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# EDUCATING YOURSELF FOR A GREEN CAREER

Are you ready to start on a green job path toward a career that will allow you to support yourself and your family? The green economy is growing rapidly and in ways that few would have imagined a decade ago. Wind power has emerged as an important part of our national efforts to develop alternative sources of energy. Electric cars, long on the drawing board, could soon become commonplace. Businesses are constructing eco-friendly offices. Homeowners are demanding houses that use less energy, whether it's through solar panels, energy-efficient furnaces, or better insulation. In response to these ideas and demands, companies are modifying and improving existing green product lines, and expanding their businesses to offer new green products and services.

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Businesses will be hiring for well-paying jobs that didn't exist a few years ago. The industries may vary from region to region, but opportunities currently exist throughout the United States, and others will be created in the not-too-distant future. Anyone considering a green career must be prepared to learn new skills along the way and be ready for the changes that will come. Green careers will evolve in ways that will keep the work interesting and rewarding.

This chapter of the guide will help you position yourself for a green career by providing information and resources on the skills you'll need, where to find training, and how to pay for it.

Structural engineer **Roxane Vallo**, who works in the construction industry, says Leadership in Energy and Environmental Design (LEED) certification is becoming more and more important for engineers in her field. "Our company [has] just hired someone, mostly because he was LEED certified. As a result of the way the industry is working, people are anticipating that you have someone who is LEED certified now because I think more of the clients want to use it ... I would have to say that your job and your future employment with other companies depend on it."

## THE SKILLS YOU NEED

Employers in green industries are looking for a wide range of skills from workers. Those who have the most skills and are best able to adapt them to new needs will be the best positioned to climb the green career ladder.

Employers want employees with skills in two basic areas:

**1. 21<sup>st</sup> Century Workplace.** There are important 21<sup>st</sup> century workplace skills that employers need from employees. They want workers who can communicate well, who can juggle more than one assignment, and who can take the initiative to solve problems. These types of abilities are often called "soft" skills. You likely have developed many of these traits and skills over your lifetime, but you may need to work on others. Your success in a green career will be enhanced by developing these skills. The pathway toward success begins with an honest assessment of your skills.

Even if you are just starting your career, chances are that there are instances where you have used soft skills. Perhaps you organized a school fundraiser or coordinated volunteers for a community garden project. You may have coached a soccer team or helped elderly parents with doctor's appointments and finances. Think about how you have used soft skills in your own life experiences. They can be good examples to showcase on a resume or in a job interview.

### TOP FIVE SOFT SKILLS THAT EMPLOYERS ARE LOOKING FOR<sup>61</sup>

1. Ability to communicate well verbally and in writing
2. A strong work ethic
3. Ability to work in a team
4. Initiative
5. Ability to analyze a problem

*A positive attitude is another attribute that employers value. Employers will gravitate to you if you are enthusiastic about your work, welcome constructive feedback, and are eager to take on new projects and learn more about your field.*

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**2. Technical.** Many green jobs require very specific technical skills, including a good foundation in math and science. For instance, a power plant operator needs to understand computer programs and public safety practices, but she also must know chemistry.<sup>62</sup> A pipefitter uses geometry and calculus in addition to her knowledge about the materials, tools, and techniques of her trade.<sup>63</sup> Be sure to understand what technical skills an employer will want for a particular job and how those skills must be acquired and documented (e.g., a certificate of completion or college degree). You can get technical skills through formal training, such as college or an apprenticeship program, or through on-the-job training.

## STARTING WITH WHAT YOU'VE GOT

Earning a degree or certificate won't necessarily take as long as you think. Many programs offer credits for life experiences, and credits you earned previously may still count toward your credential. Check with your local higher education institution or speak with a career counselor for more information.

## TRANSFERRING YOUR SKILLS

It's likely you have some of these skills already and will be able to carry them over to a new job. There are probably some skills that you can improve or new ones that you will need for your career, now and in the future. Your first step is to identify the skill sets that you have and the ones that you will need, and then locate the training that will help you develop the skills to be a strong job candidate and employee for the long-term.

## NEW OPPORTUNITIES ALONG OLD PATHS

**Many green jobs require the same or similar technical skills as traditional occupations.**

**Here are several examples:**

- **Electricians:** Opportunities will grow for those who have additional training in areas such as solar panel installation and energy auditing.
- **Engineers:** Their services will be used in many ways, including designing new technologies like wind turbines or pollution-control devices.
- **Roofers:** In addition to installing solar panels, roofers may be called upon to bind, seal, or insulate buildings.
- **Carpenters:** Traditional carpenters can become green carpenters by learning to install energy-efficient windows and doors and use green technology and recycled materials.
- **Plumbers:** Certified green plumbers are qualified to install solar-powered hot water tanks and gas lines for high-efficiency gas furnaces, and can help customers make green choices.
- **Sheet Metal Workers:** Updating knowledge, skills, and credentials can help prepare sheet metal workers to install energy-efficient heating and cooling systems.

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# FINDING EDUCATION AND TRAINING OPPORTUNITIES

Setting the goal to start a green career that enables you to support yourself and your family and help protect the planet is easy enough. Achieving that goal can be the challenge. That's why it is important to be strategic about the education you seek to help you reach your goal.

One of the first steps in training for a green career is selecting a program that matches your current skills and interests. **Annette Williams**, director of Bronx Environmental Stewardship Training (BEST) at Sustainable South Bronx, says to be thorough in your search. "You have to find something that hones in to who you are and your personality. It's not just going into a program. It's taking the time to ask yourself important questions, like whether the nature of the job is right for you and the reasons why." As for where to start in your search for the right training program, Annette recommends looking locally. "The best place to start is within your community," she says. "There are a lot of resources available."

At the moment, there is no single resource for finding green jobs training, but you can find many excellent resources online and in your region. Here is an overview of the kinds of education and training providers that are out there:

**Training Programs for Young Adults.** Several programs help people ages 16 to 25 develop the skills needed to start a successful green career while helping their communities. Programs like The Corps Network, YouthBuild USA, and the U.S. Department of Labor's own Job Corps are available in most parts of the country for people who meet income eligibility requirements. YouthBuild programs received a significant share of the \$5.8 million in Green Capacity Building Grants awarded by the Department of Labor through the [American Recovery and Reinvestment Act](#).

**Pre-Apprenticeship Programs.** Pre-apprenticeship programs provide soft skills, basic technical skills, and safety training in addition to academic preparation for entrance exams to apprenticeship programs. Pre-apprenticeship programs can vary, so do your homework and make sure any program you are considering provides the skills and training you need. Community-based groups and community colleges are some of the organizations that offer pre-apprenticeship programs. Graduates of these programs have met the prerequisites to apply for and be accepted into Registered Apprenticeship programs.

**Registered Apprenticeship Programs.** You can develop the necessary skills for many good green jobs without a college diploma. Apprenticeships provide on-the-job training for workers to enter the skilled trades — jobs that can provide good wages and new opportunities as the green economy grows. Federal guidelines set training and instruction requirements for apprenticeship programs. Some apprenticeships are run by labor unions independently or in conjunction with community colleges and other training providers. Some programs offer college credit for the apprenticeship or are associated with college programs, positioning you to earn a degree or be ready for further training and education.

**Proprietary Schools.** These for-profit schools offer general occupational or trade programs in areas such as construction, information technology, and business administration. Their programs are usually short-term and focus on applied learning. In most cases, states require that these schools be [licensed](#). Licensure helps to guarantee that the school meets basic educational



and business standards. These training providers may or may not be accredited postsecondary institutions, which is another indicator of quality. Several states, including Louisiana, Massachusetts, Texas, and Michigan, maintain directories of licensed proprietary schools. Search online and in your area to determine if there is a green job training program that meets your needs.

**Community Colleges.** Community colleges can be a gold mine for relatively quick, practical, and cost-effective training that leads to green jobs. Their programs often lead to two-year, or associate, degrees and their certification programs can often be completed sooner. Two-year schools across the country have been adding green certification programs for everything from wind technicians to solar cell designers to energy auditors, positioning themselves at the forefront of a rapidly-changing job market. Check with your community college about what green training programs it offers.

**Four-Year Colleges and Universities.** Some green jobs require a bachelor's degree or more. College graduates with degrees in areas such as engineering, chemistry, architecture, and environmental policy all have skills well-suited for a green economy. Ask admissions officers and school counselors at the college you are considering or attending about educational programs that can lead to green careers.

**Programs Through Your Employer.** If you already have a job, your current employer might be a great resource for on-the-job training or certified training in green areas. Ask your human resources office or supervisor for information about the offerings available through your workplace.

**Internships.** Many employers offer internships in conjunction with training programs. If you are enrolled in a program now, ask about available internships, or you can look online for opportunities in your area. Although internships are typically unpaid, they can be a great learning experience and help you to land a good job down the road.

**Certification Programs.** You can become certified for many green jobs by completing a certification process, typically through an employer, training provider, or independent agency. Most certifications require a candidate to complete courses or training, and/or gain on-the-job experience, before taking an examination. The most credible and valuable certifications are usually those awarded by an independent agency. For example, solar panel installers may participate in the independent, professional certification program administered by the North American Board of Certified Energy Practitioners. In addition to requiring that you be certified, states generally require you to obtain a license.

**Community and Faith-Based Organizations (CFBOs).** These types of organizations sometimes offer education, training, and job placement services. A number of CFBOs received Department of Labor green jobs grants.

## YOUR SAFETY AND HEALTH ON THE JOB

As you prepare to enter a green job, it is important to understand the health risks you may face at the worksite. The potential safety and health concerns vary by the type of job and location. For example, a biomass boiler operator and a weatherization worker work in different environments and, as a result, the specific hazards for each differ. Still, there are some commonalities across many green jobs: chemical exposure, fall prevention, electrical safety, hearing protection, and similar issues.

Look for a training program that includes instruction on

- Worker safety and health rights;
- Proper use of equipment and ensuring that protective gear fits you well; and
- Standard industry safety procedures.

When on the job, take the safety and health practices seriously, and if you have any concerns about the working conditions, talk to your employer. If you feel you are in a dangerous situation, visit the Department of Labor's Occupational Safety and Health Administration's website, (<http://www.osha.gov>) to learn how to file a complaint.

For further information and resources, see Chapter 8, "Overcoming Challenges on Your Career Path."

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## ASSESSING TRAINING OPPORTUNITIES OR OPTIONS

Before you select a training provider, you should understand the requirements of the program you are entering. Depending on your goals, previous education, and personal situation, some programs may be a better fit for you than others. Be sure you look at these requirements when considering a program.

**Program Prerequisites.** Some training programs will require that you already have completed certain courses before you can start. For example, an agribusiness management bachelor's degree program might require participants to have completed higher-level math courses in order to take more advanced classes in economics and statistics.<sup>64</sup> Your training provider will probably test you in areas such as reading, writing, and math, and ask to see records from your previous schools. If you haven't met the program prerequisites, or aren't at the level you need to be, you can get there, but factor in the costs and time it will take for additional coursework.

**Completion Certifications.** Workers not only need soft and technical skills, they also need portable skills so that they can move up the ladder in their chosen occupation. Portable skills are often dependent on industry-recognized certifications from a college or university, Registered Apprenticeship program, or other training program. Be sure that the skills you will be taught and the credential you will receive from a program will be helpful to your career in the long-term. Compare the background information you've gathered from employers, writings on the industry, and other sources to the credentials and training the program offers.

**Time Commitments.** How much time you realistically will need to devote to a program is another important factor in choosing training. You will need to account for class and study time, as well as transportation to and from class. These considerations are especially important if you plan to balance studies with work and/or family. Some programs offer evening and weekend classes, online classes, or other opportunities to achieve goals within your existing life. Be sure to ask about expectations around time and effort when talking to a program representative.

**Financial Requirements.** Most education and training programs for high-quality green jobs come with a price tag, in the form of tuition and fees, books and equipment, and other expenses. Make sure to estimate the full cost of your education. This step will give you a sense of how much financial aid and other resources you will need.

### MAKING THE RIGHT CHOICE

**Education and training are investments in your future, so it is important to put your energy, time, and money into good programs. Here are some tips on judging the quality and value of programs:**

- Universities and community colleges typically offer green job training programs, including entry-level training programs.
- Ask your prospective training provider which companies typically hire their graduates, whether they keep track of employment after graduation, and if they provide placement help. Community colleges, in particular, often have partnerships with companies to train the green workforce, and this option can be a great networking opportunity.
- Ask people already working at the job you want where they went for training and the types of credentials they earned. Because some green jobs are fairly new, you may find that desired credentials for these jobs are still evolving, but you might also learn what transferable skills are most relevant for those positions.

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## GETTING HELP IDENTIFYING TRAINING

Right now, throughout your area, there are resources available to help you find the right training opportunity. From information on the state level down to your community, the resources are there, waiting to assist you in finding the right path for your future. All it takes is a little investigation on your part.

**Government.** Every state has One-Stop Career Centers to help job seekers find employment and training. They can help you assess your skills and explore your career options, and can direct you to jobs or apprenticeships. Contact your local center and ask how it can help link you to training opportunities for jobs in the green economy. Several states also have offices dedicated to green jobs. Some states (such as Washington, Michigan, and New Jersey) include green jobs training resource pages on their websites.

### ONE-STOP ASSISTANCE

One-Stop Career Centers provide a wide range of assistance to job seekers, including training referrals, career counseling, job listings, and other employment-related services. To find your local One-Stop Career Center, go to <http://www.careeronestop.org>.

**Community Organizations.** In many areas, community organizations help women find jobs and training, as well as provide valuable related services, such as improving soft skills, building confidence, planning a career, and managing finances. These organizations' strong ties to their communities mean that they can be a great place for getting in touch with support networks and local resources to help you reach your goals. Most provide training at a low cost and have valuable connections to employers for placement after the training. Some of these organizations have a focus on helping women in particular, so they have a keen understanding of the needs of women and the unique challenges that they face in the workforce.

**Industry.** Career and technical education opportunities are often tied closely to the needs of employers. Training and certification programs specific to certain industries are often listed on the websites of national industry organizations and trade unions. Also, look into your local career and technical education center's offerings. Explore the opportunities in your current industry or talk to your local employers and organizations for more information on identifying training opportunities.

## FINANCING EDUCATION AND TRAINING

Investments in education pay off in the long run. Financial aid is available for most people, and there are many other ways to fund your education. In some cases, training might be provided at no cost to you. The first step in knowing how to finance your education is to consider the expenses you will have and how they match up with your resources. Here are some costs to consider:

- Tuition and fees
- Books and supplies
- Transportation
- Exam fees
- Child care

Once you have assessed your situation, talk to your training provider's financial aid office about the resources you can provide and how to make up the difference in cost. If you need to pay for the program on your own and you don't have all the money saved to pay for tuition up front, you might be able to spread payments out over a period of time.



## FINANCIAL AID

There are two basic types of financial aid:

- **Merit-Based Aid.** This aid is awarded to students based on their skills, talents, or abilities. It is usually considered a gift, so you won't have to pay it back.
- **Need-Based Assistance.** This aid goes to students who demonstrate financial need. It can come in the form of grants, which are treated as gifts, or loans to be paid back.

Some grants and scholarships can be awarded on both merit and need. To find out what you qualify for, complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is used for all types of federal student aid as well as for most state and institutional financial aid programs. The FAFSA needs to be completed each school year. Not all schools participate in the federal assistance programs, so be sure to ask, or check out the training provider's financial aid information at <http://nces.ed.gov/collegenavigator>.

### FAFSA TIPS

1. **You can get the FAFSA online or by telephone** (<http://www.fafsa.ed.gov> or 800-4-FED-AID). One advantage to filing online is that you will be notified immediately if you make a mistake.
2. **Start early!** Financial aid is distributed on a first-come, first-served basis.
3. **Have your documents organized before you start.** You'll need your last income tax return, Social Security number, and current bank statements, among other documents.

**Grants and Scholarships.** While you may be eligible for general financial assistance available, such as a Pell Grant (a federal grant) or an Academic Competitiveness Grant, you might also qualify for a grant or scholarship based on the fact that you are studying a green field. For example, there is the National Science and Mathematics Access to Retain Talent Grant, sometimes called the National SMART Grant. Students can receive this grant during their third and fourth years of undergraduate study if they are studying at least half-time, are eligible for Pell Grants, and are majoring in specific areas, such as physical, life, or computer sciences; mathematics; or engineering.

Many scholarships are specifically for women. Ask your program staff and search the Internet. Scholarships are available through training providers, civic clubs, religious organizations, women's groups, professional associations, and labor unions.

**Roxanne Vallo** had to work very diligently to seek funding for her college education. "I didn't come from a family who had a college fund waiting for me," she says, "so I had to apply for scholarships. ... It took some time, and I researched scholarships extensively." The fact that Roxanne was pursuing an engineering degree improved her prospects for finding scholarships. "There were definitely a lot more opportunities for funding because I was going into engineering," she says. Roxanne also became involved in the American Indian Science and Engineering Society, which awards scholarships to qualified members. "I ran for chapter president and attended all the conferences and participated heavily in that organization." Her efforts paid off: Roxanne now has a job as a structural engineer in the construction industry.

**Student Loans.** Student loans are another resource to help finance your education. Some — like the Perkins, Stafford, and Direct loans — are available through the federal government. Some Stafford loans are subsidized (meaning that the government pays the interest on your loan during certain periods) and others are not. Eligibility is based on financial need as determined by the FAFSA. Most states also run their own student loan programs.

Attending an education/training program can add costs such as books, tuition, and/or travel and child care. Some programs may offer stipends to cover these costs. Examples include the Brownfield Training Program in New York City;<sup>65</sup> the California Green Corps;<sup>66</sup> Limitless Vistas, Inc. (Conservation Corps of Greater New Orleans project);<sup>67</sup> and Greencorps Chicago.<sup>68</sup>

**Employer Assistance.** If you are employed, your company might help you finance education and training. Some employers offer tuition reimbursement programs or will pay for training up front, especially if your program is related to your current job or a career path at the company. It's worth asking about the company's policies; talk to your supervisor or human resources office.

## SAVINGS PLANS

Qualified tuition savings plans (sometimes called "529 plans" for the section of the Internal Revenue Service (IRS) Code that authorizes them) are another option, particularly if you have time to save up before beginning your program. These plans have different names depending on where you live, but each state and the District of Columbia has at least one. The plans are operated by a state or educational institution and can be used to save for college or other postsecondary training. These plans provide some tax advantages, but make sure you can use the funds you save in the plan for the type of program you want. Additional information is available at <http://www.irs.gov/newsroom/article/0,,id=213043,00.html>.

## TAX CREDITS FOR EDUCATION

There are three tax credits that may be available to you if you are paying education costs for yourself or, in many cases, another student who is a member of your immediate family. Most benefits apply only to higher education. For each student, you can elect for any year only one of the following credits:

- **Hope Credit.** To claim the Hope Credit, a student must be enrolled in the first two years of college, working toward a recognized degree, taking at least half the full-time workload for at least one academic period, and can't have claimed the Hope Credit in more than one previous tax year. The student must be you, or your dependent for whom you claim an exemption. The Hope Credit you are allowed may be limited by the amount of your income and the amount of your tax. The maximum Hope Credit for 2009 was \$1,800 for each eligible student. For students who attended school in a Midwestern disaster area, the maximum was \$3,600. The Hope Credit is nonrefundable, which means that it can reduce your tax to zero, but if the credit is more than your tax the excess will not be refunded to you.
- **American Opportunity Credit.** The American Opportunity Credit is a new credit for tax years 2009 and 2010 that modifies the Hope Credit, making it available to a broader group of taxpayers. It is a partially (40 percent) refundable tax credit for educational expenses such as tuition, fees, and course materials during each of the first four years of postsecondary education for students attending school at least half time. Married, joint-filing couples with a modified adjusted income of less than \$160,000, or others with an income less than \$80,000, qualify. Many of those eligible for the American Opportunity Credit will qualify for the maximum annual credit of \$2,500 per student. The maximum amount of refundable credit is \$1,000.

## APPLYING FOR SCHOLARSHIPS

- Search for scholarships using multiple sources including the Internet, your library, and your school.
- Go after the scholarships you determine to be the best fit for you.
- Develop a checklist of requirements and deadlines.
- Order school transcripts in advance.
- Ask early for letters of recommendation.
- Allow time to have someone proofread your essay.
- Submit your application on time and in the requested format.

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Although the Opportunity Credit generally will be larger for most people than the Hope Credit, the Hope Credit may be larger for students who attend school in a Midwestern disaster area. You may not claim both the American Opportunity Credit and the Hope Credit.

- **Lifetime Learning Credit.** Unlike the American Opportunity Credit or Hope Credit, you may claim the Lifetime Learning Credit for qualifying courses at the undergraduate, graduate, or professional level. The Lifetime Learning Credit can be claimed for 20 percent of the first \$10,000 of qualified expenses, up to \$2,000. There is no limit on the number of years the credit can be claimed. It is available for all years of postsecondary education and for courses to acquire or improve job skills. You don't need to be pursuing a degree or other recognized education credential to claim the credit.

For more information on these tax credits and what expenses qualify for them, refer to IRS Publication 970, Tax Benefits for Education (<http://www.irs.gov/pub/irs-pdf/p970.pdf>).

## FEDERAL AND STATE TAX PROGRAMS

The federal government offers two other tax credits that may be of assistance in paying for education expenses: the Earned Income Tax Credit (EITC) and the Child Tax Credit (CTC). Visit the IRS website (<http://www.irs.gov>) for more information on how to claim these credits on your federal income tax return.

Many states have built on the EITC and CTC, and offer a state EITC. Some states also offer additional refundable child care tax credits as another way to reduce the income tax liability of workers with child care expenses. Also, check the IRS website for the location of a Volunteer Income Tax Assistance (VITA) site near you. VITA sites, often run by local community-based organizations, will not only help you gain access to these valuable tax credits, including the EITC and CTC — a volunteer also may prepare your taxes for free.

# ADDITIONAL RESOURCES

You may find these resources helpful in planning for a green career. Web links can change, so you may need to do Internet searches to find the latest information.

## APPRENTICESHIPS

### GOVERNMENT RESOURCES

- U.S. Department of Labor (DOL), Employment and Training Administration (ETA). DOL provides general information about registered apprenticeship programs. <http://www.doleta.gov/OA>

## CAREER AND TECHNICAL EDUCATION

### GOVERNMENT RESOURCES

- U.S. Department of Education (ED). ED provides career and technical education information. <http://www.ed.gov/about/offices/list/ovae/index.html>

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## NON-GOVERNMENT RESOURCES

- Association for Career and Technical Education (ACTE). ACTE provides information on career and technical education systems in each state. <http://www.acteonline.org/profiles.aspx>

## FINANCIAL AID AND OTHER EDUCATIONAL FUNDING OPPORTUNITIES

### GOVERNMENT RESOURCES

- National Resource Directory (NRD). NRD is an online partnership for wounded, ill, and injured service members, their families, and those who support them. It provides access to services and resources at the national, state, and local levels that support recovery, rehabilitation, and community reintegration. <http://www.nationalresourcedirectory.gov>
- National Science Foundation (NSF). NSF provides a searchable list of funding opportunities for students, small business programs, and scientific program areas. <http://www.nsf.gov/funding>
- U.S. Department of Education (ED). ED provides information about the Free Application for Federal Student Aid (FAFSA), a link to fill out the form online, and a link to check the status of a submitted FAFSA. <http://www.fafsa.ed.gov>

### NON-GOVERNMENT RESOURCES

- College Savings Plans Network (CSPN). CSPN provides detailed information about 529 college savings plans and allows you to compare plans from around the country. <http://www.collegesavings.org/index.aspx>
- FinAid. FinAid is a site that is a source of student financial aid information, advice and tools. It contains financial aid calculators for projecting college costs, planning savings, and estimating loan payments. <http://www.finaid.org/calculators>
- FinancialAidTips.org. FinancialAidTips.org provides financial aid sources, tips, and other useful information. <http://www.financialaidtips.org>
- ScholarshipHelp.org. ScholarshipHelp.org provides tips for evaluating and ranking scholarship opportunities. [http://www.scholarshiphelp.org/evaluating\\_opportunities.htm](http://www.scholarshiphelp.org/evaluating_opportunities.htm)
- U.S. Scholarship Guide. The U.S. Scholarship Guide provides information on grants by state (<http://www.usscholarshipguide.org/grants/state/index.html>), loans (<http://www.usscholarshipguide.org/loans/undergrads.html>), college savings plans (<http://www.usscholarshipguide.org/collegesavings/index.html>), and scholarships for women (<http://www.usscholarshipGuide.org/scholarship/minority/women.html>).

## GENERAL AND TECHNICAL SKILLS

### GOVERNMENT RESOURCES

- Delaware Economic Development Office (DEDO). DEDO provides detailed information about workforce development including soft skills and self-evaluation. [http://dedo.delaware.gov/BusinessServices/WorkforceDevelopment/WorkforceDevelopment\\_softskills.shtml?WorkforceDevelopment](http://dedo.delaware.gov/BusinessServices/WorkforceDevelopment/WorkforceDevelopment_softskills.shtml?WorkforceDevelopment)

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- U.S. Department of Labor (DOL). DOL has information about green jobs and green training grants through its Green Jobs Initiative. <http://www.dol.gov/dol/green>
  - mySkills myFuture. This is an electronic tool developed by DOL's Employment and Training Administration that enables previously-employed job seekers to match their occupational skills and experiences with the skills needed in other occupations. <http://www.myskillsmyfuture.org>
  - Occupational Information Network (O\*NET). O\*NET is a comprehensive, user-friendly career exploration tool created for DOL's Employment and Training Administration with a special section on the green economy. <http://onetcenter.org/green.html>

## NON-GOVERNMENT RESOURCES

- Society for Human Resource Management (SHRM) in conjunction with WSJ.com/Careers. The report *Critical Skills Needs and Resources for the Changing Workforce* (June 2008) highlights the various skills, activities, and content areas needed in today's workplace. <http://www.shrm.org/Research/SurveyFindings/Articles/Pages/CriticalSkillsNeeds.aspx>

## GREEN CERTIFICATIONS

### NON-GOVERNMENT RESOURCES

- Green for All. Green for All provides a description of green job opportunities, links to green jobs listings, a list of useful certifications for green careers, and resources for green job training. <http://www.greenforall.org/resources/green-collar-jobs-resources>

## INTERNSHIPS

### GOVERNMENT RESOURCES

- U.S. Department of Energy (DOE). DOE provides information about the Community College Institute, a program that places students from community colleges in paid internships in science, engineering, and technology at DOE National Laboratories. <http://science.energy.gov/wdts/ci>

### NON-GOVERNMENT RESOURCES

- Action Without Borders (AWB). AWB provides a search engine for finding jobs and internships. <http://www.idealists.org>
- Career Education Institutes. Career Education Institutes published *The Big Green Internship Book: Internships and Summer Jobs for the Environment*, 2009. <http://www.internships-usa.com/BigGreen/envint.htm>
- SustainableBusiness.com. SustainableBusiness.com provides a search engine for finding internships in green companies. <http://www.sustainablebusiness.com/jobs>

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# FINDING EDUCATION AND TRAINING OPPORTUNITIES

## GOVERNMENT RESOURCES

- U.S. Department of Education, National Center for Education Statistics (NCES). The NCES College Navigator allows you to search for colleges by state and provides information on programs/majors, tuition, financial aid, and more for each college. <http://nces.ed.gov/collegenavigator>
- U.S. Department of Labor (DOL), Employment and Training Administration (ETA). DOL has information about green jobs and green training grants through its Green Jobs Initiative. <http://www.dol.gov/dol/green>
  - CareerOneStop. CareerOneStop, created for ETA, provides a tool to help locate Workforce Investment Act-eligible training providers in your area. <http://www.careeronestop.org/WiaProviderSearch.asp>
  - High Growth Job Training Initiative. The initiative is a strategic effort to prepare workers for job opportunities in high-growth, high-demand sectors. <http://www.doleta.gov/BRG/JobTrainInitiative>
  - Job Corps. Job Corps is a free education and training program that helps young people prepare for careers, earn high school diplomas or GEDs, and find and keep jobs. <http://jobcorps.gov>
- U.S. Department of Labor, Office of Disability Employment Policy (ODEP). ODEP funds a youth technical assistance center, the National Collaborative on Workforce and Disability for Youth, that offers a wealth of resources for youth employment. <http://www.ncwd-youth.info>

## NON-GOVERNMENT RESOURCES

- American Association of Community Colleges (AACC). AACC's Community College Finder provides a directory of community colleges by state. <http://www.aacc.nche.edu/Pages/CCFinder.aspx>
- Building Performance Institute (BPI). BPI provides a list of BPI-affiliated training providers. Candidates who successfully complete these courses should be able to achieve BPI Certification through written and field practical testing. [http://www.bpi.org/documents/BPI\\_Recognized\\_Primary\\_Training\\_Providers.pdf](http://www.bpi.org/documents/BPI_Recognized_Primary_Training_Providers.pdf)
- *Community College Week*. Each year *Community College Week*, an in-depth source of information for and about two-year college faculty, administrators, and trustees, releases a special report featuring the top 100 degree- and certificate-producing institutions by discipline. [http://www.ccweek.com/Top\\_100\\_Archives.aspx](http://www.ccweek.com/Top_100_Archives.aspx)
- The Corps Network. The Corps Network is a national network of the Service and Conservation Corps, state and local programs that engage primarily youth and young adults (ages 16 to 25) in full-time community service, training, and educational activities in 42 states and the District of Columbia. <http://corpsnetwork.org>
- Green for All. Green for All provides a description of green job opportunities, links to green jobs listings, and resources for green jobs training. <http://www.greenforall.org/resources/green-collar-jobs-resources>
- Interstate Renewable Energy Council (IREC). IREC provides a database and map of green training providers. <http://irecusa.org/irec-programs/workforce-development/education-information/training-providers>
- North American Board Certified Energy Practitioners (NABCEP). NABCEP maintains a list of registered providers for Entry Level Photovoltaic Exams. The Entry Level PV Program is designed for individuals wanting to get involved in the solar electric industry. <http://www.nabcep.org/resources/training>
- Residential Energy Services Network (RESNET). RESNET provides a list of energy-rater training providers that are accredited by the Network. <http://www.natresnet.org/programs/training/directory.aspx>

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## EDUCATING YOURSELF FOR A GREEN CAREER

## FINDING YOUR GREEN JOB

## GREEN ENTREPRENEURSHIP

## WOMEN SUCCEEDING IN GREEN JOBS

## OVERCOMING CHALLENGES ON YOUR CAREER PATH

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- RWM Vocational Schools Database (RWM). RWM provides a list of private, postsecondary vocational (trade) schools, including resources for individual states. <http://www.rwm.org/rwm>

This list is not exhaustive and inclusion on this list does not represent an endorsement of any institution or program. While all efforts are made to ensure that hyperlinks are working and the information contained at the referenced websites is useful, the authors do not endorse, take responsibility for, or exercise control over the websites or organizations, nor do they vouch for the accuracy or accessibility of the information contained on these sites. The authors also cannot authorize the use of copyrighted materials contained in these sites. Users must request such authorization from the sponsor of the website.

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<sup>63</sup>O\*NET OnLine. “Summary Report for: 47-2152.01 - Pipefitters and Steamfitters.” <http://online.onetcenter.org/link/summary/47-2152.01>

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