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## take notice

Looking for federal training money for laid-off workers and students?

Read more on page 3.

## what's new

### Job Searching for Overqualified Candidates

In a tight job market, many job seekers begin looking at jobs that require less experience or education than their previous positions. A new CareerOneStop section provides valuable **tips for overqualified job seekers** ([www.CareerOneStop.org/AreYouOverQualified](http://www.CareerOneStop.org/AreYouOverQualified)). Job seekers can learn to:

- **Follow Your Interests** and find a job opening that really attracts you.
- **Target Your Resume** and keep it out of the “overqualified and won’t stick around” discard pile.
- **Use Your Interview** to sell your extra qualifications as a positive instead of a negative.
- **Make Your Education Work for You** by focusing on workplace skills and accomplishments rather than degrees or academic honors.
- **Negotiate with Caution** to avoid getting thrown out of the candidate pool by unrealistic salary requirements.

### Spanish-Language Brochures

Visit CareerOneStop’s Outreach and Training section ([www.CareerOneStop.org/OutreachTraining](http://www.CareerOneStop.org/OutreachTraining)) to find six new Spanish-language brochures describing CareerOneStop and partner products.

E-mail your feedback, comments, and other thoughts to [info@CareerOneStop.org](mailto:info@CareerOneStop.org).

## spotlight

### Find Short-Term Training Options on CareerOneStop

Short-term training includes any program where a student can earn a certificate or award in less than two years. These programs can be an ideal way for many laid-off workers, career changers, and job seekers to upgrade their skills and demonstrate their qualifications to a potential employer.

CareerOneStop’s new Short-Term Training Finder can help people locate specific training opportunities in their local area, state, or zip code.

Read more on page 2.

#### Short-Term Training Finder

Get Started

Search Results

Next Steps

#### aboutthisdata:

The U.S. Department of Education collects information about institutions and education organizations that receive federal funding in its [Integrated Postsecondary Education Data System \(IPEDS\)](#).

## spotlight

# Find Short-Term Training Opportunities

The current job market has many workers seeking short-term opportunities to upgrade their skills and improve their employability. Many programs allow students to earn a certificate or award in less than two years. In fact, many programs are less than one year in length. This can be critical for laid-off workers who are finding it difficult to land a new job in their former field.

But how can you locate training options without scrolling through multiple school Web sites? CareerOneStop's new Short-Term Training Finder ([www.CareerOneStop.org/ShortTermTraining](http://www.CareerOneStop.org/ShortTermTraining)) lets you search for training programs in your local area where you can earn a certificate, diploma, or award in less than two years.

To get started, visit [CareerOneStop.org](http://CareerOneStop.org) and select Education + Training. You'll see a link to "Short-Term Training" under the "Find" section. Enter a keyword to find training opportunities for a specific occupation. Or, if you want to go to a certain school or find a particular program, you can search by these names.

Next, choose the length of training. You can find programs that are less than one year, at least one year but less than two, or view results from both categories. Finally, select your state or your zip code. You'll get a list of short-term training programs in your area that match the occupation, school, or program you selected.

Name	City	Distance
<a href="#">Argosy University-Los Angeles</a>	Santa Monica, CA	1.6 mi
<b>Program Name</b> Accounting	<b>Program Length</b> At least 1 but less than 2 years	
<a href="#">Santa Monica College</a>	Santa Monica, CA	1.7 mi
<b>Program Name</b> Accounting Accounting	<b>Program Length</b> Less than 1 year At least 1 but less than 2 years	

Source: [National Center for Education Statistics: Integrated Postsecondary Education Data System \(IPEDS\)](#)

Save this report as [Microsoft Word](#) or [HTML](#)

Click on a school name in your results to find detailed information about the school, including phone number, Web site, and even a map and driving directions.

## events

Check out free Webinars and courses at:

[www.Workforce3One.org](http://www.Workforce3One.org)

- Sed de Saber: An ESL Resource for the Public Workforce System
- Integrated Resource Team (IRT) Model: Strategy to Serve Job Seekers with Multiple Barriers to Employment

[www.OnetAcademy.com](http://www.OnetAcademy.com)

- Using O\*NET for Transferability of Skills
- Using O\*NET to Connect the Unemployed to High Growth and In-Demand Occupations

## contact us

Subscribe to the quarterly newsletter, **Connections**, at ([www.CareerOneStop.org/Newsroom/Newsroom.asp](http://www.CareerOneStop.org/Newsroom/Newsroom.asp)).

Please share your feedback with us or ask to be removed from the email list by contacting:

**CareerOneStop**

**E-mail:** [info@CareerOneStop.org](mailto:info@CareerOneStop.org)

**Toll Free:** 1-877-348-0502

**TTY:** 1-877-348-0501

## solutions

### Paying for Training

“How can I pay for the training I need?” is one of the most frequently asked questions to CareerOneStop’s telephone help line. Many people have heard that money may be available to help pay for school, but they don’t know where to find information about it.

Federal training aid programs are a good place to start. First, laid-off workers may qualify for Workforce Investment Act (WIA) training help. Services vary by state, so workers should contact their local One-Stop Career Center ([www.servicelocator.org](http://www.servicelocator.org)) for more information.

Also, the federal Pell Grant program can provide up to \$5,300 for costs at community colleges, colleges and universities, and many trade and technical schools. Students should first fill out the Free Application for Federal Student Aid form (find it online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)). Note that the form asks about prior year’s income, so recently laid-off workers will need to ask how they can revise their information to reflect their unemployed income level. Once they’ve completed the FAFSA, students should call the financial aid offices at particular schools.

Visit CareerOneStop’s ReEmployment Pay for Training page ([www.CareerOneStop.org/PayforTraining](http://www.CareerOneStop.org/PayforTraining)) for more resources.

## other resources

### Federal Financial Aid

Find help and answers to your questions about federal financial aid at Opportunity.gov ([www.federalstudentaid.ed.gov/opportunity](http://www.federalstudentaid.ed.gov/opportunity)), a joint Web site from the U.S. Department of Labor and the U.S. Department of Education. Opportunity.gov outlines a simple four-step process to apply for financial aid.

Need additional help with financial aid? Visit the U.S. Department of Education’s Federal Student Aid Gateway ([www.federalstudentaid.ed.gov/](http://www.federalstudentaid.ed.gov/)).

## coming soon

### Green Careers on CareerOneStop

Heard a lot of buzz about “green” careers lately? There’s been a lot of talk about how careers in energy efficiency and environmental sustainability are the wave of the future, but finding solid information on these careers can be challenging.

Earlier this year, O\*NET released its report Greening of the World of Work (find it at [www.onetcenter.org/reports/Green.html](http://www.onetcenter.org/reports/Green.html)), which identified about 200 green occupations. Soon CareerOneStop will launch its new Green Careers section, which lets users explore those careers to find ones that best fit their interests, skills, and work experience. Check [www.CareerOneStop.org](http://www.CareerOneStop.org) soon to find the Green Careers section!