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Identify Jobs that Require Licenses and Certificates



TRANSITION OBJECTIVE

Students will research and report on jobs that require a license or certificate.

RELEVANCE TO SUCCESSFUL TRANSITION

Many jobs require a certificate or license. Two-year community colleges, vocational/technical training programs and apprenticeship programs offer certificates and licenses for specific jobs. Since a majority of jobs require specialized training, it is important that students know the types of certificates and licenses offered in their area.

INSTRUCTIONAL SEQUENCE

❑ STEP 1: Update Journal

One reason I need a license is . . .

❑ STEP 2: Convene Roundtable

"If I could have any job today, it would be ____." (Record students' responses on board).

❑ STEP 3: Advance Organizer

"Today you will learn about jobs that require certificates or licenses."

explaining why and how you earned it. Talk about new or changing jobs as technology develops.

Next write 10 jobs on the board: trucker, dental assistant, mechanic, heat & air conditioner repair person, electrician, secretary, pre-school teacher, computer repair person, hair stylist and plumber. Referring briefly to the list, comment on the range of qualifications required. Generate a discussion by asking students to name things that require a license such as: driving, fishing, marriage, construction contracting, operating farm equipment, hunting and equipment repair. Tell students that passing a test is usually required when getting a license. Talk about several jobs that require licenses, such as trucking, heat and air conditioning repair, construction, electrical contracting, cosmetology and food handling.

Next ask students about certificates they've received. Discuss types of certificates that are earned, such as most improved student, good attendance or participation in a club or sports team. Talk about jobs that require certificates, including dental assistant, medical assistant, child caregiver, computer technician, business office personnel, mechanic and emergency medical technician.

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PERSONAL MANAGEMENT: Unit 3 LESSON 8

JOB QUALIFICATIONS

Use online research or resources such as the Dictionary of Occupational Titles (DOT), or the Occupational Outlook Handbook (OOH) to find information about the three jobs assigned to your group. Write the number of months or years of required training and license or certificate requirements. As groups present the requirements for their section, write the information next to each job.

_____ Aerobic Instructor	_____ Home Health Aide
_____ Athletic Coach	_____ Hospital Unit Clerk
_____ Automotive Technician	_____ Instructional Assistant
_____ Carpenter	_____ Lab Technician
_____ Cashier	_____ Medical Assistant
_____ Certified Nurse Assistant	_____ Medical Terminology Clerk
_____ Commercial Artist	_____ Motorcycle Repair
_____ Computer Technician	_____ Office Clerk
_____ Computer Graphics Technician	_____ Personal Trainer
_____ Cook	_____ Pharmacy Assistant
_____ Cosmetologist	_____ Police Officer
_____ Dental Assistant	_____ Psychiatric Technician
_____ Dietary Manager	_____ Real Estate Agent
_____ Draftster	_____ Respiratory Therapist
_____ Emergency Medical Technician	_____ Secretary
_____ Fashion Consultant	_____ Security Guard
_____ Firefighter	_____ Tailor
_____ Graphic Designer	_____ Welder

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❑ STEP 4: Activity - 15 Minutes

Generate interest in today's topic by showing students your teaching credential and

□ STEP 5: Activity - 35 Minutes

Divide students into pairs and assign each pair a section of three jobs from the worksheet **Job Qualifications**. Have students discuss the three jobs in their section and hypothesize the number of years of training required and whether a license or certificate is needed for each job. Students then verify their hypotheses by conducting online research or by using career research materials such as the *Dictionary of Occupational Titles*, *Occupational Outlook Handbook* and bulletins from local colleges, vocational/technical schools or adult education programs. After 15 minutes, students report

this information to the class and all students fill in the appropriate information in the spaces on the **Jobs Qualifications** worksheet. The worksheet should be complete after all groups have shared their answers.

□ STEP 6: Evaluate Outcomes

Licenses and certificates are needed because "_____."

□ STEP 7: Connecting Activity

Interview someone who has a license or certificate. Find out about the amount of time their training required and how often they need to learn new skills or renew their license or certification.

KEY WORDS

license**certificate****hypothesis
technician****qualification****requirement****MATERIALS AND PREPARATION**

- Student Handout: **Job Qualifications**, page 127.
- Bring in your teaching license/certificate. Write 10 occupations on the board.
- Have career research materials available, including *Occupational Outlook Handbook*, *Dictionary of Occupational Titles*, college bulletins and training program brochures.

SCANS FOUNDATION SKILLS

- Basic Academic Skills: Listening, Reading, Speaking, Writing
- Thinking Skills: Problem Solving, Reasoning
- Personal Qualities: Self-Management