

KIDS2CAREERS: YOU'VE DECIDED TO PURSUE CAREER TRAINING...



NOW WHAT?!



There are many great careers that
DON'T REQUIRE A COLLEGE DEGREE.

Below are **9 TIPS** to navigate the pathway to career & technical programs, apprenticeships, licensures, & certifications:

Preparing in High School

There are many career & technical education (CTE) programs available to high school students. Some are available through school and others are available during school breaks.

- ☐ Ask your school counselor, principal, or teacher about available CTE options and explore the courses that are the right fit for you
- ☐ Once you find a path you enjoy, seek out additional coursework or job shadow opportunities
- ☐ Review and download [ACPE's Google Calendar](#), add important dates to your personal calendar
- ☐ Use ACPE's [Comparing Training Programs & Tracking Deadlines](#) template to compare and prioritize your favorite options and track deadlines
- ☐ Seek tutoring or assistance when needed in your classes
- ☐ [Alaska Performance Scholarship \(APS\)](#) can be used for many career & technical programs
- ☐ To qualify for APS, students must complete specific high school course requirements, submit the [FAFSA](#), and earn **either** a minimum qualifying GPA **or** minimum qualifying test score on the [SAT](#), [ACT](#), or [WorkKeys](#) Assessments. SAT & ACT can also be used for career & technical training programs

Job Readiness

When choosing career training it is important to be prepared for the possibility that you could be working a full-time job right away. Career readiness skills will help you with the transition from school or pre-training to a full-time position.

CONSIDER THE FOLLOWING WHEN GOING INTO CAREER TRAINING:

- ☐ Job/trade specific requirements
- Have you researched the field you want to go into?
- ☐ Do you like and learn well through hands-on?
- ☐ Safety training - First Aid/CPR, etc.
- ☐ Reliability - Are you on time?
- ☐ Time-management skills
- ☐ Problem-solving skills/Adaptability
- ☐ Do you work well with a team?



Continued: YOU'VE DECIDED TO PURSUE CAREER TRAINING... NOW WHAT?!



3 Career & Technical School

Career and technical training can be a bridge to employment or a bridge to additional college training. Other names you might hear are trade school, career college, or vocational school. Alaska Commission on Postsecondary Education (ACPE) [maintains a list of Alaska training programs](#) and the Alaska state financial aid options available at each institution. They are found in the following categories:

CATEGORIES OF TRAINING PROGRAMS:

- Career & Technical
- Barber & Beauty
- Apprenticeship Training
- Flight Schools
- Religious Instruction
- 2-Year & Community Colleges
- 4-Year Schools
- Graduate Schools

4 Minimum Qualifications

Although requirements vary, most technical training programs require:

- ☐ Minimum 18 years old; Some programs for 16 year olds
- ☐ Valid driver's license (or obtain license prior to starting program)
- ☐ High school diploma or GED; Official transcripts or GED records
- ☐ Documentation of completed math requirements; There are different ways to meet this depending on the apprenticeship or program
- ☐ Application form & fee
- ☐ Resume or work history (including volunteer work, leadership experience if applicable)

5 Apprenticeships

Apprenticeships are jobs where students earn income while learning a specific skill or trade. Classroom or online education is combined with on-the-job training led by an expert in over [1,000 different union and non-union occupations across many different career fields](#).

It usually takes one to six years to move from an apprentice in training to a journey level worker. After meeting certain milestones, pay will increase along with skills gained.

- ☐ Apprenticeship requirements vary depending on your chosen occupation
- ☐ Most require an Alaska driver's license either upon application or after being accepted
- ☐ High school coursework such as reading and math will be important; review specific requirements
- ☐ Different tests may be required before admittance to a program; review specific requirements
- ☐ Some apprenticeships accept applications year-round, others accept them one to four times a year
- ☐ After applying, qualified applicants may be offered an interview right away, or be placed on a waitlist
- ☐ [Alaska Works Partnership, Inc.](#) helps students learn about and prepare for apprenticeships in Alaska
- ☐ Upon successful completion of an apprenticeship, students earn a nationally recognized certificate
- ☐ Many apprentices earn industry recognized credentials which increase employability and pay



Continued: YOU'VE DECIDED TO PURSUE CAREER TRAINING... NOW WHAT?!



6 Certifications

Certificates are stackable credentials that enhance degree programs, or stand on their own. Regular or annual renewal requirements ensure workers are aware of the latest developments in their career field. Stackable credentials allow students to begin earning income in their chosen career field, while providing a pathway for advancement by earning additional certifications or degrees. Most certificate programs take three to seven months to complete.

7 Licensures

While many apprenticeships and technical careers require a driver's license, many also require a professional license. To obtain a professional license, a student must complete an accredited program (college or technical) and pass an exam. Like certifications, most licenses require periodic renewals.

SOME OF THE TECHNICAL CAREER FIELDS THAT REQUIRE LICENSES IN ALASKA:

- Construction Trades: electricians, plumbers, HVAC technicians
- Aviation: pilots, mechanics, air traffic controllers
- Barber & Cosmetology: barbers, hair stylists, cosmetologists, estheticians
- Funeral Service: morticians, funeral directors
- Healing Arts: massage therapists, acupuncturists

8 Testing Options

Many career & technical training programs accept certain WorkKeys Assessments to replace specific high school coursework requirements. If a student earns a minimum qualifying score on [WorkKeys](#), they may become eligible for the [Alaska Performance Scholarship \(APS\)](#). [SAT](#) & [ACT](#) can also be used for career & technical training programs.

- [Alaska Job Center](#) can help students prepare for and take the WorkKeys Assessment
- Students are encouraged to study and take practice tests for WorkKeys, SAT, or ACT tests

9 Paying Fees, Preparing for Training & Leaving Home

Once admitted, you may need to take additional exams, purchase equipment, or move into dorms at your training facility. Some programs help cover these costs. Please remember that once you turn 18, your training center and medical providers cannot share any personal information about you with your family without your permission. Some students find it helpful to have assistance during this time of transition and sign forms granting permission to share information with family. Your school should have different forms available for you to sign if you choose to let your family access your education related information. Many forms are also online.

STAYING INFORMED:

- Monitor your email regularly for important messages
- Confirm what you need to do or purchase before beginning your training
- Record all new deadlines on your digital calendar and consider sharing with your family
- Many training programs will require you to have a driver's license
- Many apprenticeships and technical training centers/jobs require a negative drug/alcohol test

SHARING PERSONAL INFORMATION WITH FAMILIES:

- Consider asking admissions what forms allow family access to information
- FERPA consent forms allow family to discuss your academic matters with school
- HIPPA consent forms allow medical issues to be discussed with family
- You can decide whether or not to give your family access to your education information
- You might need to fill out a form granting access so your family could help pay a bill