



Your guide to Career Bridge

Welcome to your one-stop web resource for planning your next educational step.

Use these worksheets to discover:

- What you want to do and which jobs are in-demand.
- How much different careers pay and the education they require.
- Where to get the education and training you need, and how to pay for it.
- How education programs performed in getting people jobs, money and more.

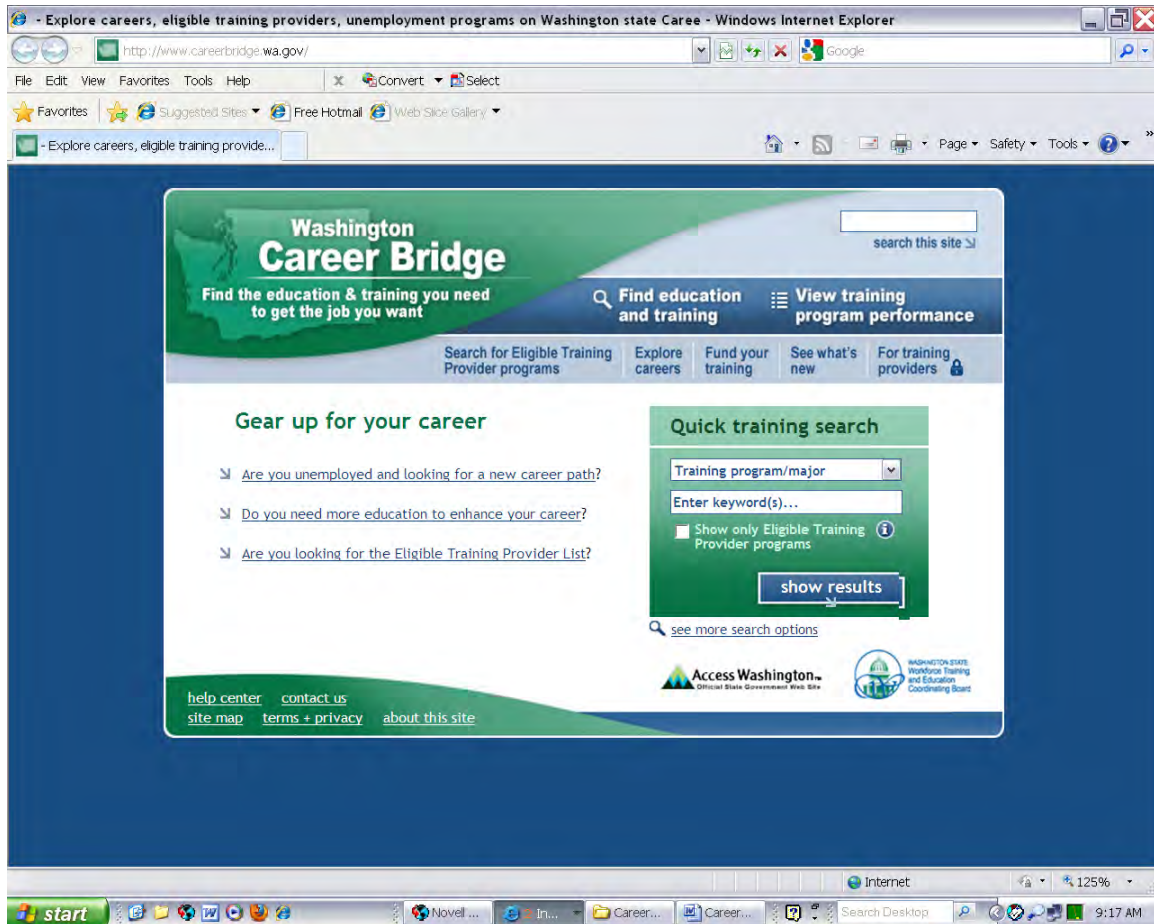
About Career Bridge

Home to over 5,000 education and training programs, Career Bridge gives you performance results for many of them, telling you how many people got jobs, what they got paid, and more. Consider this your free “consumer reports.”

Now turn the page and get started!

Step 1 START HERE

Go to **CareerBridge.wa.gov**.



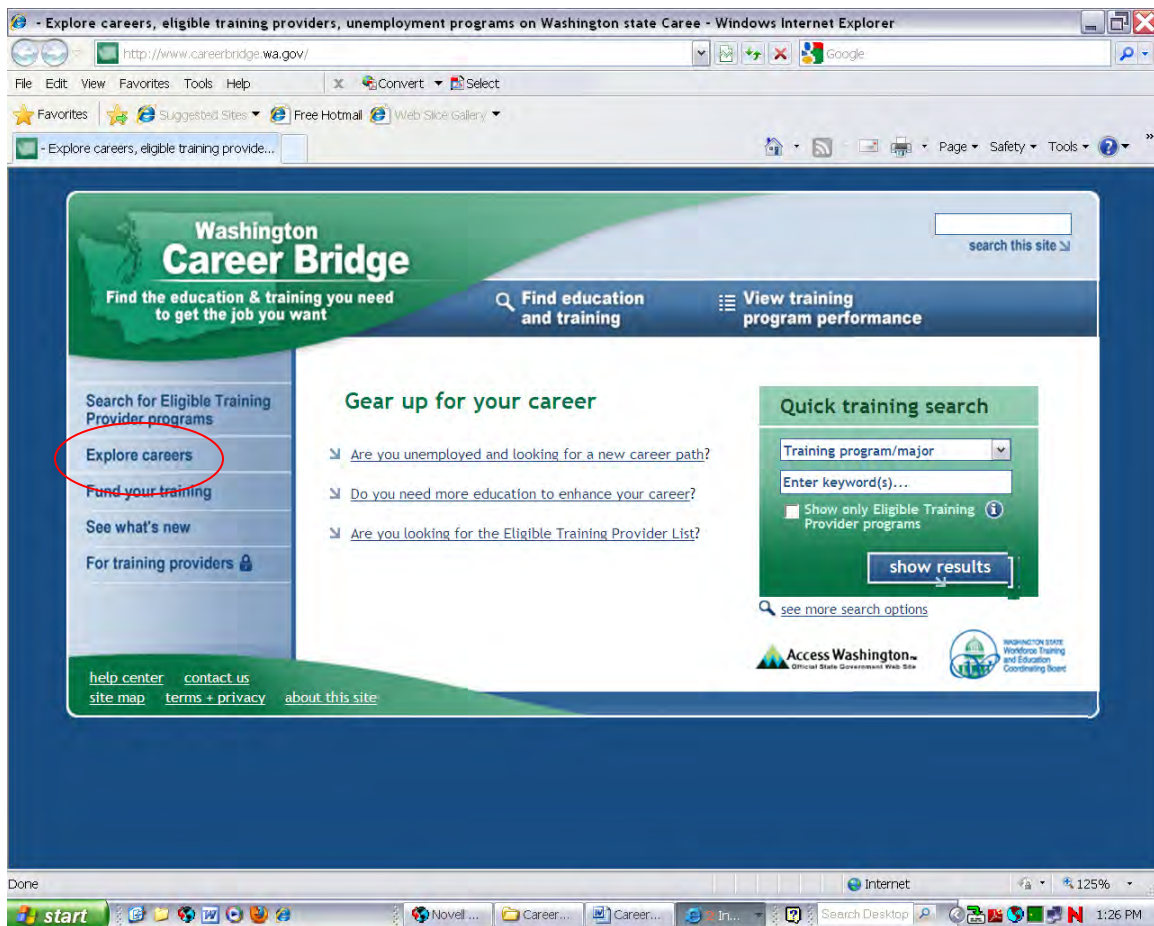
From here, you will:

- Explore Careers.
- Find an educational program.
- Learn more about the programs, including cost and length of training.
- Discover how well programs performed.
- Find ways to pay for your education and training.

Step 2 Explore Careers

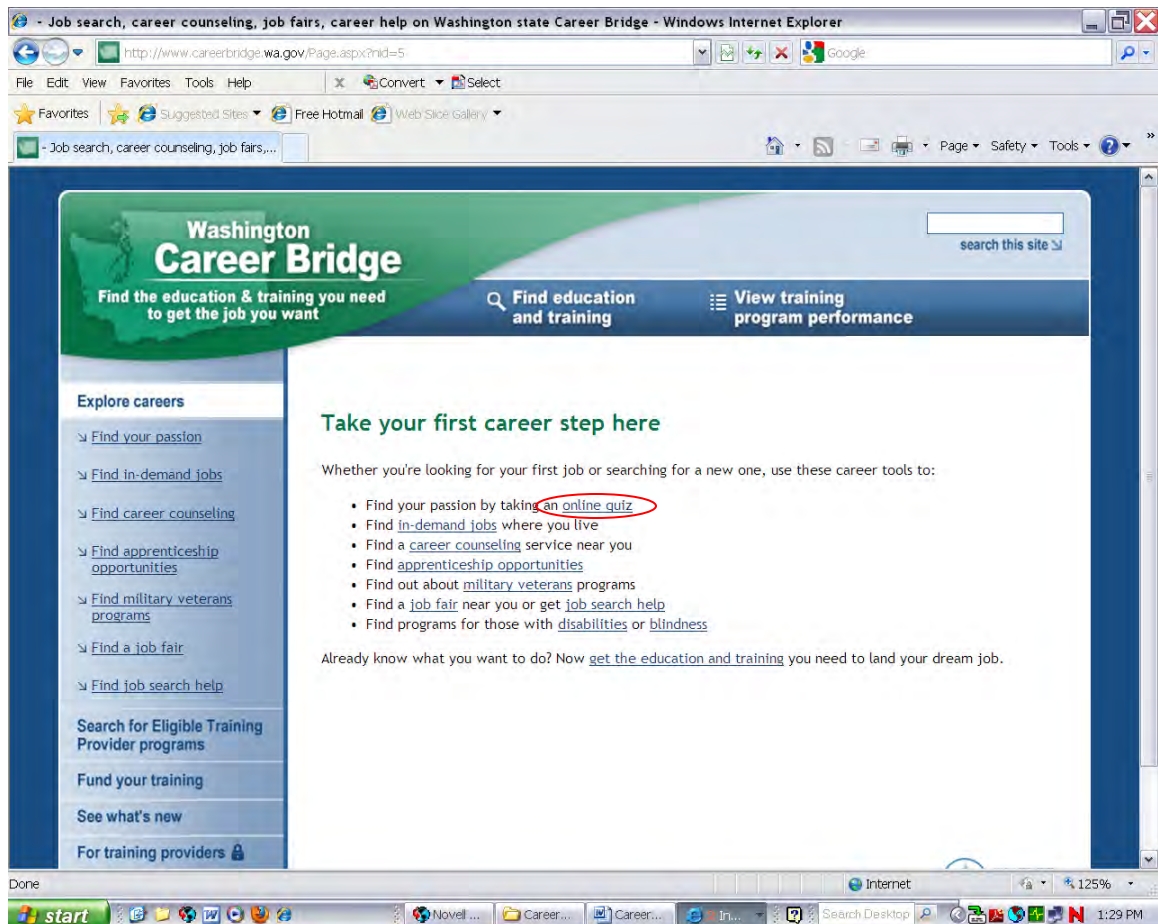
Curious how your interests connect with a career? These next steps will take you to online quizzes that will ask you about what you're good at and what you like to do.

You'll also learn about whether your career interests match jobs that are in-demand, or hiring where you live.



Take your first career step here

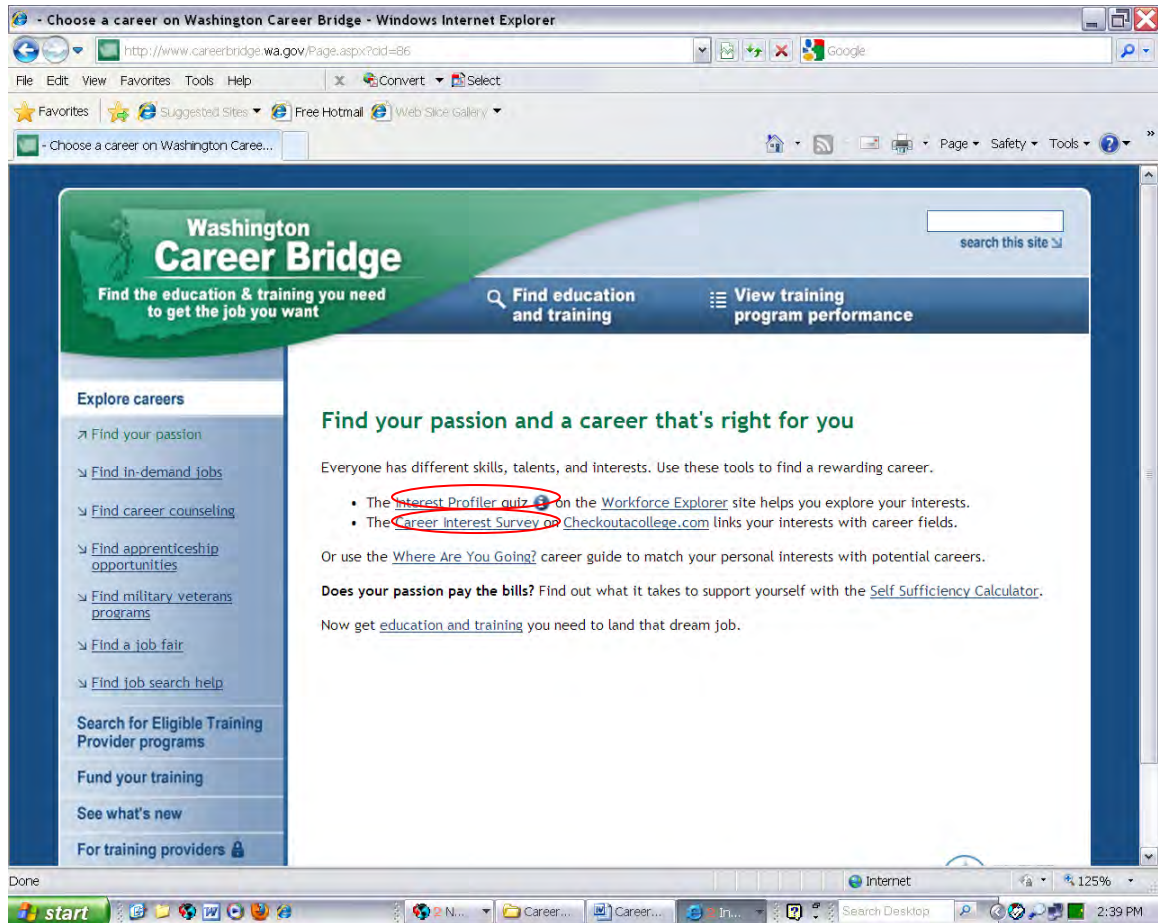
Click the link to the online quiz (see below) and you'll find a pair of quizzes that help you discover your talents and interests.



Online quizzes (continued)

Click either:

- [Interest Profiler](#)
- [Career Interest Survey](#)



Step 3 Review Career Inventory

After completing the **Explore Careers** section, you should have selected a few possible careers, after taking an **online quiz**.

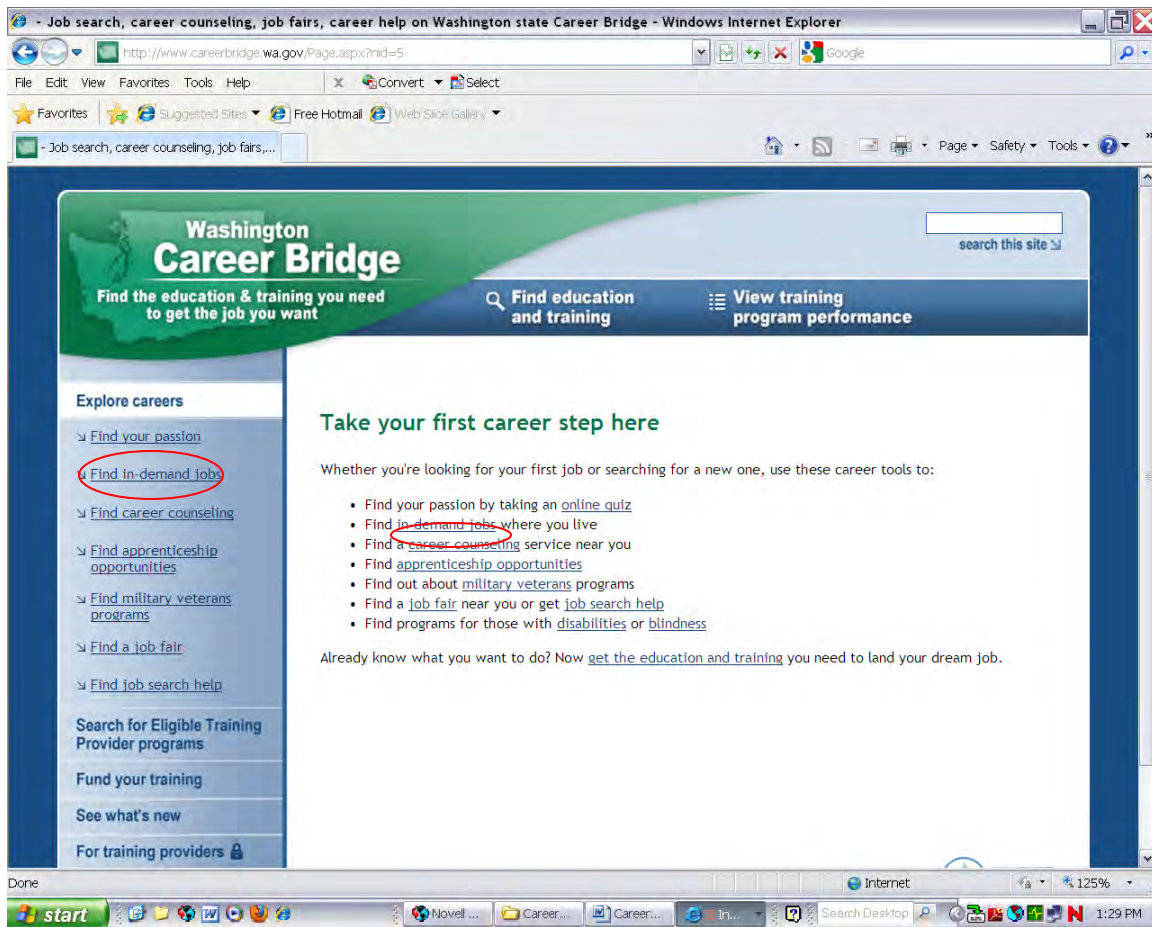
Write your top five career choices here:

1. _____
2. _____
3. _____
4. _____
5. _____

Your next step will be to see if the careers you have listed above are hiring where you live. Turn the page to get started!

Find In-Demand Jobs

You know what you want to do. But is the career you're interested in hiring now? Find out! Click in-demand jobs where you live.



You can also use this page to:

- Explore **apprenticeship opportunities**.
- Learn about **military veterans programs**.
- Find a **job fair** or **get job search help**.
- Discover programs for those with **disabilities** or **blindness**.

The **career counseling** link takes you to your nearest WorkSource Center.

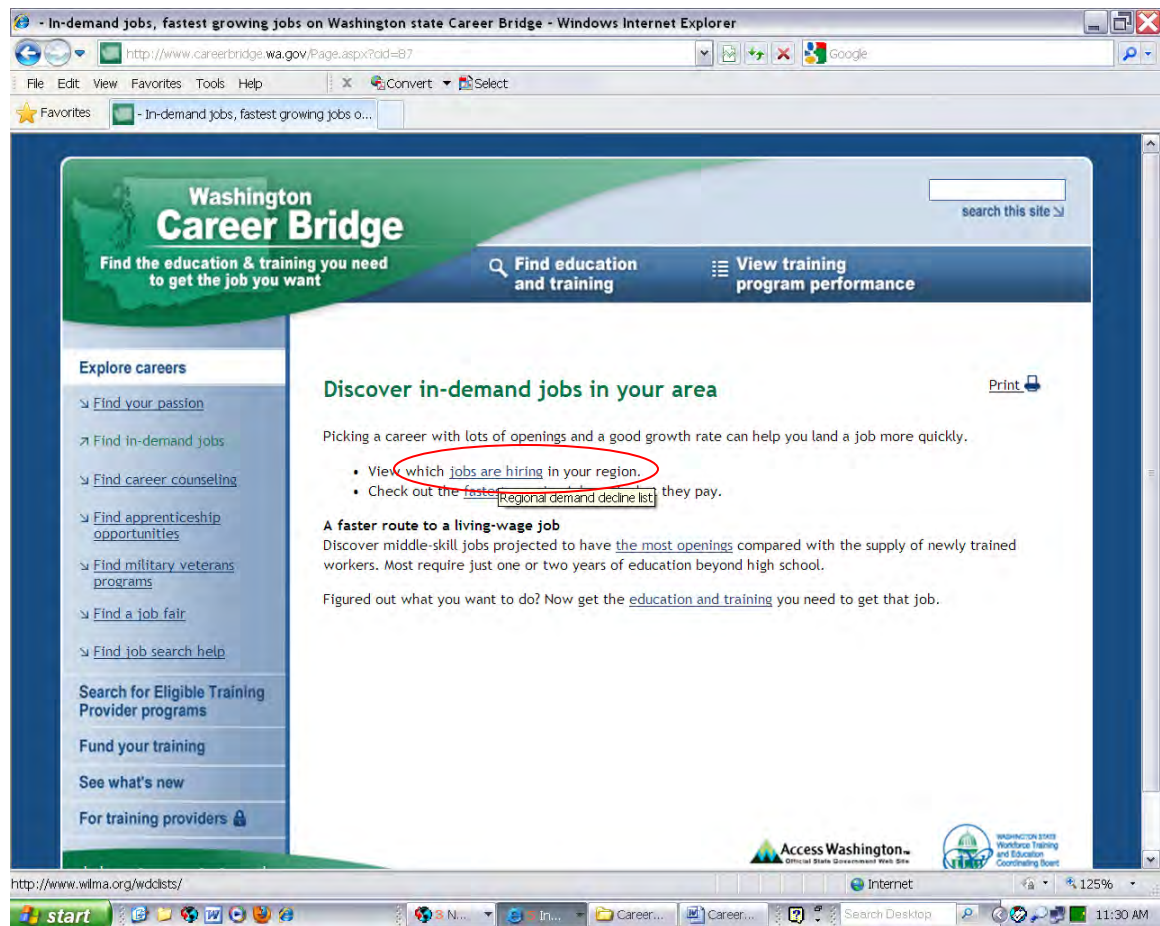
Time to find In-Demand Jobs

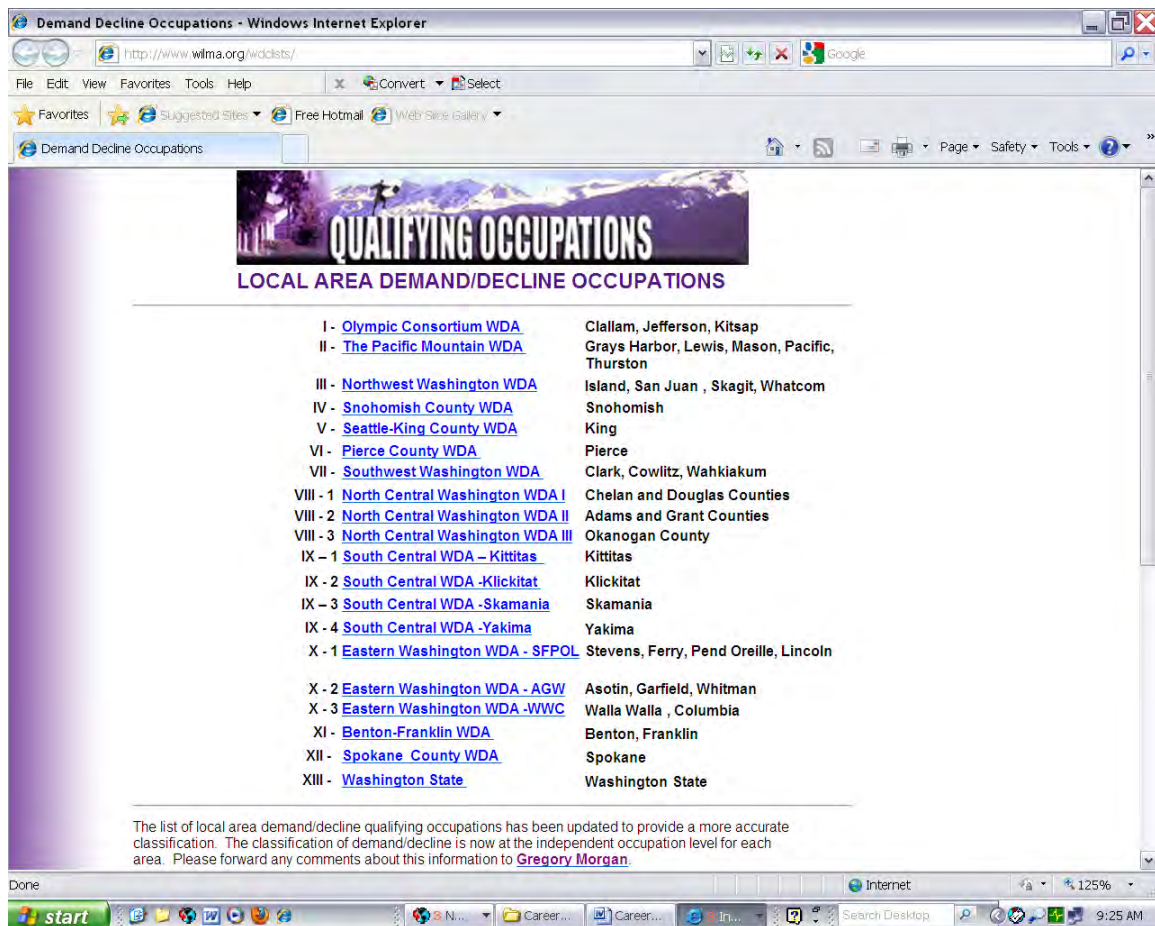
Now click "Find In-Demand Jobs" to get to see if your dream career is hiring.

View Which Jobs Are Hiring in Your Region

This opens up a page with a “[Local Area Demand/Decline Occupations list](#)” (below). To view in-demand jobs in your region, click the link and see:

- Whether jobs are in demand, in decline, or in balance.
- A region by region comparison of job opportunities.





Which careers look most promising?

At this point, you should have completed a quiz to find out what you want to do AND viewed the "Local Area Demand/Decline Occupation List" (above) to see if the careers you've selected are hiring where you live--or where you're willing to move.

Now is a good time to list the careers that have made the cut. Go ahead and list careers you're interested in, and that offer sufficient job opportunities.

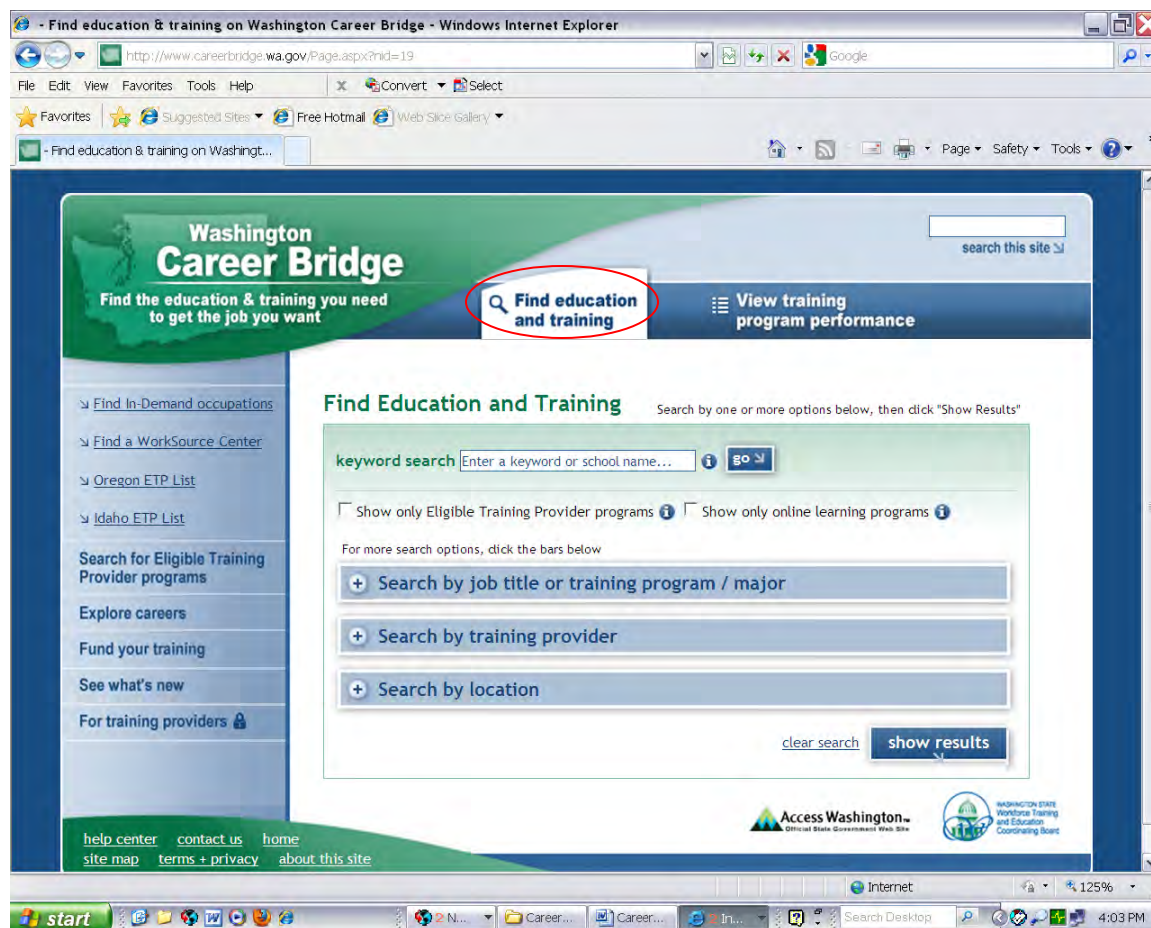
1. _____
2. _____
3. _____

Step 4 Education and Training

With a career in mind that matches your interests and talents, it's time to find the education to land the job. Click the **"Find Education and Training"** tab at the top of the home page (next to the magnifying glass).

This opens up a database where you can search by job title, by school, by county...or even by zip code. Click each blue bar and use drop-down boxes to choose what to study, where to go school and more.

Made your selections? Press the "Show Results" button in the bottom right corner.



The next page provides more details on how to improve your search and find what you're looking for faster.

Dig deeper with search bars

Below each blue bar are several categories to help narrow your search.

Find Education and Training Search by one or more options below, then click "Show Results"

keyword search Enter a keyword or school name... go

☒ Show only Eligible Training Provider programs ☐ Show only online learning programs

Search by job title or training program / major

Select a job title... or Select a training program...

Or, choose from a list of [job categories](#) Or, choose by [area of study](#)

Search by training provider

Choose by name Choose by training provider type

Select a name... or Select a training provider type...

(If you don't see the training provider name you're looking for here, enter it in the [keyword search](#) above.)

Search by location

Choose by region

Choose by county (Choose one or more)

Enter a zipcode

(Searches within a 60 mile radius of zipcode)

show results

Use drop-down boxes to find results faster

- Click the FIRST blue search bar to select a job title or training program.
- Click the SECOND blue search bar and touch the arrow next to "Select a name" to find a specific school.
- Click the THIRD search bar to search by: region (map), county and zip code.

Show Results

Once you've made your selections, click the dark blue box in the bottom corner. You'll get a results page with your choice of program, location and other specifics.



No Results?

Sometimes there isn't a program near where you live. Just return to the "Find Education and Training" on the previous web page and expand your location area. You might also explore a similar career area by switching from "search a job title" in the first drop down box to "select a training program."

Step 5 Select Training Program

You've found a career you're interested in and focused your options using the Career Bridge database. Now it's time to take a closer look at programs and schools that may be right for you. In this example, we're going to search for bookkeeping programs in Snohomish County. Below are programs that fit our specifications.

The screenshot shows the Washington Career Bridge website in a Windows Internet Explorer browser. The page displays a list of training programs. The 'Bookkeeping (Certificate)' program at Everett Community College is circled in red. The table below summarizes the programs shown:

Program Name	Training Provider Name	Locations	Length	ETP
Accounting- AAS-T (AAS - T)	Edmonds Community College	Lynnwood	2 years	ETP ✓
Accounting for Small Business (Certificate)	Edmonds Community College	Lynnwood		ETP ✓
Applied Accounting Work Ready (Certificate of Completion)	Edmonds Community College	Lynnwood		ETP ✓
Basic Bookkeeping (Certificate of Completion)	Edmonds Community College	Lynnwood		ETP ✓
Basic Bookkeeping with QuickBooks (Certificate of Completion)	Walker Consulting & Bookkeeping, Inc.	Everett	6 weeks (2 hour classes) total 12 hours	ETP ✓
Basics to Understanding Financial Statements (Certificate of Completion)	Walker Consulting & Bookkeeping, Inc.	Everett	2 Weeks (2 hours Classes- Total 4 hours)	ETP ✓
Bookkeeping (Certificate)	Everett Community College	Everett	Two years	ETP ✓
Certified Bookkeeper Exam Prep (Certificate of Completion)	Edmonds Community College	Lynnwood		ETP ✓

viewing 1-8 of 8

You'll see a list of programs, the schools and colleges where they're offered, and the training provider's location. In many cases you'll also see how long the program takes. This list also shows the kind of credential you will earn, whether it's a certificate or a two-year associate's degree. You will find out more as you dig deeper into program details.

Next, click on a program to get more information. For this example, we've selected the **Bookkeeping** (Certificate) at Everett Community College.

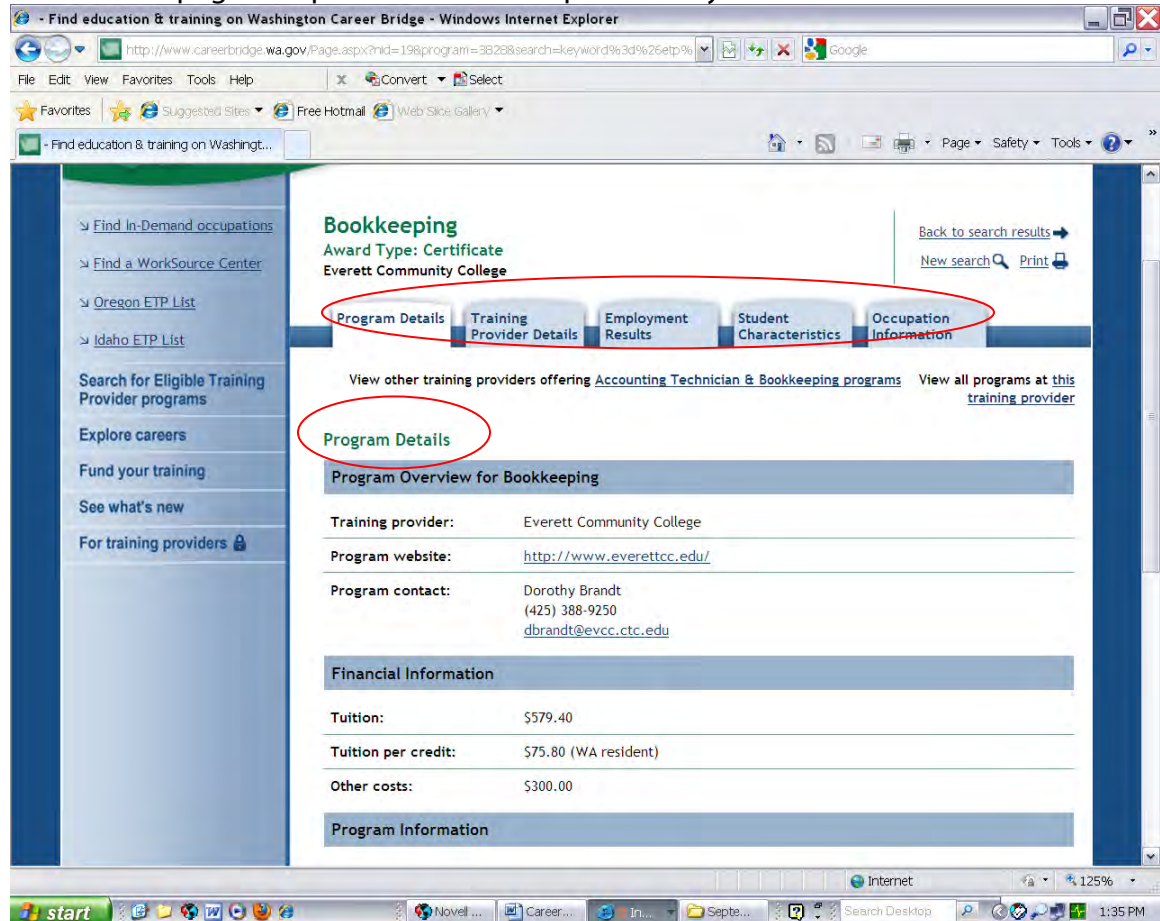
Note: In some cases, programs have a checkmark next to ETP. This means the program is on the state's Eligible Training Provider list. Those who qualify for funding through the Workforce Investment Act or state's Training Benefits program can enroll in programs on this list.

Five Tabs, Five Search Levels

Career Bridge provides five levels of information for each program. This is the “consumer reports” part of the site, where you can learn how well past participants did in completing a program, getting a job and earning a paycheck.

Program Details

Once you click on a program, you automatically are put on the Program Details page. This page gives basics about a program, from how long it lasts to how much it costs. This page also provides a contact person for you to call or email.



Click on nearby tabs to view:

- **Training Provider Details**—Admissions, advising, financial aid and other key school or college contacts.
- **Employment Results**—How many completed a program, did they get a job, what did they earn, which industry did they go to work in?
- **Student Characteristics**—What is the percentage of men vs. women students, what is their ethnic background, how old are they, and are they high school graduates, college graduates or somewhere in between?
- **Occupation Information**—Which types of jobs can you get hired for with the training you receive? What is the average pay? And are they hiring?

Training Provider Details

Get key contact information on this page, including admissions, financial aid, worker retraining, veteran services and more, without having to hunt around a school's web site to find it.

The screenshot shows a Windows Internet Explorer browser window displaying the Washington Career Bridge website. The address bar shows the URL: <http://www.careerbridge.wa.gov/Page.aspx?tab=Training+Provider+Details&id=198&program=38288>. The page title is "Find education & training on Washington Career Bridge - Windows Internet Explorer". The left sidebar contains a menu with the following items: "Provider programs", "Explore careers", "Fund your training", "See what's new", and "For training providers". The main content area is titled "Training Provider Details" and is divided into three sections: "Contact", "Admissions", and "Financial Aid". Each section contains contact information for Everett Community College.

Training Provider Details	
Contact	
Physical address:	Everett Community College 2000 Tower Street Everett, WA 98201 view map
Website:	http://www.everettcc.edu
Main phone:	(425) 388-9100
Admissions	
Name:	Admissions staff
Phone:	(425) 388-9219
Email:	admissions@everettcc.edu
Website:	http://www.everettcc.edu/enrollment/
Financial Aid	
Name:	Financial Aid Staff
Phone:	(425) 388-9280
Email:	finaid@everettcc.edu
Website:	http://www.everettcc.edu/resources/financial/
Worker Retraining Program	

Employment Results

Find out how many students completed a program, what they earned and what industry they went to work in. No more guessing about whether a program paid off. This shows the results of real students taking a program at a particular school.

In this example, you'll see 32 percent of students who started the program, completed it. Put another way, just one in three actually reached the finish line and earned a certificate. More encouragingly, among program completers, 83 percent got a job, with median earnings of more than \$33,600 per year. Median means that half earned more and half earned less than this amount.

The screenshot shows a web browser window titled "Find education & training on Washington Career Bridge - Windows Internet Explorer". The address bar shows the URL: <http://www.careerbridge.wa.gov/Page.aspx?tab=Employment+Results&id=198;program=38238&search=>. The page content is titled "Employment Results" and displays data for "Employment, wages and completion for all programs related to Bookkeeping at Everett Community College". The program type is "Accounting Technician & Bookkeeping" and the academic years are "2004-2005, 2005-2006, 2006-2007".

Students who completed the program(s)	
Number of Graduates	77
Completion Rate	32%
Number with Reported Employment	64
Employment Rate	83%
Typical (Median) Hourly Earnings	\$17.23
Typical (Median) Annual Earnings	\$33,638.95

Below this table, there is a section titled "Industry of employment for all programs related to Bookkeeping at Everett Community College". The program type and academic years are the same as above.

Industry	Percent of all students who completed the program(s) and are employed	Number of all students who completed the program(s) and are employed
Manufacturing	20%	13

The browser window also shows a sidebar with links: "Explore careers", "Fund your training", "See what's new", and "For training providers". The taskbar at the bottom shows the Windows Start button and several open applications, including "Novell...", "Career...", "In...", and "Septa...". The system clock shows "1:54 PM".

Student Characteristics

Who is taking a program you're interested in and how do you see yourself fitting into the classroom? Find out the percentage of men vs. women, their ethnic backgrounds and the age ranges of students taking a particular program. You can also see their educational level and whether they started a program with or without a high school diploma, an associate's degree or a bachelor's degree.

The screenshot shows a Windows Internet Explorer browser window displaying the Washington Career Bridge website. The address bar shows the URL: <http://www.careerbridge.wa.gov/Page.aspx?tab=Student+Characteristics&nid=198&program=38288&...>. The page title is "Find education & training on Washington Career Bridge". The left sidebar contains navigation links: "Explore careers", "Fund your training", "See what's new", and "For training providers". The main content area is titled "Student Characteristics" and provides data for the "Bookkeeping | Certificate" program for academic years 2004-2005, 2005-2006, and 2006-2007.

Enrollment

	Numbers
Number of students completing the program	77
Completion Rate	32%
Average number of students who completed each year	26

Gender

	Percent	Numbers
Male	18%	42
Female	81%	191

Race

	Percent	Numbers
American Indian or Alaska Native	0%	1
Asian or Pacific Islander	7%	15
Black/African American	0%	0
Hispanic	0%	1
Pacific Islander	0%	0
White	86%	169
Multi-racial	1%	3

Occupation Information

What kinds of jobs are you qualified for once you complete a program? How much do they pay? How many job openings are projected? Get answers on this page with statewide data that comes directly from Employment Security Department's Workforce Explorer.

The screenshot shows a web browser window displaying the Washington Career Bridge website. The page is titled "Bookkeeping" and lists the award type as "Certificate" and the provider as "Everett Community College". The "Occupation Information" tab is selected, showing a table of typical occupations for graduates of Accounting Technician & Bookkeeping Programs in Washington State. The table includes columns for Occupation, Average hourly wages, and Employment outlook (2009, 2011, and Average Annual Openings). The occupations listed are Billing and Posting Clerks and Machine Operators, Bookkeeping, Accounting, and Auditing Clerks, Brokerage Clerks, and Gaming Cage Workers. Each occupation has a link to "more info on WorkforceExplorer.com".

Bookkeeping
Award Type: Certificate
Everett Community College

Program Details | Training Provider Details | Employment Results | Student Characteristics | **Occupation Information**

View other training providers offering [Accounting Technician & Bookkeeping programs](#) | View all programs at this [training provider](#)

Occupation Information

Program Title: Bookkeeping
Program Type: Accounting Technician & Bookkeeping

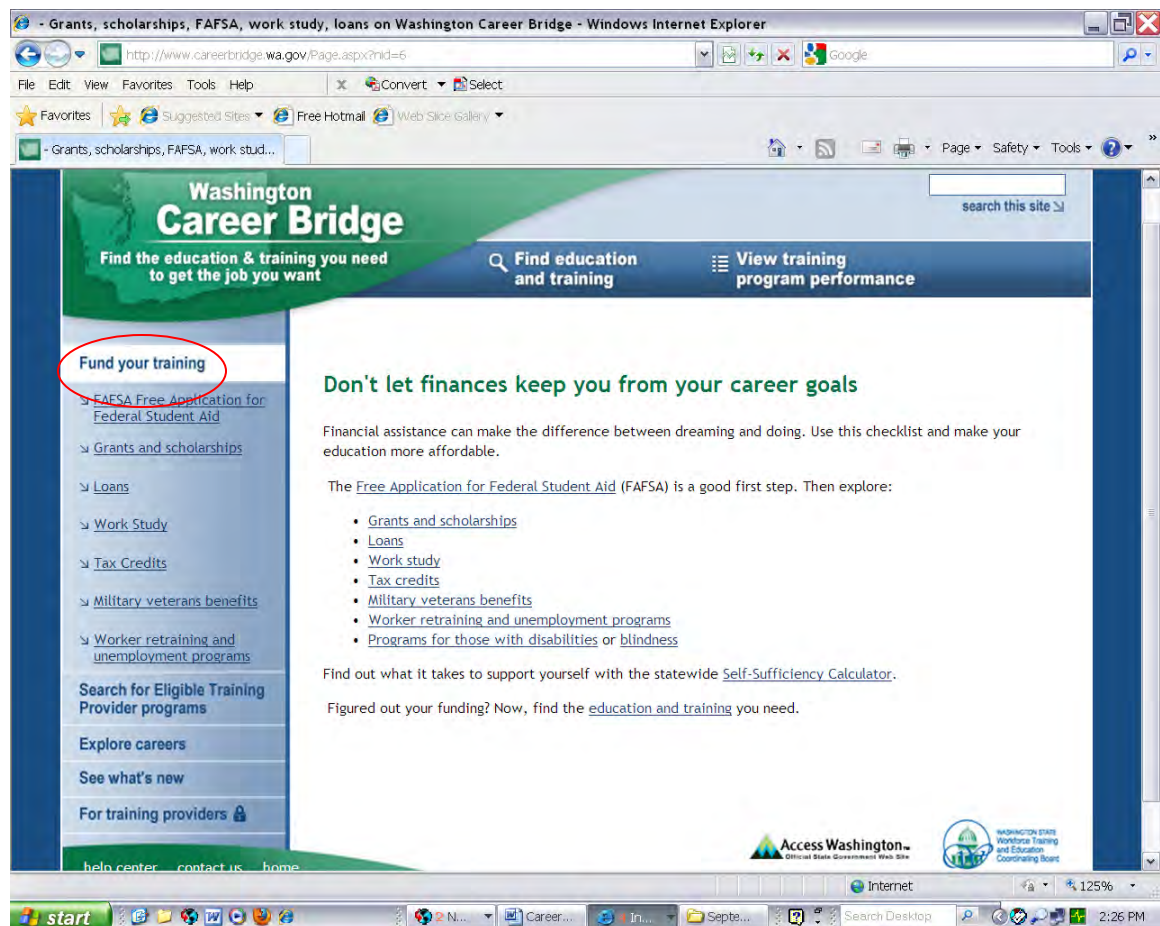
Typical occupations for graduates of Accounting Technician & Bookkeeping Programs in Washington State: Selected Labor Market Information

Occupation	Average hourly wages	Employment outlook		
		2009	2011	Average Annual Openings
Billing and Posting Clerks and Machine Operators more info on WorkforceExplorer.com	\$16.79	11,682	12,024	339
Bookkeeping, Accounting, and Auditing Clerks more info on WorkforceExplorer.com	\$18.08	49,216	49,238	586
Brokerage Clerks more info on WorkforceExplorer.com	\$20.61	997	981	20
Gaming Cage Workers more info on WorkforceExplorer.com	\$11.61	1,075	1,069	18

Step 6 Fund Your Training

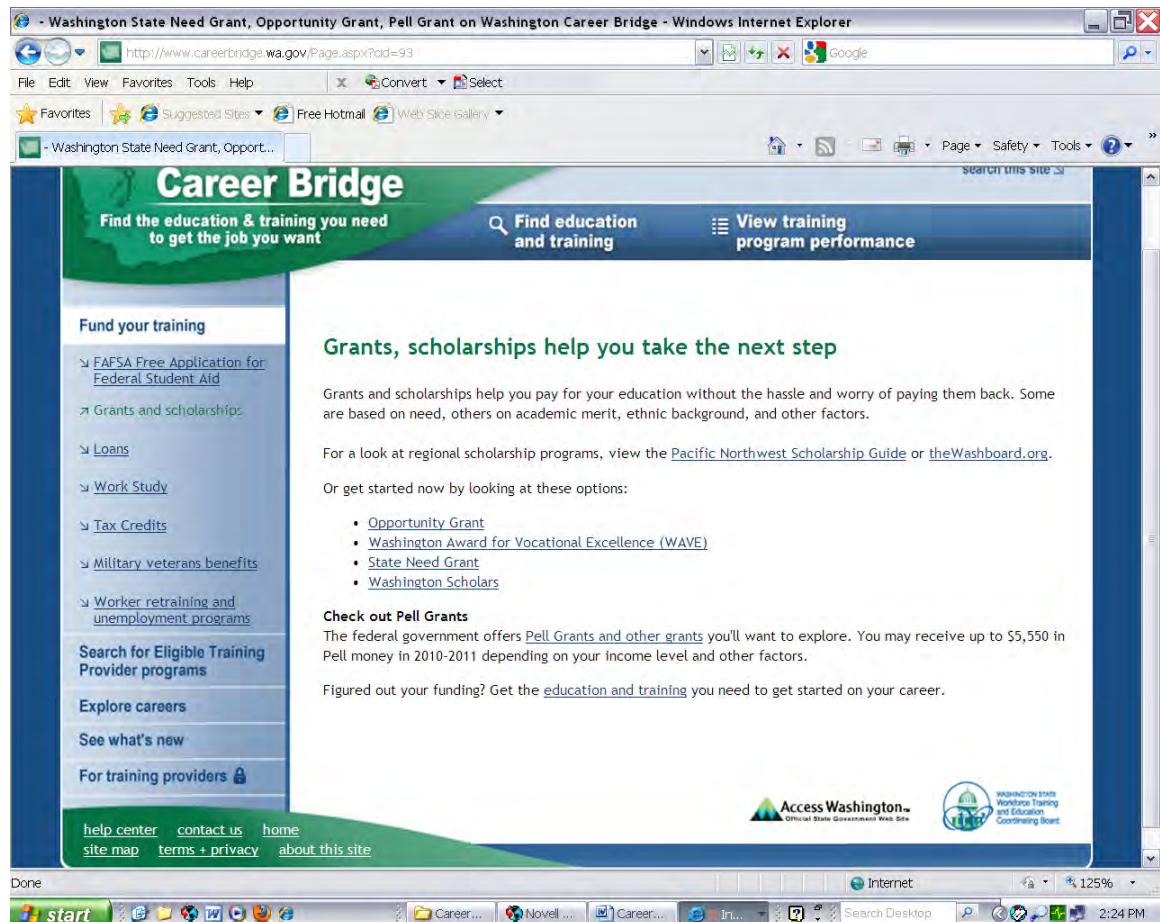
You've picked a program. Now how are you going to pay for it? Use the Career Bridge Fund Your Training section to discover all the ways you can pay for your education--from free grants and scholarships to tax credits to assistance programs based on your income.

Click the **"Fund Your Training"** tab on the left hand blue side bar to get started. Once you do, it will open this page (below).



(Step 6 continued)

There are many funding options to explore. In particular, we recommend you review the grants and scholarships page which gives details on some of Washington's largest, most lucrative financial assistance programs.



Thank you for visiting Career Bridge!

Have more questions on how to use the web site? Ask your WorkSource job counselor or email careerbridge@wtb.wa.gov.

Turn to the following page for additional career resources.

Step 7 Other Resources

Where Are You Going?

The Where Are You Going? career guide can help you chart your career path. Inside are quizzes that help you figure out what you're good at, what you like to do and what might suit you as a career. This free guide also includes: job search tips, financial aid information and resume assistance. After you figure out what you want to do, you can find careers listed in the guide along with schools in Washington where you can get the education and training you need. This guide was designed to work with Career Bridge. Ask for your free copy today.



Self-Sufficiency Calculator—Will you make enough to pay the bills?

Use the Self-Sufficiency Calculator to see what the cost of living is where you live, (or where you plan to move). Find out average rent prices, transportation costs, child care expenses, medical care and more whether you live in Seattle or Tacoma, Walla Walla or Wenatchee, or anywhere else in Washington.

How to use the calculator on Career Bridge

Click on **Explore Careers**, which takes you to an [online quiz](#). At the bottom of the online quiz page is the calculator. This takes you to a separate web site.

Use it, and you may find you qualify for public assistance, such as food stamps, health insurance and childcare.

With the calculator, estimate your average monthly bill?

Write it here: \$_____

This is what you likely will need to earn in the career you choose.