



ROA

THE REFUGEE ORGANIZING IN ACTION NETWORK



CERTIFICATION & RECERTIFICATION IN GEORGIA

EMPLOYMENT GUIDE: SELECTED JOB CLUSTERS & PROFESSIONS

September 2010

Job Certification and Recertification

TABLE OF CONTENTS

Introduction

I. Gather the Right Information	Page 6
A. Career Counseling	
B. Workshops	
C. Online Resources	
D. Networking	
II. Educational Pathways to Employment	Page 10
A. GED	
B. Technical College	
C. Community College	
D. Four Year College or University	
E. Licensing/Certification	
F. Apprenticeship	
G. Other Programs	
III. Some Sample Pathways	Page 15
IV. Standardized Tests	Page 17
A. GED	
B. College Entrance Tests	
C. Preparing for the Test	

V. The Cost of Education	Page 21
A. Tuition	
B. Fees	
C. Textbooks and supplies	
VI. Financial Aid	Page 22
A. Need-based vs. merit-based	
B. Grants	
C. Loans	
D. Scholarships	
E. Applying for financial aid	
F. Cost Savers	
VII. Beware!	Page 24
A. Diploma Mills	
B. Accreditation	
VIII. Some Important Tips	Page 25
A. Communicating with college personnel	
B. Keep Good Records	
C. Time	
D. Learning Support	
<hr/>	
APPENDIX A – Agencies that Evaluate Foreign Transcripts	Page 27
APPENDIX B – Standardized Test Preparation Websites	Page 28
APPENDIX C – Glossary of Terms	Page 32
APPENDIX D – Employment Guide: Selected Occupations Job Clusters & Professions	Page 38

Job Certification and Recertification

Introduction

After arriving in the United States, many refugees would like to find jobs similar to, or the same as, the ones they held in their native country. And certainly, many who held professional jobs that required years of education and training that provided them with a comfortable living and a certain degree of status, often prefer to remain employed in that same profession. Most professional jobs in the U.S that require a high degree of education and training require certification, or recertification, for foreign workers. Some examples are physicians, lawyers, engineers, and teachers. Even jobs with less formal educational requirements, such as electricians, mechanics, and truck drivers, require some type of licensing.

The process of job certification or recertification is overwhelming for many newcomers. Language and cultural differences, changing technologies, and uncertain economic times are just some of the factors that make re-employment in America so difficult. For purposes of discussion in this booklet, the term certification refers to job certification and can be defined as: the job credential that one holds as a result of completing certain required educational course work or training, and / or the issuance of an official document to confirm, this. Examples might be: a certificate, license, diploma, or degree. Recertification includes the steps that a refugee must take to regain his/her job certification in the U.S. because of different standards, lost or destroyed documents, transcript evaluation, or other reasons.

The purpose of this booklet is to provide you with information that will make the process of regaining employment through recertification a little easier. And if that is not possible, we hope to provide you with enough information to lead you to new certification in a similar or new field. We will discuss educational resources and the pathways that connect them with different occupations. In addition, we will review: various types of financial aid for education and training, certification and licensing, and standardized testing. We will also share some important tips on understanding and communicating with the personnel who staff American educational and training programs. You are strongly encouraged to read the glossary in the back of this booklet as some of the terms herein may be unfamiliar to you.

Gather the Right Information

The U.S. Department of Labor and each state provide extensive information on job certification and licensing requirements. Some refugees are able to take this information, fulfill certification requirements, and secure the same job in the U.S. that they held before their resettlement. But for most it is not an easy process because of many factors including: the time required to learn or improve one's English, the urgency to obtain almost any kind of job to provide for one's family, and the general stress of adjusting to life in a new land. And, even if one possesses the time and financial resources, job certification or recertification takes time.

It is highly recommended that you get professional assistance in gathering occupational and job information, as well as conducting your own research in developing strategies for obtaining re-employment or trying something entirely different. Here are some ways for you to gather information so that you can make sound decisions about your future.

Career Counseling

Whether you decide to stay within your occupational field or explore an entirely different occupation, you should gather all the information you can about various occupations - job qualifications, educational requirements, salaries, and job availability and outlook. Career counseling is one of the best ways to obtain comprehensive information in a relatively short period of time. This counseling might be obtained formally or informally. The local newspaper, libraries, the internet, and educational institutions all have information on career counseling services. Many counseling services are helpful, but they can be very expensive. Utilizing the free counseling resources in your community can be just as effective, if not better.

Career counselors can provide certification requirements as well as information on jobs outside of your field. Since you might find it difficult to find the same type of job you held in your native country, you would be wise to explore **career clusters** with your counselor. Career clusters are found in most occupations. Nursing affords a good illustration of a career cluster. For example, a registered nurse from another country might find it will take months or years to get recertified in the U.S. So, she might look at a "cluster" or group of health care related jobs - certified nurse assistant, medical assisting, lab technician, practical nursing, or even as a translator at a health facility. Some of these jobs require special training, but there are many inexpensive programs at technical colleges that require less than a year of preparation, offer generous financial aid and even provide job placement. A foreign nurse who elects to stay in her health cluster might have to receive lower pay or work in a less prestigious job than she previously held, but this gives her the opportunity to use her nursing related skills to move to a

higher paying job. This also allows her to stay in a field that brings her some satisfaction while she seeks re-certification.

In the next section of this booklet, we will discuss several occupations that are part of career clusters. In addition to career clusters identified by a career counselor, the Georgia Career Information Center at www.gcic.peachnet.edu provides career clusters for hundreds of jobs. This is discussed in more detail below.

Some suggested places to obtain free career counseling:

Georgia's public colleges and universities

All of these have some type of career counseling office and many are free to the general public. Georgia's technical colleges in particular are very accessible and generally open to residents of the county where they are located. The advantage to using a college career counseling service is its staff's familiarity with educational programs at their own institution that might prepare one for job certification/recertification.

Georgia Department of Labor

This state agency offers career counseling plus extensive information on job openings, workers rights and benefits, and other job resources. Detailed information is available at: www.dol.state.ga.us.org.

DeKalb Workforce Development

In addition to career counseling, this county agency provides extensive resources for job training and job placement. Detailed information is available at: www.dekalbworkforce.org.

Workshops

Job related workshops are held somewhere in the metropolitan Atlanta every day. While most of these focus on topics such as interviewing, resume writing, and networking, you can sometimes learn about training, educational opportunities and financial aid at these events. You can pay a lot of money to attend one of these workshops or get just as much information at free sessions sponsored by local colleges, city and county government, and community organizations.

Refugee resettlement agencies and other organizations that serve refugees and immigrants frequently have workshops with the same information provided by career counselors. However, they are often more helpful because of their staffs' interpreting/translation capability and their understanding of the refugee/immigrant barriers to employment. You might start by inquiring about job workshops through your personal resettlement agency. In addition, one

agency, **Lutheran Services of Georgia** currently provides employment upgrade and recertification services for refugees regardless of which agency resettled them. To be eligible for these services one must be working 35 hours per week and must desire to re-enter his/her former profession or a related field. For more information, call 404-875-0201.

Online Resources

Georgia Career Information Center

This web-based resource has a wealth of information. It not only describes thousands of jobs in detail, but it also offers detailed information on wages, qualifications, licensing requirements, job outlook, career clusters, educational costs, apprenticeship requirements, and the Georgia schools that prepare one for each listed occupation. Access to the GCIC service requires a user name and password which can be obtained at no cost at local Georgia college career centers. There is no fee for using the GCIS. The website is: www.gcic.peachnet.edu

Career One Stop

This comprehensive occupational service website includes state-by-state licensing and certification requirements for most recognized occupations in the United States. The website is: www.careeronestop.org. Occupations and their credential requirements vary from truck drivers and medical assistants to engineers and physicians.

Refugee Works

This Baltimore, Maryland-based organization is affiliated with Lutheran Immigration and Refugee Service. It provides information and services to refugees, employers, and agencies to help refugees regain economic self-sufficiency. Many of their services are obtainable online, including detailed information on job recertification. A networking service is also available for refugees who want to communicate with each other to learn about employment services and programs around the country. Its website is www.refugeeworks.org.

Networking

Just as many people network to find a job, you can network to find out about re-certification, training and education. Talking to students, instructors, employers and others can often be your best way of getting information. Students can tell you about the quality of instruction, employers can tell you exactly the type of trained individual they are looking for and instructors can provide valuable information about what type of credentials employers require. The big advantage to networking is that the job market literally changes daily. **Niche jobs** (specialized jobs that are not found in college manuals and labor reports) as well as traditional jobs that

accompany the arrival of a new company are created regularly and the only way to learn about them is word-of-mouth. When these jobs are created, free training often comes with them. Colleges also receive funding to start new programs that fill quickly and the students who enter those programs are often the first to hear about them and the first to get jobs that require the relevant training. A fire safety diploma program was recently started at one technical college as well as an electronic systems control program. A few years ago, an Atlanta utility company experienced an unusual number of retirements and immediately needed dozens of workers to fill those slots. The people hired not only got the jobs, but the free training that went with them.

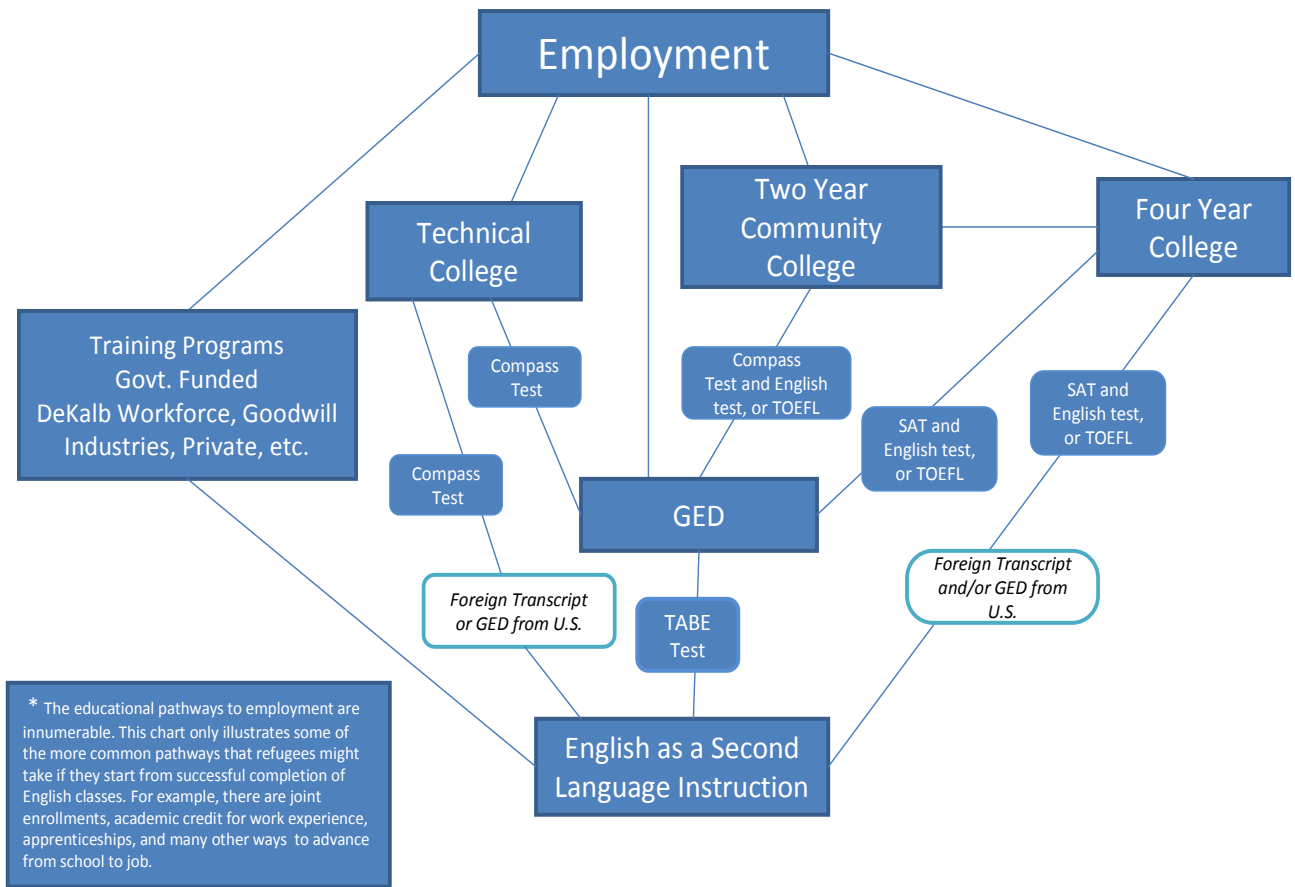
Educational Pathways to Employment for Refugees

Now that you have some information on careers, it's time to look at the different educational or training pathways that will help you get recertified or obtain other employment for which you feel you are best suited. Look at **Chart 1. Educational Pathways to Employment** (next page) and you will see a diagram that shows the educational pathways to employment. Included in this diagram are the educational and training programs that one must attend to obtain certain educational credentials. In addition you will see different types of assessments on which one must complete a satisfactory score before being admitted to the institution. Any terms that are unfamiliar to you can be referenced in the glossary.

The educational pathways to employment are many. This chart only illustrates some of the more common pathways that refugees might take if they start from successful completion of English classes. For example, there are joint enrollment programs, academic credit for work experience, apprenticeships, and many other ways to use your "education" to obtain employment. A person might also transfer certain credits from technical college to community college and vice-versa. Admissions personnel and college counselors can explain the many options available to you.

If the U.S. higher education system is new to you, here are some basic things you should know before reading the chart. American students generally complete 12 years of education before applying to college/university. During the last year of years 9-12, the period known as high school, some students might joint enroll in high school and college. American students who drop out of high school might later enroll in a GED program if they want to obtain the equivalent of a high school diploma, the GED credential. Refugees beyond high school age, usually 18, who have no high school transcript or other academic records, but possess a good command of English might apply for college after successfully passing the GED. Most, if not all, colleges and universities require a high school diploma or GED to apply.

Chart 1. Educational Pathways to Employment



GED

The GED (General Educational Development) is the equivalent of a high school diploma in the U.S. If you already have a high school diploma from your native country and it has been evaluated by a recognized evaluation service (see Appendix A) and accepted by an American college to which you are applying, then you can skip this section. However, if you do not have a high school diploma from your country or if your educational records have been lost or destroyed, you will almost certainly need to take and successfully pass the GED exam to be admitted to any American college.

The GED is administered by Georgia’s technical colleges. An initial assessment, the TABE, is given to the student to determine his academic level in reading, writing, and mathematics. If the student’s scores indicate that he has the academic skills to take the GED exam with some

probability of passing it, he might be allowed to take it soon thereafter. If the student's scores are deemed too low, he is referred to the college's GED preparation program where he can work on his academic skills until his re-assessment scores are high enough for him to register for the test. If the student's initial assessment scores are low and his first language is not English, he might be referred to the College's English as a Second Language (ESL) program to improve his skills. Successful completion of the ESL program will allow the student to enroll in GED preparation classes. All GED and ESL classes are free, but there are fees for taking the GED test. Additional information on the GED's format, content, and cost are included in the section on **standardized tests**.

Technical College

Technical colleges, formerly referred to as vocational schools in Georgia, exist in every state and provide the opportunity for students to acquire qualifications for occupations requiring specific practical or manual skills. While they do not demand the academic rigor of four year colleges, technical colleges are critical in providing trained employees in healthcare, industrial technology, electronics, public safety and many other areas. Technical colleges in Georgia offer three levels of academic credentials: certificates, diplomas, and associates degrees. Preparing for the diploma is generally more academically rigorous and time consuming than is required for the certificate, and in most cases, it better qualifies one for employment. The same can be said for the associate's degree over the diploma. For example, a graduate with an associate's degree as a computer program specialist will be more qualified than one with a diploma as a computer support specialist. The support specialist will likewise have more training and be better qualified than the holder of a visual basic program certificate. All of these students, however, will hold a valuable credential that will help increase their likelihood of acquiring and retaining employment.

Associate degrees generally take about two years to complete; diplomas, between one and two years and certificates, less than a year. There are many technical colleges in the metropolitan Atlanta area, including **DeKalb Tech**, **Gwinnett Tech**, and **Atlanta Area Tech**. Georgia Tech is sometimes confused as a technical college. However, it is a four-year college offering a range of professional degrees in science and technology.

Community College

Community colleges, sometimes referred to as junior colleges, are two-year institutions that offer associate degrees and/or preparation for four-year college admission. They might prepare one for a specific occupation such as a Dental Hygienist, which requires an Associates of Science degree. Another example is a paraprofessional for a media center position that requires an Associate of Applied Science in Library & Information Science Technology.

The other roll of the community college is to prepare one for transfer to a four year college. Starting at a community college has several advantages. The big one is cost. Community colleges usually do not have residential facilities and are less expensive. They also provide a good option for students who are working and cannot make a long commute. Some community colleges have joint programs with technical colleges. In our area, the community college **Georgia Perimeter College** (GPC) has a joint program with DeKalb Tech in medical assisting that combines the academic training of GPC with the practical training of DeKalb Tech.

Four-Year College or University

Four-year college programs prepare people for a variety of professions and have significantly higher academic demands than technical colleges or community colleges. Degrees from four-year colleges are called bachelor's degrees. Some of the more common ones are Bachelor of Arts Degree (B.A.), Bachelor of Science Degree (B.S.), and Bachelor of Business Administration Degree (B.B.A.). A few examples follow. One with a B.A. in Journalism might become a writer. One who holds a B.S. in Nutrition might go on to manage a large corporate or hospital cafeteria. One with a B.B.A. in Marketing might become the head of advertising for a large company. Those who obtain bachelor's degrees generally earn higher salaries and have more job responsibility than graduates of technical and community colleges. Examples of four-year colleges in our area are **Georgia State University** and **Kennesaw State University**. The "university" designation is given to four year colleges that have programs of advanced study that confer master's degrees and/or doctorate degrees. Regardless of which level college one attends, today's economy is demanding a more educated workforce.

So how does one know which type of college to attend?

There are many considerations. It depends on your goals, your finances, and your academic ability, just to name a few. Course preparation is less academic in nature and takes less time to complete at technical and community colleges than at four-year institutions. One might receive a certificate as a certified nurse assistant at a technical college, while a registered nurse might require an associates or bachelor's degree from a community or four year college and a satisfactory score on a special exam. One might receive an accounting diploma at a technical college in less than two years, allowing him to work in a business office managing budgets and developing spreadsheets. Whereas, a bachelor's degree in accounting from a four year college might qualify one to manage the very detailed financial affairs of a company. None of these options is better than the other. It really depends on what fits you best.

Satisfactory score on a standardized test is required for admission to most educational institutions. However, they are not the sole criteria for admission. One's grade point average (GPA) from high school and other educational institutions attended, as well as their work experience, school or life experience (such as leadership in a club or volunteer activities),

and/or grades on foreign transcripts are all taken into consideration. The standardized tests identified in Chart 1, a few pages earlier in this guide, are the GED, Compass, the SAT, and the ACT. These are described in more detail under the section on Standardized Tests.

Licensing / certification

In the U.S., hundreds of professions require satisfactory scores on job related examinations in order to obtain a license or certificate to practice that profession. This is often in addition to required education or training. A few examples are: nurses, electricians, commercial truck drivers, and landscapers. Some licenses do not require a great deal of education while others require significant training. For example, a licensed registered nurse must also have specialized college-level training, while a licensed commercial truck driver's training might require only a few months. Some other occupations, such as automobile mechanic, do not always require a license or certification, but finding a job in such occupations is very difficult without professional certification. A reputable repair shop will want a mechanic with a certificate from an Automotive Service Excellence program. The previously mentioned Career One stop website www.careeronestop.org provides comprehensive information on licensing and certification.

Apprenticeships

One who enrolls in an apprenticeship program is trained on-the-job. An apprentice works for an employer who helps the apprentice learn his trade. The apprentice generally agrees to continue working for his employer for a specified period after the training period. Examples of apprenticeship jobs are: carpenters, electricians and pipefitters. One should be careful to only join apprenticeship programs recognized by the U.S. Department of Labor. This information can be found at the website: <http://www.doleta.gov/oa/>.

Three apprenticeship programs in the Atlanta area are:

Atlanta Electrical Joint Apprenticeship & Training. website: www.aejatc.org

Atlanta Roofers Joint Apprenticeship Committee. Website: www.unionroofers.com/

Masonry Association of Georgia Apprenticeship Training Center.

Website: www.masonryassocga.com/

Other Programs:

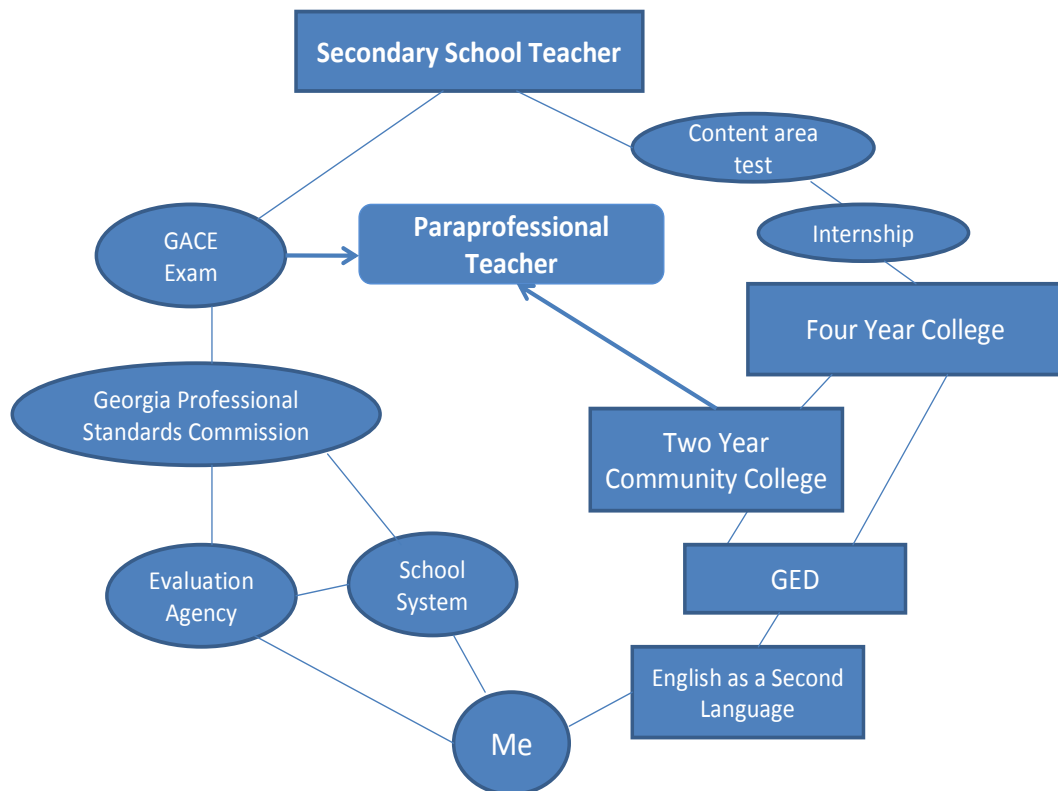
There are many training programs not affiliated with educational institutions. **Goodwill industries** is one such program that offers comprehensive job counseling as well as job training in construction, floor technology/custodial building trades, highway maintenance, forklift warehousing, Hospitality Training, Housekeeping, food service, banquet server, front desk and more.

Some Sample Job Cluster Pathways

To illustrate the variety and options within educational pathways, take a look at **Chart 2. Pathways to Paraprofessional and Secondary School Teacher** (below), this shows multiple ways to arrive at the same goal. The traditional route of high school (or GED) to four-year college to employment is diagrammed. But look at the options. The student can also go the community college route and save some money. He might even take a job as a paraprofessional since his community college work qualifies him for that position.

Or, since the state of Georgia is short on math and science teachers, and our prospective teacher taught one of those subjects as a secondary teacher in his native country, he can go straight to the school system with a request to waive a regular Georgia certificate. The school system might refer him to GPS who could immediately approve a certificate and he would have a job.

Chart 2. Pathways to Paraprofessional and Secondary School Teacher



Standardized Tests

Acceptance to almost every type of educational or training program requires some type of assessment. The assessments used by colleges are standardized tests. They are used to measure the student's ability or aptitude to perform the academic work of the institution. We will examine a few of the main ones.

GED

While the GED is not a standardized college entrance test, discussing it is important because the academic records of many refugees have been lost or destroyed, and successful completion of the GED is the only way they can be considered for college admission without some record of a high school diploma. As mentioned under the Educational Pathways section, the GED is the equivalent of a high school diploma. It is necessary for college/university admission for refugees who have not attended high school or who have no educational records. GED test preparation is free at Georgia technical colleges and students are allowed to work at their own pace. The actual GED test consists of 5 subject areas: Language Arts Writing, Reading, Social Studies, Science, and Math. Most of the test is multiple choice and students are required to write an essay for the writing section. A student must achieve a total test score of 2250 with no one section score below 410. The GED test sections can be taken individually on different days which allow the student to focus on one section at a time. The fee for each section of the test is \$19. (\$95 for the entire test).

College Entrance Tests

Three of the most frequently administered standardized tests for entrance into technical college or to four year colleges or universities are the **Compass**, the **ACT** (formerly American College Testing) and the **SAT** (Scholastic Aptitude Reasoning Test). Local Georgia colleges such as DeKalb Tech and Georgia Perimeter College administer the Compass, but recognize scores from the ACT and SAT. Local four-year colleges such as Georgia State University require either the ACT or the SAT, which are administered at a number of locations. Some colleges, such as Georgia Perimeter College and Georgia State might also require non-native speakers to take a placement test in reading and English or the TOEFL, an English proficiency test required at many four year colleges and universities.

The SAT and ACT are used for admissions, but are only one factor considered for admitting a student. A student's GPA (grade point average) in high school or at another institution, his involvement in non-academic school activities, and work experience are among other factors considered in admission.

Compass Test

This test is computerized, so students should be familiar with taking tests on a computer. The test is not timed. The Compass measures a student's reading, writing, and mathematical ability. On the reading section, the student is given one or more passages to read, and then answers questions about the passage. On the writing section, the student is presented with an essay and asked to look for errors in grammar, punctuation, usage, and style. On the mathematics part, the student solves problems that measure numerical, pre-algebra, and algebra skills.

It is important to note that if a student meets other admission criteria, that the Compass is primarily used at Georgia technical colleges to determine if a student is "program-ready." For example, if a student obtains a high score in mathematics, but a low score in reading, he might be admitted to the college and allowed to take regular math courses, but before taking other courses, he must enroll in one or more remedial courses (called Developmental Studies) to improve his reading scores before taking other for-credit courses. Developmental Studies are helpful, but they do not carry academic credit, which means they can not count toward the student's degree or other credential. If a student is receiving financial aid through a grant, he needs to understand that money used from the grant award to pay for developmental studies is subtracted from the total amount he has been granted for all of his studies. Therefore, if he takes several developmental studies courses, he begins to deplete grant money intended for his credit courses.

SAT Reasoning Test

The SAT is generally administered for admission to four year colleges, but most community colleges and technical colleges recognize it. The SAT measures Critical Reading, Mathematics, and Writing. All of the questions are multiple-choice except for a short essay in the writing section and a math grid in the Math section. The test takes 3 hours and 45 minutes. The cost of the SAT is \$47.

ACT

The ACT, like the SAT, is generally administered for admission to four year colleges, but it is recognized by most community colleges and technical colleges. It measures students' general educational development and their capability to complete college-level work with multiple choice tests covering four skill areas: English, mathematics, reading, and science. Test time is 2 hours and 55 minutes. The optional Writing Test measures skill in planning and writing a short essay. The ACT costs \$33 or \$48 with the optional writing part. A major difference in the ACT and the SAT is that the SAT penalizes wrong answers. Therefore, on the SAT, one should only give answers with some probability that they are correct.

TOEFL: The TOEFL (Test of English as a Foreign Language) is an evaluation required of non-native speakers to determine their ability to use English in an academic setting such as a university. It is also used by government agencies, licensing bodies, and businesses. The TOEFL is not required for admission to Georgia technical colleges, but it is used by Georgia universities and four year colleges.

Test Fee Waiver – Students with limited income can request a test fee waiver for both the ACT and the SAT.

Preparing for the Test

Preparing for a standardized test is no guarantee that you will score higher or be admitted to a college. However, if you are unfamiliar with American test taking formats or if you have not studied or used a subject like mathematics in some years, it be helpful to brush up. First, learn exactly what the test will be measuring. The three tests previously mentioned all measure English, reading and math, but the ACT also has a science component and the writing section is optional on the ACT.

Practicing for the test

Many companies, schools, and colleges offer study courses, study guides, and online practice for standardized tests. Some better known names of companies that offer courses to prepare students for the tests are: The Princeton Review, the College Board, Kaplan, and Barron’s. Some technical colleges offer onsite test preparation also. DeKalb Tech offers computer-based test preparation for the Compass, which can be very helpful since that assessment is actually given on computers. It is suggested that you utilize as many free resources as possible. Some study courses and online services can be very expensive and there is no evidence that theses for-fee resources can help prepare you better than the free ones. Most public libraries have free study guides that you can check out. If you feel the need to purchase a standardized test preparation book, check out an inexpensive online source such as Amazon.com. Three free online sources that offer free test preparation activities and numerous links are:

www.testprepreview.com

www.dekalbtech.edu/admissions/testing_guides.php

www.dekalbtech.edu/services/resources_success_links.php.

Most of these same websites are listed in **APPENDIX B – Standardized Test Preparation Websites.**

Is the test computerized or taken manually?

We just learned that the Compass is a computerized test. If a student has special needs or limitations in taking a computerized test, he should check with the test administrator well before the test is given.

Calculators

Calculators are allowed for some standardized tests, and indeed might be a big time-saver on the math section. However, calculators with certain functions might not be permitted. Again, check with the test administrator well ahead of the testing date.

Register on Time

The most important thing to remember about taking any of these tests is to register in time. This might be necessary weeks before the test is actually given, and failure to register might mean delaying your admission to school by many months or even a year. The college or program to which you are applying can give you a schedule of tests dates. Both DeKalb Tech and Georgia Perimeter College administer the Compass Test on their campuses. Test dates and locations for the ACT and SAT can also be obtained on the internet at www.actstudent.org and www.collegeboard.com.

The Cost of Education

Before you decide to continue your education, you need to understand the costs. The biggest cost for college instruction is **tuition**. This is the actual cost you pay for instruction. It is very important to note that tuition is not the same for full-time students as it is for part-time students. A student who takes two courses per session will not pay as much as one who takes a full load of three or four courses. Students who have maintained residence in Georgia for a year pay “in-state tuition” which is about half of what an out-of-state student pays.

Fees refer to additional costs beyond tuition. They vary from college to college, but may include fees for: registration, special activities, technology, athletics, or clubs. Students typically must pay these fees, even if they do not participate in the activities for which they are charged.

Room and board refers to the cost of housing and meals, which does not apply to the majority of those using this booklet since they would be commuting to class. **Text books** are a major expense for a student taking a full course load. The cost can run into hundreds of dollars per semester. **Equipment and supplies** not only would include the basics – notebooks, paper, pens, etc., but also a computer, and depending on the course of study, possibly uniforms, tools, or other special equipment. You also need to consider your **personal expenses**, such as transportation to and from school and meals if you decide to eat on campus.

Here are some numbers to help your evaluation. According to the College Board’s *Trends in College Pricing 2009*:

- Public four-year colleges charge, on average, \$7,020 per year in tuition and fees for students who live in their state. The average surcharge for full-time out-of-state students at these institutions is \$11,528.
- Private four-year colleges charge, on average, \$26,273 per year in tuition and fees.
- Public two-year colleges charge, on average, \$2,544 per year in tuition and fees.

Refugees are legally entitled to enroll in Georgia colleges, but to avoid paying out-of-state tuition will need to wait one year from the date of arrival to enroll. One year is the length of time they need to establish residency for tuition purposes. In 2010, in-state tuition for one quarter (about 10 weeks) at DeKalb Tech is \$822 per quarter for a Georgia resident who takes three courses. Out-of-state tuition is over \$1,227 for the same course load for a non-resident. In-state tuition at Georgia State University for a full course load over a semester (about 15 weeks) is \$3,535, while out of state tuition is almost \$13,000.

Wait! Don’t Panic! Many Americans and newcomers to this country do not continue their education after high school or even later in life is because they see numbers like this and think it’s impossible. However, if you understand the many financial aid options and are willing to do

the research, you would be surprised at how affordable education might be. Let's look at financial aid.

Financial Aid

Financial aid is money to help reduce the cost of your education. There are two types of financial aid – **need-based and merit-based**. If a person qualifies, he might receive either or both types. Need-based aid is given to one who has a low income or financial circumstances that make it difficult to finance college, such as caring for a disabled spouse. Merit-based aid is based on one's previous academic success. If a person attained a high grade point average in high school and a very high SAT score for example, he might be eligible for merit-based aid. One thing you need to know about financial aid up front. If you have not lived in Georgia for one year, you will not be eligible for most types of financial aid. However, this should not prevent you from starting the process of applying for it.

Most financial aid for education comes in the form of **grants or loans**. The main difference in these is that grants are free and you have to repay loans. Student loans are generally repaid at less interest than traditional loans. There are private student loans and federal student loans. Two common federal loans are Stafford Loans and Perkins Loans. The Perkins is a need-based loan.

Scholarships are another type of free financial aid from a donor or organization that might be need-based, merit-based or for a specific purpose or idea. Scholarships might be given for many reasons - to students who are seeking a specific career, to athletes with exceptional talent, or for individuals who have attained a high grade point average or SAT score.

Obviously, the more of your education you can finance with grants and scholarships, the better off you will be. You can apply for grants and scholarships through the college to which you are enrolling or directly to donors. Two well known financial aid sources in Georgia are the **HOPE Grant and Hope Scholarship**. The Hope Grant is available to any Georgia resident who meets residency requirements (one year) and is seeking a certificate or a diploma at a technical college. While the HOPE Scholarship is available to any Georgia resident who meets residency requirements (one year), has a 3.0 high school GPA and is seeking a degree. The federal **Pell Grant** is a need-based grant for students enrolling in certificate, diploma or degree programs.

There are other ways to pay for college, including work-study programs where you work at the college as a way to decrease your tuition while attending class. There is no single way to pay for college. The fortunate student might be awarded a scholarship that covers almost all of his college costs. Most, however, will probably want to use a combination of personal savings, grants, loans and

scholarships to cover their costs. For example, if you need \$10,000 to finance your education for one year and you have \$1,000 in cash and \$5,000 through grants, you can consider a work-study program, internship, or loan to make up the difference.

Applying for Financial aid

College financial aid and admissions offices can provide excellent advice on how to apply for financial aid. Anyone applying for financial aid must fill out the **FAFSA** (Free Application for Federal Student Aid). Even though it is a federal form, the FAFSA is used by many state and institutional financial aid programs to determine financial aid eligibility. This form can be submitted manually or online and is required by most educational institutions.

Even with a good financial aid package, you will still need to watch your expenses. Let's look at some ways to save money.

Cost Savers:

Buy used text books. Text books are one of the biggest expenses while in college. Used books are available from other students, the college bookstore, or online from sites such as Amazon.com. Buy educational supplies at discount stores. Purchase notebooks and other school supplies at places like Wal-Mart or discount stores. College bookstores are generally very expensive.

Take courses on-line when possible. Your work schedule might not permit you to always attend class in person. Plus, the cost of driving or public transportation might be steep.

Spread your education out over time. If you must work part-time or full-time while attending college, do not take a full course load. Taking only one or two courses per quarter or semester will mean it will take longer to obtain your degree or diploma, but it might allow you to keep a steady income and have the strength to keep your grades up.

BEWARE!

The U.S. education system is arguably one of the best in the world. However, it is not perfect and refugees desiring to enroll in an American college or training program should be aware of the scams and disreputable organizations that might take advantage of them.

If you are new to this country, you learn pretty quick that all types educational programs are advertised on television and elsewhere that guarantee you a great job if you will enroll in their program. Some of these programs are okay, but many are “fake” institutions. That is, they might provide you with a diploma or degree, but no employer will recognize it. These programs or institutions are sometimes referred to as diplomas “mills” because they produce diplomas like a factory or mill produces a product on an assembly line.

Sometimes these schools might even use the name “College” or “University” in their name. They will say that they are “state approved” or “licensed.” This does not make them a recognized college or training program however.

So, how do you know which ones are legitimate?

First, ask the college or training program representative from the institution you are considering to show you, in writing, what its accrediting agency is. You can also obtain this information online or in college booklets. Next, determine if the accrediting agency itself is legitimate. The federal **Department of Education (<http://www.ope.ed.gov/accreditation/>)** and the **Council for Higher Education Accreditation (CHEA) (<http://www.chea.org/>)** both list approved accrediting agencies.

Having accreditation alone does not guarantee the quality of an institution’s programs. You should also ask former students, secondary school counselors, career counselors, and employers that might hire the institution’s graduates.

Some Important Tips

Newcomers to this country often have difficulty enrolling in school or training programs because they do not understand the administrative culture of American educational institutions. Communicating with personnel in admissions, registration, financial aid, and academic offices can be very confusing, even if one has perfect English skills. In addition, keeping the right records, understanding scheduling and taking advantage of learning support resources can be challenging. Here are some tips that will make life a little easier for you.

Communicating with college personnel

When speaking on the phone, speak slowly and clearly. Your English grammar may be perfect, but some Americans have difficulty with accents.

Do not be afraid to ask questions or ask someone to speak slowly and repeat what they said. Most people are happy to do this.

Write down the name of every person that you talk with. Most college personnel are good honest people. But their work is complicated and they are usually very busy. Keep a record of what they told you and when. Keep all emails related to your financial aid and other college business. You might be told to fill out a financial aid form by one person, but a different person might process that application and want the name of the person who gave it to you.

In follow-up phone calls or emails, be sure to reference your last contact. For example, *“On September 2, I submitted my request to take the Math 201 class at night since I work during the day. Ms. Jones directed me to call back today to check on this.”*

Do not be afraid to ask for help in completing forms. For example, the FAFSA, the financial aid form that every college requires, can be very confusing. Many colleges provide assistance in completing this form.

Utilize Counseling and Student International Services. Every college has a counseling department and most have special counseling and other services for international students. Do not hesitate to use the services of these offices for academic help or to get assistance with any other challenges you are having such as balancing school and work, help with understanding course schedules, dealing with stress, and anything else.

Keep Good Records

Save copies of every document you are given. You might be asked for them or need to refer to them later. Letters of acceptance, receipts for fee payments, and financial aid forms are particularly important. Keep copies of documents you sign – applications, registration forms, letters, course

assignment – everything. Documents get lost or college personnel change and you need proof of what you did. Between the time you apply for school and classes start, it is not unusual for class schedules to change or for a school policy to change. Plus, people make mistakes. If you are given wrong information, the person who gave it to you will usually be the best person to straighten it out.

Time

Check your calendar for deadlines. If you miss a date for submitting an application, fees, or class registration, you might have to wait months to enroll in school.

Plan Course Scheduling in Advance. American colleges and educational programs do not always offer the same courses every quarter or semester. When planning your course of study, look at the entire academic calendar for the courses you need.

Use Flexible Scheduling. Most American colleges and other educational programs have flexible schedules. If you work during the day, consider taking courses at night. Consider online courses in your area of study also.

Learning Support

Every college has some type of learning support for its students. Tutors, learning labs, or other types of academic support are available. Ask for them. Campus libraries also have assigned personnel to help you find books and research material. Many provide computers for students who do not have them at home.

In summary, the road to certification or recertification can be long with many barriers. However, with persistence and careful planning, you can manage it. It's important to remember that you have many options. The same determination and patience that helped you resettle in this country can be channeled toward your journey to regain or find new employment.

APPENDIX A – Agencies that Evaluate Foreign Transcripts

Georgia Professional Standards Commission Accepted Credential Agency List (for evaluating foreign transcripts)

1. Josef Silny & Associates International Education Consultants

7101 SW 102nd Avenue
Miami, FL 33173
Email: info@jsilny.com
Web: <http://www.jsilny.com>
Phone: (305) 273-1616

2. Educational Credential Evaluators Inc.

P O Box 514070
Milwaukee, WI 53203-3470 USA
Email: eval@ece.org
Web: <http://www.ece.org>
Phone: (414) 289-3400

3. International Education Evaluations Inc.

7900 Matthews-Mint Hill Rd.
Suite 300 Charlotte, NC 28227
Email: admin@foreigntranscripts.com
Web: <http://foreigntranscripts.com>
Phone: (704) 772-0109
Fax: (704) 545-2484

4. American Association of Collegiate Registrars And Admissions Officers (AACRAO) International Education Services

One Dupont Circle, NW
Suite 520
Washington, D.C. 20036-1135
Email: oies@aacrao.org
Web: <http://www.aacrao.org/international/foreignEdCred.cfm>
Phone: (202) 296-3359

APPENDIX B - Standardized Test Preparation Websites

POWA	Paradigm, the online writing assistant, shows you how to write different essays. http://www.powa.org/
A Plus	Aimed for high school and college students-everything you need to know about writing a research paper. Hundreds of reference listings for research on any topic. http://www.ipl.org/teen/aplus
Online Grammar	Another all-purpose grammar site. http://www.edufind.com/english/grammar/toc.cfm
Owl Writing Lab:	Tips and exercises to help improve writing skills. http://owl.english.purdue.edu/handouts/index2.html
John's ESL Interactive:	Interactive activities for reading, writing, grammar, vocabulary, listening, idioms and more dedicated to those whose primary language is not English! http://www.johnsesl.com/templates/students/
COMPASS Preparation	http://www.daltonstate.edu/faculty/mnielsen/WritingLab.html http://grammar.ccc.commnet.edu/grammar/quiz_list.htm http://www.act.org/compass/sample/writing.html
<u>Reading Websites</u>	
SQ3R	The definition and use of SQ3R. http://www.ucc.vt.edu/stdysk/sq3r.html
Strategic reading	Metacognition Interview Forms to see student's reading point of view. http://www.ncrel.org/sdrs/areas/issues/students/learning/lr1metin.htm
Reading effectively	How to read and analyze essays. http://www.ucc.vt.edu/stdysk/essays.html
Reading Comprehension	Resources and practice to increase reading comprehension.
<u>COMPASS Preparation</u>	
http://www.brookdale.cc.nj.us/fac/reading/mhurley/questions/Instructions.htm	

http://wps.ablongman.com/long_licklider_vocabulary_1/0,1682,11667-main,00.htm

<http://www.edict.com.hk/VLC/comp/readcomp.htm>

<http://www.act.org/compass/sample/reading.html>

Math Websites

Math.com Pre-algebra, algebra, and geometry.
<http://www.math.com/>

Math League Covers whole numbers through pre-algebra (no factoring)
<http://www.mathleague.com/help/help.htm>

Webmath Math problem solver.
<http://www.webmath.com/index.html>

Trigonometry Trig tutorials, text and examples, no practice work for students.
http://www.acts.tinet.ie/trigonometry_645.html

4tests.com Provides test samples from SAT and other math tests.
<http://www.4tests.com>

Purple Math Contains algebra modules and links.
<http://www.purplemath.com>

SOS Math Math Tutorial.
<http://www.sosmath.com>

Math Power Cute websites that talks about math anxiety.
<http://www.mathpower.com>

Math Central This website will solve your worries in Math.
<http://www.mathematicshelpcentral.com/>

Essential Study Skills & Goal-Setting

Printable Handouts for the Successful Student <http://bellevuecollege>

Rules for Grammar and Punctuation. <http://www.grammarbook.com/>

SAT and ACT

Basic Algebra Resource 1 - www.sosmath.com/algebra/quadratic/bdef/bdef.html

Basic Algebra Resource 2 - www.sosmath.com/algebra/quadratic/root/root.html

Basic Algebra Resource 3 - www.mathleague.com/help/algebra/algebra.htm#variables

Advanced Algebra Resource - www.sosmath.com/algebra/quadratic/root/root.html

Averages and Rounding Resource -

www.math.com/school/subject1/lessons/S1U1L3GL.html#

Basic Operations Resource - [www.hyper-](http://www.hyperad.com/tutoring/math/algebra/basic_math_operations.html)

ad.com/tutoring/math/algebra/basic_math_operations.html

Commas Resource - grammar.ccc.commnet.edu/grammar/commas.htm

Estimation and Sequences Resource -

www.math.com/school/subject1/lessons/S1U1L3GL.html#

Exponents Resource 1 - www.sosmath.com/algebra/logs/log3/log3.html

Exponents Resource 2 - www.jug.net/wt/exponentrules.htm

Commas Resource - grammar.ccc.commnet.edu/grammar/commas.htm

Fractions and Square Roots Resource 1 -

www.sosmath.com/algebra/fraction/frac3/frac3.html

Fractions and Square Roots Resource 2 -

www.sosmath.com/algebra/fraction/frac4/frac4.html

Fractions and Square Roots Resource 3 -

www.sosmath.com/algebra/fraction/frac8/frac8.html

Fractions and Square Roots Resource 4 -

www.math.com/school/subject1/lessons/S1U1L9GL.html

Geometry Resource - library.thinkquest.org/2609/

Graphs Resource - www.sosmath.com/algebra/unitconv/unit2/unit2.html

Measurement Resource 1 - www.sosmath.com/algebra/unitconv/unit3/unit3.html

Measurement Resource 2 - www.sosmath.com/algebra/unitconv/unit4/unit4.html

Nouns Resource 1 - grammar.ccc.commnet.edu/grammar/nouns.htm

Nouns Resource 2 - depts.dyc.edu/learningcenter/owl/nouns.htm

Percents and Ratios - www.sosmath.com/algebra/fraction/frac7/frac7.html

Verb Resource 1 - grammar.ccc.commnet.edu/grammar/verbs.htm

Verb Resource 2 - grammar.ccc.commnet.edu/grammar/auxiliary.htm

Confusing Words with Reading - grammar.ccc.commnet.edu/grammar/notorious.htm

SAT

Vocabulary Resource - grammar.ccc.commnet.edu/grammar/vocabulary.htm

Resources for Writing an Essay -

grammar.ccc.commnet.edu/grammar/composition/brainstorm_freewrite.htm

Five Paragraph Essay - grammar.ccc.commnet.edu/grammar/five_par.htm

Evaluative Essay - grammar.ccc.commnet.edu/grammar/composition/review.htm

Argumentative Essay -

grammar.ccc.commnet.edu/grammar/composition/argument.htm

Overcoming Writer's Block -

grammar.ccc.commnet.edu/grammar/composition/brainstorm_block.htm

Essay Plague Words - grammar.ccc.commnet.edu/grammar/plague.htm

Topic Sentences -

grammar.ccc.commnet.edu/grammar/paragraphs.htm#topic_sentences

Compound Words - grammar.ccc.commnet.edu/grammar/compounds.htm

APPENDIX C- Glossary of Terms

ACT: This is a standardized test, generally administered for admission to four year colleges and is recognized by most community colleges and technical colleges. It measures students' general educational development and their capability to complete college-level work in four skill areas: English, mathematics, reading, and science.

Academic Advisor: This college staff person provides guidance to students on academic programs of study and makes recommendations on course selection.

Accredited: If a school or college is accredited, this means that the school meets the proper academic and operating standards of an accepted accrediting association.

Admissions: This is the department in a college which controls the recruitment, evaluation, and acceptance (or denial) of new and transferring students.

Apprenticeship: An apprenticeship refers to the period of time a person agrees to work for an employer in exchange for learning a skill on the job with that employer. Usually, after learning the skill, the apprentice agrees to work for the employer for a specific period of time.

Associate's Degree: An Associate's Degree is earned after completing a two year academic program. It can earn a credential such as clinical laboratory technician or paraprofessional teacher or be used to transfer to a four year college.

Bachelor's Degree: A Bachelor's Degree is earned after completing a four-year degree. A Bachelor of Arts (B.A.) might be awarded in subjects like English or History. A Bachelor of Science (B.S.) might be awarded in subjects like Physics or Computer Science.

Career: A career is the lifetime journey of utilizing skills, knowledge, and experiences in an occupational field. A career is not achieved all at once and may include several different, but related jobs. One might start a career as a teacher and be promoted to department head and then eventually to principal. With an advanced degree, he or she might become a school superintendent. All of these jobs make up an educational career.

Certification or Job Certification – This refers to job certification and can be defined as: the job credential that one holds as a result of completing certain required educational course work or training, and / or the issuance of an official document to confirm this. Examples might be: a certificate, license, diploma, or degree.

Community College: These are two-year institutions that offer two year associate degrees in areas such as nursing, law enforcement, dental hygiene, or business administrative assistant. They also offer preparation for transfer to a four year college.

Compass Test: This computerized test measures a students reading, writing, and mathematical ability. It is used by Georgia’s technical colleges to determine if a student is program-ready in math, reading or English. Colleges that administer the Compass frequently accept students on a provisional basis. If their scores are too low, they are placed in remedial classes called developmental studies. These classes are not credit classes and a student can not advance to credit classes until he successfully completes certain developmental studies classes.

Credential: This refers to an academic credential. That is, a certificate, diploma, degree or some type of document that represents successful completion of a program of study.

Credit course: These are courses that are officially recognized by an educational institution and count toward the completion of a degree.

Non-credit course: A *non-credit course* is a class that is not applied toward the completion of a program or a degree. A student takes a non-credit course only for the purposes of learning or fulfilling remedial requirements.

Developmental Studies: These are remedial courses designed to help students improve basic skills in the areas of reading, writing, and math. They do not carry academic credit and their successful completion is necessary for a student to advance to for-credit classes.

Doctoral Degree: This is an academic degree or professional degree that usually represents the highest level of formal study or research in a given field. A person earns the doctoral degree after earning the undergraduate and master’s degree. Clinical Psychologist and many college professors hold doctoral degrees. It is sometimes referred to as a Ph. D.

ESL: This stands for English as a Second Language, the non-credit program for helping non-native speakers to learn to read, write, and speak English. ESL classes are offered at Georgia’s technical colleges at no cost.

FAFSA: This is the federal form that colleges require students to fill out in order to apply for financial aid. It is available online. The letters *FAFSA* mean Free Application for Federal Student Aid.

GED: *GED* is the process of earning an equivalent to a high school diploma. After going through the GED process, the person takes a five part test. If the person passes the test, he or she gets

a GED Certificate which is equal to the high school diploma. The letters GED mean General Educational Development.

Fees (or Student Fees): these are fees that college students pay in addition to tuition. These non-academic fees include, but are not limited to, activity fees, athletic fees, technology fees, or club fees. Students must pay these fees even if they do not use the services paid for.

Four Year College: A four-year college offers undergraduate (or bachelor's) degrees that generally prepare students for specific professions. (Examples: teacher, engineer, business manager).

Certificate or Technical College Certificate: This is the lowest form of credential awarded at technical colleges. It generally takes less than a year to complete. Examples of certificates are those awarded to certified nurse assistants and automotive brake technicians.

Diploma or High School Diploma: This document is awarded to high school students who successfully complete the academic requirements of high school. In the U.S., it generally takes 12 years to complete.

Diploma or Technical College Diploma: This is more academically challenging than the certificate and takes from one to two years to complete. A diploma might be awarded in Marketing Management.

GPA: GPA is a numerical measure of a student's academic performance. A GPA of 2.0 equates to a C and is generally needed to graduate. A 3.0 equates to a B and 4.0 to an A.

Graduate education: Graduate education is education that occurs after completing a bachelor's degree and results in a master's degree or a doctoral degree.

Grant: A grant is a free award of financial aid. Georgia's **HOPE Grant** is awarded to any Georgia resident who meets residency requirements (one year) and is seeking a certificate or a diploma at a technical college. The **Hope Scholarship** is similar, but the student must have a 3.0 GPA and be seeking a degree.

High School or Secondary education - This refers to the period that American students attend school, generally from the 10th through the 12th grade. One who successfully completes the 12th grade and passes a graduation test, receives a high school diploma.

Internship: This refers to the period of time a student or recent graduate trains in their profession. An internship is similar to an apprenticeship, but is more academic in nature and more related to a profession (like law) whereas an apprenticeship is related to a trade (like electrician).

License: This credential is given by a state agency to a person who has passed an exam to demonstrate that he has a specific level of ability or knowledge. Examples: Commercial truck drivers, nurses, and carpenters. A professional license is generally required for occupations in which federal law requires a certain level of skill before a person can perform the job or task. Examples: physician, engineer, attorney.

Loan or Student Loan: This is money borrowed to pay for education. It is usually paid back at a lower rate of interest than a regular loan. There are federal and private student loans. Two types of federal loans are the **Stafford** and the **Perkins**.

Master's Degree: A Master's Degree is an advanced degree completed after a bachelor's degree that better qualifies a student. A Master's degree in Business Administration would significantly improve a student's chance of obtaining management opposition in business and industry.

Online Learning: Online learning is courses that are done on the computer using the internet instead of in a classroom.

Orientation: This is the process of making new students aware of a school's environment, rules, traditions, and services. It generally takes place at the beginning of the school year before classes start and may last from one day to a week.

Pell: This is a popular need-based federal grant awarded to students seeking a certificate, diploma, or a degree.

Post-secondary education: Post-secondary education is education that occurs after completing high school. Technical college, community college, and four year college are all examples of Post-secondary education.

Profession: A *profession* is an occupation that generally requires a four year college education and possibly post-graduate study. Attorney, accountant, and teacher are all examples of professions.

Program-Ready: This means that a student has scored high enough on a section of the Compass test or a developmental studies course to enroll in regular for-credit classes.

Quarter: This term refers to an academic period of approximately 10 weeks or roughly half of the academic school year. Full-time students generally attend classes during the Fall, Winter, and Spring quarters. Schools on the quarter system also offer a Summer quarter. Schools on the semester system generally hold two 15 week academic sessions or semesters between

August and June. An abbreviated summer session might also be offered. Students transferring from a semester to a quarter system or vice-versa need to get careful academic advisement because of the difference in credit awarded by hours in each system.

Registration: This is the process that a student undergoes to actually enroll in class for a semester or quarter. During this process, he signs up for specific classes.

Recertification: This process includes the steps that a refugee must take to regain his/her job certification in the U.S. because of different standards, lost or destroyed documents, transcript evaluation, or other reasons.

Registrar: This is the college office charged with processes registration requests, schedules classes and maintains class lists, enforces the rules for entering or leaving classes.

SAT or the SAT Reasoning Test: This standardized test is generally administered for admission to four year colleges, but most community colleges and technical colleges recognize it in evaluating their students. The SAT measures Critical Reading, Mathematics, and Writing.

Scholarship: This is a grant of financial aid given by a donor or organization to a student in order for him to attend college. The student wins the grant in any number of ways - by exhibiting high academic performance, athletic skill, commitment to a specific career, etc.

Semester: This term refers to an academic period of approximately 15 weeks or roughly half of the academic school year. Schools on the semester system generally hold two 15 week academic sessions or semesters between August and June. An abbreviated summer session might also be offered. Students transferring from a semester to a quarter system or vice-versa need to get careful academic advisement because of the difference in credit awarded by hours in each system.

Technical College: Technical colleges, formerly referred to as vocational schools, exist in every state and provide the opportunity for students to acquire qualifications for occupations requiring specific practical skills such as computer repair, automotive technology, and paramedic. Programs of study are generally completed in two years or less.

TOEFL: The TOEFL is a test used to determine the ability of a person to use and understand English in an academic setting. It is frequently used as an admission requirement for non-native English speakers at many colleges and universities. The letters TOEFL mean Test of English as a Foreign Language.

Transcript: This is the official record of a student's course work and is often required to enter a high level of education or to verify past academic work. Sometimes they are required to accompany job applications.

Tuition: This is the actual amount of money a school charges for a student to take classes. It is by far the largest expense in attending college.

Undergraduate education: This refers to education that occurs after completing high school and results in either an associate's degree or a bachelor's degree.

University: This is an institution that, in addition to offering four year degrees, offers masters, doctoral, and other high level degrees.

Work-study: This is an educational plan offered by a school which allows the student to go to school, gain work experience, and earn money. Usually, the school requires the student to demonstrate financial need. Often, the jobs in the work-study programs are restricted to jobs on the school campus.

Appendix D:

EMPLOYMENT GUIDE: SELECTED OCCUPATIONS JOB CLUSTERS & PROFESSIONS

Selected Occupations Metropolitan Atlanta

Average wage – Annual openings - English Proficiency - Educational / Licensing Requirements - Educational Provider - Cost

Occupation	Salary or Hourly Rate and Outlook	English Proficiency Required	Minimum Educational and Licensing Requirements	College or School and Cost
<p style="text-align: center;">Electrician</p>	<p style="text-align: center;">\$19.47 / hour Annual openings 480</p>	<p style="text-align: center;">High</p>	<p>Apprenticeship is the primary route to becoming an electrician.</p> <p>High School Diploma or GED for contractor's school. Technical College diploma facilitates licensing. Diplomas can be obtained in one to one and a half years, depending on the level of study.</p> <p>Entrance requirement for all technical college programs is a high school diploma or GED, and satisfactory score on the Compass Test.</p> <p>To become a licensed/certified electrician, it takes 2 – 4 years depending on type of apprenticeship and successful passing of exam.</p>	<p>GED is free at DeKalb Tech, Gwinnett Tech, and all other metro area technical colleges.</p> <p><u>IEC (Independent Electrical Contractors)</u> Apprenticeship and training</p> <p>\$1,350 per year (WIA grant possibility)</p> <p><u>DeKalb Tech, Atlanta Tech</u></p> <p>\$ 3,200 for diploma (HOPE Grant covers all tuition or about 75% of total for refugees with 1 year residency)</p>

Selected Occupations (continued)

Occupation	Salary or Hourly Rate and Outlook	English Proficiency Required	Minimum Educational and Licensing Requirements	College or School and Cost
<p style="text-align: center;">Electricians Helper</p>	<p style="text-align: center;">\$13.21 / hour</p> <p style="text-align: center;">Annual openings 140</p>	<p style="text-align: center;">High</p>	<p style="text-align: center;">High School Diploma or GED</p> <p>(Technical College Certificate in related field such as electronics or construction improves chances of employment)</p> <p>Entrance requirement for all technical college programs is a high school diploma or GED, and satisfactory score on the Compass Test.</p>	<p style="text-align: center;"><u>DeKalb Tech, Atlanta Tech</u></p> <p>GED is free at DeKalb Tech, Gwinnett Tech, and all other metro area technical colleges.</p> <p>\$ 822 for certificate (HOPE Grant covers all tuition or about 75% of total for refugees with 1 year residency) at Georgia technical colleges</p>
<p style="text-align: center;">Computer Support Specialist</p>	<p style="text-align: center;">\$21.78 / hour</p> <p style="text-align: center;">Annual openings 530</p>	<p style="text-align: center;">High</p>	<p style="text-align: center;">High School Diploma or GED</p> <p>Technical College certificate, diploma or degree is preferred. Entrance requirement for all technical college programs is a high school diploma or GED, and satisfactory score on the Compass Test.</p> <p>Entrance requirements vary at private institutions.</p>	<p style="text-align: center;"><u>DeKalb Tech, Gwinnett Tech</u></p> <p>GED is free at DeKalb Tech, Gwinnett Tech, and all other metro area technical colleges.</p> <p>\$ 3,200 for diploma and \$ 822 for certificate (HOPE Grant covers all tuition or about 75% of total for refugees with 1 year residency) at technical colleges.</p> <p><u>DeVry University</u> Devry cost \$14,000 (financial aid available)</p>

Selected Occupations (continued)

Occupation	Salary or Hourly Rate and Outlook	English Proficiency Required	Minimum Educational and Licensing Requirements	College or School and Cost
<p>* Medical Assisting (Technicians, Records, etc.)</p>	<p>\$14.30 / hr Annual openings 410</p>	<p>High</p>	<p>Technical College diploma or certificate or training from a medical program accredited by a recognized accrediting organization.</p> <p>Entrance requirement for all technical college programs is a high school diploma or GED, and satisfactory score on the Compass Test. Entrance requirements vary with private educational providers</p>	<p><u>DeKalb Tech, Gwinnett Tech</u> GED is free at DeKalb Tech, Gwinnett Tech, and all other metro area technical colleges.</p> <p>\$ 3,200 for diploma and \$ 822 for certificate (HOPE Grant covers all tuition or about 75% of total for refugees with 1 year residency)</p> <p><u>Bauder College</u> \$11,700 tuition Financial Aid available</p>
<p>Nurse's Aide</p>	<p>\$10.64 / hr Annual openings 830</p>	<p>High</p>	<p>Technical College certificate or training from a medical program accredited by a recognized accrediting organization.</p> <p>Entrance requirement for all technical college programs is a high school diploma or GED, and satisfactory score on the Compass Test. Entrance requirements vary with private educational providers.</p>	<p><u>DeKalb Tech, Gwinnett Tech</u> GED is free at DeKalb Tech, Gwinnett Tech, and all other metro area technical colleges.</p> <p>\$ 822 for certificate (HOPE Grant covers all tuition or about 75% of total for refugees with 1 year residency)</p> <p><u>CNU Institute (Norcross)</u> Cost varies at independent training school</p>

Selected Occupations (continued)

Occupation	Salary or Hourly Rate and Outlook	English Proficiency Required	Minimum Educational and Licensing Requirements	College or School and Cost
* Paraprofessional Teacher (K-12)	\$19,120 / year Annual openings 910	High	(a) 90 quarter or 60 semester hours from an accredited college/university – or – (b) an associate’s degree from a technical college - or - (c) a high school diploma or GED and pass the GACE certification test.	Any accredited Georgia college or university. Cost varies widely depending on route to certification - \$ 0 - \$5,000.
Substitute Teacher	\$55 - 90 / day Annual openings vary widely across metro area	High	60 semester hours from a regionally accredited college or university (DeKalb County) GED (Newton County)	Any accredited Georgia college or university Cost varies widely
* Social & Human Services Assistant	\$13.11 / hour Annual openings 170	High	High School Diploma or GED	GED is free at DeKalb Tech, Gwinnett Tech, and all other metro area technical colleges.

Selected Occupations (continued)

Occupation	Salary or Hourly Rate	English Proficiency Required	Minimum educational requirements	Cost of Education
<p style="text-align: center;">Automotive Service Technician & Mechanic</p>	<p style="text-align: center;">\$17.41 / hour Annual openings 590</p>	<p style="text-align: center;">High</p>	<p>High School diploma or GED and Technical College certificate, diploma, or associates degree. Entrance requirement for all technical college programs is a high school diploma or GED, and satisfactory score on the Compass Test. Entrance requirements vary with private educational providers.</p> <p>ASE (Automotive Service Excellence) Certification increases job advancement & pay.</p>	<p>Atlanta Technical College, DeKalb Tech, and Gwinnett Tech GED is free at DeKalb Tech, Gwinnett Tech, and all other metro area technical colleges.</p> <p>Tuition ranges from \$1,300 per year for associates degree to \$ 822 for certificate (HOPE Grant covers all tuition or about 75% of total for refugees with 1 year residency)</p>
<p style="text-align: center;">Heavy Truck Driver</p>	<p style="text-align: center;">\$19.14 / hour Annual openings 700</p>	<p style="text-align: center;">High</p>	<p>High School diploma or GED Commercial Drivers License (CDL Training Course Highly recommended)</p>	<p>DeKalb Tech GED is free at DeKalb Tech, Gwinnett Tech, and all metro area tech. colleges.</p> <p>CDL Training Course \$1,300 (financial aid available)</p> <p>Daly's Truck Driving school Buford, GA. \$4,000 (WIA financial assistance)</p>
<p style="text-align: center;">Supervisor of Production and Operating Workers</p>	<p style="text-align: center;">\$22.59 / hour Annual openings 200</p>	<p style="text-align: center;">High</p>	<p style="text-align: center;">On-the-job-training High School Diploma or GED preferred</p>	<p>GED is free at DeKalb Tech, Gwinnett Tech, and all other metro area technical colleges.</p>

Selected Occupations (continued)

Occupation	Salary or Hourly Rate	English Proficiency Required	Minimum educational requirements	Cost of Education
Building Maintenance Workers	\$16.69 / hour Annual openings 500	Intermediate to high	On-the-job-training High School Diploma or GED preferred	GED is free at DeKalb Tech, Gwinnett Tech, and all other metro area technical colleges.
Laborers and materials handlers (all types)	\$9.61/ hour Annual openings 1,000 +	Intermediate to low	On-the-job-training High School Diploma or GED preferred	GED is free at DeKalb Tech, Gwinnett Tech, and all other metro area technical colleges.
Housekeeping	\$8.79 / hour Annual openings 500	Intermediate to low	On-the-job-training High School Diploma or GED preferred	GED is free at DeKalb Tech, Gwinnett Tech, and all other metro area technical colleges.

Selected Occupations (continued) Metropolitan Atlanta

Average wage – Annual openings - English Proficiency - Educational / Licensing Requirements - Educational Provider - Cost

Occupation	Salary or Hourly Rate and Outlook	English Proficiency Required	Minimum Educational and Licensing Requirements	College or School and Cost
Building Automation Technician	\$28 / hour Annual openings 500 +	High	<p>High School Diploma or GED for contractor’s school. Technical College diploma facilitates licensing. Diplomas can be obtained in one to one and a half years, depending on the level of study.</p> <p>Entrance requirement for all technical college programs is a high school diploma or GED, and satisfactory score on the Compass Test.</p> <p>To become a licensed/certified low-voltage technician, it takes 2 – 4 years depending on type of apprenticeship and successful passing of exam.</p> <p>Internship required.</p>	<p>GED is free at DeKalb Tech, Gwinnett Tech, and all other metro area technical colleges.</p> <p><u>DeKalb Tech</u></p> <p>\$ 3,200 for diploma (HOPE Grant covers all tuition or about 75% of total for refugees with 1 year residency)</p>

Selected Occupations (continued) Metropolitan Atlanta

Average wage – Annual openings - English Proficiency - Educational / Licensing Requirements - Educational Provider - Cost

Occupation	Salary or Hourly Rate and Outlook	English Proficiency Required	Minimum Educational and Licensing Requirements	College or School and Cost
<p style="text-align: center;">High School Teacher</p>	<p style="text-align: center;">\$54,980 (annual) Annual openings 620</p>	<p style="text-align: center;">High</p>	<p>High School Diploma or GED</p> <p>Bachelor's Degree</p> <ul style="list-style-type: none"> • teacher training courses in degree program • Certification in teaching field • Recommendation from College • Internship • Pass Content Knowledge Assessment <p>Georgia Professional Standards Commission Certification Division 2 Peachtree Street, Suite 6000 Atlanta, GA 30303 Phone: 404.232.2500 Fax: 404.232.2560 http://www.gapsc.com</p>	<p>GED is free at DeKalb Tech, Gwinnett Tech, and all other metro area technical colleges.</p> <p>Georgia State University Cost: \$6,070 -per year in-state tuition \$24,480 per year out-of-state tuition</p> <p>Kennesaw State Univ. \$4,196 in-state tuition \$16,172 out-of-state tuition</p> <p>Numerous Financial aid options:</p> <p>HOPE Scholarship Federal Teach Grant Pell Grant Work-study .. and others</p>

Selected Occupations (continued) Metropolitan Atlanta

Average wage – Annual openings - English Proficiency - Educational / Licensing Requirements - Educational Provider - Cost

Occupation	Salary or Hourly Rate and Outlook	English Proficiency Required	Minimum Educational and Licensing Requirements	College or School and Cost
<p style="text-align: center;">Pharmacist</p>	<p style="text-align: center;">\$50.23 / hour Annual openings 170</p>	<p style="text-align: center;">High</p>	<p>High School Diploma or GED</p> <p>Bachelor’s Degree with 2 year’s of pre-pharmacy courses followed by four years of study and an internship to obtain a Doctor of Pharmacy (Pharm.D.) degree.</p> <p>Pharmacists must pass a state licensing exam through the Georgia Board of Pharmacy</p> <p>Georgia Board of Pharmacy 237 Coliseum Drive Macon, GA 31217-3858 Phone: 478.207.2440 http://sos.georgia.gov/plb/pharmacy/</p>	<p>GED is free at DeKalb Tech, Gwinnett Tech, and all other metro area technical colleges.</p> <p>University of Georgia Cost: \$6,070 -per year in-state tuition \$24,480 per year out-of-state tuition</p> <p>Numerous Financial aid options:</p> <p>HOPE Scholarship Pell Grant Work-study</p>

Selected Occupations (continued) Metropolitan Atlanta

Average wage – Annual openings - English Proficiency - Educational / Licensing Requirements - Educational Provider - Cost

Occupation	Salary or Hourly Rate and Outlook	English Proficiency Required	Minimum Educational and Licensing Requirements	College or School and Cost
Civil Engineer	\$32.96 / hour Annual openings 130	High	<p>High School Diploma or GED</p> <p>Bachelor's Degree in Civil Engineering</p> <p>Most engineering jobs in Georgia require a license.</p> <p>Georgia Board of Professional Engineers and Land Surveyors 237 Coliseum Drive Macon, GA 31217-3858 Phone: 478.207.2440 http://sos.georgia.gov/plb/pels/</p>	<p>GED is free at DeKalb Tech, Gwinnett Tech, and all other metro area technical colleges.</p> <p>Georgia Institute of Technology Cost: \$6,070 -per year in-state tuition</p> <p>\$24,480 per year out-of- state tuition</p> <p>Numerous Financial aid options: HOPE Scholarship Pell Grant Work-study</p>

A note on engineering: Refugee engineers who find it difficult to obtain employment or get re-certified in Georgia, might consider a engineering-related job, such as an engineering technician that does not require certification. While lower paying, these jobs might serve as a way to get one's "foot in the door." Additionally, there are inexpensive and grant-funded technical college programs that can be completed in less than one or two years that can qualify one for a job in the engineering field. Examples: Electronics Assembly and Electronics Technology.

Data notes and sources:

The occupations selected for the above table were chosen based on two criteria: (1) their good to very good outlook for having openings in the next few years and, (2) anecdotal evidence that these might be occupations for which refugees might qualify immediately or, for which they might qualify with relatively little additional education and expense. The data was pulled from the Georgia Department of Labor, the Georgia Career Information System, technical colleges, private educational providers, the Georgia Secretary of State's office, and various accrediting agencies. The wages are all averages. The English proficiency requirements are completely subjective, based on my own experience working in vocational English as a Second Language instruction.

A note on technical college credentials and occupational certification and licensing:

Technical colleges in Georgia award three types of credentials that can be obtained by successfully passing for-credit courses: certificates, diplomas, and associate's degree. Certificates are the lowest credential and require the least course work and understandably, the least qualification. For example, one can get a certificate in one quarter for engine repair technician and get a low paying job, but get his/her foot in the door. A diploma in automotive technology would take about 6 quarters, but help prepare the person for a job as an Automotive Servicing Excellence (ASE) certified mechanic, which requires an exam. An associate's degree would take about the same amount of time, but is more rigorous and would also prepare him/her for the ASE certification exam and obviously, an even better job such as a automotive service center manager.

Certifications or licenses from occupational certification agencies such as the aforementioned National Institute for Automotive Servicing Excellence or ASE (for mechanics), Georgia Board of Construction Industry (for electrical contractors), or Department of Driver Services (for Commercial Drivers License) do not carry academic credit like certificates offered by a technical college, but they are necessary to work in certain occupations.

*** Demands in these fields could actually be higher for refugees with second language capability. Medical facilities, schools, DFACS, and resettlement and social service agencies which serve large numbers of refugees often need bi-lingual employees.**