayurvedaonline.com

129. **Barbizon School of Seattle**
Seattle, (206) 223-1500
website: www.barbizonmodeling.com/Seattle

130. **Barlen Institute of Massage**
Ellensburg, (509) 962-3535
email: biom@mac.com

131. **Bartending Academy/Tacoma**
Tacoma, (253) 474-0330
website: www.tacomabaracademy.com

132. **Bartending College**
Bellevue, (425) 373-0384
website: www.bartendingcollege.com

133. **Becker Conviser Professional Review**
Seattle, (800) 868-3900
website: www.beckercpa.com

134. **Bellevue Dental Assisting**
Bellevue, (425) 256-0267
website: www.bellevuedentalassisting.com

135. **Bellevue Massage School Center for Healing Arts**
Bellevue, (425) 641-3409
website: www.bellevuemassageschool.com

136. **Bennett/Stellar University of NLP and Hypnotherapy**
Snohomish, (888) 432-1122
website: www.imagineit.org

137. **Berkshire College**
Bellevue, (425) 818-8022
website: www.berkshirecollege.com

138. **Blackjack Academy of Gaming**
Burien, (206) 988-5018
website: www.blackjackacademy.netfirms.com

139. **Bodycenter Studios**
Seattle, (206) 633-4800
website: www.bodycenterstudios.com

Private Career Schools (cont.)

140. **Bodymechanics School of Myotherapy and Massage**
Olympia, (360) 786-8582
website: www.bodymechanics.net

141. **BodyMind Academy**
Kirkland, (206) 367-9060
website: www.bodymind-academy.com

142. **BodyMind Energetics Institute**
Seattle, (206) 361-4700
email: bmenergetics@aol.com

143. **Bryman College/Everett**
Everett, (425) 789-7960
website: www.bryman-college.com

144. **Bryman College/Lynnwood**
Lynnwood, (425) 778-9894
website: www.bryman-college.com

145. **Bryman College/Port Orchard**
Port Orchard, (360) 473-1120
website: www.bryman-college.com

146. **Bryman College/Renton**
Renton, (425) 255-3281
website: www.bryman-college.com

147. **Bryman College/Tacoma**
Tacoma, (253) 207-4000
website: www.bryman-college.com

148. **Bryman School of Phoenix, The**
Phoenix, (602) 274-4300
website: www.brymanschool.edu

149. **Bubbles Below, The Scuba Professionals, LLC**
Woodinville, (425) 424-3483
website: www.bubblesbelow.com

150. **Cambridge College/Aurora**
Aurora, (800) 322-4132
website: www.cambridgecollege.com

151. **Cambridge College/Bellevue**
Bellevue, (425) 974-7100
website: www.cambridgecollege.com

152. **Capital Business Machines Learning Center**
Olympia, (360) 491-6000
website: www.cbm-wa.com

153. **Capstone Career College, LLC**
Tacoma, (253) 284-4560
website: www.capstonecollege.com

154. **Careers Northwest Academy**
Bellevue, (425) 401-1212
email: slta@juno.com

155. **Cascade Summit School of Massage**
Yakima, (509) 452-2948

156. **Casino Dealer School**
Vancouver, (360) 906-1579
email: resque420@aol.com

157. **Casino Dealer School North**
Edmonds, (206) 533-0688
website: www.jobcasino.com

158. **Cat Tales Zoological Training Center**
Mead, (509) 238-4126
website: www.cattales.org

159. **Check Ride Driver Training Services**
Woodinville, (425) 402-8200
website: www.check-ride.com

160. **CNA Training School of Nursing**
Vancouver, (360) 546-0098
email: MaryCNATraining@aol.com

161. **Cole & Associates, Training and Consulting, Inc.**
Kent, (425) 793-5505
website: www.ctcbear.com

162. **College of Emergency Services**
Woodland, (360) 225-3644
website: www.ces-ems.org

163. **College of Medical Training/ Medical Training Consultants Institute**
Lakewood, (253) 566-8282
website: www.collegeofmedicaltraining.com

164. **College of Purna Yoga**
Bellevue, (425) 746-7476
website: www.yogacenters.com

165. **Commercial Driver Services, Inc.**
Lakewood, (253) 983-0200
website: www.commercialdriversvcs.com

166. **Compass Courses**
Edmonds, (425) 778-1923
website: www.compasscourses.com

167. **CompUSA Training Center/ Spokane**
Spokane, (509) 323-3350
website: www.compusa.com

168. **CompUSA Training Center/ Tukwila**
Tukwila, (206) 394-4410
website: www.compusa.com

169. **Concorde Career Institute**
Portland, (503) 281-4181
website: www.concorde.edu

170. **COR Northwest Family Development Center**
Seattle, (206) 443-9045
website: www.nwfdc.org

171. **Cortiva Institute-Brenneke School of Massage**
Seattle, (206) 282-1233
website: www.brennekeschool.com

172. **Cortiva Institute-Brian Utting School of Massage**
Seattle, (206) 292-8055
website: www.cortiva.com/locations/busm

173. **Crawford Nautical School**
Seattle, (206) 667-9377
website: www.crawfordnautical.com

174. **CRI Career Training/Seattle**
Seattle, (206) 363-8300
website: www.cri.org

175. **CRI Career Training/Tacoma**
Tacoma, (253) 474-4744
website: www.cri.org

176. **Dara Casino School**
Seattle, (206) 854-4639

177. **Dental Assistant Training Center**
Seattle, (206) 522-7320
website: www.dentalassist.com

Section II - Education & Training Opportunities

Private Career Schools (cont.)

178. **Denton Massage Program**
Arlington, (360) 435-0145
website: www.dentonmassage.net

179. **Design Education**
Eatonville, (360) 832-3506
email: bmartin@mashell.com

180. **Divers Institute of Technology, Inc.**
Seattle, (206) 783-5542
website: www.diversinstitute.com

181. **Driver Training and Solutions, LLC/Pasco**
Pasco, (509) 547-0772
website: www.trans-system.com

182. **Driver Training and Solutions, LLC/Spokane**
Spokane, (509) 777-0073
website: www.trans-system.com

183. **Earthwalk School of Energy Healing**
Woodinville, (425) 788-9523
website: www.earthwalkschool.com

184. **EMT Environmental Maintenance Technology**
Tacoma, (253) 627-2443
website: www.emtnw.com

185. **Esprit Technologies, Inc.**
Spokane Valley, (509) 455-5054
website: www.esprittechnologies.com

186. **Everest College/Portland**
Portland, (503) 222-3225
website: www.everest-college.com

187. **Everest College/Vancouver**
Vancouver, (360) 254-3282
website: www.everest-college.com

188. **Evergreen Center for the Healing Arts**
Vancouver, (360) 750-7272
website: www.evergreenhealing.net

189. **Floral Design Institute/Portland**
Portland, (503) 223-8089
website: www.floraldesigninstitute.com

190. **Floral Design Institute/Seattle**
Seattle, (206) 749-9464
website: www.floraldesigninstitute.com

191. **Franklin Institute of Sales**
Seattle, (877) 361-9778
website: www.franklininstituteofsales.com

192. **Fryar's Maritime Services**
Vancouver, (360) 737-8022

193. **Global Outreach Distribution Institute (GODI)**
Tacoma, (253) 761-2400
email: gafgof8@earthlink.net

194. **GMC Training Institute**
Grandview, (509) 882-2523
email: gmc@quicktel.com

195. **H & R Block Basic Income Tax Course**
Various locations. Find a location on the website.
website: www.hrblock.com

196. **Health Care Training Center**
Spokane, (509) 893-1776
email: hctcenter@qwest.net

197. **Heuristic Institute, The**
Tacoma, (253) 588-1952
email: sjcox3@comcast.net

198. **High-Tech Institute**
Phoenix, (602) 279-9700
website: www.hightechschools.com

199. **Horizon Medical Institute**
Spokane, (509) 534-1551
website: www.horizonmedicalinstitute.com

200. **HVAC Training School**
Lynnwood, (425) 778-2510
website: www.hvacschool.com

201. **Hypnotherapy Institute of Spokane**
Spokane, (509) 327-4465
website: www.hypnotherapyinstitute.org

202. **Inland Massage Institute**
Spokane, (509) 465-3033
website: www.inlandmassage.com

203. **Inspector Training Institute**
Kent, (253) 631-4019
email: billeaster@movesmart.net

204. **Institute for Therapeutic Learning**
Seattle, (206) 783-1838
website: www.findingtruemagic.com

205. **Institute of Structural Medicine**
Twisp, (509) 997-9392
website: www.structuralmedicine.com

206. **Interface Computer School/ Northpointe Campus**
Spokane, (509) 466-2057
website: www.interface-net.com

207. **Interface Computer School/ Washington Street**
Spokane, (509) 467-1727
website: www.interface-net.com

208. **International Air and Hospitality Academy**
Vancouver, (360) 695-2500
website: www.airacademy.com

209. **International Institute of Transportation Resources Inc.**
Clackamas, (503) 657-8225
website: www.iitr.net

210. **International Sommelier Guild**
Seattle, (866) 412-0464
website: www.internationalsommelier.com

211. **International Stunt School**
Seattle, (425) 290-9957
website: www.stuntschool.com

212. **John Casablancas Modeling**
Bellevue, (425) 646-3585

213. **Kamanga CNA Training, Inc.**
Des Moines, (206) 271-1946
website: www.kamangacna.4t.com

214. **Kaplan College**
Renton, (425) 291-3620
website: www.kaplancollege.com

215. **Kaplan Professional Schools/ Inspection Training Associates**
Renton, (888) 323-9235
website: www.learn2inspect.com

216. **Kim Brooke Group Model Marketing**
Seattle, (206) 329-1111
website: www.kimbrooke.com

Section II - Education & Training Opportunities

Private Career Schools (cont.)

217. **L & T Training**
Colbert, (509) 464-2199
email: emchlyle@aol.com

218. **Leonardo Taxidermy Studio & School**
Yakima, (509) 248-4876
email: leonardogary@msn.com

219. **Liberty Tax Services**
Bremerton, (360) 692-4043
website: www.libertytax.com

220. **Lower Valley School of Massage**
Grandview, (509) 882-2472
email: lvschofmassage@go.com

221. **Maser's Academy of Fine Grooming**
Kenmore, (425) 485-1500

222. **MedPrep Vocational Training Center**
Everett, (425) 257-9888
website: www.medprep.com

223. **Metropolitan Pilates**
Seattle, (206) 525-9900
website: www.metropolitanpilates.com

224. **Mission Farrier School**
Snohomish, (360) 862-1406
website: www.missionfarrierschool.com

225. **Mission Ridge Academy of Pet Styling**
Marysville, (425) 522-4180
website: www.learnpetstyling.com

226. **Montessori College for Early Education**
Bellevue, (425) 454-7439
website: www.bellmontessori.org

227. **Montessori Education Institute of the Pacific Northwest**
Woodinville, (425) 486-5092
website: www.meipn.org

228. **Montessori Schools of Washington Teacher Preparation Program**
Everett, (425) 355-1311
website: www.mymssc.com

229. **Montessori Teacher Preparation of Washington**
Kent, (253) 859-2262
website: www.montessoriplus.org

230. **Mortgage Learning**
Renton, (425) 271-9799
website: www.mortgagelearning.net

231. **Moscow School of Massage**
Moscow, (208) 882-7867
website: www.moscowschoolofmassage.com

232. **NASCAR Technical Institute**
Mooresville, (704) 658-1950
website: www.uticorp.com

233. **National Maritime Courses**
Seattle, (360) 471-6148
website: www.uscglicense.us/home

234. **National Personal Training Institute**
Bellevue, (800) 960-6294
website: www.nationalpersonal traininginstitute.com

235. **National Transportation Driver Training Center/ Everett**
Everett, (425) 252-5740
email: nteverett@asisna.com

236. **National Transportation Driver Training Center/ Spokane**
Spokane, (509) 534-3380
website: www.trucker-training.net

237. **National Transportation Driver Training Center/ Yakima**
Yakima, (509) 575-3606
website: www.trucker-training.net

238. **Netdesk Corporation**
Seattle, (206) 224-7690
website: www.netdesk.com

239. **Network and Computer Support Group**
Kirkland, (425) 828-7511
email: ronald836@comcast.net

240. **New Horizons Computer Learning Center/Spokane**
Spokane, (509) 328-8077
website: www.nhspokane.com

241. **New Horizons Computer Learning Center/Western Washington**
Bellevue, (425) 460-2200
website: www.nhbellevue.com

242. **New Traditions Academy**
Bellevue, (425) 450-6999
website: www.newtraditionsacademy.com

243. **New York Fashion Academy**
Seattle, (206) 352-2636
website: www.newyorkfashionacademy.com

244. **North American Institute of Neurotherapy**
Seattle, (206) 322-0633
website: www.therapyofthefuture.com

245. **Northshore Dental Assisting Academy**
Kenmore, (425) 408-9400
website: www.northshoredentalacademy.com

246. **Northwest HVAC/R Association and Training Center**
Spokane, (509) 747-8810
website: www.inwhvac.org

247. **Northwest Noetic School of Massage and Education Center**
Spokane, (509) 835-4000
website: www.nw-noetic-massage.com

248. **Northwest Regional Training Center**
Vancouver, (360) 759-4404
website: www.nwrtc.org

249. **Northwest School of Animal Massage**
Redmond, (877) 836-3703
website: www.nwsam.com

250. **Northwest School of Massage**
Federal Way, (800) 929-9441
website: www.nwsm.net

Private Career Schools (cont.)

251. **Northwest School of Massage/ Eastside**
Kirkland, (866) 713-1212
website: www.nwschoolofmassage.com

252. **Northwest School of Wooden Boatbuilding**
Port Hadlock, (360) 385-4948
website: www.nwboatschool.org

253. **Northwest Truck Training, Inc.**
Toledo, (360) 575-1744
website: www.nwtruckertraining.com

254. **Nursing Assistant Training Institute**
Shoreline, (206) 417-2600
website: www.natraining.net

255. **Nursing Assistant Training School**
Tukwila, (206) 575-2010
email: hadrahasen@yahoo.com

256. **Office Advantage: Computer and Office Skills Training Center**
Yakima, (509) 248-0656

257. **Office Careers**
Renton, (425) 255-3317
website: www.officecareers.org

258. **Oxarc School of Welding**
Spokane, (509) 535-7794

259. **Pacific Maritime Institute**
Seattle, (206) 441-2880
website: www.mates.org

260. **Pacific Northwest Oil Heat Council**
Vashon, (206) 463-2314
website: www.pnwoilheat.com

261. **Pacific Northwest Tattoo Seminars**
Spokane, (509) 922-8120
website: www.ladylucktattoo.com

262. **Pathways Training Services**
Newport, (509) 455-1721
email: pathways@phd1.org

263. **Perry Technical Institute**
Yakima, (509) 453-0374
website: www.perrytech.edu

264. **Pilates and Physical Therapy Center of Seattle, Inc.**
Seattle, (206) 405-3560
website: www.PilatesSeattle.com

265. **Pima Medical Institute/Renton**
Renton, (425) 228-9600
website: www.pmi.edu

266. **Pima Medical Institute/Seattle**
Seattle, (206) 322-6100
website: www.pmi.edu

267. **Port Townsend School of Massage**
Port Townsend, (360) 379-4066
website: www.massageeducation.com

268. **Priority Instructional Center/ Lakewood**
Lakewood, (253) 512-0313
website: www.priorityinstruct.itgo.com

269. **Professional Gaming Institute**
Renton, (425) 235-5655
website: www.dealerschool.org

270. **Progressive Health Care Education Center**
East Wenatchee, (509) 886-4187
email: diana1triplec@hotmail.com

271. **Rainier Institute of Technology**
Puyallup, (253) 651-5558
email: pbryan1996@aol.com

272. **Reiki Training Institute, The**
Seattle, (206) 523-8999
website: www.reikitrainingprogram.com

273. **Rillos Engineering, Inc.**
SeaTac, (206) 592-9924
website: www.v5train.com

274. **Roger Moore's Institute of Hypnosis**
Seattle, (206) 903-1232
website: www.mooreabundance.com

275. **Royal College of Medical Training**
Auburn, (253) 833-8727

276. **Sage Technical Services**
Coeur d' Alene, (208) 765-6346
website: www.sageschools.com

277. **School of Piano Technology for the Blind**
Vancouver, (360) 693-1511
website: www.pianotuningschool.org

278. **School of Therapeutic Touch and Bodywork**
Wenatchee, (509) 667-2720
email: wachristinejh@aol.com

279. **School of Visual Concepts**
Seattle, (206) 623-1560
website: www.svcseattle.com

280. **Seattle Dental Assisting Institute, LLC**
Seattle, (206) 390-1164
website: www.seattledentalassisting.com

281. **Seattle Eastside Feldenkrais Teacher Training**
Kirkland, (425) 820-0399
website: www.feldenkraisinseattle.com

282. **Seattle Film Institute**
Seattle, (206) 568-4387
website: www.seattlefilminstitute.com

283. **Seattle Gaming Academy**
Seattle, (206) 781-8700
website: www.seattlegamingacademy.com

284. **Seattle Midwifery School**
Seattle, (206) 322-8834
website: www.seattlemidwifery.org

285. **Seattle Truck Driving School**
Kent, (253) 528-0900
email: seattletruckdrivingschool @yahoo.com

286. **Sierra Diving Center**
Reno, (775) 825-2147
website: www.sierradive.com

287. **Soma Institute**
Buckley, (360) 829-1025
website: www.soma-institute.org

288. **Spartan College of Aeronautics and Technology**
Tulsa, (918) 836-6886
website: www.spartan.edu

Section II - Education & Training Opportunities

Private Career Schools (cont.)

289. **Spectrum Center School of Massage**
Lake Stevens, (425) 334-5409
website: www.spectrumschool.com

290. **Spokane Dental Assisting School, Inc.**
Spokane, (509) 926-1161
email: gdkeller1@comcast.net

291. **Spring Valley Montessori Teacher Education Program**
Federal Way, (253) 927-2557
website: www.springvalley.org

292. **SQL Soft, Inc.**
Bellevue, (425) 688-8977
website: www.sqlsoft.com

293. **Strategy Computers Technical Training Center**
Bellevue, (425) 643-4849
website: www.strategycomputers.com

294. **Superior Health Care Services**
Tacoma, (253) 476-3735
email: cherylshes@aol.com

295. **Swift Driving Academy/ Lewiston**
Lewiston, (800) 345-3732
website: www.swifttruckingjobs.com

296. **Swift Driving Academy/ Portland**
Portland, (888) 220-6450
website: www.swifttruckingjobs.com

297. **T Enterprises, Inc.**
Pasco, (509) 547-2441
website: www.tenterprisesinc.com

298. **Tacoma Goodwill Industries Rehabilitation/Kent**
Kent, (253) 284-3374
website: www.tacomagoodwill.org

299. **Tacoma Goodwill Industries Rehabilitation/Tacoma**
Tacoma, (253) 272-5166
website: www.tacomagoodwill.org

300. **Test You, Inc.**
Vancouver, (360) 750-9338
website: www.testyoucdl.com

301. **TL Sea Diving, LLC**
Des Moines, (206) 824-4100
website: www.tlsea.com

302. **TNI Workshops**
Everett, (425) 252-8660
email: april@tnicentral.com

303. **Trans Union Training Services, Inc.**
Tacoma, (253) 922-0870
website: www.transuniontruck.com

304. **Tri-City School of Massage**
Kennewick, (509) 586-6434
website: www.tricityschoolofmassage.com

305. **Underwater Sports, Inc.**
Seattle, (206) 362-3310
website: www.underwatersports.com

306. **United Montessori Association**
Seattle, (206) 441-4337
website: www.unitedmontessori.com

307. **Universal Technical Institute of Northern CA**
Sacramento, (916) 263-9100
website: www.uticorp.com

308. **Universal Technical Institute of Texas**
Houston, (281) 443-6262
website: www.uticorp.com

309. **Universal Technical Institute/ Motorcycle/Marine Mechanics Institute, Auto Division**
Orlando, (407) 240-2422
website: www.uticorp.com

310. **Universal Technical Institute/ Motorcycle Mechanics Institute Division**
Phoenix, (623) 869-9644
website: www.uticorp.com

311. **Vegas Gaming School**
Seattle, (206) 779-3838

312. **Vitality Pilates**
Seattle, (206) 328-6517
website: www.vitalitypilates.com

313. **Washington College of Acupuncture and Oriental Medicine**
Kent, (253) 941-5672

314. **Wellness Institute, The**
Issaquah, (425) 391-9716
website: www.wellness-institute.org

315. **West Coast Training, Inc.**
Woodland, (360) 225-6787
website: www.heavyequipmenttraining.com

316. **Western Culinary Institute**
Portland, (888) 891-6222
website: www.wci.edu

317. **Western Pacific Truck School/Everett**
Everett, (425) 438-2887
website: www.wptruckschool.com

318. **Western Pacific Truck School/Lakewood**
Lakewood, (253) 581-6494
website: www.wptruckschool.com

319. **Western Pacific Truck School of Oregon**
Longview, (888) 565-0203
website: www.wptruckschooloforegon.com

320. **Westwood College of Aviation Technology**
Broomfield, (303) 466-7383
website: www.westwood.edu

321. **Wu Hsing Tao School**
Seattle, (206) 324-7188
website: www.wuhsing.org

322. **WyoTech/Blairsville**
Blairsville, (724) 459-9500
website: www.wyotech.com

323. **WyoTech/Laramie**
Laramie, (307) 742-3776
website: www.wyotech.com

324. **WyoTech/West Sacramento**
Sacramento, (916) 376-8888
website: www.wyotech.com

Section II - Education & Training Opportunities

Apprenticeship Training

325. **Columbia Basin Carpenters Apprenticeship Committee**
Pasco, (509) 545-1781
email: cbct01@yahoo.com

326. **Construction and Industrial Workforce Development Center**
Spokane, (509) 535-0391
website: www.ciwdc.org

327. **Construction Industry Training Council of Washington**
Bellevue, (877) 707-2482
website: www.citcwa.org

328. **Eastern Washington-Northern Idaho Carpenters Apprenticeship Committee**
Spokane, (509) 532-8833
email: wicat@netzero.net

329. **Inland Empire Plumbing and Pipefitting Industry Apprenticeship Training Committee**
Spokane, (509) 624-5258
email: karenjatc@qwest.net

330. **Inland NW Chapter Associated General Contractors Carpenters Apprenticeship Committee**
Spokane, (509) 535-0391

331. **LU 112-NECA Electrical Apprenticeship Committee**
Kennewick, (509) 783-0589
website: www.jatc112.org

332. **North Puget Sound Carpenters JATC**
Mount Vernon, (360) 428-2933
website: www.ncia.com/~npsctc

333. **Northeastern Washington-Northern Idaho Sheet Metal Apprenticeship Committee**
Spokane, (509) 928-5009
email: smith66@qwest.net

334. **Northwest Laborers-Employers Apprenticeship Committee**
Kingston, (360) 297-5948
website: www.nwlaborerstraining.org

335. **Northwest Washington Electrical JATC**
Mt. Vernon, (360) 428-5080
website: www.nwejatc.org

336. **Northwest Washington Plumbers and Steamfitters Apprenticeship Committee**
Everett, (425) 317-8345
email: bruce@ua265.org

337. **Operating Engineers Regional Training Program JATC**
Ellensburg, (509) 968-3203
website: www.oetraining.com

338. **Pacific Northwest Ironworkers and Employers Local #14 Apprenticeship and Training Committee**
Spokane, (509) 922-3577
email: phillipson@nwiw.com

339. **Pacific Northwest Ironworkers and Employers Local #86 Apprenticeship Committee**
Tukwila, (206) 244-2993
email: jatc86@nwiw.com

340. **Pasco Millwrights Apprenticeship Committee**
Pasco, (509) 545-1781
email: cbct01@yahoo.com

341. **Puget Sound Electrical JATC**
Renton, (425) 228-1777
website: www.psejatc.org

342. **Puget Sound Electrical Training**
Bremerton, (360) 377-2492
website: www.psetraining.com

343. **Seattle Area Pipe Trades Education Center**
Renton, (425) 271-5900
website: www.seattlepipetrades.org

344. **Seattle Heat and Frost Insulators and Asbestos Workers Apprenticeship Committee**
Renton, (425) 235-7827
email: dsteinmetzer@rtc.ctc.edu

345. **South Puget Sound Carpenters JATC**
Tacoma, (253) 472-2629
email: southcenter@qwest.net

346. **Southwest Washington Pipe Trades JATC**
Lacey, (360) 486-9400
email: paul@ua26.org

347. **Teamster/AGC Training Center**
Pasco, (509) 545-8297
website: www.teamstertraining.org

348. **West Sound Pipe Trades Apprenticeship Committee**
Bremerton, (360) 377-1118
email: wendy@ua26.org

349. **Western States Operating Engineers Institute of Training**
Spangle, (509) 235-9393
website: www.wsopen.org

350. **Western Washington Cement Masons Apprenticeship Committee**
Seattle, (206) 762-9286
email: concretetraining@msn.com

351. **Western Washington LADS and Thermal Insulation Installers Apprentices**
Renton, (425) 235-5835
email: wwlads@rtc.ctc.edu

352. **Western Washington Masonry Trades Apprenticeship Committee**
Seattle, (206) 624-5481
email: wwmtrades@msn.com

353. **Western Washington Millwrights JATC**
Kent, (253) 437-5235
email: trng@qwest.net

354. **Western Washington Piledrivers, Bridge, Deck and Wharf Builders Apprenticeship**
Kent, (253) 437-5235
email: trng@qwest.net

355. **Western Washington Sheet Metal JATC**
Kirkland, (425) 823-5737
website: wwsmjatc.org

Section II - Education & Training Opportunities

Barbering, Cosmetology & Manicure Schools

356. **1st International Beauty College**
Lynnwood, (425) 742-7893
website: www.1stbeautyschool.com

357. **ABC Nail and Skin College**
Bellevue, (425) 635-7400

358. **Academy of Cosmetology LLC**
Kennewick, (509) 946-0980

359. **Academy of Hair Design**
Wenatchee, (509) 662-6452
website:
www.theacademyofhairdesign.com

360. **Anthony's Beauty School**
Seattle, (206) 568-3037
email: lecorp3000@yahoo.com

361. **Bates Technical College/ Barbering/Cosmetology**
Tacoma, (253) 680-7249
website: www.bates.ctc.edu

362. **Bellevue Beauty School**
Bellevue, (425) 643-0270
website:
www.bellevuebeautyschool.com

363. **Bellingham Beauty School**
Bellingham, (360) 734-1090
website:
www.bellinghambeautyschool.edu

364. **BJ's Beauty and Barber College**
Puyallup, (253) 848-1595

365. **BJ's Beauty and Barber College**
Tacoma, (253) 473-4320

366. **Blades on Broadway/ Moses Lake**
Moses Lake, (509) 764-0114
website:
www.bladesonbroadway.com

367. **Blades on Broadway/ Wenatchee**
Wenatchee, (509) 662-3633
website:
www.bladesonbroadway.com

368. **Bluestone Academy**
Ellensburg, (509) 962-3184

369. **Cascade Beauty College, LLC**
Renton, (425) 226-2457
email:
cascadebeautycollege@comcast.net

370. **Centralia Beauty College**
Centralia, (360) 736-2866

371. **Char Glo School of Beauty**
Moses Lake, (509) 765-5309

372. **Clare's Beauty College**
Pasco, (509) 547-8871

373. **Clover Park Technical College**
Lakewood, (253) 589-5623
website:
www.cptc.edu/cptc/pages/cosmo

374. **Daniel Delon Beauty Academy**
Seattle, (206) 322-3529
email:
BeautyAcademy@BoyBoySalon.com

375. **DeCharlene Beauty and Barber College**
Seattle, (206) 322-8296
website: www.decharlene.com

376. **Destiny's Beauty & Barber College**
Tacoma, (253) 272-0660

377. **Eastside Beauty/Barber College, Inc.**
Lacey, (360) 491-1020

378. **Eastside Esthetics Institute**
Bellevue, (425) 614-0303

379. **Elements University, Inc.**
Wenatchee, (509) 667-9020

380. **European Hair Designers Academy**
Spokane, (509) 328-6175

381. **Everett Community College**
Everett, (425) 388-9339
website: www.evcc.ctc.edu

382. **Evergreen Beauty & Barber College**
Everett, (425) 423-9186
website:
www.evergreenbeautybarber.com

383. **Gary Manuel Aveda Institute**
Seattle, (206) 329-9933
website: www.gmaveda.com

384. **Gene Juarez Academy/ Federal Way**
Federal Way, (253) 839-4338
website:
www.genejuarezacademy.com

385. **Gene Juarez Academy/Seattle**
Seattle, (800) 230-3636
website:
www.genejuarezacademy.com

386. **Gene Juarez Advanced Training Salon**
Seattle, (206) 622-6611
email: lisac@genejuarez.com

387. **Glen Dow Academy of Hair Design, Inc.**
Spokane, (509) 624-3244
website: www.glendow.com

388. **Grays Harbor Beauty College**
Aberdeen, (360) 532-6666

389. **Greenwood Academy of Hair Design**
Seattle, (206) 782-0220
email: greenwood@vircom.net

390. **Hair We Are Inc.**
Deer Park, (509) 276-3183
email: greenwood@vircom.net

391. **HOA's Beauty School**
Seattle, (206) 328-9120

392. **Hong Kong Academy of Hair**
Seattle, (206) 328-1399

393. **International Beauty College III**
Lynnwood, (206) 999-6936

394. **International Beauty College**
Seattle, (206) 721-2402

395. **JJ Beauty School Inc.**
Lakewood, (253) 583-8106

396. **Kirkland Beauty School**
Woodinville, (425) 487-0737

397. **Le Tam Beauty School**
Seattle, (206) 244-9870

398. **Lincoln Beauty School**
Tacoma, (253) 473-0501

Section II - Education & Training Opportunities

Barbering, Cosmetology & Manicure Schools (cont.)

399. **Lorinda's Hair Care**
Tacoma, (253) 472-1320

400. **Lynn's Beauty School**
Seattle, (206) 723-3258

401. **Manning's Magee Bros. School of Cosmetology**
Vancouver, (360) 694-8483

402. **Maria Bonita College of Beauty**
Burien, (206) 246-1319

403. **Micol Allen School of Aesthetics**
Seattle, (206) 729-1805

404. **Milan Institute of Cosmetology**
Everett, (425) 353-8193
website: www.milaninstitute.edu

405. **N 4 U Beauty Academy**
Spokane, (509) 924-4885

406. **Nails Beauty College**
Seattle, (206) 725-6245

407. **New Beginnings Beauty College**
Auburn, (253) 939-2480

408. **Nini's Beauty School**
Seattle, (206) 328-3119

409. **Northwest Hair Academy**
Everett, (425) 710-0888
website: www.northwesthairacademy.com

410. **Northwest Hair Academy**
Mount Vernon, (360) 336-6553
website: www.northwesthairacademy.com

411. **Oasis Hair Design Academy**
Spokane, (509) 484-7564

412. **Pacific Northwest Hair Academy**
Port Hadlock, (360) 344-4300

413. **Phagan's Orchards Beauty School**
Vancouver, (360) 254-9517
website: www.phagansnw.com

414. **Professional Beauty School, Inc./Sunnyside**
Sunnyside, (509) 837-4040

415. **Professional Beauty School, Inc.**
Yakima, (509) 457-4011

416. **Quality Beauty College**
Olympia, (360) 570-8475

417. **Sakie International College of Cosmetology**
Yakima, (509) 457-2773
website: www.sakieintl.com

418. **Seattle Vocational Institute**
Seattle, (206) 587-5477
website: sviweb.sccd.ctc.edu

419. **Shoreline Community College**
Seattle, (206) 546-4631
website: www.shoreline.edu

420. **Simply Couture Beauty College**
Renton, (425) 255-1110

421. **South Seattle Community College**
Seattle, (206) 764-5846
website: www.southseattle.edu

422. **Spokane Community College**
Spokane, (509) 533-7288
website: www.scc.spokane.edu

423. **Stylemasters College of Hair Design**
Longview, (360) 636-2720
website: ww.stylemaster.qwestdex.com

424. **Sunnyside Beauty Academy**
Sunnyside, (509) 839-3700

425. **Swiss Skin Care Inc.**
Renton, Phone not available

426. **The Hair Academy**
Moses Lake, (509) 766-8125

427. **The Hair School**
Port Angeles, (360) 452-3048
email: hairschool@3dnorth.com

428. **Thuy's Academy of Beauty**
Seattle, (206) 323-9198

429. **Total Cosmetology Training**
Spokane, (509) 487-5500

430. **Vancouver School of Beauty**
Vancouver, (360) 694-5601
website: www.vancouverschoolof beauty.uswestdex.com

431. **Victoria's Academy of Cosmetology**
Kennewick, (509) 586-9979
website: ww.victoriasacademy.com

432. **Vuu's Beauty School**
Seattle, (206) 340-2655

433. **Walla Walla Community College**
Walla Walla, (509) 527-4228
website: www.wwcc.edu

434. **Washington Beauty School**
Seattle, (206) 938-3738

435. **West Sound Technical Skills Center**
Bremerton, (360) 478-5168

436. **Yakima Beauty School**
Yakima, (509) 248-2288

Section III - Preparing for Employment

What do Employers Want?

- Accuracy and attention to details
- Reading, writing, and math skills
- Ability to be cooperative with people
- Communication and time management skills
- Adaptability and flexibility
- Ability to problem solve and set priorities
- Good grooming and personal hygiene

Sources for Finding Job Openings

It's important to know where to look for job openings. Use as many different means as possible to identify potential employers and job openings, including:

- Friends and Acquaintances - many jobs are filled through word-of-mouth from friends and relatives
- WorkSource Centers of Washington - Visit one of the WorkSource Centers (see page 65) or find jobs online at www.wa.gov/esd/employment.html.
- Civil Service Bulletins - available at WorkSource Centers, public libraries, and post offices.
- Professional Associations - listing of associations, such as plumbers' unions, can be found at the local library.
- Chamber of Commerce or Union Hiring Halls
- Newspaper Ads
- School Placement Offices
- Telephone Directory Yellow Pages
- Private Employment Agencies
- Apply Directly to the Employer

Develop a Job-Winning Resume!

Your resume highlights your education and experiences. It is used to persuade an employer to grant you an interview. An employer will compare your resume with dozens of others. It is important that your resume provides the first impression that will land you the interview.

INTERNET JOB RESOURCES

America's Job Bank.....www.ajb.dni.us
Career Builder .....www.careerbuilder.com
Career Journal.....www.CareerJournal.com
Career Magazine.....www.careermag.com
College Grad Job Hunter..... www.collegegrad.com
Federal Jobs Central.....www.fedjobs.com
Hot Jobs .....www.hotjobs.yahoo.com
Job Central .....www.jobcentral.com
Job Web ..... www.jobweb.org
Monster .....www.monster.com
Now Hiring..... www.nowhiring.com
Riley Guide .....www.rileyguide.com
True Careers ..... www.truecareers.com
USA Jobs.....www.usajobs.opm.gov
Washington WorkSource .. www.wa.gov/esd/employment.html
Workforce Explorer .....www.workforceexplorer.com

Remember to tailor your resume to the job you are seeking and include the following sections:

- **Heading** - your name and contact information. ***Do not include personal information such as your social security number, age, or marital status.***
- **Education** - list your education beginning with your highest level of attainment. Include job-related training or professional certifications you have completed. Only provide high school information if that is the highest level attained so far.
- **Employment Experience** - list your job history, beginning with your most current experience. Include the dates of employment, job title, employer's name and location, and the specific achievements of the job. ***Remember: describe your experience in terms of the duties of the job you are seeking, if possible.***
- **Special Skills/Abilities/Strengths** - highlight the skills that would make you an asset to the employer.
- **Optional Sections** - you can include other relevant sections, such as community or volunteer service, military service, professional affiliations, or special interests.
- **References** - it is not necessary to include your references' contact information, but be prepared to supply the information upon request.

GENERAL RESUME GUIDELINES

- **Be specific and relevant—include only information having to do with the job you are seeking or your career goals.**
- **Be honest—do not overstate your achievements or accomplishments.**
- **Be concise—keep the length to one or two pages.**
- **Proofread—ask someone to check for spelling and grammatical errors before you submit your resume to an employer.**
- **Use a high-quality paper to create a professional look.**

Cover Letters Create Interest

Every resume you send will need an accompanying cover letter. It targets the specific company and position you are applying for. It allows you to stress the skills, abilities, and experiences you have that make this the ideal job for you. It explains why a company should interview you!

A cover letter should include:

- **The opening** - states the position for which you are applying and how you learned about the job opening.
- **The body** - highlights your main qualifications, skills, abilities, and how these relate to the position. ***Refer to your resume, but do not repeat it.***
- **The closing** - requests an interview, suggesting a time for your follow-up call or contact. Express a desire to provide additional information by letter or in person.

Section III - Preparing for Employment

GENERAL COVER LETTER GUIDELINES

- **Address the letter to a specific person, rather than "Dear Sir" or "Dear Personnel Manager." Make a phone call to learn whom your contact should be.**
- **Type the letter, if possible, using high quality paper. Keep the letter to one page.**
- **Use simple, direct language. Check spelling, punctuation, grammar, and sentence structure. Ask someone to proofread your letter prior to sending it.**
- **Know your skills, abilities, and experiences and state how you fit into the company. Don't expect the employer to read between the lines. Explain what makes you different from other applicants.**
- **Keep the letter upbeat and positive. Do not ask for sympathy or complain about previous employers.**
- **Personally sign the letter.**

The Job Application Form

In addition to a resume, many employers require that you fill out and sign a job application. Messy, illegible, or incomplete forms are often tossed out. Follow directions carefully. Employers often make assumptions about the quality of work you do by how you complete your application.

GENERAL JOB APPLICATION GUIDELINES

- **Read the entire application before starting to write.**
- **Use a pen, unless a pencil is required.**
- **Print all information legibly.**
- **Be neat.**
- **Be sure all spelling is correct.**
- **Answer all questions honestly.**

The Job Interview

The interview is the most important part of your job search. Those 20 or 30 minutes may determine your future, so be ready to talk about yourself, your experience, your strengths, and your goals. The employer will judge your qualifications, appearance, and general fitness for the job. It is your opportunity to convince the employer that you can make a real contribution.

The interview also gives you an opportunity to appraise the job, the employer, and the company, enabling you to decide if the job meets your career needs.

Be prepared. Be ready to talk about yourself, your experiences, your strengths, and your goals. Learn all you can about the company: What are their products or services? How will your education and experience benefit the company?

GENERAL INTERVIEW GUIDELINES

DO

- **Dress appropriately - be clean and well-groomed.**
- **Be prompt - there is no excuse for being late!**
- **Learn the interviewer's name and use it.**
- **Shake hands firmly**
- **Be enthusiastic, positive, and upbeat.**
- **Maintain good eye contact and speak clearly.**
- **Take time to think about your answers.**
- **Ask when you may call to learn about the hiring decision.**
- **Thank the interviewer for his or her time.**
- **Follow up the interview with a brief thank you note.**

DON'T

- **Take anyone with you - go alone.**
- **Chew gum.**
- **Apologize for your lack of experience.**
- **Plead for a job or say, "I'll take anything."**
- **Discuss personal, home, or money problems.**
- **Criticize former employers or coworkers.**
- **Hang around after the interview.**

The interviewer may ask you:

- Where did you hear about us?
- What is your background?
- What is or was you best subject in school? Your worst? Your favorite?
- Why do you want to work for our company?
- What are your short-term and long-term goals?
- What kind of contribution can you make to our company?
- Where do you see yourself in this company in the next five years? Ten years?

You need not answer some questions. It is illegal for interviewers to ask about age, sex, religion, race, handicaps, arrests, mental illnesses, and recent hospitalizations.

The Follow-Up Letter

The follow-up letter is an important step in the job-hunting process. It is an opportunity to get your name before the interviewer one more time. A good follow-up letter should contain:

- A thank-you-for-the-interview comment.
- A statement that reaffirms your interest in the position and your value as an employee in that position.
- A statement that you will be available for further interviews or to provide additional information.

Section III - Preparing for Employment

WorkSource Centers & Affiliate Sites

WorkSource Centers provide all the information, technology, and services that businesses need to thrive, and job seekers need to achieve successful careers. They represent a unique concept in the labor market - everything in one place.

WorkSource affiliates serve special populations and are electronically linked to the system. All affiliates offer self-service resource rooms and job search activities.

WorkSource is a joint venture of organizations dedicated to addressing Washington State's employment need, including business, labor, Employment Security Department, Workforce, Development Councils, Community and Technical Colleges, Department of Social and Health Services, Workforce Training and Education Coordinating Board, Superintendent of Public Instruction, and the Governor's Office.

Call toll free (1-877-872-5627) for the nearest WorkSource locations, or visit the WorkSource website at: www.wa.gov/esd/work/localconnections.htm.

WorkSource Grays Harbor
511 W. Heron
Aberdeen, WA 98520
(360) 538-2340

WorkSource Affiliate Auburn
2707 I St. NE
Auburn, WA 98002
(253) 804-1177

WorkSource Affiliate Bellevue Community College
3000 Landerholm Circle SE, #B231
Bellevue, WA 98007
(425) 564-2279

WorkSource Whatcom
101 Prospect St.
Bellingham, WA 98225
(360) 671-1660

WorkSource Kitsap County
1300 Sylvan Way
Bremerton, WA 98310
(360) 337-4722

Brewster Learning Center
520 W. Main
Brewster, WA 98812
(509) 689-8031

WorkSource Lewis County
151 NE Hampe Way
Chehalis, WA 98532
(360) 748-2360

Rural Resources
827 Fifth St.
Clarkston, WA 99403
(509) 758-5461

Colville WorkSource Center
956 S. Main, Suite B
Colville, WA 99114
(509) 685-6158

WorkSource Kittitas County
412 N. Main St.
Ellensburg, WA 98926
(509) 925-5311

WorkSource Everett
3201 Smith Ave., Suite 114
Everett, WA 98201
(425) 258-6300

WorkSource Youth Center
3331 Broadway, Suite 1001
Everett, WA 98201
(425) 252-6400

WorkSource Goldendale Affiliate
116 E. Main
Goldendale, WA 98620
(509) 773-5503

WorkSource Cowlitz/Wahkiakum
711 Vine St.
Kelso, WA 98626
(360) 577-2250

WorkSource Columbia Basin
815 N. Kellogg, Suite D
Kennewick, WA 99336
(509) 734-5900

WorkSource Affiliate Clover Park Technical College
4500 Steilacoom Blvd. SW
Lakewood, WA 98499
(253) 589-5503

WorkSource Affiliate Pierce College
9401 Farwest Dr. SW
Lakewood, WA 98498
(253) 964-6265

WorkSource Lakewood Affiliate
10107 S. Tacoma Way, Bldg. A, Suite 2
Lakewood, WA 98499
(253) 589-6311

Long Beach WorkSource
2601 North Pacific Hwy.
Long Beach, WA 98631
(360) 642-6213

WorkSource Lynnwood
20311 - 52nd Ave. W., Suite 300
Lynnwood, WA 98036
(425) 673-3300

Mattawa Opportunities
403 Boundary
Mattawa, WA 99349
(509) 932-4045

Moses Lake WorkSource Affiliate
1616 S. Pioneer Way
Moses Lake, WA 98837
(509) 766-4107

WorkSource Skagit
2005 E. College Way
Mount Vernon, WA 98273
(360) 416-3600

Rural Resources Newport
240 Union Ave. N.
Newport, WA 99156
(509) 447-5614

WorkSource Whidbey
31975 SR 20, Suite 3
Oak Harbor, WA 98277
(360) 675-5966

WorkSource Okanogan County
126 S. Main
Omak, WA 98841
(509) 826-7545

WorkSource Clallam County
228 W. 1st St., Suite A
Port Angeles, WA 98362
(360) 337-4728

Section III - Preparing for Employment

WorkSource Jefferson County Affiliate
207 W. Patison
Port Hadlock, WA 98339
(360) 379-5036

Kitsap Community Resources
1211 Bay St.
Port Orchard, WA 98366
(360) 473-2159

Pullman WorkSource Affiliate
350 SE Fairmont Rd., Suite 2
Pullman, WA 99163
(509) 332-6549

WorkSource Pacific County
600 Washington St.
Raymond, WA 98577
(360) 875-9470

WorkSource Redmond
7735 - 178th Pl. NE
Redmond, WA 98052
(425) 861-3700

WorkSource Renton
919 SW Grady Way, Suite 125
Renton, WA 98055
(206) 205-3500

Republic CSO WorkSource Self Service Site
89 E. Delaware
Republic, WA 99166
(509) 775-3455

Rural Resources Republic
665A Clark St.
Republic, WA 99166
(509) 775-2009

WorkSource Affiliate Downtown Seattle
2024 - 3rd Ave.
Seattle, WA 98121
(206) 436-8600

WorkSource Affiliate Rainier
2531 Rainier Ave. S.
Seattle, WA 98144
(206) 721-6000

WorkSource Affiliate South Seattle Community College
6000 - 16th Ave. SW
Seattle, WA 98106
(206) 764-5803

WorkSource North Seattle
12550 Aurora Ave. N.
Seattle, WA 98133
(206) 440-2500

WorkSource Mason County
2505 Olympic Hwy. N., #420
Shelton, WA 98584
(360) 427-2241

WorkSource Affiliate Spokane Community College
1810 N. Greene St.
Spokane, WA 99217
(509) 533-7249

WorkSource Affiliate Spokane Falls Community College
3410 W. Ft. George Wright Dr.
Spokane, WA 99224
(509) 533-3521

Career Path Services
905 N. Washington
Spokane, WA 99201
(509) 326-7520

Center for School to Work
1025 W. Indiana Ave.
Spokane, WA 99205
(509) 456-7660

Goodwill Industries
130 E. Third Ave.
Spokane, WA 99202
(509) 838-4246

WorkSource Spokane
130 S. Arthur St.
Spokane, WA 99202
(509) 532-3190

Stevenson WorkSource Affiliate
704 SW Rock Creek Dr.
Stevenson, WA 98648
(509) 427-4464

Vadis
1701 Elm St.
Sumner, WA 98390
(253) 863-5173 x228

WorkSource Sunnyside
1925 Morgan Rd.
Sunnyside, WA 98944
(509) 836-5405

WorkSource Affiliate Bates Technical College
1101 S. Yakima Ave.
Tacoma, WA 98405
(253) 680-7187

WorkSource Affiliate Tacoma Community College
6501 S. 19th St.
Tacoma, WA 98466
(253) 566-5188

Department of Corrections
1016 S. 28th St.
Tacoma, WA 98409
(253) 680-2703

Goodwill Industries Tacoma
714 S. 27th St.
Tacoma, WA 98409
(253) 272-5166

Tacoma Community House
1314 S. L St.
Tacoma, WA 98415
(253) 383-3951

Tacoma Housing Authority
902 S. L St.
Tacoma, WA 98405
(253) 207-4441

WorkSource Pierce
1305 Tacoma Ave. S., Suite 201
Tacoma, WA 98402
(253) 593-7300

WorkSource Toppenish Affiliate
706 Rentschler Lane
Toppenish, WA 98948
(509) 865-7630

WorkSource Thurston County
1570 Irving St. SW
Tumwater, WA 98512
(360) 704-3600

WorkSource Vancouver Town Plaza
5411 E. Mill Plain Blvd., Suite 15
Vancouver, WA 98661
(360) 735-5000

WorkSource Affiliate Walla Walla Community College
500 Tausick Way
Walla Walla, WA 99362
(509) 527-4215

Section III - Preparing for Employment

WorkSource Walla Walla
1530 Stevens
Walla Walla, WA 99362
(509) 527-4393

SkillSource
233 N. Chelan
Wenatchee, WA 98801
(509) 663-3091

Wenatchee WorkSource Affiliate
215 Bridge St.
Wenatchee, WA 98807
(509) 665-6605

WorkSource Affiliate Wenatchee Valley College
1300 - 5th St.
Wenatchee, WA 98801
(509) 682-6890

WorkSource Columbia Gorge
107 W. Jewett Blvd.
White Salmon, WA 98672
(509) 493-1210

WorkSource Yakima
306 W. Division
Yakima, WA 98902
(509) 574-0105

WorkSource Washington is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons with disabilities.

Be
Smart!

INVESTIGATE

Wherever you decide to get your postsecondary training, check it out first at www.wtb.wa.gov/jtr. This user-friendly website is loaded with information. It describes programs and training offered by various schools, the academic prerequisites, tuition, and characteristics of each program's students, the program's employment record, and the type of wages you can expect if you complete your training.

Be consumer-savvy!
Investigate before you enroll!

Section III - Preparing for Employment

Community-Based Organizations

Community-based organizations are private nonprofit organizations representative of the community or a significant segment of the community, providing employment and training services or activities.

There are many organizations fitting this description, such as agencies serving women, community action agencies, agencies serving youth, and union-related organizations. A few of the community-based organizations from around the state are listed below in **alphabetical order by city name**.

Coastal Community Action Program
117 E. 3rd St.
Aberdeen, WA 98520
(360) 533-5100
website: www.coastalcap.org

Kitsap Community Resource
802 - 7th St.
Bremerton, WA 98337
(360) 478-2301
website: www.kcr.org

Sound Institute
1200 Navy Yard Hwy.
Bremerton, WA 98312
(360) 373-7713

Lewis County Work Opportunities
122 Sears Rd.
Chehalis, WA 98532
(360) 748-9921

Community Action Center
200 N. Main
Colfax, WA 99111
(509) 397-2205
website: www.cacwhitman.com

Rural Resources Community Action
956 S. Main St.
Colville, WA 99114
(509) 684-8421
website: www.ruralresources.org

Community Action Council of Lewis, Mason, and Thurston Counties
420 Golf Club Rd. SE
Lacey, WA 98503
(360) 438-1100
website: www.caclmt.org

Lower Columbia Community Action Council
1526 Commerce Ave.
Longview, WA 98632
(360) 425-3430
website: www.lccac.org

North Columbia Community Action Council
903 W. Third Ave.
Moses Lake, WA 98837
(509) 765-9206
website:
www.nccac.net/emergency.htm

Makah Tribe
P.O. Box 115
Neah Bay, WA 98357
(360) 645-2201
website: www.makah.com

Community Youth Services
711 State Ave. NE, 3rd Fl.
Olympia, WA 98506
(360) 943-0780
website:
www.communityyouthservices.org

Goodwill Industries
307 W. Columbia St.
Pasco, WA 99301
(509) 547-7717
website: www.goodwillotc.org

Northwest Services Council
228 W. 1st St., #N
Port Angeles, WA 98362
(360) 457-2102

Apprenticeship & Non-traditional Employment for Women & Men (ANEW)
c/o South Seattle Community College
6770 E. Marginal Way S., Bldg. F
Seattle, WA 98108
(206) 381-1384

Asian Counseling and Referral Service
720 - 8th Ave. S., #200
Seattle, WA 98104
(206) 695-7600
website: www.acrs.org

Atlantic Street Center
2103 S. Atlantic St.
Seattle, WA 98144
(206) 329-2050
website: www.atlanticstreet.org

Center for Career Alternatives
901 Rainier Ave. S.
Seattle, WA 98144
(206) 322-9080
website: www.ccawa.org

Central Area Motivation Program (CAMP)
722 - 18th Ave.
Seattle, WA 98122
(206) 328-2356

Chinese Information and Service Center
409 Maynard Ave. S., #203
Seattle, WA 98104
(206) 624-5633
website: www.cisc-seattle.org

El Centro de la Raza
2524 - 16th Ave. S.
Seattle, WA 98144
(206) 329-9442
website: www.elcentrodelaraza.com

Jewish Family Services
1601 - 16th Ave. S.
Seattle, WA 98122
(206) 461-3240
website: www.jfsseattle.org

Metrocenter YMCA
909 Fourth Ave., Lower Level
Seattle, WA 98104
(206) 382-5003
website: www.ymcaofgreaterseattle.org

Operational Emergency Center
11410 Renton Ave. S.
Seattle, WA 98178
(206) 772-9232
website: www.oecagency.org

Section III — Preparing for Employment

United Indians of All Tribes Foundation
PO Box 99100
Seattle, WA 98199
(206) 285-4425
website: www.unitedindians.com

Urban League of Metropolitan Seattle
105 - 14th Ave.
Seattle, WA 98122
(206) 461-3792
website: www.urbanleague.org

Washington Association of Churches
419 Occidental Ave. S., #201
Seattle, WA 98104
(206) 625-9790
website: www.thewac.org

M-2 Job Therapy of Snohomish County
205 Ave. C
Snohomish, WA 98290
(360) 568-3268

Willapa Counseling Center
819 Alden St.
South Bend, WA 98586
(360) 875-9426

American Indian Community Center
905 E. Third Ave.
Spokane, WA 99202
(509) 535-0886

The ARC of Spokane
127 W. Boone Ave.
Spokane, WA 99201
(509) 328-6326
website: www.arc-spokane.org

Centro Latino
1208 S. 10th St.
Tacoma, WA 98405
(253) 572-7717
website: www.clatino.org

Metropolitan Development Council
721 S. Fawcett Ave., #201
Tacoma, WA 98402
(253) 383-3921
website: www.mdc-tacoma.org

Tacoma Community House
1314 S. L St.
Tacoma, WA 98415
website: www.tchonline.org

Tacoma Urban League
2550 S. Yakima Ave.
Tacoma, WA 98405
(253) 383-2007
website: www.tacomaurbanleague.org

Washington Women's Employment and Education
3516 S. 47th St., #205
Tacoma, WA 98409
(253) 474-9933
website: ww.wwee.org

YWCA
405 Broadway
Tacoma, WA 98402
(253) 272-4181
website: www.ywca.org/piercecounty

Blue Mountain Action Council/Adult Literacy Program
342 Catherine St.
Walla Walla, WA 99362
(509) 529-4980
website: www.bmacww.org

OIC of Washington
815 Fruitvale Blvd.
Yakima, WA 98902
(509) 248-6751
website: www.yvoic.org

People for People
302 W. Lincoln Ave.
Yakima, WA 98902
(509) 248-6726
website: pfp.org

Yakima Valley Farm Workers Clinic
602 E. Nob Hill Blvd.
Yakima, WA 98901
(509) 248-3334
website: www.yvfwc.com

Job Corps Program

Job Corps is a national training and employment program administered by the U.S. Department of Labor. Job Corps is designed to assist young people who both need and can benefit from the wide range of services provided in the residential setting of Job Corps Center campuses. These services include academic programs, technical training, social and employability skills development, health care, counseling, and related support services. Youth entering the program must be at least 16 and not yet 25 years of age, a U.S. citizen or legal resident, meet income guidelines, and be in need of additional education and training.

The unique combination of education, training, and support services provided in Job Corps is intended to better prepare these youth to obtain and hold gainful employment, pursue further education or training, or satisfy entrance requirements for careers in the military.

For information about Job Corps, or to enroll, call 1-800-733-JOBS, or contact a Job Corps Outreach and Admissions office listed below.

Bellingham .....(800) 555-1647

Bremerton.....(360) 337-4730

Everett .....(425) 388-0166

Kennewick .....(866) 328-7274

Moses Lake .....(509) 765-0330

Olympia .....(360) 754-7409

Renton.....(206) 205-3634

Seattle.....(206) 622-6593

Spokane.....(866) 328-7276

Tacoma .....(253) 572-7140

Vancouver.....(866) 749-7204

Yakima.....(509) 574-0154

Section III - Preparing for Employment

Disability Services & Agencies

In 1973, Congress passed the Education of the Handicapped Act (PL 94-142), which states, "No individual in the United States...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, be subjected to discrimination under any program or activity receiving federal financial assistance." This statute guarantees students with disabilities access into our nation's technical education programs.

The public schools listed in this guide are barrier-free and have specialists to advise disabled students. For more information, contact the service coordinator for disabled students at the school you plan to attend.

Vocational Rehabilitation

Vocational rehabilitation offers services to persons with disabilities who want to work.

Employment and preparation services are available to persons with disabilities who meet the following requirements:

1. A physical or mental disability that makes it hard to obtain or hold a job.
2. A reasonable expectation that the individual will be able to work after receiving vocational rehabilitation services.

For more information, contact the
Division of Vocational Rehabilitation
(360) 438-8000 or 1-800-637-5627

Vocational rehabilitation services may include:

- Training for many occupations.
- Tuition, books, and equipment costs necessary for training or starting a new job.
- Transportation expenses during a rehabilitation program.
- Living allowances during the program.
- Job placement in a suitable job.
- Follow-up study of an individual's progress on the job.

STATE AGENCIES

Governor's Committee on Disability Issues and Employment
Olympia, (360) 438-3168

Department of Services for the Blind
Olympia, (360) 586-1224

Department of Labor and Industries
Olympia, (360) 902-5800

Department of Veterans Affairs
Olympia, (800) 562-0132

Department of Social and Health Services/Division of Vocational Rehabilitation (DSHS/DVR)
Olympia, (360) 725-3610

State Board For Community and Technical Colleges
Olympia, (360) 704-4400

CLIENT SERVICES

DSHS/DVR
415 W. Wishkah St.
Aberdeen, WA 98520
VOICE: (360) 537-2639
TTY: (360) 533-9223

DSHS/DVR
16710 Smokey Point Blvd., #103
Arlington, WA 98223
VOICE: (360) 651-6401
TTY: (360) 651-6525

DSHS/DVR
14360 SE Eastgate Way
Bellevue, WA 98007
VOICE/TTY: (425) 649-4241

DSHS/DVR
4101 Meridian
Bellingham, WA 98007
VOICE: (360) 714-4136
TTY: (360) 714-4009

Whatcom WorkSource
101 Prospect St.
Bellingham, WA 98225
VOICE: (360) 671-1660
TTY: (360) 671-4948

DSHS/DVR
1000 Kresky Plaza, #R
Centralia, WA 98531
VOICE: (360) 807-7000
TTY: (360) 807-6241

DSHS/DVR
525 - 5th St.
Clarkston, WA 99403
VOICE: (509) 751-4668
TTY: (509) 751-4253

DSHS/DVR
775 S. Main St., #B
Colville, WA 99114
VOICE/TTY: (509) 684-7336

WorkSource Kittitas County
412 N. Main St.
Ellensburg, WA 98926
VOICE: (509) 925-5311
TTY: (509) 925-5324

DSHS/DVR
840 N. Broadway, Bldg. B, #500
Everett, WA 98201
VOICE/TTY: (425) 339-4882

DSHS/DVR
711 Vine St.
Kelso, WA 98626
VOICE: (360) 501-2499
TTY: (360) 501-2542

DSHS/DVR
500 N. Morain, #2105
Kennewick, WA 99336
VOICE/TTY: (509) 374-2151

WorkSource Columbia Basin
815 N. Kellogg, #D
Kennewick, WA 99336
VOICE: (509) 734-5900
TTY: (509) 532-3084

Section III - Preparing for Employment

Disability Services & Agencies (cont.)

DSHS/DVR
1000 Central Ave. S., N43-7
Kent, WA 98032
VOICE: (253) 372-3940
TTY: (253) 372-5700

DSHS/DVR
720 Sleater-Kinney Rd., #R
Lacey, WA 98503
VOICE/TTY: (360) 438-7800

DSHS/DVR
20311 - 52nd Ave. W., #200
Lynnwood, WA 98503
VOICE/TTY: (360) 438-7800

DSHS/DVR
821 E. Broadway, #5
Moses Lake, WA 98837
VOICE: (509) 766-2700
TTY: (509) 766-6526

DSHS/DVR
2005 E. College Way, 2nd Fl.
Mount Vernon, WA 98273
VOICE: (360) 416-7426
TTY: (360) 416-7039

DSHS/DVR
1600 W. 1st St.
Newport, WA 99156
VOICE/TTY: (509) 447-3192 x29

DSHS/DVR
656 SE Bayshore Dr., #1
Oak Harbor, WA 98277
VOICE/TTY: (360) 240-4736

DSHS/DVR
126 S. Main St.
Omak, WA 98841
VOICE: (509) 826-7568
TTY: (509) 826-7335

DSHS/DVR
12001 Pacific Ave., #103
Parkland, WA 98444
VOICE: (253) 536-6165
TTY: (253) 536-6166

DSHS/DVR
228 W. 1st St., #W
Port Angeles, WA 98362
VOICE/TTY: (360) 457-2146

DSHS/DVR
2465 Bethel Rd. SE, #201
Port Orchard, WA 98366
VOICE: (360) 874-7240
TTY: (360) 874-7255

DSHS/DVR
915 Sheridan St., #201
Port Townsend, WA 98368
VOICE/TTY: (360) 379-4328

DSHS/DVR
840 SE Bishop Blvd., #101
Pullman, WA 99163
VOICE: (509) 334-3763
TTY: (509) 334-5622

DSHS/DVR
510 E. Main Ave., #G
Puyallup, WA 98372
VOICE: (253) 445-7260
TTY: (253) 840-4473

Renton WorkSource
919 Gray Way, #125
Renton, WA 98055
VOICE: (425) 205-3500
TTY: (425) 205-3508

DSHS/DVR
18000 International Blvd., #1000
SeaTac, WA 98188
VOICE: (206) 439-3703
TTY: (206) 439-3750

DSHS/DVR
12063 - 15th Ave. NE
Seattle, WA 98125
VOICE: (206) 440-2230
TTY: (206) 368-4540

DSHS/DVR
400 Mercer St., #508
Seattle, WA 98109
VOICE: (206) 273-7100
TTY: (206) 273-7119

North WorkSource
12550 Aurora Ave. N.
Seattle, WA 98133
VOICE: (206) 440-2500
TTY: (206) 440-2464

DSHS/DVR
2505 Olympic Hwy. N., #420
Shelton, WA 98584
VOICE/TTY: (360) 427-2037

DSHS/DVR
3888 NW Randall Way, #101
Silverdale, WA 98382
VOICE: (360) 698-4360
TTY: (360) 698-4362

DSHS/DVR
1313 N. Atlantic, #1000
Spokane, WA 99201
VOICE: (509) 363-4700
TTY: (509) 329-3719

DSHS/DVR
c/o Spokane Community College
1810 N. Greene
Spokane, WA 99217
VOICE/TTY: (509) 533-7345

Sunnyside WorkSource
1925 Morgan Rd.
Sunnyside, WA 98944
VOICE: (509) 836-5405
TTY: (509) 836-1130

DSHS/DVR
1949 S. State St., 1st Fl.
Tacoma, WA 98405
VOICE: (253) 983-6500
TTY: (253) 593-5942

DSHS/DVR
5411 E. Mill Plain Blvd., #16
Vancouver, WA 98661
VOICE/TTY: (360) 619-7060

DSHS/DVR
416 E. Main St., #L36-6
Walla Walla, WA 99362
VOICE: (509) 526-2590
TTY: (509) 527-4503

WorkSource Walla Walla
1530 Steven
Walla Walla, WA 599362
VOICE: (509) 527-4393
TTY: (509) 527-1834

DSHS/DVR
102 N. Wapato Ave.
Wapato, WA 98951
VOICE/TTY: (509) 877-7841

DSHS/DVR
630 N. Chelan, #B6
Wenatchee, WA 98801
VOICE/TTY: (509) 662-0439

DSHS/DVR
1002 N. 16th
Yakima, WA 98909
VOICE/TTY: (509) 225-4455

WorkSource Yakima
306 W. Division
Yakima, WA 98902
VOICE: (509) 574-0105
TTY: (509) 574-0143

WAVE

It's No Small Change!

Just Imagine It!

Money for that training program you've always wanted, or enough to cover tuition or other educational expenses for two years at any approved Washington State college or university.

WAVE is open to any Washington State high school or skills center graduating senior, or first-year community or technical college student enrolled in a career and technical education program. You could be one of the 147 winners chosen each year.

Talk to your teacher or career and technical administrator about how you can be nominated for WAVE, or go online at www.wtb.wa.gov

If you:

- Are an outstanding student in career and technical education
- Display strong leadership skills
- Actively work to improve the quality of life in your community

You could win a WAVE (Washington Award for Vocational Excellence) scholarship!

Check it out!

WAVE is not small change!

WASHINGTON STATE

Workforce Training and Education Coordinating Board

Washington's Workforce Training and Education Coordinating Board is an active and effective partnership of labor, business, and government leaders guiding the best workforce development system in the world.

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Beth Thew

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For additional copies of this publication, call 360-753-5662

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WASHINGTON STATE
Workforce Training and Education Coordinating Board
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Telephone (360) 753-5662 Fax (360) 586-5862

WASHINGTON STATE
Workforce Training and
Education Coordinating Board

128 - 10th Avenue, S.W.,
P.O. Box 43105
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