

Education: If I Need to Know, Where Do I Go?

1. On the job training

This can also be called staff development.

Training can take place at outside workshops, lectures, or conferences.

Another worker can train you. Classroom instruction may be included.

2. Apprenticeship programs

An apprentice works with an experienced, skilled worker in a craft or trade. Baking, masonry, plumbing, electrical, welding, carpentry, certified auto mechanics are trades often with apprenticeship programs.

Training periods last for months or years.

You're paid while you're being trained.

Contact:

Bureau of Apprenticeship and Training

U.S. Department of Labor

200 Constitution Ave., N.W. Rm. N-4649

Washington, DC 20210

<http://www.doleta.gov/individ/apprent.htm>

Local labor unions, school guidance counselors or transition specialists, state employment agencies, employers directly

3. Vocational Education

Specific areas of training, cosmetology, data entry, dental technician

Technical programs, computers, repair, programming, web page design, LPN

Trade may have its own school (e.g. *ITT Technical Institute* www.itttech.edu) or it may be affiliated with another agency (e.g. hospital, clinical lab technologies — phlebotomist).

4. Federal and state job-training programs

Many types of jobs are available. Some you have to meet certain qualifications.

Call the state employment agency for the recent list of available programs.

Contact:

Research Administrator, Arizona Department of Economic Security (DES)

P.O. Box 6123, Site Code 733A

Phoenix, AZ 85005

Phone (602) 542-3871

<http://www.des.state.az.us/links/economic/webpage/page6/html>

5. Military

Career opportunities in many fields, computers, medical services, business.

All branches help with the cost of college.

Don't accept person with felony conviction. You can check after your records are sealed if you have no additional charges.

6. Learning on your own

You can use books, magazines, videos, computer programs and audiocassettes.

You can also join groups, meetings, classes, seminars, in your community or around the world.

Libraries — ask the librarian, there are tons of helpful resources and school catalogues. Directory of Private Career Schools and Colleges of Technology.

Colleges, schools and training centers will send you free information.

Home or correspondence courses.

Contact:

Distance Education and Training Council

1601 18th St. NW

Washington, DC 20009

<http://www/detc.org>