

**CRITERIA FOR CAREER SKILLS PROGRAMS**

**Career Skills Programs:** CSPs are any career or technical training, or work experience in related occupations approved by the Secretaries of the Military Services, that is undertaken to facilitate transition into private sector jobs and careers. CSPs provide the networking and connecting functions that are essential to successful employment and rewarding careers. They include:

1. **Apprenticeship/Pre-Apprenticeship programs:** A combination of on-the-job-training and related classroom instruction under the supervision of a trade official. These programs are jointly sponsored by employer and union groups, individual employers, or employer associations. These programs must meet at least one of the criteria listed in 1a through 1d.

a. Be registered with U.S. Department of Labor (DOL) and/or registered in the state in which it operates - See U.S. DOL's "List of State Apprenticeship Websites" - <http://www.doleta.gov/oa/sainformation.cfm>.

b. Be an "Education and Job Training Program" approved by the U.S. Department of Veterans Affairs (VA). See U.S. Department of Veterans Affairs "Search for Approved Education and Job Training Programs" web site - <http://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do>.

c. Be a certificate program accredited by the American National Standards Institute (ANSI). See ANSI's "Directory of Accredited Certificate Issuers, Applicants, and Suspended Issuers" web site- <https://www.ansica.org/wwwversion2/outside/CAPdirectory.asp?menuID=212>.

d. Be accredited by an accrediting agency recognized by the U.S. Department of Education. See U.S. Department of Education's "Database of Accredited Programs and Institutions" web site – <http://www2.ed.gov/admins/finaid/accred/index.html>.

Apprenticeship programs must also meet ALL of the following criteria:

e. Be offered by an industry-related organization that is a sponsor of or oversees the sponsorship of a registered apprenticeship program related to the training to be offered.

f. Documented in a MOU that establishes the parameters for cooperative support between the local Army installation and local business/industry/union. The MOU will define each party's responsibilities and liabilities.

g. Have the potential to provide post-service employment once soldiers successfully complete the apprenticeship/pre-apprenticeship and fulfill their military service commitment.

2. **Employment Skills Training (EST) or On The Job Training (OJT)**: Employee training and tasks learned at a place of work while performing the actual job. OJT occurs in the particular working situation that an employee can expect to work in daily. An OJT or employment skills training program must have at least one of the criteria in paragraphs 2a through 2e below:

a. Be an "Education and Job Training Program" approved by the U.S. Department of Veterans Affairs (VA). See U.S. Department of Veterans Affairs "Search for Approved Education and Job Training Programs" web site – <http://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do>, or

b. Be accredited by an accrediting agency recognized by the U.S. Department of Education. See U.S. Department of Education's "Database of Accredited Programs and Institutions" web site – <http://www2.ed.gov/admins/finaid/accred/index.html>, or

c. Be a certificate program accredited by the American National Standards Institute (ANSI). See ANSI's "Directory of Accredited Certificate Issuers, Applicants, and Suspended Issuers" web site – <https://www.ansica.org/wwwversion2/outside/CAPdirectory.asp?menuID=212>, or

d. Be approved by National Association of State Approving Agencies (NASAA). See Search for Approved Education and Training Programs web site – <http://www.nasaa-vetseducation.com/programs/default.aspx>, or

e. Be a training program accredited by the Council on Occupational Education (COE). See COE's list of accredited training programs at web site – <http://www.council.org/accredited-institutions/>.

3. **Internships**: A system of on-the-job-training offered by a provider to eligible Service members to develop jobs skills and employment skills training that assists them to gain employment in the civilian sector. Offers a type of work experience for entry-level job seekers. Internships may be completed in Federal, State or local government or in the private sector.

a. An eligible transitioning soldier can participate in an internship program for a qualified private-sector organization (either for-profit or not-for-profit). Internships are not considered "unpaid" as defined by U.S. Department of Labor, Wage and Hour Division, in "Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act" (April 2010). Participation in this program is based on strict adherence with all of the following criteria:

(1) The soldier participant will receive full military pay and benefits for the duration of the internship and no compensation from the organization sponsoring the internship; and will be accounted for by their military unit while performing daily duties for the organization.

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(2) The soldier will work under close supervision of the organization's staff for the duration of the program.

(3) Under no circumstances will a participating soldier be requested or permitted to work more than 40 hours in any workweek.

(4) To the extent not covered in paragraphs 3a(1)-(3), the internships must comply with DoDI 1322.29, enclosure 4, paragraph 3, [www.dtic.mil/whs/directives/corres/pdf/132229p.pdf](http://www.dtic.mil/whs/directives/corres/pdf/132229p.pdf), until such time that it is revised.

b. Internships will consist of OJT and work-experience at entry level positions. Soldiers are eligible for only one internship during their transition period.

**4. Job shadowing:**

a. Normally is performed in one day by observing the day-to-day operations of the employer/workforce.

b. There is no limit to the number of job shadowing opportunities in which soldiers may participate.