



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 over 5,000 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 got 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 interest.
- 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 over 5,000 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 national recognized for its “Performance Results” feature that lets you compare completion, earning, and employment rates among different education programs, when data is available.

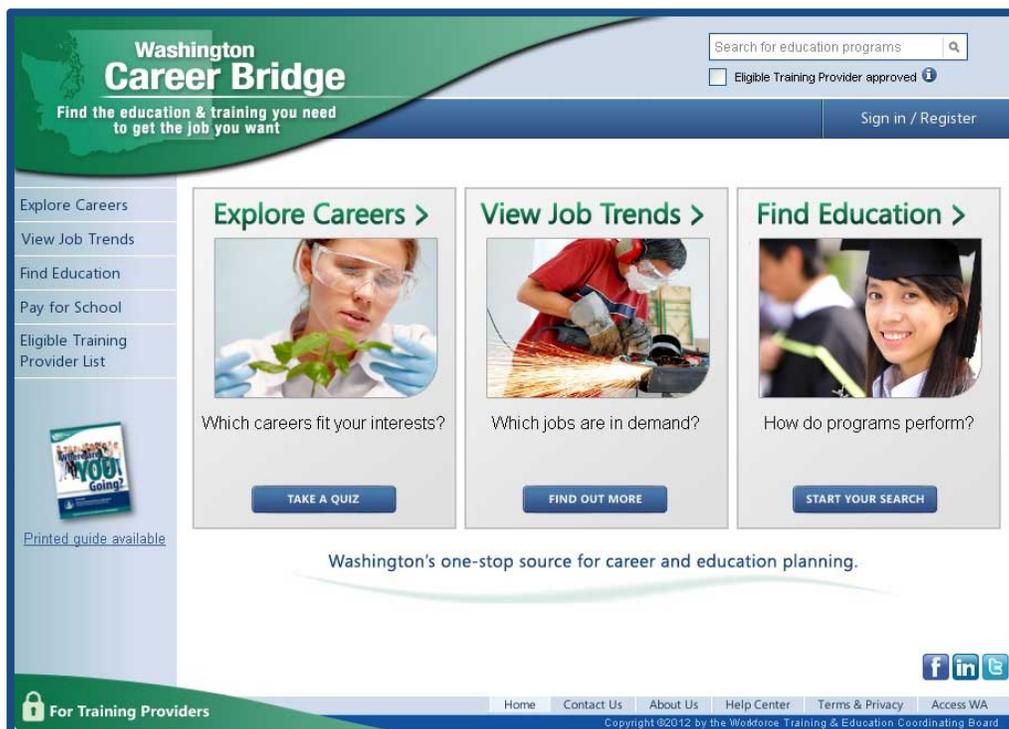


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Step 1 Sign In/Register

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

Register as a new user and type in your email and password. Once approved, you will need to retype your email and password. Then you're ready to go!

Why register?

This new feature allows you to save your searches to a personal dashboard. Once you're 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.

The screenshot shows the Washington Career Bridge website. At the top left, the logo reads "Washington Career Bridge" with the tagline "Find the education & training you need to get the job you want". To the right is a search bar for education programs and a checkbox for "Eligible Training Provider approved". A red box highlights the "Sign in / Register" button in the top right corner. Below the search bar is a navigation menu with options like "Explore Careers", "View Job Trends", and "Find Education". The main content area has three columns: "Explore Careers" with a "TAKE A QUIZ" button, "View Job Trends" with a "FIND OUT MORE" button, and "Find Education" with a "START YOUR SEARCH" button. At the bottom, there are social media icons and a footer with "For Training Providers" and copyright information.

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. In the sample below, previous career and education searches are saved for teacher, technical writer, recording arts tech, and recruiter.

The screenshot displays the Washington Career Bridge personal dashboard for Marina Parr. The top left features the Washington Career Bridge logo with the tagline "Find the education & training you need to get the job you want". The main content area is divided into sections: "Welcome Marina Parr", "Saved Career Searches" (listing "teacher" and "technical writer"), and "Saved Education Searches" (listing "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 states "These searches were saved to the dashboard during previous sessions."

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

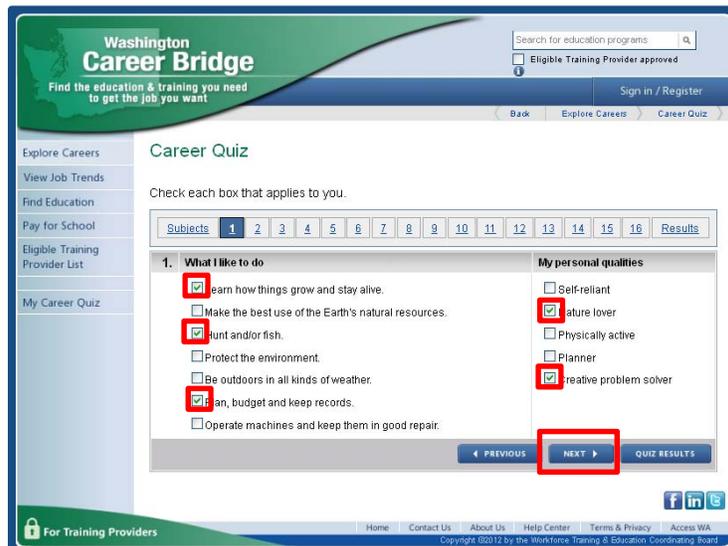
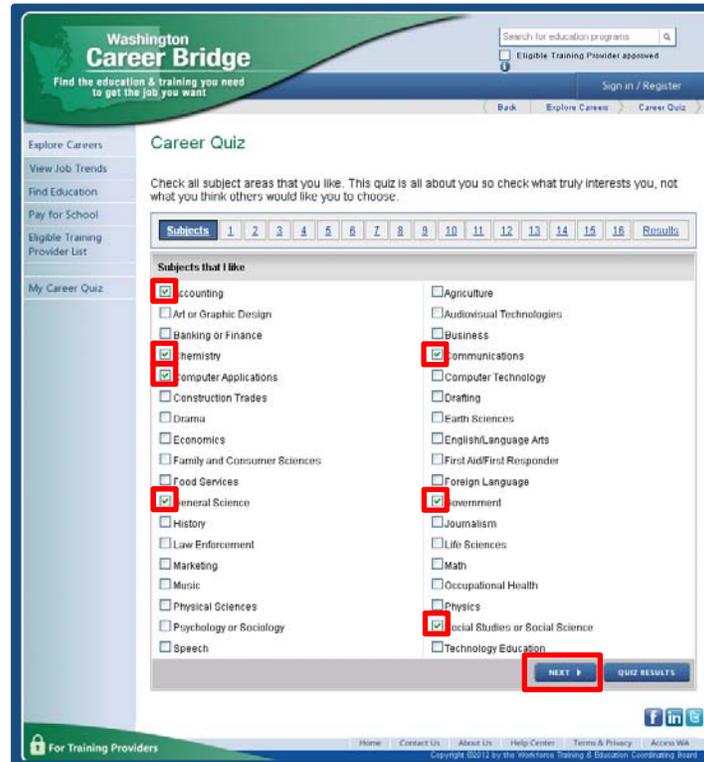
Curious how your interests connect with a career? Take the online quiz to help you think about your talents and abilities and how to put them to use in a career. Click the “**Explore Careers**” box on the home page to get started. From there, you have the option to take the quiz, access career resources, 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. The main content area features three large buttons: 'Explore Careers >', 'View Job Trends >', and 'Find Education >'. The 'Explore Careers >' button is highlighted with a red box. Below each button is a small 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). At the bottom, there is a footer with social media icons and a copyright notice.

The screenshot shows the 'Explore Careers' page on the Washington Career Bridge website. The page title is 'Explore Careers' and it includes a sub-header 'What do you like to do? Connect your interests with a career by taking a quiz.' Below this, there is a red box around the 'TAKE THE QUIZ' button. The page also lists several categories 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.

Career Quiz

Take the Career Quiz to discover your talents and interests! First, you will select which subject areas you like. To select a subject, click on the box to the left of it. Select as many subject as you want, then click “**Next**”. Now you will be presented with a number of statements. Check which statements apply to you. In the examples below, you can see that multiple subjects and statements have been selected. 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.**



When you reach the end of the quiz, you'll see your top-scoring career clusters at the top of list. Click on a cluster to view the occupations within it. This allows you to explore individual occupations and find out how much they pay, if they're in demand, how much education is required, and more.

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 Explore Careers Career Quiz

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

Career Quiz

Your Results

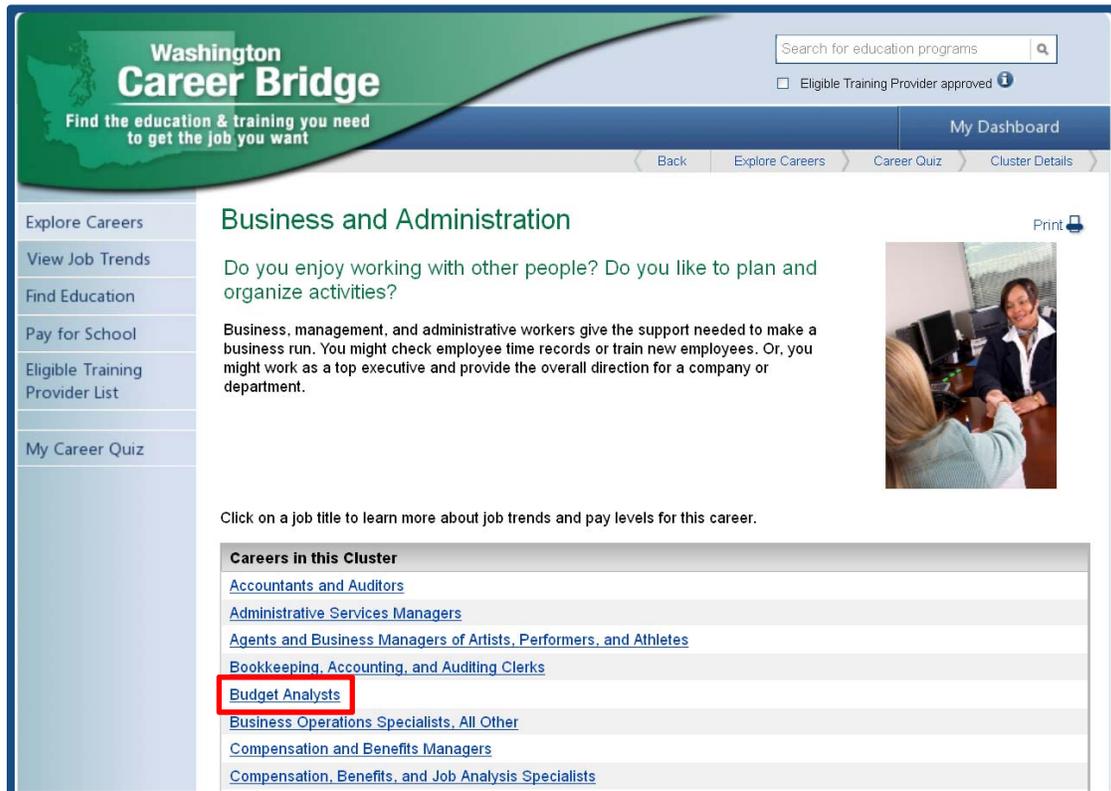
Below are your top-scoring career clusters. Career clusters contain careers that call for similar skills. View any cluster that interests you. Remember, it's up to you to choose a career! Feel free to take the career quiz as often as you like, as your interests may change. Your quiz results save to your dashboard once you register with Career Bridge.

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

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Step 4 What is in a Career Cluster?

There are 16 different Career Clusters, each of which has multiple occupations to explore. Clusters contain careers that call for many of the same skills and abilities. They're a great way to start your career search! Select a career from the list to find out more details!



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 Explore Careers Career Quiz Cluster Details

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

Business and Administration

Do you enjoy working with other people? Do you like to plan and organize activities?

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.

Print

Click on a job title to learn more about job trends and pay levels for this career.

Careers in this Cluster

- [Accountants and Auditors](#)
- [Administrative Services Managers](#)
- [Agents and Business Managers of Artists, Performers, and Athletes](#)
- [Bookkeeping, Accounting, and Auditing Clerks](#)
- [Budget Analysts](#)**
- [Business Operations Specialists, All Other](#)
- [Compensation and Benefits Managers](#)
- [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 

Print 

Budget Analysts

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](#)

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 your results look promising? Don't let them slip away! Click the **"Save to My Dashboard"** button.

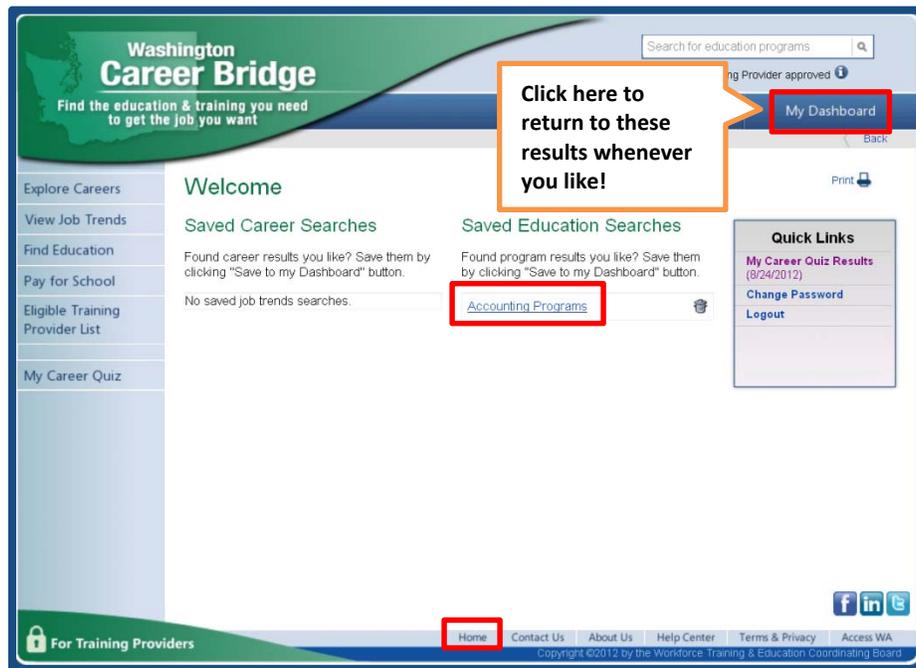
The screenshot shows the Washington Career Bridge website interface. The main heading is "Search for Education" with a sub-heading "More Search Options helps you narrow your search by location, job title, and more." Below this is a search input field with the placeholder text "Enter keywords or school/college name". A "More Search Options" link is visible. A red box highlights the "SAVE TO MY DASHBOARD" button. To the right of this button are "Start New Search" and "SEARCH" buttons. Below the search area, it says "You searched for: Washington Education Programs Related to Accounting". The search results are displayed in a table with columns: Program Name, Training Provider Name, Locations, Length, and ETP. The results list five accounting programs from various providers like Grays Harbor College, Western Governors University, Green River Community College, Shoreline Community College, and Columbia Basin College.

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.

This screenshot shows the same Washington Career Bridge interface as the previous one, but with a pop-up dialog box overlaid. The dialog box has a green header that says "Enter a name for the search". Below the header, there is a label "Name:" followed by a text input field containing the text "Accounting Programs". At the bottom of the dialog box are two buttons: "SAVE" and "CANCEL". The background content of the page is dimmed.

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.



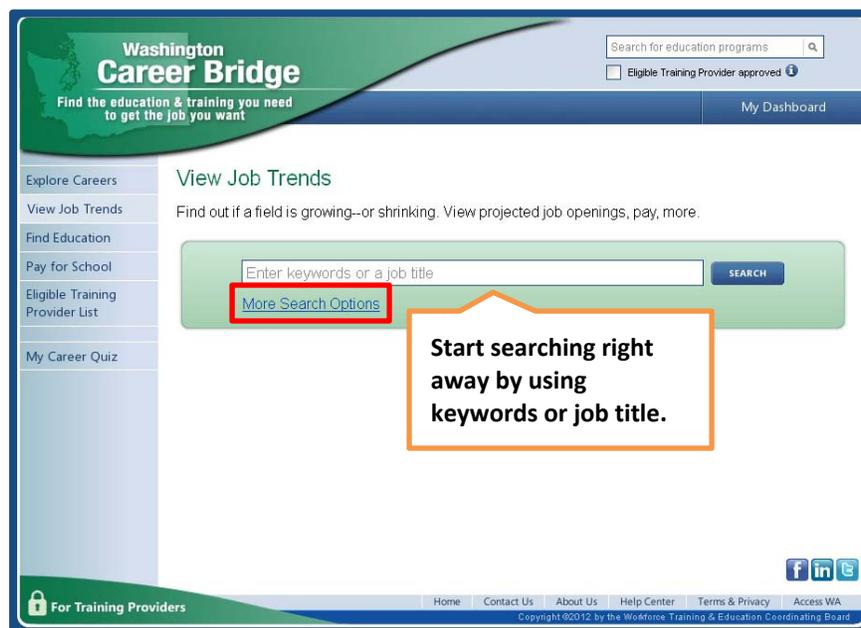
Now let's head back to the **Home Page**. Click “**Home**” on the navigation bar at the bottom of your screen.

Step 8 View Job Trends

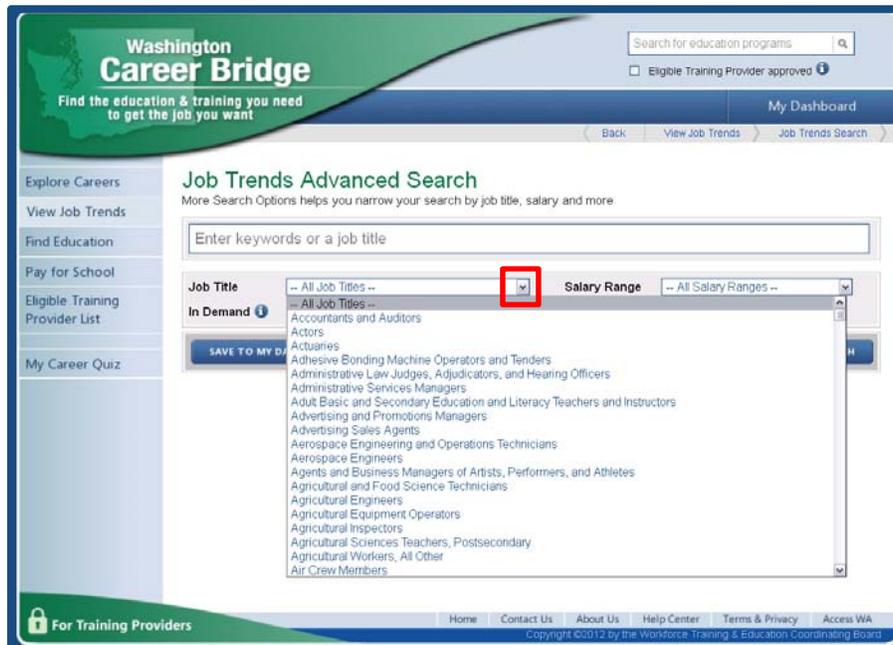
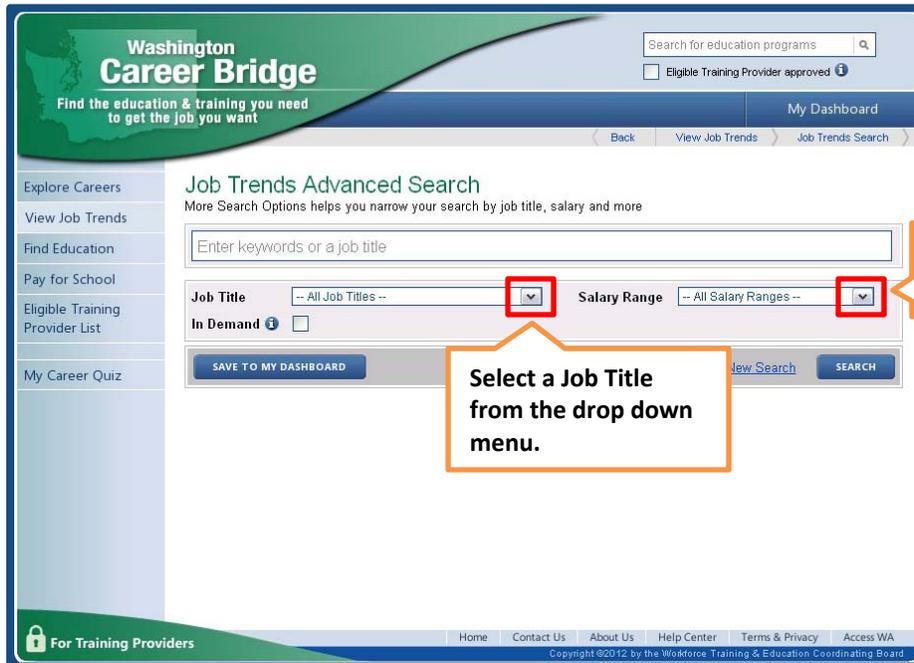
Now that you know more about how your interests link to occupations, learn more about what jobs pay and if they are in demand. Click the “**View Job Trends**” box on the home page to get started.



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**”.

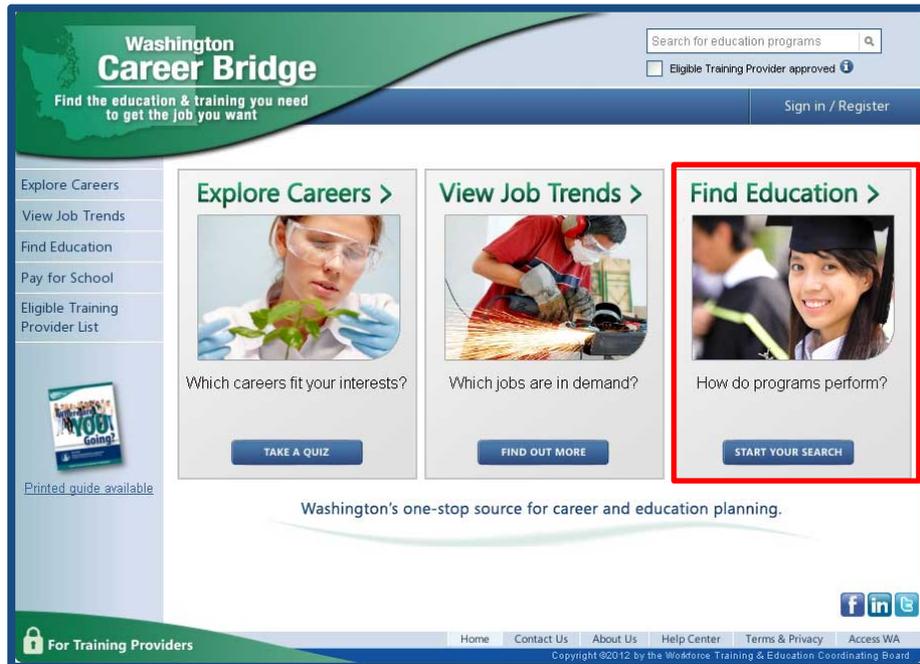


When you click on “**More Search Options**”, it takes you to Job Trends Advanced Search which allows you to do a more targeted search. By clicking the downward pointing arrows, you will generate a drop down menu. From these drop down menus, you can select a Job Title and specify a Salary Range. You also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

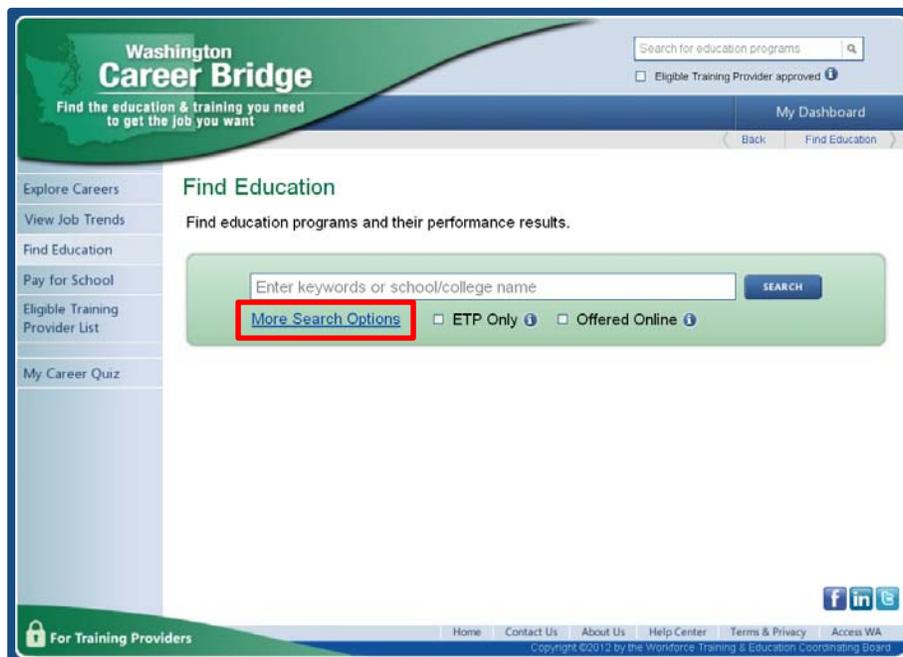


Step 9 Find Education

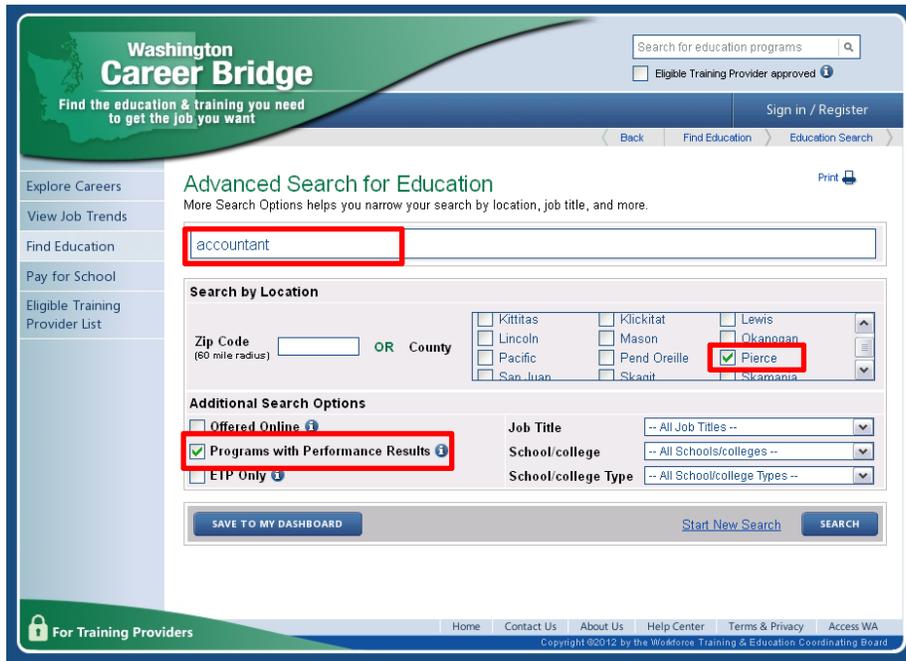
Education is at the heart of Career Bridge. Click on the home page and explore over 5,000 Washington education programs in one place! Click the “**Find Education**” box on the home page to get started.



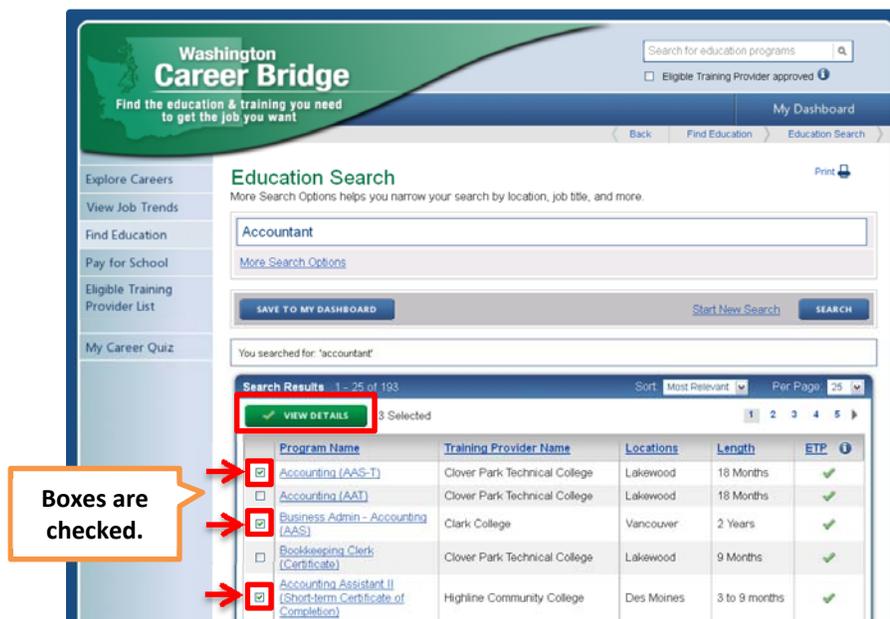
This will take you to the Find Education page. Simply type in a key word or school name to begin your search. For a more advanced search, click “**More Search Options**”.



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

View Your Education Selections ▼

Back to Search Results Print

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

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

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)

Education Details

Accounting
Award type: AAS-T
Clover Park Technical College

Program Details Training Provider Details Performance Results

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 displays 'Education Details' for 'Business Admin - Accounting' at Clark College. A red box highlights the 'Performance Results' tab. Below the tabs, the 'Consumer Report Card' section is visible, containing a table with the following data:

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	\$27,097.04

Student Characteristics

Get demographic 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 displays 'Education Details' for 'Business Admin - Accounting' at Clark College. A red box highlights the 'Student Characteristics' tab. Below the tabs, the 'Student Characteristics' section is visible, containing a table with the following data:

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

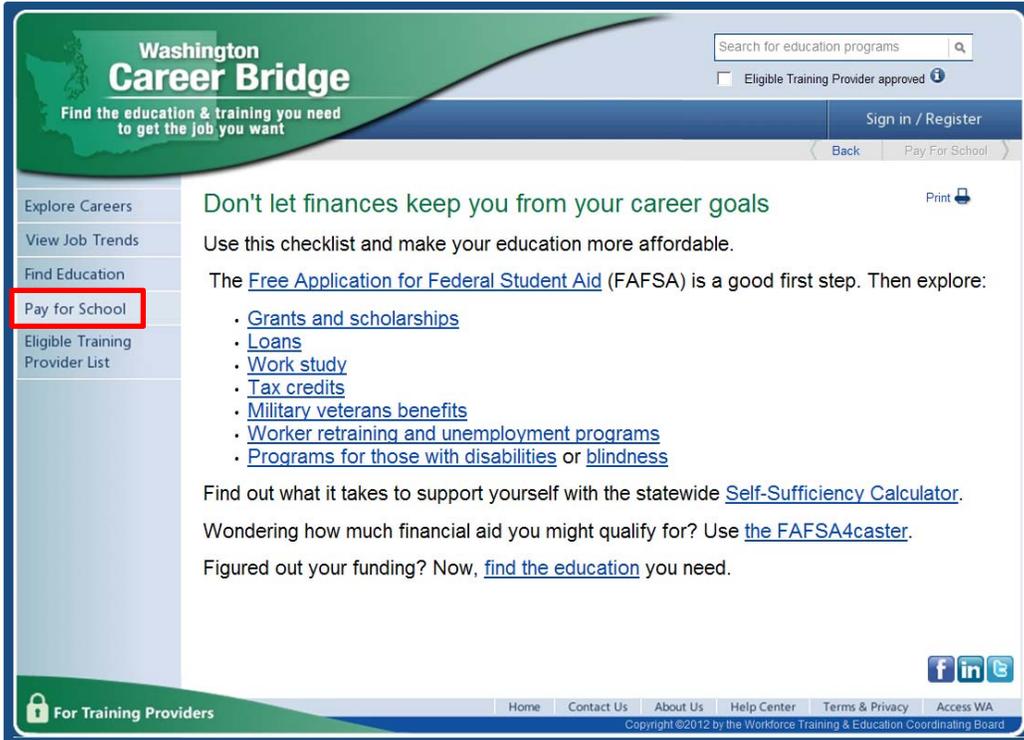
Find In-Demand Jobs

You know what you want to do, but is the career you're interested in hiring right 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**".

The screenshot shows the Washington Career Bridge website. The header includes the logo, a search bar for education programs, and a sign-in/register button. The left sidebar contains navigation links, with "Explore Careers" highlighted in a red box. The main content area is titled "Explore Careers" and includes a "TAKE THE QUIZ!" button. Below this, there are sections for "Career Resources", "Demand-Decline List", "Apprenticeships", "Military Veterans", and "Disabilities?". The "Demand-Decline List" section contains the text "Get a regional view of occupations that are [in-demand](#).", where the link "in-demand" is highlighted in a red box. The footer contains social media icons and a copyright notice.

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" link. The left sidebar has a menu with "Pay for School" highlighted in a red box. The main content area features a heading "Don't let finances keep you from your career goals" and a checklist of resources for finding financial aid, including links to FAFSA, grants, loans, work study, tax credits, military benefits, and retraining programs. A "Self-Sufficiency Calculator" and "FAFSA4caster" are also mentioned. The footer contains navigation links and copyright information.

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. After you figure out what you want to do, you can find careers listed in the guide along with schools in Washington where you can get the education and training you need. This guide was designed to work with Career Bridge. Request your free copy today by calling: (360) 709-4600 or by visiting:



www.wtb.wa.gov/WhereAreYouGoing-CareerGuide.asp

Self-Sufficiency Calculator Will you make enough to pay the bills?

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 that 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 in 2010 from the Council of State Governments.

Contact: Marina Parr at mparr@wtb.wa.gov or 360-709-4607