

REQUEST FOR INFORMATION (RFI)

Vocational Skills Training Programs for Adult Learners in the Public Workforce System

Summary: Philadelphia Works solicits information about cohort-based, vocational skills training programs for adult career seekers. Philadelphia Works plans to release a series of Requests for Proposals and will utilize information from this RFI to inform these funding opportunities. *Eligible training programs should (1) prepare learners for success in one of the Philadelphia Works recovery occupations listed below and (2) demonstrate employer relationships that will assist with development of seamless pipelines to employment for entry-level graduates.*

Introduction & Context

Philadelphia Works, Inc., the city's workforce development board, is a non-profit, quasi-public organization serving employers and connecting career seekers to employment and training opportunities. We invest public resources in a variety of workforce solutions that drive economic growth, influence public workforce policies, and optimize funding and resources to build a skilled and thriving workforce.

Our Mission: To develop and manage smart workforce solutions that respond to business needs and increase economic opportunity for all Philadelphia residents.

Our Vision: A thriving Philadelphia workforce, a stronger local economy.

In response to current economic and social challenges in the greater Philadelphia region, Philadelphia Works has developed an organizational training investment strategy with an emphasis on the following goals:

1. Adopting an industry-driven investment strategy informed by labor market data and ongoing feedback from employer partners
2. Adopting a population-based approach, ensuring investments are made in programs designed specifically to meet the unique needs of populations with barriers to employment
3. Streamlining contracting processes and more closely tying funding with program quality
4. Attracting a broader, higher quality set of training programs through procurement.

Philadelphia Works is committed to investing in training programs that are informed by employers and industry, and in many cases, are customized to specifically prepare students for open positions with an employer partner.

Drawing from Labor Market Data Analysis and feedback from employer partners across the region, Philadelphia Works has identified a set of high growth occupations to guide training investments for Philadelphians. By following this analytical process, Philadelphia Works aims to better prepare career

seekers for both short and long-term career advancement, job security in in-demand occupations, and sustainable wages that increase over time. Accordingly, Philadelphia Works is committed to investing in vocational training that prepares learners for one of the recovery occupations detailed below.

Philadelphia Works recovery occupations are those that met the following criteria:

- On the High Priority Occupations List, Or Worthy of Petition
- \$15/Hr+ Median Wage
- Minimal impact to employment during pandemic
- Local labor supply gap or opportunities
- Strategic focus on **middle-skill and low-skill** jobs with opportunity for advancement
- Strategic focus on timely jobs requiring less than an Associates Degree, to connect career-seekers to employment or EARN and LEARN opportunities *now*

Recovery Occupations			
*See appendix for more detailed descriptions of each recovery occupation			
Biological Technicians	First-Line Supervisors of Transportation & Material Moving Workers	Market Research Analysts and Marketing Specialists	Real Estate Sales Agents
Bus and Truck Mechanics and Diesel Engine Specialists	Heating, Air Conditioning, & Refrigeration Mechanics & Installers	Medical Assistants	Registered Nurses
Clinical Laboratory Technologists and Technicians	Heavy & Tractor-Trailer Truck Drivers	Medical Records Specialists	Respiratory Therapists
Computer Network Support Specialists	Human Resources Specialists	Medical Secretaries and Administrative Assistants	Sales Representatives of Services
Computer Systems Analysts	Industrial Machinery Mechanics	Nursing Assistants	Self-Enrichment Teachers (Entrepreneurship)
Computer User Support Specialists	Industrial Truck & Tractor Operators	Operating Engineers and Other Construction Equipment Operators	Social and Human Service Assistants
Construction Laborers	Insurance Sales Agents	Orderlies	Software Quality Assurance Analysts & Testers
Customer Service Representatives	Laborers and Freight, Stock, and Material Movers (Warehouse Associate)	Paralegals and Legal Assistants	Surgical Technologists
Database Administrators and Architects	Licensed Practical and Licensed Vocational Nurses	Pharmacy Technicians	Telecommunications Equipment Installers & Repairers
Dispatchers, Except Police, Fire, & Ambulance	Light Truck Drivers	Phlebotomists	Telecommunications Line Installers and Repairers

Emergency Medical Technicians & Paramedics	Maintenance and Repair Workers, General	Physical Therapist Assistants	Web Developers and Digital Interface Designers
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Purpose

Philadelphia Works solicits proposals from entities committed to operating cohort-based, vocational skills training programs for adult career seekers in the public workforce system. **Eligible training programs should lead to an industry-recognized credential and/or prepare learners for success in one of the Philadelphia Works recovery occupations referenced above.**

Who is Eligible to Submit

The RFI is open to both current Philadelphia Works contractors as well as qualified educational institutions that have not previously contracted with Philadelphia Works. Respondents may submit responses for multiple training programs, but each program must be submitted separately. Responses will be accepted through **COB on May 24, 2021**; however, earlier submissions are encouraged.

Submission Expectations:

Organizations are asked to submit information through [this online application link](#).

Please prepare to include the following information in your proposal:

Basic Organizational Information:

- Name and contact information of each organization
- Type of organization (e.g. non-profit, government agency, education institution, for profit)
- Physical location(s) of organization (Address)
- Areas organization offers services (e.g. area of the city, statewide etc.)
- High level organization overview relevant to the RFI

Programmatic Information

- **Course Content/Curriculum:** Provide a summary of course content including industry credentials & core competencies covered through training.
- **Instruction:** Describe the instructional methods your institution employs to ensure each student’s success including a description of synchronous & asynchronous learning activities & in-person and/or virtual components of instruction.
- **Pipelines to Employment:** Describe how your organization facilitates pipelines to employment for students including:
 - a. Incorporation of industry experts through workshops, lectures, etc.
 - b. Methods for utilizing employer/industry experts to inform curricula
 - c. Opportunities for work-based skill-building (through externship, internship, etc.)
- **Estimated cost/student for training program**
- **Other Elements:** Optional elements to help Philadelphia Works understand
 - a. Experience providing adaptive learning experiences to priority populations or those with

high barriers to employment (e.g. opportunity youth 16-24, justice-involved, those living with disabilities, veterans, those without a high school diploma or equivalency, support for Limited English proficient learners)

- b. Ability to provide training readiness instruction and support in academic fundamentals, digital literacy, and professional skills.

Submission Review

RFIs are issued with the intent to survey the industry to obtain information that provides guidance which will be used in the preparation for a future Request for Proposals (RFP)s. Neither the participation in or review process of this RFI obligates Philadelphia Works to respond to any vendor submissions nor impacts the scoring and evaluation of potential vendors for a future RFP process. To fully comprehend the information contained within a response to this RFI, the reviewing group may seek further clarification on any or all responses. Clarifications may be requested in the form of verbal communication via telephonic, electronic e-mail communication or a request for an in-person presentation of the response.

Where to Submit Questions

All questions regarding development and submission of this RFI should be submitted to vstraining@philaworks.org. Answers to questions will be posted on-line at www.philaworks.org.

Appendix A: FY 21 Recovery Occupations

Recovery Occupation	Description	Industries of Interest
Biological Technicians	<i>Assist biological and medical scientists. Set up, operate, and maintain laboratory instruments and equipment, monitor experiments, collect data and samples, make observations, and calculate and record results. May analyze organic substances, such as blood, food, and drugs. Job titles include Biological Science Laboratory Technician, Biological Science Technician, Biological Technician, Laboratory Technician, Marine Fisheries Technician, Research Assistant, Research Associate, Research Specialist, Research Technician, Wildlife Biology Technician.</i>	<ul style="list-style-type: none"> • Colleges and Universities • Scientific Research and Development Services • Federal Government
Bus and Truck Mechanics and Diesel Engine Specialists	<i>Diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines. Includes mechanics working primarily with automobile or marine diesel engines. Job titles include Bus Mechanic, Diesel Mechanic, Diesel Technician, Fleet Mechanic, General Repair Mechanic, Mechanic, Service Technician, Trailer Mechanic, Transit Mechanic, Truck Mechanic.</i>	<ul style="list-style-type: none"> • Local Government • Automotive Equipment Rental and Leasing • Automotive Repair and Maintenance
Clinical Laboratory Technologists and Technicians	<i>Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical Technologist. Job titles include Certified Clinical Laboratory Technician, Clinical Laboratory Technician (Clinical Lab Technician), Laboratory Assistant (Lab Assistant), Laboratory Technician (Lab Tech), Medical Laboratory Technician (MLT), Medical Laboratory Technicians (Medical Lab Technician), Medical Technician.</i>	<ul style="list-style-type: none"> • Hospitals • Colleges and Universities
Computer Network Support Specialists	<i>Analyze, test, troubleshoot, and evaluate existing network systems, such as local area networks (LAN), wide area networks (WAN), cloud networks, servers, and other data communications networks. Perform network maintenance to ensure networks operate correctly with minimal interruption. Job titles include Computer Network Specialist, IT Consultant (Information Technology Consultant), Network Specialist, Network Support Specialist, Network Technical Analyst, Network</i>	<ul style="list-style-type: none"> • Wired and Wireless Telecommunications Carriers • Computer Systems Design Services

	<i>Technician, Personal Computer Network Analyst, Systems Specialist.</i>	
Computer Systems Analysts	<i>Analyze science, engineering, business, and other data processing problems to develop and implement solutions to complex applications problems, system administration issues, or network concerns. Perform systems management and integration functions, improve existing computer systems, and review computer system capabilities, workflow, and schedule limitations. May analyze or recommend commercially available software. Job titles include Applications Analyst, Business Systems Analyst, Computer Analyst, Computer Systems Analyst, Computer Systems Consultant, Information Systems Analyst (ISA), Information Technology Analyst (IT Analyst), System Analyst, Systems Analyst.</i>	<ul style="list-style-type: none"> • Computer Systems Design and Related Services • Management of Companies and Enterprises • Insurance Carriers
Computer User Support Specialists	<i>Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, via telephone, or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Job titles include Computer Specialist, Computer Support Specialist, Computer Technician, Desktop Support Technician, Help Desk Analyst, Help Desk Technician, Information Technology Specialist (IT Specialist), Support Specialist, Technical Support Specialist.</i>	<ul style="list-style-type: none"> • Computer Systems Design Services • Colleges and Universities
Construction Laborers	<i>Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris, and other waste materials. May assist other craft workers. Job titles include Bituminous Asphalt Technician, Construction Laborer, Construction Worker, Drop Crew Laborer, Equipment Operator (EO), Form Setter, Post Framer, Scaffolding Operator, Site Work Laborer, Toolman/Toolperson.</i>	<ul style="list-style-type: none"> • Commercial Building Construction • Residential Building Construction • Highway Construction
Customer Service Representatives	<i>Interact with customers to provide basic or scripted information in response to routine inquiries about products and services. May handle and resolve general complaints. Excludes individuals whose duties are primarily installation, sales, repair, and technical support.</i>	<ul style="list-style-type: none"> • Insurance Carriers • Agencies, Brokerages, and Other Insurance

	<i>Job titles include Account Representative, Call Center Representative, Client Services Representative, Customer Care Representative, Customer Service Agent, Customer Service Specialist, Member Services Representative, Sales Facilitator.</i>	<p>Services</p> <ul style="list-style-type: none"> • Depository Credit Intermediation
Database Administrators and Architects	<i>Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. Identify, investigate, and resolve database performance issues, database capacity, and database scalability. May plan, coordinate, and implement security measures to safeguard computer databases. Job titles include Database Administration Manager, Database Administrator (DBA), Database Analyst, Database Coordinator, Information Systems Manager, System Administrator.</i>	<ul style="list-style-type: none"> • Colleges and Universities • Management of Companies and Enterprises • Computer Systems Design and Related Services
Dispatchers, Except Police, Fire, and Ambulance	<i>Schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers, or for normal installation, service, or emergency repairs rendered outside the place of business. Duties may include using radio, telephone, or computer to transmit assignments and compiling statistics and reports on work progress. Job titles include Aircraft Dispatcher, City Dispatcher, Dispatch, Operations Dispatcher, Rail Operations Controller, School Bus Dispatcher, Train Dispatcher, Truck Dispatcher.</i>	<ul style="list-style-type: none"> • Local Messengers and Local Delivery • Other Transit • Wired and Wireless Telecommunications Carriers
Emergency Medical Technicians and Paramedics	<i>Assess injuries and illnesses and administer basic emergency medical care. May transport injured or sick persons to medical facilities. Job titles include Emergency Medical Technician (EMT), First Responder.</i>	<ul style="list-style-type: none"> • Other Ambulatory Health Care Services • Local Government • Hospitals
First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	<i>Directly supervise and coordinate activities of material-moving machine and vehicle operators and helpers. Job titles include Dock Supervisor, Driver Manager, Fleet Manager, On Car Supervisor, Street Supervisor, Trainmaster, Transportation Supervisor, Warehouse Supervisor.</i>	<ul style="list-style-type: none"> • Scheduled Air Transportation • Couriers and Express Delivery Services • Warehousing and Storage

Heating, Air Conditioning, and Refrigeration Mechanics and Installers	<i>Install or repair heating, central air conditioning, HVAC, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves. Job titles include A/C Tech (Air Conditioning Technician); HVAC Installer (Heating, Ventilation, Air Conditioning Installer); HVAC Mechanic (Heating, Ventilation, Air Conditioning Mechanic); HVAC Specialist (Heating, Ventilation, and Air Conditioning Specialist); Refrigeration Mechanic; Refrigeration Operator; Refrigeration Technician (Refrigeration Tech); Service Technician (Service Tech); Systems Mechanic; Transportation Refrigeration Technician (Transportation Refrigeration Tech).</i>	<ul style="list-style-type: none"> • Local Government • Automotive Equipment Rental and Leasing • Automotive Repair and Maintenance
Heavy and Tractor-Trailer Truck Drivers	<i>Drive a tractor-trailer combination or a truck with a capacity of at least 26,001 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license. Includes tow truck drivers. Job titles include Driver, Line Haul Driver, Log Truck Driver, Over the Road Driver (OTR Driver), Production Truck Driver, Road Driver, Semi Truck Driver, Tractor Trailer Operator, Truck Driver.</i>	<ul style="list-style-type: none"> • General Freight Trucking • Grocery and Related Product Merchant Wholesalers • Specialized Freight Trucking
Human Resources Specialists	<i>Recruit, screen, interview, or place individuals within an organization. May perform other activities in multiple human resources areas. Job titles include Corporate Recruiter, Employment Representative, HR Analyst (Human Resources Analyst), HR Coordinator (Human Resources Coordinator), HR Generalist (Human Resources Generalist), Human Resources Representative (HR Rep), Human Resources Specialist (HR Specialist), Personnel Analyst, Personnel Officer, Recruiter.</i>	<ul style="list-style-type: none"> • Federal Government • Management of Companies and Enterprises • Employment Services • Colleges and Universities
Industrial Machinery Mechanics	<i>Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems. May also install, dismantle, or move machinery and heavy equipment according to plans. Job titles include Fixer, Industrial Machinery Mechanic, Industrial Mechanic, Loom Fixer, Machine Adjuster, Maintenance Mechanic, Maintenance Technician, Master Mechanic, Mechanic, Overhauler.</i>	Commercial and Industrial Machinery Repair

Industrial Truck and Tractor Operators	<i>Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location. Job titles include Checker Loader, Fork Lift Technician, Fork Truck Driver, Forklift Driver, Forklift Operator, Lift Truck Operator, Shag Truck Driver, Spotter Driver, Tow Motor Operator, Truck Driver.</i>	<ul style="list-style-type: none"> • Scheduled Air Transportation • Warehousing and Storage
Insurance Sales Agents	<i>Sell life, property, casualty, health, automotive, or other types of insurance. May refer clients to independent brokers, work as an independent broker, or be employed by an insurance company. Job titles include Insurance Agent, Insurance Broker, Sales Agent, Sales Associate, Sales Representative, Underwriting Sales Representative.</i>	<ul style="list-style-type: none"> • Insurance Agencies • Life Insurance Carriers • Property Insurance Carriers • Health Insurance Carriers
Laborers and Freight, Stock, and Material Movers, Hand (Warehouse Associate)	<i>Manually move freight, stock, luggage, or other materials, or perform other general labor. Includes all manual laborers not elsewhere classified. Job titles include Dock Worker, Laborer, Line Tender, Loader, Material Handler, Merchandise Pickup/Receiving Associate, Receiver, Receiving Associate, Shipping and Receiving Materials Handler, Warehouse Worker.</i>	<ul style="list-style-type: none"> • Scheduled Air Transportation • Couriers and Express Delivery Services • Warehousing and Storage
Licensed Practical and Licensed Vocational Nurses	<i>Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required. Job titles include Charge Nurse; Clinic Licensed Practical Nurse (CLINIC LPN); Clinic Nurse; Licensed Practical Nurse (LPN); Licensed Practical Nurse, Clinic Nurse (LPN, Clinic Nurse); Licensed Vocational Nurse (LVN); Office Nurse; Pediatric Licensed Practical Nurse (PEDIATRIC LPN); Private Duty Nurse; Triage Licensed Practical Nurse (TRIAGE LPN).</i>	<ul style="list-style-type: none"> • Nursing Care Facilities • Home Health Care Services • Hospitals • Offices of Physicians
Light Truck Drivers	<i>Drive a light vehicle, such as a truck or van, with a capacity of less than 26,001 pounds Gross Vehicle Weight (GVW), primarily to pick up merchandise or packages from a distribution center and deliver. May load and unload vehicle. Job titles include Bulk Delivery Driver, Delivery Driver, Driver/Merchandiser, Package Car Driver, Package</i>	<ul style="list-style-type: none"> • Local Messengers and Local Delivery • Couriers and Express Delivery

	<i>Delivery Driver, Route Driver, Service Provider, Truck Driver.</i>	Services
Maintenance and Repair Workers, General	<i>Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of a building in repair. Duties may involve pipe fitting; HVAC maintenance; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs. Job titles include Building Maintenance Mechanic, Building Mechanic, Equipment Engineering Technician, Maintenance Engineer, Maintenance Man, Maintenance Mechanic, Maintenance Technician, Maintenance Worker.</i>	<ul style="list-style-type: none"> • Local Government • Lessors of Real Estate and Activities Related to Real Estate
Market Research Analysts and Marketing Specialists	<i>Research conditions in local, regional, national, or online markets. Gather information to determine potential sales of a product or service, or plan a marketing or advertising campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution. May employ search marketing tactics, analyze web metrics, and develop recommendations to increase search engine ranking and visibility to target markets. Job titles include Business Development Specialist, Communications Specialist, Demographic Analyst, Market Analyst, Market Research Analyst, Market Research Consultant, Market Research Specialist, Market Researcher.</i>	<ul style="list-style-type: none"> • Technical Consulting Services • Management of Companies and Enterprises
Medical Assistants	<i>Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.</i>	<ul style="list-style-type: none"> • Hospitals • Offices of Physicians
Medical Records Specialists	<i>Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the healthcare system. Classify medical and healthcare concepts, including diagnosis, procedures, medical services, and equipment, into the healthcare industry's numerical coding system. Includes medical coders. Job titles include Coder, Health Information Clerk, Health Information Specialist, Health Information Technician (Health Information Tech), Medical Records</i>	<ul style="list-style-type: none"> • Hospitals • Offices of Physicians

	<i>Clerk, Medical Records Coordinator, Medical Records Technician (Medical Records Tech), Registered Health Information Technician (RHIT).</i>	
Medical Secretaries and Administrative Assistants	<i>Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence. Job titles include Billing Coordinator, Health Unit Coordinator, Medical Office Specialist, Medical Secretary, Patient Coordinator, Physician Office Specialist, Unit Secretary, Unit Support Representative, Ward Clerk.</i>	<ul style="list-style-type: none"> • Hospitals • Offices of Physicians • Offices of Dentists
Nursing Assistants	<i>Provide or assist with basic care or support under the direction of onsite licensed nursing staff. Perform duties such as monitoring of health status, feeding, bathing, dressing, grooming, toileting, or ambulation of patients in a health or nursing facility. May include medication administration and other health-related tasks. Includes nursing care attendants, nursing aides, and nursing attendants.</i>	<ul style="list-style-type: none"> • Hospitals • Nursing Care Facilities
Operating Engineers and Other Construction Equipment Operators	<i>Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties. Job titles include Back Hoe Operator, Engineering Equipment Operator, Equipment Operator (EO), Forklift Operator, Heavy Equipment Operator, Hot Mix Asphalt Operator, Machine Operator, Motor Grader Operator, Operating Engineer, Track Hoe Operator.</i>	<ul style="list-style-type: none"> • Local Government • Highway Construction • Utility Construction
Orderlies	<i>Transport patients to areas such as operating rooms or x-ray rooms using wheelchairs, stretchers, or moveable beds. May maintain stocks of supplies or clean and transport equipment. Psychiatric orderlies are included in Psychiatric Aides. Job titles include Attendant, Operating Room Assistant, Orderly, Patient Care Assistant (PCA), Patient Care Technician (PCT), Patient Escort, Patient Transporter, Radiology Transporter, Transporter.</i>	Hospitals
Paralegals and Legal Assistants	<i>Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a</i>	Offices of Lawyers

	<i>defense, or to initiate legal action. Job titles include Certified Paralegal, Corporate Law Assistant, Law Associate, Legal Analyst, Legal Assistant, Litigation Paralegal, Paralegal, Paralegal Assistant, Paralegal Specialist, Real Estate Paralegal.</i>	
Pharmacy Technicians	<i>Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders. Job titles include Accredited Pharmacy Technician; Certified Pharmacy Technician (CPhT); Compounding Technician; Lead Pharmacy Tech, Certified Pharmacy Technician (Lead Pharmacy Tech, CPhT); Lead Pharmacy Technician (Lead Pharmacy Tech); Pharmacy Technician (Pharmacy Tech); Senior Pharmacy Technician; Technician, Inventory Specialist.</i>	<ul style="list-style-type: none"> • Health and Personal Care Stores • Hospitals
Phlebotomists	<i>Draw blood for tests, transfusions, donations, or research. May explain the procedure to patients and assist in the recovery of patients with adverse reactions. Sample job titles include Lab Liaison Technician, Mobile Examiner, Patient Service Technician (PST), Phlebotomist, Phlebotomy Technician, Registered Phlebotomist.</i>	<ul style="list-style-type: none"> • Other Ambulatory Health Care Services • Hospitals • Medical and Diagnostic Laboratories
Physical Therapist Assistants	<i>Assist physical therapists in providing physical therapy treatments and procedures. May, in accordance with state laws, assist in the development of treatment plans, carry out routine functions, document the progress of treatment, and modify specific treatments in accordance with patient status and within the scope of treatment plans established by a physical therapist. Generally requires formal training. Job titles include Certified Physical Therapist Assistant (CPTA), Home Care Physical Therapy Assistant, Home Health Physical Therapist Assistant, Licensed Physical Therapist Assistant (LPTA), Licensed Physical Therapy Assistant, Outpatient Physical Therapist Assistant, Per Diem Physical Therapist Assistant (Per Diem PTA), Physical Therapist Assistant (PTA), Physical Therapy Assistant (PTA).</i>	<ul style="list-style-type: none"> • Offices of Health Practitioners • Hospitals
Real Estate Sales Agents	<i>Rent, buy, or sell property for clients. Perform duties such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts. Includes agents</i>	<ul style="list-style-type: none"> • Lessors of Residential Buildings and Dwellings

	<i>who represent buyer. Job titles include Real Estate Agent, Real Estate Salesperson, Realtor, Realtor Associate, Sales Agent.</i>	<ul style="list-style-type: none"> • Residential Property Managers • Offices of Real Estate Agents
Registered Nurses	<i>Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders. Job titles include Accredited Pharmacy Technician; Certified Pharmacy Technician (CPhT); Compounding Technician; Lead Pharmacy Tech, Certified Pharmacy Technician (Lead Pharmacy Tech, CPhT); Lead Pharmacy Technician (Lead Pharmacy Tech); Pharmacy Technician (Pharmacy Tech); Senior Pharmacy Technician; Technician, Inventory Specialist.</i>	Hospitals
Respiratory Therapists	<i>Assess, treat, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment. Job titles include Cardiopulmonary Rehabilitation Respiratory Therapist, Certified Respiratory Therapist, Registered Respiratory Therapist (RRT), Respiratory Care Practitioner (RCP), Staff Respiratory Therapist, Staff Therapist.</i>	Hospitals
Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	<i>Sell services (except Advertising, Financial, or Advertising services) to individuals or businesses. May describe options or resolve client problems. Answer customers' questions about services, prices, availability, or credit terms. Attend sales or trade meetings or read related publications to obtain information about market conditions, business trends, regulations, or industry developments. Compute and compare costs of services. Consult with clients after sales or contract signings to resolve problems and provide ongoing support. Contact prospective or existing customers to discuss how services can meet their needs.</i>	<ul style="list-style-type: none"> • Wired and Wireless Telecommunications Carriers • Technical Consulting Services • Electronics and Appliance Stores
Self-Enrichment Teachers (Entrepreneurship)	<i>Teach or instruct individuals or groups for the primary purpose of self-enrichment or recreation, rather than for an occupational objective, educational attainment, competition, or fitness. Job titles include Art Teacher, Dance Instructor, Dance Teacher, Driving Instructor, Flight</i>	<ul style="list-style-type: none"> • Exam Preparation and Training • Fine Arts Schools

	<i>Instructor, Instructor, Martial Arts Instructor, Music Instructor, Piano Teacher, Teacher.</i>	<ul style="list-style-type: none"> • Sport and Recreation Instruction
Social and Human Service Assistants	<i>Assist other social and human service providers in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care. Job titles include Addictions Counselor Assistant, Advocate, Clinical Assistant, Residential Care Assistant, Social Services Aide, Social Services Assistant, Social Work Assistant, Social Work Associate, Social Worker Assistant.</i>	<ul style="list-style-type: none"> • Individual and Family Services • Community Food, Housing, and Relief Services
Software Quality Assurance Analysts and Testers	<i>Develop and execute software tests to identify software problems and their causes. Test system modifications to prepare for implementation. Document software and application defects using a bug tracking system and report defects to software or web developers. Create and maintain databases of known defects. May participate in software design reviews to provide input on functional requirements, operational characteristics, product designs, and schedules. Job titles include Application Integration Engineer, Computer Consultant, Information Technology Analyst (IT Analyst), Product Assurance Engineer, Quality Assurance Analyst (QA Analyst), Software Quality Assurance Engineer (SQA Engineer), Software Quality Engineer, Software Test Engineer, Systems Engineer, Test Engineer.</i>	<ul style="list-style-type: none"> • Computer Systems Design Services • Management of Companies and Enterprises • Insurance Carriers
Surgical Technologists	<i>Assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel. May help set up operating room, prepare and transport patients for surgery, adjust lights and equipment, pass instruments and other supplies to surgeons and surgeons' assistants, hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments. Job titles include Certified Surgical Tech/First Assistant, Certified Surgical Technician, Certified Surgical Technologist (CST), Operating Room Surgical Technician (OR St), Operating Room Technician (OR Tech), Operating Room Technologist</i>	Hospitals

	<i>(OR Tech), Surgical Scrub Technician, Surgical Scrub Technologist (Surgical Scrub Tech), Surgical Technician, Surgical Technologist (Surgical Tech).</i>	
Telecommunications Equipment Installers and Repairers, Except Line Installers	<i>Install, set up, rearrange, or remove switching, distribution, routing, and dialing equipment used in central offices or headends. Service or repair telephone, cable television, Internet, and other communications equipment on customers' property. May install communications equipment or communications wiring in buildings. Job titles include Broadband Technician, Central Office Technician, Combination Technician, Customer Service Technician (CST), Field Technician, Install and Repair Technician, Installer, Outside Plant Technician, Service Technician, Telecommunications Technician.</i>	Wired and Wireless Telecommunications Carriers
Telecommunications Line Installers and Repairers	<i>Install and repair telecommunications cable, including fiber optics. Job titles include Cable Splicer, Cable Technician, Cable Television Technician (Cable TV Tech), Combination Technician, Field Service Technician, Installation and Repair Technician (I & R Technician), Installer, Lineman, Outside Plant Technician, Service Technician.</i>	Wired and Wireless Telecommunications Carriers
Web Developers and Digital Interface Designers	<i>Design digital user interfaces or websites. Develop and test layouts, interfaces, functionality, and navigation menus to ensure compatibility and usability across browsers or devices. May use web framework applications as well as client-side code and processes. May evaluate web design following web and accessibility standards, and may analyze web use metrics and optimize websites for marketability and search engine ranking. May design and test interfaces that facilitate the human-computer interaction and maximize the usability of digital devices, websites, and software with a focus on aesthetics and design. May create graphics used in websites and manage website content and links. Job titles include Technology Applications Engineer, Web Architect, Web Design Specialist, Web Designer, Web Developer, Webmaster.</i>	<ul style="list-style-type: none"> • Colleges and Universities • Computer System Design Services • Technical Consulting Services
Welders, Cutters, Solderers, and Brazers	<i>Operate or tend machines to prepare industrial or consumer products for storage or shipment. Includes cannery workers who pack food products. Job titles include A-Operator, Bundler, Closing Machine Operator, Computer Numerical Control Machine Operator (CNC Machine Operator), Filler Operator, Machine Operator, Packaging Operator, Packing Attendant, Packing Machine Operator.</i>	<ul style="list-style-type: none"> • Architectural and Structural Metals Manufacturing • Federal Government

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