

# MILITARY CAREER TRAINING

*Course guide*



# FALL 2024

**PROFESSIONAL *and*  
PUBLIC PROGRAMS**

Continuing Education at UTEP

915-747-5142  
[ppp.utep.edu](http://ppp.utep.edu)

# MILITARY CAREER ASSISTANCE

## Paying for Certification Training

If cost is what's holding you back from pursuing that new certification or training, think again. Money may be available to help pay for these courses.

Here are just some of the options you might be able to take advantage of:

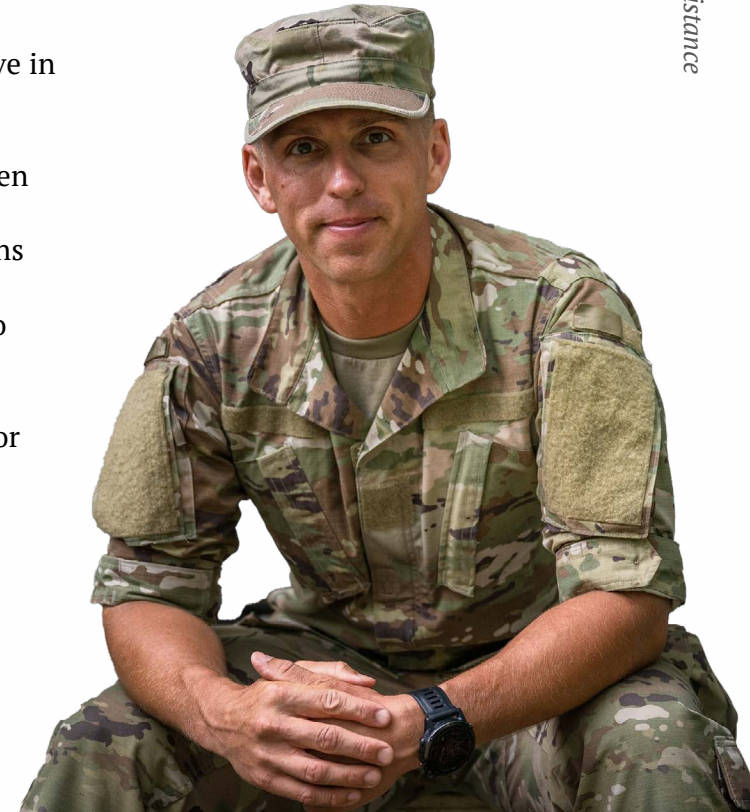
- UTEP's Military Spouse Career Advancement Accounts Program (MyCAA)
- Army Credentialing Assistance Program (Army CAP)
- Vocational Rehabilitation and Employment Information

Let Professional and Public Programs help you enhance your job skills through unique training programs in

order to become more competitive in today's labor market.

Thanks to the partnership between UTEP Professional and Public Programs and Workforce Solutions Borderplex (WSB), you may also be eligible for additional funds to help you further your education or training, and to cover any outstanding or upcoming costs for supplies or books.

If you are interested in this opportunity, then please contact WSB at your convenience at [weserveyou@borderplexjobs.com](mailto:weserveyou@borderplexjobs.com).



## Funding sources that you do not have to pay for out-of-pocket\*



### WIOA Career Assistance

Seeking funding from a workforce development agency? Professional and Public Programs at UTEP is part of the Texas Eligible Training Provider List (ETPL) and offers a number of noncredit WIOA-approved programs. Visit our website to learn more.



### Military Spouse Career Advancement Accounts Program (MyCAA)

Professional and Public Programs accepts MyCAA funding for approved training certification courses in a variety of areas.



### Army Credentialing Assistance Program

The Army Credentialing Assistance (CA) Program provides financial assistance for soldiers to earn professional and technical credentials. Professional and Public Programs is an approved ArmyIgnitED educational provider.

\*Note that we do not provide the actual funding; however, we provide the Education Training Plan (ETP) for MyCAA and the quote for the Army Credentialing.

## Boost your skills with in-demand credentials!



→ Click here to request information for: **MyCAA**



→ Click here to request invoice/quote from: **Army CAP**



# FEATURED COURSES



## ArmyIgnitED

### NASM Certified Personal Trainer and Exam Preparation (VOUCHER INCLUDED)

Prepare to pass the National Academy of Sports Medicine (NASM) exam and earn your NASM Certified Personal Trainer certification, one of the most respected certifications in the fitness industry.

Fee: \$2,199

→ Click here to register

### Project Management Professional (PMP) Exam Prep

Prepare to take the Project Management Institute (PMI) Project Management Professional (PMP) certification exam. Certification exam cost included.

Fee: \$999

→ Click here to register

### CompTIA™ SECURITY+ SY0-601

Acquire the knowledge and skills you need to launch an IT career via the CompTIA's Security+ (Exam SY0-601) certification.

Fee: \$1,299

→ Click here to register

### Medical Billing & Coding Specialist Complete

Acquire the skills needed to perform complex medical coding and billing procedures.

Fee: \$3,999

→ Click here to register

### Certified Associate in Project Management (CAPM)

Learn about the exciting world of HR management and prepare for the aPHR® Exam with this online course.

Fee: \$499

→ Click here to register

## MyCAA

### CompTIA™ Certification Training: NETWORK+, SECURITY+ (VOUCHERS INCLUDED)

Acquire the knowledge and skills you need to launch an IT career via the CompTIA's Network+ and Security+ certifications.

Fee: \$3,995

→ Click here to register

### Mastering Project Management With Microsoft Project 2019

Stay up-to-date on the latest project management techniques, expand your skill set and prepare for certification Project Management Professional (PMP)® certification. You must have access to Microsoft Project 2019 before enrolling due to limited software availability.

Fee: \$2,199

→ Click here to register (need correct link)

### Pharmacy Technician Certification (VOUCHER INCLUDED)

Acquire the skills needed to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam.

Fee: \$2,995

→ Click here to register



## CONTACT OUR TEAM



### BY PHONE

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



### BY EMAIL

Email us at [gparthiban@utep.edu](mailto:gparthiban@utep.edu)

## MyCAA: Scholarship for Military Spouses

The Defense Department expanded scholarship eligibility for military spouses as part of its commitment to take care of service members and their families.

You can check your eligibility for the scholarship by visiting the [MyCAA website](#) after you follow the steps we have provided on the next page.





# MyCAA

UTEP's Military Spouse Career Advancement Accounts Program (MyCAA) provides financial assistance and a career path for military spouses. Professional and Public Programs at UTEP is a proud participant in this program. We are grateful for the sacrifice and courage of our men and women in the armed forces. Because we understand the strain that this can have on families who have a spouse on active duty, we want to help.

## What is MyCAA?

The My Career Advancement Account Scholarship provides a maximum tuition benefit of \$4,000 with an annual fiscal year cap of \$2,000 to assist eligible military spouses who need professional credentials to meet their career goals. Annual cap waivers may be available if costs exceed \$2,000, up to the maximum education benefit of \$4,000.



## What are the MyCAA Financial Assistance Benefits?

MyCAA Financial Assistance (FA) pays tuition for education and training courses, and licensing/credentialing fees. This includes:

- State certifications for medical professionals and other occupations requiring recognized certifications
- Licensing exams and related prep courses
- Continuing Education Unit (CEU) classes
- Certification programs leading to employment in portable career fields

## What are the benefits of UTEP's MyCAA Program?

- Most of our courses are 100% online and available 24/7
- You can work at your own pace
- Expert instructors are available to support you along the way
- Materials are included for most courses

## Who is eligible?

- Spouses of service members on active duty in pay grades E-1 to E-6, W-1 to W-2 and O-1 to O-3 who have successfully completed high school and have the ability to request tuition assistance while their military sponsor is on Title 10 military orders
  - The first 1,250 approved applicants in pay grades E-6 and O-3 will receive MyCAA financial assistance based on available funding.
- Spouses married to members of the National Guard and reserves in these same pay grades
- Spouses remain eligible for financial assistance if their sponsor is promoted above the eligible pay grades as long as the spouse has a previously approved education and training plan



→ Click here to request information for: **MyCAA**

## Those who are not eligible include the following:

- Spouses who are married but legally separated, or under court order or statute of any state or U.S. territory, from a member of the armed forces on Title 10 orders
- Spouses whose National Guard or reserve military sponsor is in a warning orders or alert, post-deployment, demobilization or transition status

## The My Career Advancement Account Scholarship will NOT pay for the following:

- Tuition for courses and examinations not included in the spouse's Education and Training Plan and courses already started or completed by the spouse
- Reimbursements of any kind
- Books, supplies, equipment, uniforms, computers and electronic devices of any kind
- Student activities, events and entertainment



# 8 STEPS FOR MILITARY SPOUSES TO SECURE A MYCAA SCHOLARSHIP

By applying for a **My Career Advancement Account Scholarship**, eligible military spouses can receive up to \$4,000 in financial assistance to advance their careers — from pursuing a license or certification, to earning an associate degree, to using the funds for continuing education credits or national testing.

## Steps to apply

1. **Create a DS Logon account.** Already have one? Skip to step 2.
2. **Create a MySECO account.** Click “Log In” from the menu at the top right of the [MySECO website](https://www.militaryonesource.mil/education-employment/seco/) (<https://www.militaryonesource.mil/education-employment/seco/>). You’ll be prompted to log into your DS Logon Account from here.
3. **Create your profile.** Include your experience, certifications, education, etc. The more complete your profile, the better a SECO career coach/advisor can help you. If you’re eligible, be sure to accept the MyCAA Terms and Conditions to complete your registration.
4. **Call 800-342-9647 to schedule a MyCAA coaching session with a SECO career coach.** We’ll schedule your session within 2-3 days of your call.
5. **Connect with your SECO career coach** during your scheduled appointment. Your career coach will ask about your personal interests and goals, and help find the program that best suits you.
6. **Contact the selected school** for a MyCAA Education and Training Plan (ETP) after your SECO career coach helps you find the right program.
7. **Log in to your MyCAA Account to create your plan.** Include your goals, school, program and course(s). Upload your school-provided ETP. Your submission can take up to 14 business days to review.
8. **Wait for a message in your MyCAA Account** once a decision is made. If approved choose “Request Financial Assistance” in your account. Select the school, plan, term dates and course(s).

Professional and Public Programs accepts **MyCAA funding** for approved training certification courses. To see the latest list of courses offered, visit us at <https://mycaa.militaryonesource.mil/mycaa/schools/profile/7175/campus/6844> or email us at [gparthiban@utep.edu](mailto:gparthiban@utep.edu)



## Things you should know:

1. You have a window to request funding from 60 days before classes start to one day before classes begin.
2. You will need to request financial assistance for every new course or program. (See step 8)
3. As long as you remain eligible, you have 3 years from the date funding is first requested to use your \$4,000.

## VOCATIONAL REHABILITATION AND EMPLOYMENT SERVICES

Vocational Rehabilitation and Employment Services (VR&E), sometimes referred to as Voc Rehab or the Chapter 31 Program, provides services to eligible service members and veterans with service-connected disabilities to help them prepare for/obtain and maintain suitable employment, or achieve independence in daily living.

## FORT BLISS EDUCATION CENTER >>>

The Fort Bliss Education Center provides flexible and quality education programs, services and systems to enhance the personal growth, professional development and readiness of Army duty, Reserve/NG, family members, civilians, retirees and contractors. We have three locations:

### West Bliss

Building 2916  
Carrington Rd.  
M, T, W, F: 8 a.m.-4 p.m.  
Th: Noon-4 p.m.  
915-568-6831  
915-568-2466

### East Bliss

20732 Constitution Ave.  
M, T, W, F: 8 a.m.-4 p.m.  
Th: Scheduled Briefings

### White Sands

#### Missile Range, NM

465 Dyer St.  
575-678-4716  
M-W 8 a.m.-3 p.m. and  
every other  
Th & F 8 a.m.-3 p.m.

→ Visit in person or contact us to see how you can benefit.







# ARMY CREDENTIALING ASSISTANCE PROGRAM

Professional and Public Programs is an approved ArmyIgnitED educational provider.

The Army Credentialing Assistance (CA) Program allows soldiers to earn professional and technical credentials. The CA program is similar to the Army's existing tuition assistance program and provides financial assistance for soldiers to pursue and earn credentials leading to an industry-recognized academic or vocational credential. These credentials do not have to be linked to the soldier's Military Occupational Specialty (MOS).

This is a voluntary, off-duty training and education program that directly contributes to improving total army readiness, supporting soldiers' professional development, retaining quality soldiers and preparing soldiers for meaningful employment upon transition from military service.

## What is paid for?

Credentialing Assistance will pay for all necessary books, supplies and associated materials required for an approved training course and/or exam that shall not exceed \$4,000.

## Who is eligible for Army Credentialing Assistance?

As of January 2020, the Army Credentialing Assistance Program is available at bases nationwide.

- Soldiers must meet basic Federal TA eligibility requirements
- Soldiers cannot be flagged under provisions of AR 600-8-2
- Soldiers cannot be contracted ROTC scholarship cadets (receiving tuition and fees or room and board) or Green to Gold ROTC program cadets
- Soldiers must have enough time remaining in service to complete the credential before separating from the Army

## 5 STEPS TO GET YOU STARTED

- Step 1:** Choose your credentialing course from the ArmyIgnite webpage
- Step 2 :** Click on "[Request information](#)" and complete the form.
- Step 3:** We will contact you to complete an online form and send an invoice to you for your chosen program.
- Step 4:** Upload the invoice to the Army CA webpage.
- Step 5:** Start your course.



# EDUCATION THAT FITS YOUR **LIFESTYLE!**

## 100% online degrees from UTEP

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

Pick the program you're interested in and [fill out a form](#) or call us. We promise you won't be disappointed!

**APPLY NOW!**

Have questions? Contact us today.

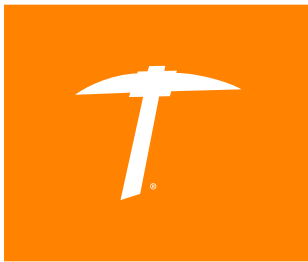
[utepconnect.utep.edu](http://utepconnect.utep.edu)

**1-800-684-UTEP**

Scan QR code for more information.







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## CONTACT US



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updates on courses and more!



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# MILITARY CAREER TRAINING

## Course guide



**Govindasamy Parthiban**

*Program Manager*

Govindasamy Parthiban (Sam) embarked on his journey with Professional and Public Programs in October 2012 as a work-study and became a Program Manager in 2014. Sam holds a Master's in Leadership and another in Educational Administration from UTEP; he also has a Specialist Diploma in Learning Sciences, a distinction earned from the National Institute of Education in Singapore.

A native Singaporean by birth, Sam dedicated nearly three decades of his life to the Singapore Armed Forces prior to becoming a permanent resident of the United States in 2019. During that time, he contributed significantly to various United Nations peacekeeping missions. Later in his career he became an instructor at the Sergeants Major Academy (USASMA) at Fort Bliss and rose to the position of Division Command Sergeant Major before retiring in 2012.

Sam is a proud father to daughter Priyanka who is a Combat Medic stationed in Colorado.

**Favorite inspirational quote:**

“There are no secrets to success—it is the result of preparation, hard work, and learning from mistakes.” – **Colin Powell**

# Discover Your Potential

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Writing/editing by Arathi Kylasam

All photos used in this publication are courtesy of UTEP's Division of Marketing and Communications and Extended University's Marketing Department

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