



Your Guide to Career Bridge

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

Use these worksheets to discover:

- Which careers match your talents and interests.
- Which careers are growing in Washington and how much they pay.
- What level of education is required for different careers.
- Where to get the education and training you need and how to fund it.
- How education programs performed in getting people jobs, money, and more.

About Career Bridge

Home to nearly 6,000 education and training programs, Washington Career Bridge lets you search for training programs by location, subject area, and type of school. This award-winning website also gives you performance results for many education programs, telling you how many people got jobs, what they were paid, and more. Consider this your free “consumer report card.”

Now turn the page and get started!

Overview

Do you know what you want to do for a living or how much you'd like to earn? Get answers to these questions and others with CareerBridge.wa.gov. Take the Career Quiz to learn more about yourself and your talents. This will help you explore different career paths that interest you, see how much each career pays, and whether a career field is growing. Then use Career Bridge's comprehensive database of Washington education programs to find the education you need for a living-wage career.

Career Bridge is divided into three main areas:

- 1. Explore Careers** Take a quiz and see what careers fit your interests.
- 2. View Job Trends** See what careers pay on average in Washington and the estimated job openings in a particular field.
- 3. Find Education** Search nearly 6,000 education programs, from a one-week course to a two-year associate's degree to a four-year bachelor's degree, and beyond. Career Bridge also features apprenticeships.

--PLUS--

Consumer Reports – Career Bridge is nationally recognized for its “Performance Results” feature that lets you compare completion, earning, and employment rates among different education programs, when data is available.

The screenshot shows the Washington Career Bridge website. At the top, there is a search bar for education programs and a checkbox for 'Eligible Training Provider approved'. Below the search bar is a navigation menu with options: Explore Careers, View Job Trends, Find Education, Pay for School, and Eligible Training Provider List. The main content area features three large buttons: 'Explore Careers >', 'View Job Trends >', and 'Find Education >'. Each button is accompanied by a representative image and a question: 'Which careers fit your interests?' (with a 'TAKE A QUIZ' button), 'Which jobs are in demand?' (with a 'FIND OUT MORE' button), and 'How do programs perform?' (with a 'START YOUR SEARCH' button). A sidebar on the left includes a 'Printed guide available' link and a 'For Training Providers' section. The footer contains social media icons for Facebook, LinkedIn, and Twitter, along with a copyright notice for 2012 by the Workforce Training & Education Coordinating Board.

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Step 1 Sign In/Register

To get the most out of your visits, you'll want to set up your account. Click on **"Sign In/Register"** in the upper right hand corner of the screen.

Register as a new user by clicking on "create an account" and type in your email and password. Then you're ready to go!

Why register?

This feature lets you to save your searches to a personal dashboard. Once registered, you can access your dashboard from home, school or wherever you have an Internet connection. This lets you return to Career Bridge as often as you like and pick up right where you left off!

Helpful tip – Don't worry if you forget your password. Career Bridge will send one to your email inbox.

Register here to save your searches.

Washington Career Bridge

Find the education & training you need to get the job you want

Search for education programs

Eligible Training Provider approved ⓘ

Sign in / Register

Explore Careers

View Job Trends

Find Education

Pay for School

Eligible Training Provider List

Printed guide available

Explore Careers >

View Job Trends >

Find Education >

Which careers fit your interests?

Which jobs are in demand?

How do programs perform?

TAKE A QUIZ

FIND OUT MORE

START YOUR SEARCH

Washington's one-stop source for career and education planning.

f in t

For Training Providers

Home Contact Us About Us Help Center Terms & Privacy Access WA

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Step 2 Personal Dashboard

Once you sign in and register you'll see your personal dashboard. This is where you'll save your searches, along with Career Quiz results. Your dashboard lets you return to Career Bridge at any time and continue exploring careers and education programs.

The screenshot displays the Washington Career Bridge personal dashboard for Marina Parr. The top left features the logo with the text "Washington Career Bridge" and "Find the education & training you need to get the job you want". The main content area is titled "Welcome Marina Parr" and is divided into "Saved Career Searches" and "Saved Education Searches". The "Saved Career Searches" section lists "teacher" and "technical writer", while the "Saved Education Searches" section lists "recording arts tech" and "recruiter". A "Quick Links" sidebar on the right includes "My Career Quiz Results (6/18/2012)", "Change Password", and "Logout". The bottom navigation bar contains links for "Home", "Contact Us", "About Us", "Help Center", "Terms & Privacy", and "Access WA". A red box highlights the "Home" link, and an orange callout box points to the saved searches.

Now let's return to the **Home Page**. Click "**Home**" on the navigation bar at the bottom of your screen, or you can click on the Career Bridge logo in the upper left hand corner.

Step 3 Explore Careers

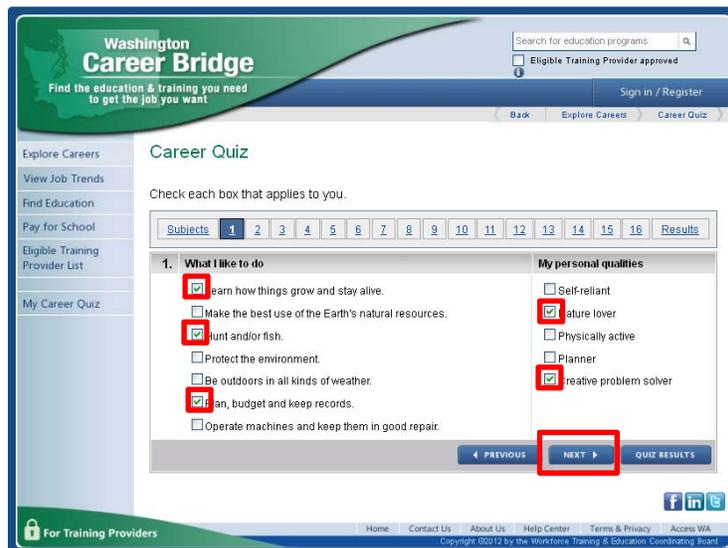
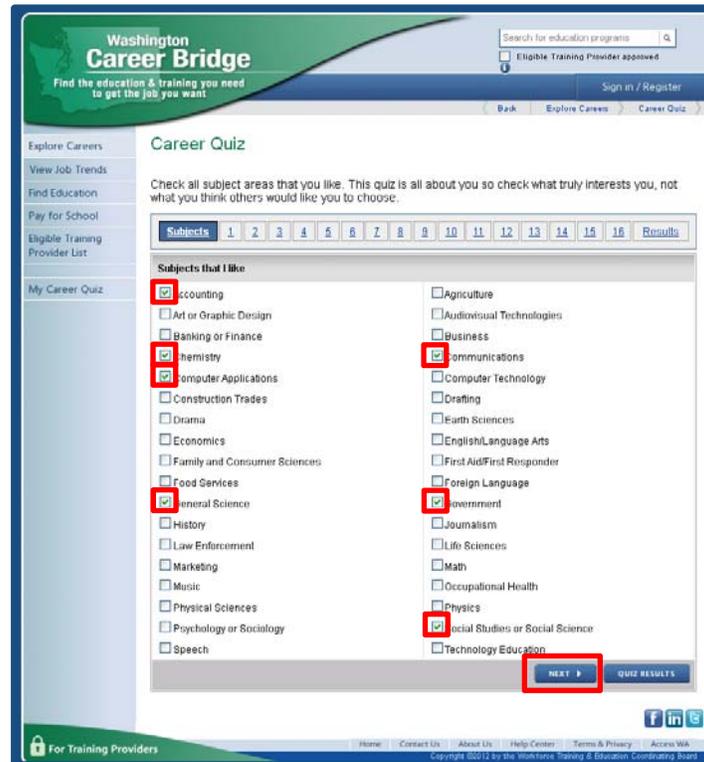
Curious how your interests connect with a career? Take the online quiz to help you think about your talents and abilities and how to use them in a career. Click the **“Explore Careers”** box on the home page to get started. From there, you can take the quiz, get career resources, view in-demand jobs, and more! Click the blue **“Take the Quiz”** button to get started!

The screenshot shows the Washington Career Bridge homepage. At the top, there is a search bar for education programs and a checkbox for 'Eligible Training Provider approved'. Below the search bar is a navigation menu with options: 'Explore Careers', 'View Job Trends', 'Find Education', 'Pay for School', and 'Eligible Training Provider List'. A 'Printed guide available' link is also present. The main content area features three large boxes: 'Explore Careers >' (highlighted with a red box), 'View Job Trends >', and 'Find Education >'. Each box contains an image, a question, and a button: 'Explore Careers' has a photo of a scientist and the question 'Which careers fit your interests?' with a 'TAKE A QUIZ' button; 'View Job Trends' has a photo of a welder and the question 'Which jobs are in demand?' with a 'FIND OUT MORE' button; 'Find Education' has a photo of a graduate and the question 'How do programs perform?' with a 'START YOUR SEARCH' button. At the bottom, there is a footer with social media icons and a copyright notice: 'Copyright ©2012 by the Workforce Training & Education Coordinating Board'.

The screenshot shows the 'Explore Careers' page on the Washington Career Bridge website. The page title is 'Explore Careers' and it includes a 'Post' icon. The main heading is 'What do you like to do? Connect your interests with a career by taking a quiz.' Below this is a 'TAKE THE QUIZ' button, which is highlighted with a red box. The page also features several sections of resources: 'Career Resources' with links to 'career resources' and 'career counseling'; 'Demand-Decline List' with a link to 'in-demand'; 'Apprenticeships' with a link to 'Here's how'; 'Military Veterans' with a link to 'lead to a civilian job'; and 'Disabilities?' with links to 'disabilities' and 'blindness'. The footer includes social media icons and a copyright notice: 'Copyright ©2012 by the Workforce Training & Education Coordinating Board'.

Career Quiz

Take the Career Quiz to discover your talents and interests! First, select subject areas you like by clicking on the box to the left. Select as many subjects as you want, then click "Next." Now you will see short lists of personal qualities and what you like to do. Check the statements that apply to you. You will likely select multiple subjects and statements that apply to you. Remember, this quiz is all about you so check what truly interests you, not what you think others would like you to choose. **Allow 10 to 15 minutes to complete the quiz.**



At the end of the quiz, you'll see your highest scoring career clusters. Click on a cluster to view the occupations within it. This lets you explore different kinds of jobs, find out how much they pay, if they're in demand, how much education is required, and where to get the education.

The screenshot shows the 'Your Results' page on the Washington Career Bridge website. The page displays a list of career clusters with their respective scores. The cluster 'Business and Administration' is highlighted with a red box, indicating it is the highest scoring cluster.

Career Cluster	Score
Business and Administration	18
Education and Training	14
Finance and Insurance	13
Information Technology	11
Retail and Wholesale Sales and Service	11
Arts, A/V Technology and Communication	10
Agriculture/Natural Resources	9
Architecture and Construction	9
Government and Public Administration	9
Hospitality and Tourism	9
Transportation, Distribution, and Logistics	9
Human Service	8
Law and Public Safety	8
Manufacturing	8
Scientific Research/Engineering	8
Health Science	6

Step 4 What is in a Career Cluster?

There are 16 different Career Clusters. Each has multiple occupations to explore. Most of the careers call for similar kinds of skills and abilities. They're a great way to start your career search. Select a career from the list to find out more details.

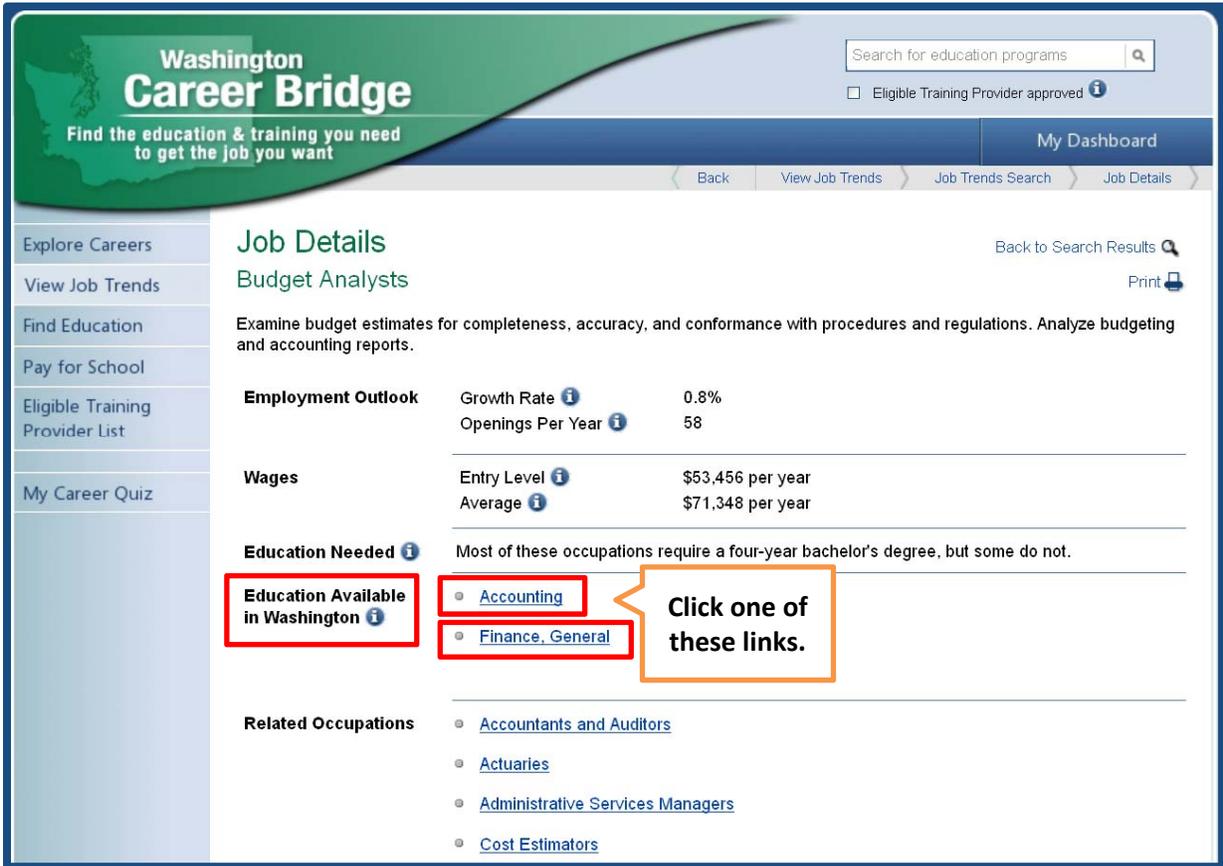
The screenshot shows the Washington Career Bridge website interface. At the top, there is a search bar for education programs and a checkbox for 'Eligible Training Provider approved'. The main header features the 'Washington Career Bridge' logo and the tagline 'Find the education & training you need to get the job you want'. Below the header, there are navigation links: 'Back', 'Explore Careers', 'Career Quiz', and 'Cluster Details'. A 'My Dashboard' link is also present. On the left side, there is a sidebar with several menu items: 'Explore Careers', 'View Job Trends', 'Find Education', 'Pay for School', 'Eligible Training Provider List', and 'My Career Quiz'. The main content area is titled 'Business and Administration' and includes a 'Print' icon. Below the title, there is a question: 'Do you enjoy working with other people? Do you like to plan and organize activities?'. This is followed by a paragraph describing the cluster: 'Business, management, and administrative workers give the support needed to make a business run. You might check employee time records or train new employees. Or, you might work as a top executive and provide the overall direction for a company or department.' To the right of this text is a photograph of a man in a suit sitting at a desk. Below the text, there is a prompt: 'Click on a job title to learn more about job trends and pay levels for this career.' This is followed by a section titled 'Careers in this Cluster' which lists several job titles: 'Accountants and Auditors', 'Administrative Services Managers', 'Agents and Business Managers of Artists, Performers, and Athletes', 'Bookkeeping, Accounting, and Auditing Clerks', 'Budget Analysts' (highlighted with a red box), 'Business Operations Specialists, All Other', 'Compensation and Benefits Managers', and 'Compensation, Benefits, and Job Analysis Specialists'.

Step 5 Get Job Details

Find information on how fast an occupation is growing, how much it pays, and what type of education is needed for the position.

- **“Growth Rate”** This shows the percentage increase in job openings expected in the coming year.
- **“Openings Per Year”** This is the actual number of estimated new openings in the coming year.
- **“Education Needed”** This shows how much and what kind of education an occupation typically requires.
- **“Education Available in Washington”** Links lead to available education programs in our state.

Helpful tip – Want to know more? Click on the information button. 



Washington Career Bridge

Find the education & training you need to get the job you want

Search for education programs

Eligible Training Provider approved

My Dashboard

Back View Job Trends Job Trends Search Job Details

Explore Careers

View Job Trends

Find Education

Pay for School

Eligible Training Provider List

My Career Quiz

Job Details

Back to Search Results

Budget Analysts

Print

Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports.

Employment Outlook

Growth Rate 	0.8%
Openings Per Year 	58

Wages

Entry Level 	\$53,456 per year
Average 	\$71,348 per year

Education Needed  Most of these occupations require a four-year bachelor's degree, but some do not.

Education Available in Washington 

- Accounting
- Finance, General

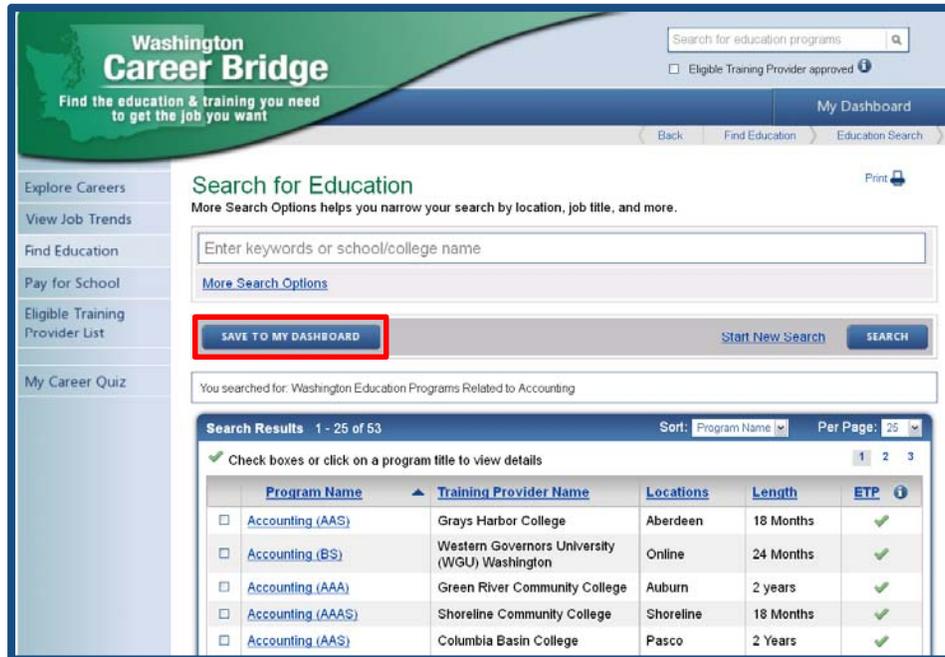
Click one of these links.

Related Occupations

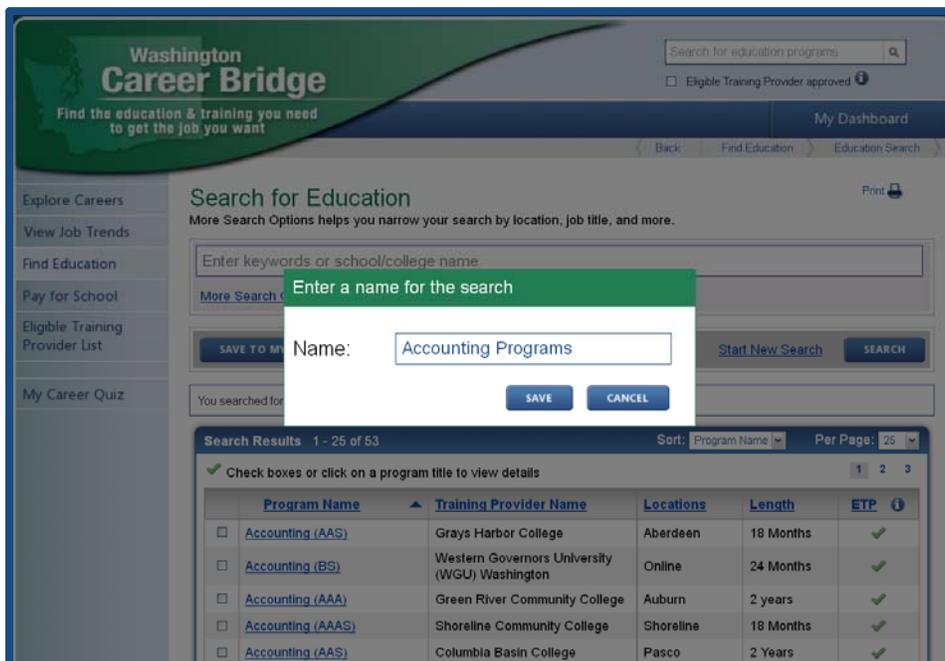
- Accountants and Auditors
- Actuaries
- Administrative Services Managers
- Cost Estimators

Step 6 Save to My Dashboard

Once you click on a link, you'll get a list of education programs to explore. Do the results look promising? Don't let them slip away! Click the **"Save to My Dashboard"** button.

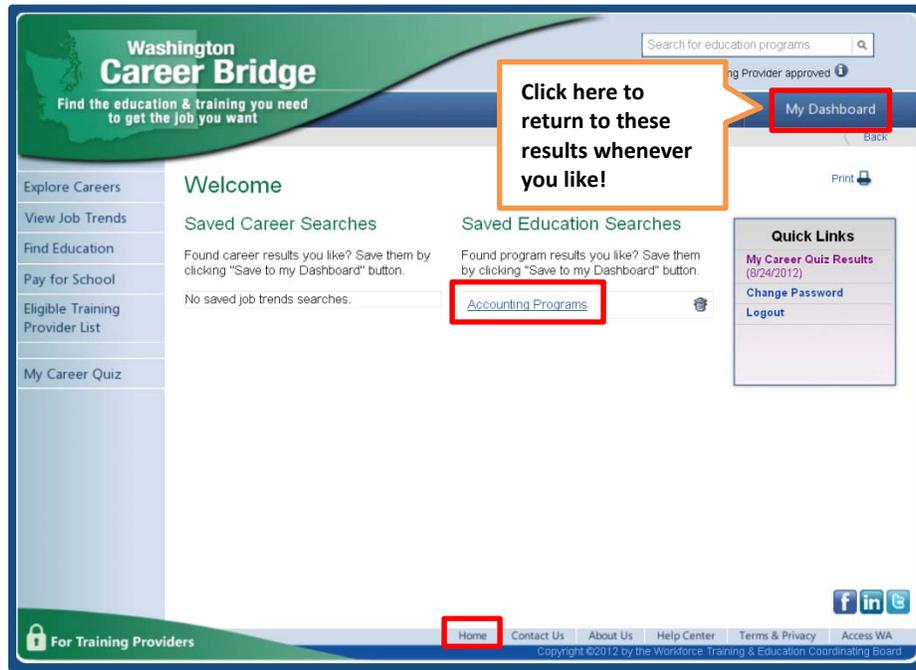


A pop up will appear and prompt you to enter a name for your search. The name you give to your search results will appear in your Personal Dashboard.



Step 7 What is in your Personal Dashboard?

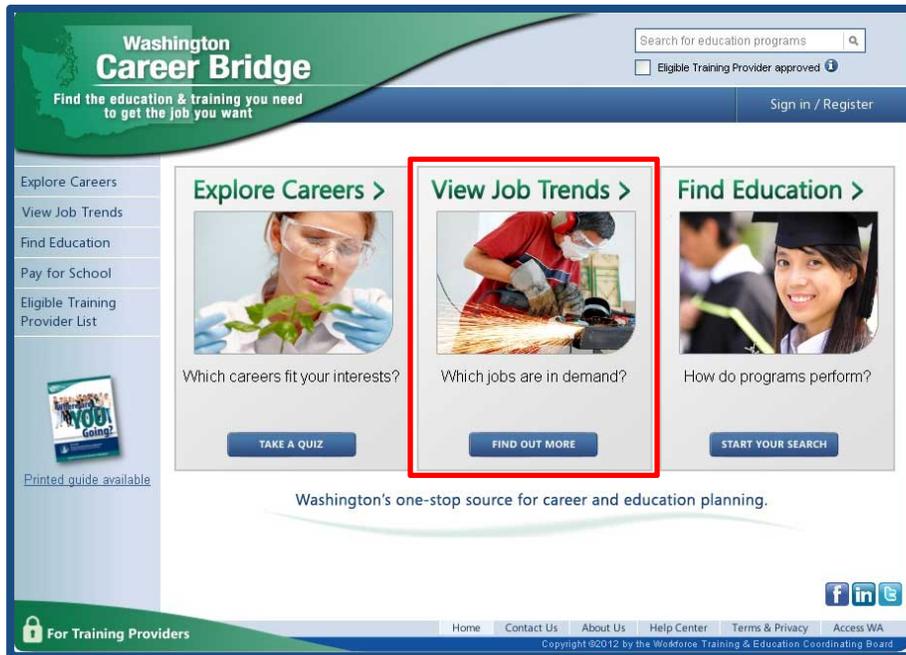
You've just saved your search results – in this case Accounting Programs. You can return to these results whenever you like by clicking on **"My Dashboard"** in the upper right hand corner.



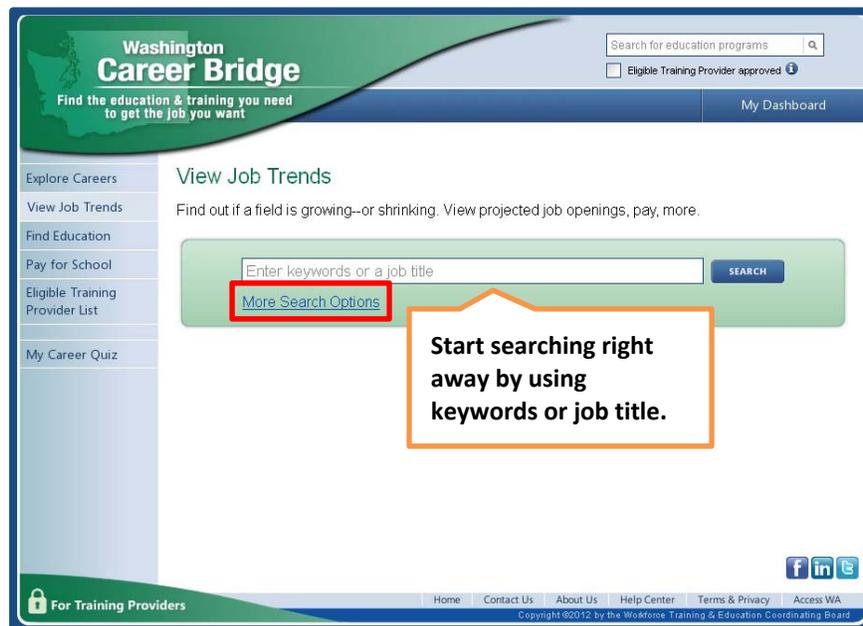
Now let's head back to the **Home Page**. Click **"Home"** on the navigation bar at the bottom of your screen.

Step 8 View Job Trends

Now that you know how your interests link to occupations, learn more about what jobs pay and if they are in demand. Click the **“View Job Trends”** box on the home page to get started.



Type in a job title into the search bar and get results right away. If you need help thinking of a job title, or want to limit your search to careers that pay a certain amount of money, click **“More Search Options”**.



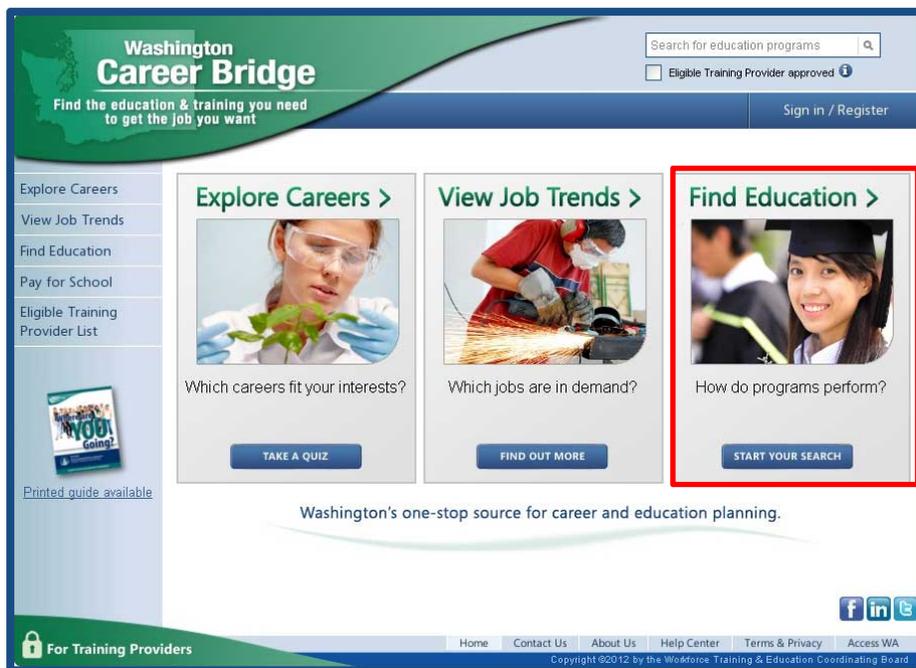
When you click on **“More Search Options,”** it takes you to Job Trends Advanced Search which lets you do a more targeted search. By clicking the downward pointing arrows, you will generate a drop down menu. From these drop down menus, you can select a Job Title and specify a Salary Range. You also can check the box to the right of **“In-Demand”** if you only want to view jobs that are growing.

The screenshot shows the 'Washington Career Bridge' website interface. The main heading is 'Job Trends Advanced Search'. Below the heading, there is a search bar with the placeholder text 'Enter keywords or a job title'. To the right of the search bar, there are two dropdown menus: 'Job Title' and 'Salary Range'. Both dropdown menus are highlighted with red boxes. A callout box with an orange border points to the 'Job Title' dropdown menu and contains the text 'Select a Job Title from the drop down menu.' Another callout box with an orange border points to the 'Salary Range' dropdown menu and contains the text 'Specify a Salary Range.' Below the search bar, there is an 'In Demand' checkbox and a 'SEARCH' button. The footer of the page includes a 'For Training Providers' link and a copyright notice for 2012 by the Workforce Training & Education Coordinating Board.

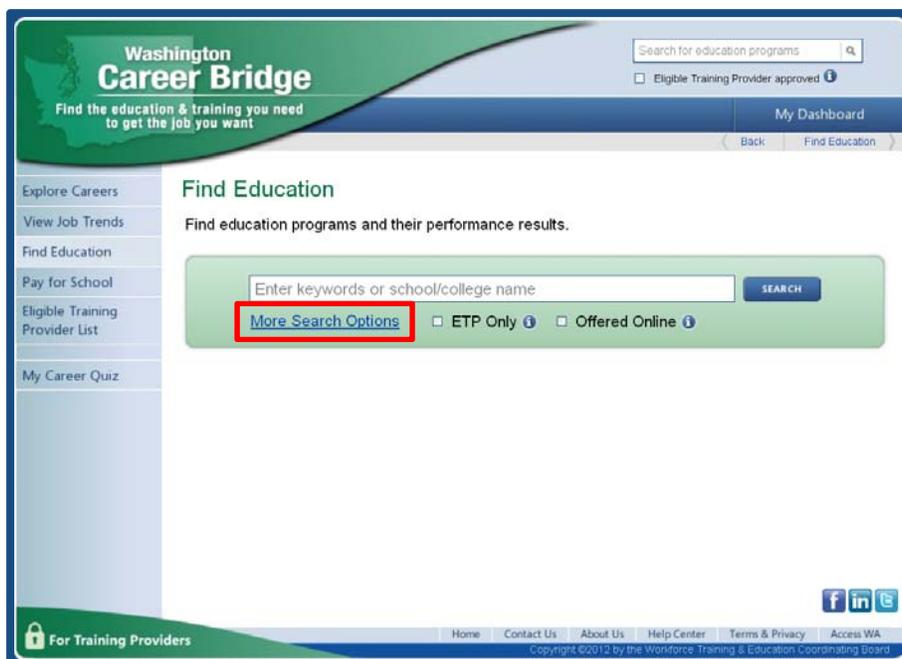
This screenshot shows the same 'Washington Career Bridge' website interface, but with the 'Job Title' dropdown menu open. The dropdown menu displays a list of job titles, including: Accountants and Auditors, Actors, Actuaries, Adhesive Bonding Machine Operators and Tenders, Administrative Law Judges, Adjudicators, and Hearing Officers, Administrative Services Managers, Adult Basic and Secondary Education and Literacy Teachers and Instructors, Advertising and Promotions Managers, Advertising Sales Agents, Aerospace Engineering and Operations Technicians, Aerospace Engineers, Agents and Business Managers of Artists, Performers, and Athletes, Agricultural and Food Science Technicians, Agricultural Engineers, Agricultural Equipment Operators, Agricultural Inspectors, Agricultural Sciences Teachers, Postsecondary, Agricultural Workers, All Other, and Air Crew Members. The 'Job Title' dropdown menu is highlighted with a red box.

Step 9 Find Education

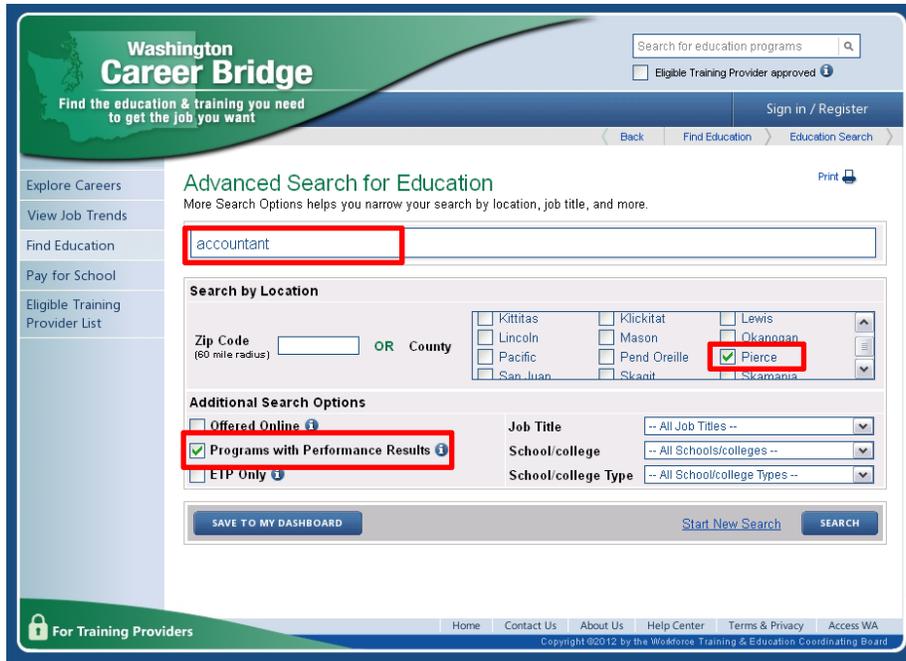
Education is at the heart of Career Bridge. Click on the home page and explore nearly 6,000 Washington education programs! Click the **"Find Education"** box to get started.



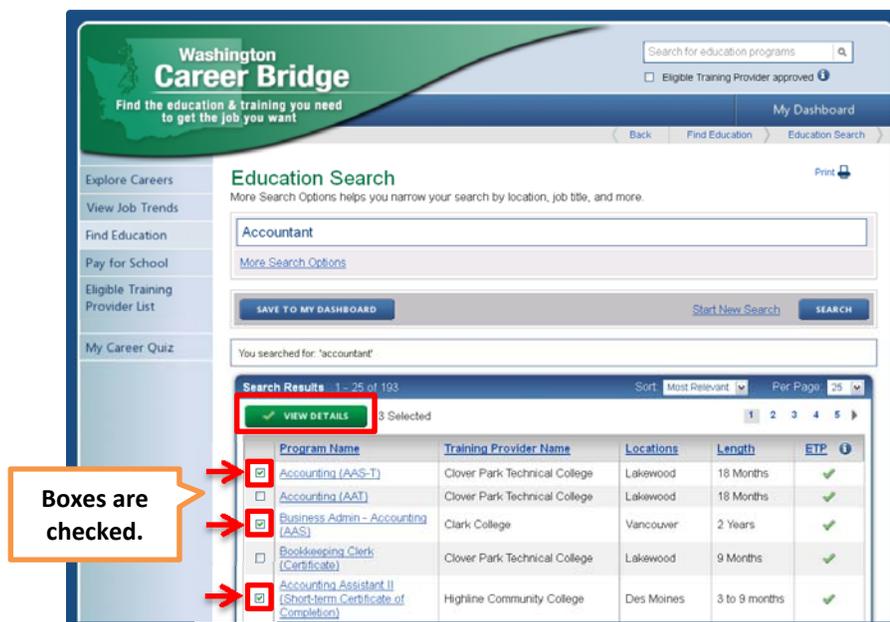
This will take you to the Find Education page. Simply type in a key word or school name to begin your search. For a more advanced search, click **"More Search Options."**



Once you click **“More Search Options,”** it takes you to the **Advanced Search for Education.** Enter a keyword and target your search by education type, zip code, county, online-only, and more! Want to know whether previous students landed jobs and what they were paid? View programs with **Performance Results** by checking the box, as shown below.



After you get your search results, check the boxes beside each program you want to learn more about. By doing this, you’ll see the green box with **“View Details”** appear. In this example we’ve checked three boxes to explore three different programs. Click the **“View Details”** box to get program details.



Get more information about a particular program. At any time you can click the green **“View Your Education Selections”** and look at other programs you chose. A drop down menu will appear and allow you to click on the other programs you selected to explore.

Washington Career Bridge
Find the education & training you need to get the job you want

Search for education programs
 Eligible Training Provider approved

My Dashboard

Back Find Education Education Search Education Details Education Details

View Your Education Selections

Back to Search Results Print

Explore Careers
View Job Trends
Find Education
Pay for School
Eligible Training Provider List
My Career Quiz

Education Details

Accounting
Award type: AAS-T
Clover Park Technical College

Program Details Training Provider Details Performance Results Student Characteristics

Program Details

Program Overview for Accounting

ETP eligible	yes
Training provider	Clover Park Technical College
Program website	http://www.cptc.edu
Program contact	Suzann Cooke/Lucy Dorum (253) 589-5587/(253) 589-5621 Suzanne.cooke@cptc.edu / lucy.dorum@cptc.edu

Click here to see your other education selections.

Washington Career Bridge
Find the education & training you need to get the job you want

Search for education programs
 Eligible Training Provider approved

My Dashboard

Back Find Education Education Search Education Details Education Details

View Your Education Selections

- Accounting (Clover Park Technical College - AAS-T)
- Accounting Assistant II (Highline Community College - Short-term Certificate of Completion)
- Business Admin - Accounting (Clark College - AAS)

Back to Search Results Print

Explore Careers
View Job Trends
Find Education
Pay for School
Eligible Training Provider List
My Career Quiz

Education Details

Accounting
Award type: AAS-T
Clover Park Technical College

Program Details Training Provider Details Performance Results Student Characteristics

Program Details

Program Overview for Accounting

ETP eligible	yes
Training provider	Clover Park Technical College
Program website	http://www.cptc.edu
Program contact	Suzann Cooke/Lucy Dorum (253) 589-5587/(253) 589-5621 Suzanne.cooke@cptc.edu / lucy.dorum@cptc.edu

Program description
Prepares students for careers in Accounting with starting positions such as a junior-level accountant, entry-level accounting supervisor, full charge bookkeeper, fiscal technician, accounting assistant, or for various other entry level accounting clerks. Students participate in realistic training through a student-operated accounting office and income tax preparation service on campus. Technical course curriculum is based on current industry standards.

Performance Results

Click on the **“Performance Results”** tab to find out how many students completed a program, what they earned, and what industry they went to work in. No more guessing about whether a program paid off. This **“Consumer Report Card”** shows the results of real students taking a program at a particular school.

The screenshot shows the Washington Career Bridge website interface. The main content area is titled "Education Details" for "Business Admin - Accounting" at "Clark College". A red box highlights the "Performance Results" tab in the navigation menu. Below the navigation, the "Consumer Report Card" section is visible, providing a summary of program performance.

Employment, wages and completion for all programs related to Business Admin - Accounting at Clark College	
Program Type: Accounting	
For academic years: 2006 - 2009	
Employment and earnings years: 2007 - 2010	
Number of Graduates	52
Completion Rate	45%
Number with Reported Employment	39
Employment Rate	75%
Typical (Median) Annual Earnings	\$27,087.04

Student Characteristics

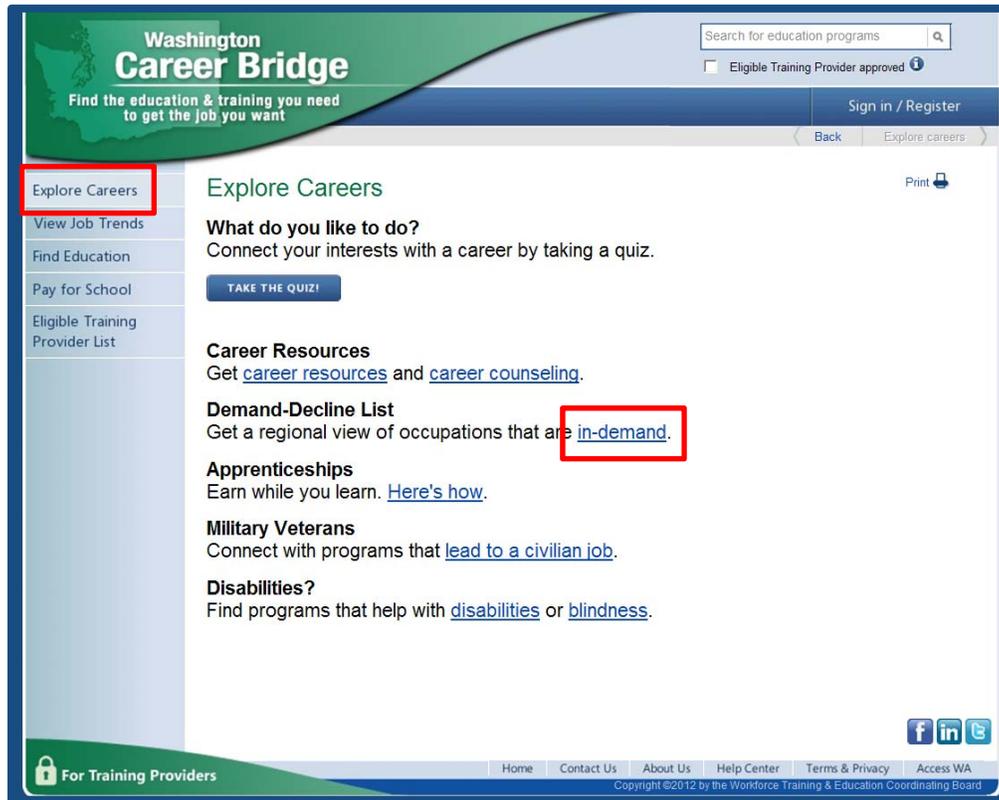
Get details on the gender, race, age and educational background of program participants.

The screenshot shows the Washington Career Bridge website interface. The main content area is titled "Education Details" for "Business Admin - Accounting" at "Clark College". A red box highlights the "Student Characteristics" tab in the navigation menu. Below the navigation, the "Student Characteristics" section is visible, providing a detailed breakdown of student demographics.

Student Characteristics for all programs related to Business Admin - Accounting at Clark College		
Program Type: Accounting Technology/Technician and Bookkeeping		
For academic years: 2006 - 2009		
Enrollment		Numbers
Number of students completing the program		52
Completion Rate		45%
Average number of students who completed each year		17
Gender		Percent Numbers
Male	16%	19
Female	83%	96
Race		Percent Numbers
American Indian or Alaska Native	1%	1
Asian or Pacific Islander	6%	5
Black/African American	2%	2
Hispanic	0%	0
Pacific Islander	0%	0
White	87%	72
Multi-racial	2%	2
Other	0%	0
Age		Percent Numbers
Under 20	2%	3
20 to 29	28%	33

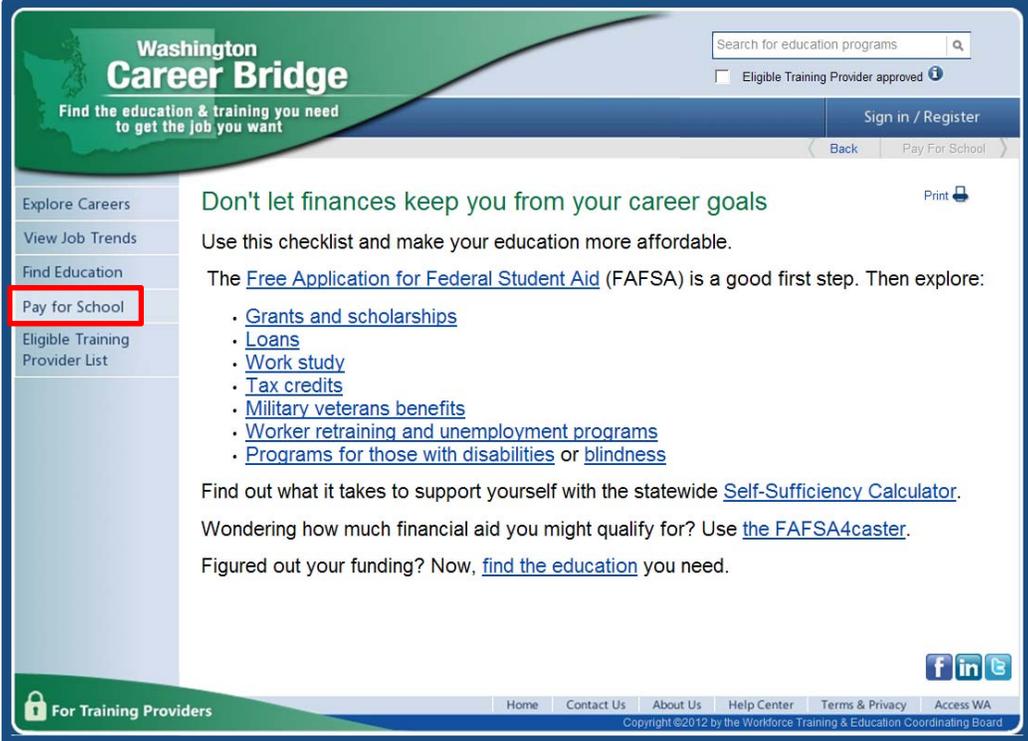
Find In-Demand Jobs

You know what you want to do, but is the career you're interested in hiring now? Click on "Explore Careers" on the left side bar. Under the section "Demand-Decline List," click on the blue underlined link titled "in-demand."



Step 10 Pay for School

You've figured out what you want to do and where to get your education. Now figure out a way to pay for it. On the left hand side bar, click "**Pay for School.**"



The screenshot shows the Washington Career Bridge website. The header includes the logo, a search bar, and a "Sign in / Register" button. A navigation menu on the left has "Pay for School" highlighted with a red box. The main content area features a heading "Don't let finances keep you from your career goals" and a checklist of financial aid options: Grants and scholarships, Loans, Work study, Tax credits, Military veterans benefits, Worker retraining and unemployment programs, and Programs for those with disabilities or blindness. It also includes links to a Self-Sufficiency Calculator and FAFSA4caster.

Thank you for using Career Bridge!

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

Turn to the next page for additional resources.

Additional Resources

Where Are You Going?

The *Where Are You Going?* career guide can help you chart your career path. Inside are quizzes that help you figure out what you're good at, what you like to do, and what might suit you as a career. This free guide also includes: job search tips, financial aid information, and resume assistance. This guide was designed to work with Career Bridge.



Request your free copy today by calling: (360) 709-4600 or by visiting:

<http://wtb.wa.gov/CareerGuide.asp>

Self-Sufficiency Calculator

Use the Self-Sufficiency Calculator to see what the cost of living is where you live (or where you plan to move). Find out average rent prices, transportation costs, child care expenses, medical care, and more for any location in Washington!



To use the Self-Sufficiency Calculator on Career Bridge, click on "**Pay for School**" on the left side bar, and then the blue underlined "**Self-Sufficiency Calculator**" link. This takes you to a new website.

After using the calculator, you may find you qualify for public assistance, such as food stamps, health insurance, and childcare.

What is your estimated average monthly bill? \$_____

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



The Career Bridge website was developed and is maintained by the staff at Washington's **Workforce Training and Education Coordinating Board**. The site won a National Innovation Award from the Council of State Governments.

Contact: Marina Parr at marina.parr@wtb.wa.gov or (360) 709-4607.