

Type of Career Skills Program

Credentialing-The process of meeting certain professional and technical standard and earning official recognition in the form of certificates, licensure, and other official verification of competency accepted by civilian industry or federal, state or local authorities.

Internships- An internship is a system of on-the-job-training offered by a provider to eligible Service Members to develop job and employment skills training assisting them to gain employment in the civilian sector. Must be completed in federal, state, or local government, or in the private sector consisting of OJT and work experience for entry-level positions.

- (1) The Soldier participant will receive full military pay and benefits for the duration of the internship and no compensation from the organization sponsoring the internship; and will be accounted for by their military unit while performing daily duties for the organization.
- (2) The Soldier will work under close supervision of the organization's staff for the duration of the program.
- (3) Under no circumstances will a participating Soldier be requested or permitted to work more than 40 hours in any work week.
- (4) Internships will consist of OJT and work-experience at entry level positions. Soldiers are eligible for only one internship during their transition period, with the exception of WTU/CCU and IDES Soldiers, who may participate in more than one with the approval of the battalion- or squadron-level commander.

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 participate.

On-the-Job Training (OJT)-Employment training and tasks learned at a place of work while performing an actual job. An OJT or employment skills training 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."

<http://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do>

b. Be accredited by an accrediting agency recognized by the U.S. Department of Education. See U.S. Department of Education's "Database of Accredited Programs and Institutions." ***<http://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 of Accredited Certificate Issuers, Applicants, and Suspended Issuers."

<https://www.ansica.org/wwwversion2/outside/CAPdirectory.asp?menuID=212>

d. Be approved by National Association of State Approving Agencies (NASAA). See Search for Approved Education and Training Programs.

<http://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 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"-

<http://www.doleta.gov/oa/sainformation.cfm>

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://ansica.org/wwwversion2outside/CAPdirectory.asp?menuID=212>

d. Be accredited by an accrediting agency recognized by the U.S. Department of Education. <http://www2.ed.gov/admins/finaid/accred/index.html>

Apprenticeship programs must also meet all of 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 Soldiers successfully complete the apprenticeship/pre-apprenticeship and fulfill their military service commitment.