

Types of Career Skills Program

What is the Career Skills Program (CSP)?

The Career Skills Program prepares Service members for civilian employment through first class apprenticeships, On-the-Job Training (OJT)/ Employment Skills Training (EST), internships, and job shadowing up to 180 days prior to their separation from their branch of service.

How to apply

Service members are eligible to participate in CSP up to 180 days prior to their separation from their branch of service and after TAP Completion. The service member must have their 2648 prior to beginning their application process through the CSP office. The use of Administrative Leave may be utilized to attend a CSP that is located more than 50 miles away from the service member's duty station which is granted at the Commander's discretion.

To learn more about what partners CSP has nationwide click on the CSP Portal

<https://home.army.mil/imcom/index.php/customers/career-skills-program>

Once the service member has received their 2648 they are to reach out to the CSP Team by emailing them at usarmy.benning.imcom.mbx.g1hrd-sfl@army.mil with a copy of their 2648 form, an introduction of themselves, and what program pathway they are interested in. If the service member is not sure what program they would like to participate in the CSP Team would like to stress that the service member is to reach out to the Point of Contacts (POC's) of each program to find out which is a best fit for them and their career goals. If assistance is needed in gathering program POC's information or guidance on what programs may best fit the service member's goals then they can reach out to the CSP Team for further guidance.

Job Shadowing: Is a work experience option where individuals observe the day to day activities of someone in the current work force. No participation limit to the number of job shadowing opportunities in which the soldier can participate in.

On-the-Job-Training (OJT) or Employment Skills Training (EST): Employment training and tasks learned at a place of work while performing an actual job. An OJT or EST program **must have at least one** of the criteria in paragraphs a through e below:

- a. Be an "Education and Job Training Program" approved by the U.S. Department of Veterans Affairs (VA). See U.S. Department of Veterans Affairs "Search for Approved Education and Job Training Programs".
<https://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do>
- b. Be accredited by accrediting agency recognized by the U.S. Department of Education. See U.S. Department of Education's "Database of Accredited Programs and Institutions".
<https://www2.ed.gov/admins/finaid/accred/index.html>
- c. Be a certificate program accredited by the American National Standards Institute (ANSI). See ANSI's Directory "Directory of Accredited Certificate Issuers, Applicants, and Suspended Issuers". <https://www.ansica.org/wwwversion2/outside/CAPdirectory.asp?menuID=212>

Types of Career Skills Program

- d. Be approved by National Association of State Approving Agencies (NASAA). Search for “Approved Education and Training Programs”.
<https://www.nasaa-vetseducation.com/programs/default.aspx>
- e. Be a training program accredited by the Council on Occupational Education (COE). See COE’s list of accredited training programs. <http://www.council.org/accredited-institutions/>

Apprenticeship: The combination of On-the-Job Training and related classroom instruction under the supervision of a trade official. These programs are jointly sponsored by employer and union groups. Individual employers, or employer association. They must meet **at least one** of the criteria listed below:

- a. Registered with the U.S. Department of Labor (DOL) and/or registered in the state in which it operates. See U.S. DOL’s “List of State Apprenticeship Websites”-
<https://www.dol.gov/agencies/eta/apprenticeship/contact>
- b. Be an “education and Job Training Program” approved by the U.S. Department of Veterans Affairs (VA). Search website
<http://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do>
- c. Be a certificate program accredited by the American National Standards Institute (ANSI).
<https://anab.ansi.org/credentialing/certificate-issuers/directory>
- d. Be accredited by an accrediting agency recognized by the U.S. Department of Education.
<https://www2.ed.gov/admins/finaid/accred/index.html>

Apprenticeship programs must also meet **all** the following criteria:

- a. Be offered by an industry-related organization that is a sponsor of/or oversees the sponsorship of a registered apprenticeship program related to the training to be offered.
- b. Documented in a MOW that establishes the parameters for cooperative support between the local Army Installation and local business/industry/union. The MOU will define each party’s responsibilities and liabilities.
- c. Have the potential to provide post-service employment once service members successfully complete the apprenticeship/pre-apprenticeship and fulfill their military service commitment.

Want More Information

We invite you to visit us every Wednesday during the Employer Event from 1000-1400 at building 9230 in the auditorium. (We are next to the commissary) Should you need more information after your visit, please email the team to schedule an appointment with our Career Skills Program Administrators: usarmy.benning.imcom.mbx.g1hrd-sfl@mail.mil.