








Purpose: Use the interactive tools, articles, videos, and related resources to:

1. Identify potential careers and the required training and credentials.
2. Identify training programs and compare the pros and cons of each option.
3. Select the best options for the circumstance and contact the provider to learn more.
4. Research options for paying for training.
5. Make a plan that identifies short and long term goals, as well as strategies for staying motivated.

Steps:	Find It Here: www.illinoisworknet.com
1. If you are interested in advancing your career in your current field of expertise, you are probably already familiar with the types of programs or credentials required for your career change. You can use the Training Program Search and Apprenticeship Search to find and compare the pros and cons of various training programs. Bookmark your favorites. Bookmarks are saved in your My Dashboard.	 Training & Credentials  My Dashboard
2. Determine if you meet the minimum requirements to get into the program. <ol style="list-style-type: none"> a. See if your current work experience or credentials can be used help you move through the program at a faster pace. For example, you may be able to test out of some pre-requisite classes. b. You may need to take a college admission test. Learn more about admission tests in the Planning & Financing Training articles. 	 Training & Credentials
3. Once you have narrowed down your training program options, set up a time to visit the training provider to learn more about the program, work study and scholarship opportunities, and campus life.	
4. Research financial assistance options. <ol style="list-style-type: none"> a. If you are currently working, your employer may pay for all or a portion of your training costs. Make sure you fully understand all of the terms and conditions. For example, if you leave the job within a certain amount of time, they may make you repay a portion of the tuition. b. Learn more about applying for financial aid in the Planning & Financing Training articles. 	 Training & Credentials

<p>5. Use the S.M.A.R.T. goals worksheet or S.M.A.R.T. Goals tool within the Employment 101 Guide to identify:</p> <ol style="list-style-type: none"> Short and long term goals. Potential roadblocks and consider options for a backup plan (i.e., have a backup plan if your car breaks down and you need to get to class). Strategies for staying motivated throughout your training program. 	 My Dashboard
<p>6. Apply to for the training program.</p>	 Training & Credentials
<p>7. Get involved in a student and/or trade association. Use the event calendar to find local training or networking opportunities.</p>	 Network & Connect