



Career Options

Overview

When beginning your search for a career, there are many places you can go to find out about jobs. These places can also tell you what training you will need and where to get that training. This fact sheet will talk about education after high school, places that help people who are interested in starting their own business, and One-Stop

Higher Education

Colleges offer many training choices. You do not have to go to school for four years to get training at a college. Today colleges have many ways to get training:

- ◆ Letter of Recognition - two or three classes that teach skills for a specific job.
- ◆ Certificate - a shorter program, teaching the skills needed for quick entry into the workplace.
- ◆ Degree - a two or four year program teaching the skills needed to get a job or continue your education.

Usually, the college has either a department or a person who is in charge of support services for students with

disabilities. They can help you with accommodations, problem solving, and making sure the classes and the physical environment of the college are accessible. Examples of accommodations are:

- ◆ Taking tests in a quiet area
- ◆ Longer time for tests
- ◆ Designated note takers
- ◆ Written copies of material that is presented out loud
- ◆ Notes from lectures
- ◆ Use of an interpreter

The services offered at each college will vary. You should be prepared to give documentation of your disability.

Starting Your Own Business

There are several programs that can help you start your own business.

RISE (Reach Independence through Self-Employment) is a program for individuals who are eligible for services through DORS (Division of Rehabilitation Services).

If you are interested in starting your own

business, you must first speak with your DORS counselor. You may need to take two self-employment courses to see if self-employment is the right choice for you. Then you will write a business plan and it will be reviewed by business and banking experts.

SCORE offers free small business advice and training. SCORE has

workshops on writing a business plan and how to apply for a loan.

The **U.S. Small Business Administration** (SBA) offers information on how to start your business, writing a business plan and financing.

There are district and local SBA offices in each state. To find an office near you, see the contact

Where to start?

- ◆ If you want to take classes - start with Higher Education
- ◆ If you want to learn about what jobs are available - start with One-Stop Career Centers
- ◆ If you want training - start with Higher Education or One-Stop Career Centers
- ◆ If you want to start your own business - start with RISE, SCORE or the US Small Business Administration

This fact sheet and others can be found at www.mdeid.org and www.mdworkforcepromise.org.

Questions?

Contact the Maryland Department of Disabilities.

One-Stop Career Centers

One-Stop Career Centers are places that have many programs for training, education and employment under one roof. Most One-Stops offer workshops on interviewing, résumé writing, and other career-related skills. Individuals can see current job openings and find information about what skills and education are needed for specific jobs. You may qualify to receive funding for training for a specific job. Services offered may be different at each One-Stop. Most centers offer all job seekers easy entry to services such as job listings, referrals to employers, and placement assistance. Other services that may be available: career and

skill assessments, senior services, youth services, veteran services, and training services.

Several One-Stops have assistive technology available for individuals with disabilities and some may have a staff person that assists individuals with disabilities with their job search. To determine if your local One-Stop has these services available, ask a staff person when you go to the center.

To find your local One-Stop Career Center, visit the America's Service Locator website (www.servicelocator.org). If you do

Resources

Maryland Resources:

America's Service Locator

(to locate your local One-Stop Career Center)

Voice: (877) 348-0502

TTY: (877) 348-0501

Website: www.servicelocator.org

Governor's Workforce Investment Board

Voice: (410) 767-2408/ (886) 408-5487

Email: gwib@gwib.state.md.us

Website: www.mdworkforce.com

Maryland Department of Disabilities

Voice/TTY: (410) 767-3660

Voice/TTY: (800) 637-4113

Email: mdod@maryland.gov

Website: www.mdod.maryland.gov

Maryland Department of Labor, Licensing and Regulation (DLLR)

Voice: (410) 230-6001

Website: www.dllr.maryland.gov

Maryland Disability and Higher Education Network (MDDHEN)

MDDHEN is a group of disability support providers from colleges and universities around the state of Maryland.

Website: www.montgomerycollege.edu/Departments/dispvcv/best-practices/index.html

Maryland Disability WorkFORCE Information Exchange

Voice: (301) 662-0099

TTY: (301) 662-4853

Email: info@mdworkforcepromise.org

Website: www.mdworkforcepromise.org

Maryland State Dept. of Education Division of Rehabilitation Services (DORS)

Voice: (410) 554-9442/ (888) 554-0334

TTY: (410) 554-9411

Email: dors@maryland.gov

Website: www.dors.maryland.gov

RISE

Voice/TTY: (410) 863-7473

Voice: (888) 788-7473

Email: mail@riseprogram.com

Website: www.riseprogram.com

TransCen, Inc.

Voice: (301) 424-2002

TTY: (301) 309-2435

Email: inquiries@transcen.org

Website: www.transcen.org

National Resources:

National Center on Workforce and Disability/Adult (NCWD/Adult)

Voice/TTY: (888) 886-9898

Email: contact@onestops.info

Website: www.onestops.info

One Stop Toolkit

This website provides information on resources and One-Stop Career Centers.

Website: www.onestoptoolkit.org

SCORE

Voice: (800) 634-0245

Website: www.score.org

Social Security Administration (SSA)

Voice: (800) 772-1213

TTY: (800) 325-0778

Disability Programs:

www.socialsecurity.gov/disability/

U.S. Department of Labor (DOL) Employment and Training Administration (ETA)

Division of Disability Workforce Programs

Voice: (202) 693-3844

Website: www.doleta.gov/disability

U.S. Department of Labor (DOL) Office of Disability Employment Policy (ODEP)

Voice: (866) 4-USA-DOL (487-2365)

TTY: (877) 889-5627

Website: www.dol.gov/odep

U.S. Small Business Administration

Maryland District Office

Voice: (410) 962-4392

Website: www.sba.gov/md

Washington Metropolitan Area District Office (for Montgomery and Prince George's Counties)

Voice: (202) 272-0345

Website: www.sba.gov/dc