



**SCHOOL PERFORMANCE FACT SHEET**

**ALCOHOL & DRUG COUNSELING STUDIES (40 WEEKS)**

**How Our Students Are Doing:**

- \_\_\_\_\_ (INITIALS) I have reviewed and received a copy of the 2010 and 2011 Completion and Placement results for this program.
- \_\_\_\_\_ (INITIALS) I have received an EDD (Employment Development Department) Occupational Employment Statistics sheet showing the possible job titles, average salary and job outlook for this program in this county.
- \_\_\_\_\_ (INITIALS) I have reviewed the licensure application for this field and understand the requirements.
- \_\_\_\_\_ (INITIALS) I understand that the InterCoast program exceeds the 615 minimum hours of training required by CAADAC that include 315 hours of approved alcohol and drug formal classroom, Supervised Practicum (supervised by at least a CADC-I) including classroom participation (45 hours) and completion of 255 hours at an approved agency, and pass the IC&RC written examination.
- \_\_\_\_\_ (INITIALS) I understand that there are nine certification bodies in California for Alcohol and Drug Counselors and that I am not limited to certification with CAADAC.
- \_\_\_\_\_ (INITIALS) I understand that I may be required to participate in a Live Scan criminal background check to apply for a job in the field and that I have fully disclosed any negative legal history to the school.
- \_\_\_\_\_ (INITIALS) I understand that I may be required to participate in drug testing by the school or externship site or prospective employer, and hereby agree to participate, without hesitation. I understand that I can not be using any drug or alcohol substances while working in the field of alcohol and drug counseling.
- \_\_\_\_\_ (INITIALS) I understand that a high school diploma or GED is required for obtaining CAADAC certification and may be required for other certification bodies.



**COMPLETION RATES**

**ALCOHOL & DRUG COUNSELING STUDIES (40 WEEKS)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Graduates <sup>3</sup>	Completion Rate <sup>4</sup>
2010	791	791	536	67.76%
2011	727	727	493	68%

<sup>1</sup> "Number of Students who Began Program" is the number of student who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Students Available for Graduation" is the number of students who began program minus "Students unavailable for graduation" which means those students who have died, been incarcerated, or called to active military duty.

<sup>3</sup> "Graduates" is the number of students who completed the program within 100% of the published program length.

<sup>4</sup> "Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above completion rates.

**PLACEMENT RATES**

**ALCOHOL & DRUG COUNSELING STUDIES (40 WEEKS)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>2</sup>	Graduates Available for Employment <sup>3</sup>	Graduates Employed in the Field <sup>4</sup>	Placement Rate Employed in the Field <sup>5</sup>	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2010	791	536	474	376	79.32%	Information not available	Information not available
2011	727	493	418	327	78%	Information not available	Information not available

<sup>1</sup> "Number of Students Who Began Program" means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Number of Graduates" is the number of students who have completed the program within 100% of the published program length.

<sup>3</sup> "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. "Graduates unavailable for employment" means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.



<sup>4</sup> “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>5</sup> Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above placement rates.

<b>SALARY AND WAGE INFORMATION</b>
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**ALCOHOL & DRUG COUNSELING STUDIES (40 WEEKS)**

Calendar Year	Graduates Available for Employment <sup>1</sup>	Graduates Employed in the Field <sup>2</sup>	Annual Salary and Wages Reported by Graduates Employed in the Field <sup>3</sup>					Students not reporting salary
			\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	
2010	474	376	0	0	0	0	0	376
2011	418	327	57	65	30	8	2	165

<sup>1</sup> “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>2</sup> “Graduates employed in the field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>3</sup> Salary is as reported by the student. Not all graduates reported salary.



The following wage and salary data for each program offered at InterCoast Colleges was obtained from the Employment Development Department's Occupational Employment Statistics ([www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)):

**EDD SALARY AND WAGE INFORMATION**

**ALCOHOL & DRUG COUNSELING STUDIES (40 WEEKS)**

Potential Job Title as listed by the Employment Development Department	All Counties As of June 2012					
	Hourly			Salary		
	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)
Substance Abuse and Behavioral Disorder Counselors	\$ 13.15	\$ 16.28	\$ 21.67	\$ 27,352	\$ 33,862	\$ 45,074

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above salary and wage information.

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, website: <http://www.bppe.ca.gov>. P: 916. 574.7720 or 916.431.6959, F: 916.263.1897

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
 Student Name – Print

\_\_\_\_\_  
 Signature of Student                      Date

\_\_\_\_\_  
 Parent/Legal Guardian                      Date  
 (applicants under 18)

\_\_\_\_\_  
 School Official                      Date

Attachments: EDD Fact Sheet on this Job



State of California

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## Occupation Profile

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### Substance Abuse and Behavioral Disorder Counselors (SOC Code : 21-1011) in California

Counsel and advise individuals with alcohol, tobacco, drug, or other problems, such as gambling and eating disorders. May counsel individuals, families, or groups or engage in prevention programs. Exclude "Social Workers" (21-1021 through 21-1029), "Psychologists" (19-3031 through 19-3039), and "Mental Health Counselors" (21-1014) providing these services.

Employers are usually looking for candidates with a Master's degree .

#### Occupational Wages

Area	Year	Period	Hourly Mean	Hourly by Percentile			[Top]
				25th	Median	75th	
California	2012	1st Qtr	\$18.22	\$13.15	\$16.28	\$21.67	

[View Wages for All Areas](#) [About Wages](#)

#### Occupational Projections of Employment (also called "Outlook" or "Demand")

Area	Estimated Year-Projected Year	Employment		Employment Change Number	Employment Change Percent	Annual Avg Openings	[Top]
		Estimated	Projected				
California	2008 - 2018	9,500	10,900	1,400	14.7	340	

[View Projections for All Areas](#) [About Projections](#)

#### Job Openings from JobCentral National Labor Exchange

Enter a Zip Code  [Find a Zip code in California](#)

Within  miles of Zip Code.

#### Industries Employing This Occupation (click on Industry Title to View Employers List)

Industry Title	Number of Employers in State of California	Percent of Total Employment for Occupation in State of California	[Top]
<a href="#">Residential Mental Health Facilities</a>	8	28.7%	
<a href="#">Individual and Family Services</a>	17,880	18.6%	
<a href="#">Outpatient Care Centers</a>	5,847	17.5%	
<a href="#">Elementary and Secondary Schools</a>	17,830	4.5%	
<a href="#">General Medical and Surgical Hospitals</a>	1,378	2.2%	
<a href="#">Psychiatric &amp; Substance Abuse Hospitals</a>	1,288	2.1%	
<a href="#">Offices of Other Health Practitioners</a>	36,337	1.7%	
<a href="#">Offices of Physicians</a>	36,139	1.2%	
<a href="#">Other Residential Care Facilities</a>	891	1.0%	

[About Staffing Patterns](#)

#### Training Programs (click on title for more information)

Program Title	[Top]
<a href="#">Clinical Pastoral Counseling/Patient Counseling.</a>	
<a href="#">Clinical/Medical Social Work</a>	
<a href="#">Substance Abuse/Addiction Counseling</a>	

[About Training & Apprenticeships](#)

#### About This Occupation (from O\*NET - The Occupation Information Network)

Top Tasks (Specific duties and responsibilities of this job.) [Top]

Counsel clients and patients, individually and in group sessions, to assist in overcoming dependencies, adjusting to life, and making changes. Complete and maintain accurate records and reports regarding the patients' histories and progress, services provided, and other required information. Develop client treatment plans based on research, clinical experience, and client histories. Review and evaluate clients' progress in relation to measurable goals described in treatment and care plans. Interview clients, review records, and confer with other professionals to evaluate individuals' mental and physical condition, and to determine their suitability for participation in a specific program. Intervene as advocate for clients or patients to resolve emergency problems in crisis situations.

Provide clients or family members with information about addiction issues and about available services and programs, making appropriate referrals when necessary.  
Modify treatment plans to comply with changes in client status.  
Coordinate counseling efforts with mental health professionals and other health professionals such as doctors, nurses, and social workers.  
Attend training sessions to increase knowledge and skills.

[More Tasks for Substance Abuse and Behavioral Disorder Counselors](#)

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Top Skills used in this Job

**Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.  
**Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.  
**Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.  
**Speaking** - Talking to others to convey information effectively.  
**Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.  
**Service Orientation** - Actively looking for ways to help people.  
**Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.  
**Writing** - Communicating effectively in writing as appropriate for the needs of the audience.  
**Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.  
**Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

[More Skills for Substance Abuse and Behavioral Disorder Counselors](#)

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Top Abilities (Attributes of the person that influence performance in this job.)

**Oral Comprehension** - The ability to listen to and understand information and ideas presented through spoken words and sentences.  
**Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.  
**Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.  
**Speech Clarity** - The ability to speak clearly so others can understand you.  
**Inductive Reasoning** - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).  
**Written Comprehension** - The ability to read and understand information and ideas presented in writing.

[More Abilities for Substance Abuse and Behavioral Disorder Counselors](#)

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Top Work Values (Aspects of this job that create satisfaction.)

**Relationships** - Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment.  
**Achievement** - Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment.

[More Work Values for Substance Abuse and Behavioral Disorder Counselors](#)

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Top Interests (The types of activities someone in this job would like.)

**Social** - Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.  
**Artistic** - Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.

[More Interests for Substance Abuse and Behavioral Disorder Counselors](#)

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Related Links

[Career Information](#)  
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[View Similar Occupations](#)  
[O\\*Net - The Occupation Information Network](#)

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**Related Articles and Publications**

[Nontraditional Employment for Women, 10/11/2011](#)  
[New Career Resources - Info on Good-Paying, Hands-On Jobs, 10/7/2009](#)  
[Explore Nearly 300 Occupations with California Occupational Guides!, 5/8/2009](#)  
[Logistics Jobs in California, 3/16/2008](#)  
[Why Manufacturing?, 9/30/2005](#)

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**INTERCOAST COLLEGES**

**ALCOHOL AND DRUG COUNSELING STUDIES DISCLOSURES**

InterCoast Colleges has informed me that, beyond the overall admission requirements to the College, there are several additional items specific to the Alcohol and Drug Counseling Studies Program that I was given full disclosure on, prior to being accepted. My initials and signature acknowledge that I fully understand the following and hold ICC non-labile for any delays in clinical placement and/or career placement assistance services:

**Non-High School Graduate/GED (California Schools Only)**

\_\_\_\_\_ ICC may enroll a student without a high school diploma, GED or equivalent. However, it is required that all students receive their high school equivalency (ie: GED) prior to completion of the program, ICC has provided me with a referral list of GED testing sites in the community. If a student fails to complete high school equivalency the student ICC will withhold all completion documentation (including the diploma and transcripts.) If a student receives their high school equivalency (ie: GED) following completion of the course, they can then return to the school to receive their documentation of completion.

\_\_\_\_\_ ICC has informed me that although the primary requirement for working in the addiction field is the completion of an Alcohol and Drug Counseling Studies Program and/or to be in the process of obtaining certification, individual employers may have additional minimum requirements of completion of high school, GED, or equivalency. ICC has made a clear recommendation that I complete my high school equivalency prior to completion of the program, in order to avoid any possible impact on my employment opportunities in the future.

**TB Screening/Hepatitis**

\_\_\_\_\_ ICC has informed me that I am to obtain a TB test prior to the clinical placement phase of my studies. This requirement is a minimum standard in being able to work in the chemical dependency field as a health care provider. I am aware that I must make my own arrangements for this test to be done by my own doctor, and that I am responsible for any and all costs associated with such tests. (Many county hospitals/clinics may offer free TB testing.)

\_\_\_\_\_ ICC has informed me that it is highly recommended that I obtain the Hepatitis B series of inoculations prior to clinical placement. I fully understand this recommendation is due to the high-risk nature of working with the addicted population. I am also fully informed that this is voluntary. I am aware that I must make my own arrangements for this series of inoculations to be done by my own doctor, and that I am responsible for any and all costs associated with such inoculations.

**Prior Legal History**

\_\_\_\_\_ **I understand that certain negative legal history may affect my ability to obtain employment and/or certification in the field, including but not limited to child/elder abuse, domestic violence and/or sex crimes. I have been advised that I must disclose all of my prior legal history to ICC and this disclosure must be made in writing.** (If full disclosures are included, this form will constitute written documentation of disclosure.) I have been fully informed that as appropriate by law, disclosure of such history may be requested and given to the student’s potential clinical affiliation and/or potential employment sites, and I hereby grant permission for such disclosures to be made by the institution. (Please initial below as appropriate):

\_\_\_\_\_ **No**, I do not have a negative legal history.

\_\_\_\_\_ **Yes**, I do have a negative legal history. If **yes**, please detail your negative legal history below:  
(Use back side if needed)

**State of California: I understand that all questions regarding my potential eligibility for application for certification should be directed to the certification body in which I intend to obtain certification (ie: CAADAC).**

\_\_\_\_\_ I understand and agree that ICC is not responsible for any employment delays and/or denials resulting from any of my past or present violation of the law or my failure to disclose other pertinent information that may affect my ability to obtain employment/certification.

\_\_\_\_\_ I also fully understand that ICC is not responsible for future restrictions that may be imposed by governmental agencies, accreditation, certification bodies and/or any other governing organization.

**Alcohol and Other Drug Usage**

\_\_\_\_\_ ICC has informed me that in order to work in the addiction field, I must be free from any mood altering chemicals that have not been prescribed by a licensed physician. I am aware that any observable impairment, whether resulting from a prescribed or non-prescribed drug, may result in my studies being delayed. I am also aware that if requested by the institution, I must provide documentation from my physician, verifying this impairment was the result of a prescribed drug. I am also aware that if a medical condition cannot be stabilized without such impairment, my studies may be discontinued.

\_\_\_\_\_ ICC has informed me that if I am in recovery from alcohol and/or other drug dependency, recovery time may be a factor in obtaining employment. (It is recommended that students have at least 2 years of abstinence before starting this program.) If a students recovery status is less than two years it may prevent them from applying certification in the field. It is recommended that all students in recovery verify this with the appropriate certification body.

Are you in Recovery? \_\_\_Yes \_\_\_No

If Yes, length of time in recovery: \_\_\_\_\_ years and \_\_\_\_\_ months

\_\_\_\_\_ ICC has informed me that if I am in recovery, I will be accountable to maintain such status. Any indication, either verbal or behavioral, of my return to alcohol and other drug usage will result in possible discontinuation of my studies. If it is determined by admittance of the student that he/she has relapsed an appropriate referral for treatment will be offered regardless of the student's enrollment (i.e. termination) status. The referral shall be documented.

\_\_\_\_\_ ICC has also informed me that as part of the clinical placement requirements of many of the college's clinical affiliates, I may be subject to both a pre-screening drug test and additional drug screening as appropriate to safe guard a drug free treatment environment. I agree to participate in drug screening without hesitation. I am aware that a positive drug test will result in review of my status as a student and possible termination from the program.

\_\_\_\_\_ I understand that I must attend my Clinical/Supervision 24 hours per week, until my hours are complete. I must be available following the completion of my studies, and must make advance arrangements for child care, transportation, change in work hours, etc. in order to insure a smooth transition from the classroom to my internship site. I understand that I am responsible for my transportation to and from my internship site and must pay for my own parking (if applicable). I agree to report any concerns to the clinical coordinator immediately, and agree to contact the school and the site if I am unable to report to my site for illness or other reasons.

My signature below certifies that I have read the school policies as it relates to my responsibilities as a student in the Alcohol and Drug Counseling Studies Program. I agree to follow all rules as it relates to my enrollment in this program. I agree to report any changes that may occur such as legal history and recovery status (if applicable). If I have been accepted into the ADCS program without a high school diploma or equivalent (California Schools Only), I agree to provide a copy of my high school diploma, GED, or equivalent upon its receipt. I understand and agree that signing this document does not nullify any of the school's written policies as stated in the Student Handbook and Catalog. I further understand that these policies are subject to change and I will be notified of such changes.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## California Certification Bodies for Alcohol and Drug Counselors

As of April 1, 2005, the counselor certification regulations, Title 9, Division 4, Chapter 8, specifically named ten counselor certifying organizations, Section 13035, for the purpose of certifying alcohol and drug counselors working in California.

These regulations allow currently-employed counselors five years in which to become certified. Certification will be based upon the Addiction Counseling Competencies: The Knowledge, Skills and Attitudes of Professional Practice (TAP 21), published by the Center for Substance Abuse Treatment, available through the ADP, Resource Center. TAP 21 includes understanding addiction, treatment knowledge, application to practice, and professional readiness.

To be considered for inclusion in the list of counselor certifying organizations you must apply to and become accredited by the NCCA, at [www.noca.org](http://www.noca.org) and meet all other requirements in the regulations, Section 13035.

Nine of the original ten organizations responsible for certifying alcohol and drug counselors in California have now received accreditation by the National Commission for Certifying Agencies (NCCA), as listed alphabetically below:

**Association of Christian Alcohol & Drug Counselors**- NCCA ACCREDITED  
Post Office Box 8604  
Redlands, CA 92375  
(877) 478-5756 [www.acadc.org](http://www.acadc.org)  
Email: [acadc@acadc.org](mailto:acadc@acadc.org)

**Breining Institute** - NCCA ACCREDITED  
8894 Greenback Lane  
Orangevale, CA 95662  
(916) 987-2007 [www.breining.edu](http://www.breining.edu)  
Email: [college@breining.edu](mailto:college@breining.edu)

**California Association for Alcohol and Drug Educators (CAADE)** - NCCA ACCREDITED  
Attention: Becca Porter  
P. O. Box 7297  
Ventura, CA 93006  
(805) 641-1677 [www.caade.org](http://www.caade.org)  
Email: [webmaster@caade.org](mailto:webmaster@caade.org)

**California Association of Alcoholism and Drug Abuse Counselors (CAADAC)** - NCCA ACCREDITED  
3400 Bradshaw Road, Suite A-5  
Sacramento, CA 95827  
(916) 368-9412 [www.caadac.org](http://www.caadac.org)  
Email: [counselors@caadac.org](mailto:counselors@caadac.org)

**California Association of Addiction Recovery Resources (CAARR)** - NCCA ACCREDITED  
2921 Fulton Avenue  
Post Office Box 214127  
Sacramento, CA 95821  
(916) 338-9460 [www.caarr.org](http://www.caarr.org)  
Email: [caarr@caarr.org](mailto:caarr@caarr.org)

**California Association of Drinking Driver Treatment Programs (CADDTP)** - NCCA ACCREDITED  
1731 Howe Avenue, PMB #352  
Sacramento, CA 95825-2209  
(800) 464-3597 [www.caddtp.org](http://www.caddtp.org)  
Email: [info@caddtp.org](mailto:info@caddtp.org)

**California Certification Board of Chemical Dependency Counselors (CCBCDC)** - NCCA ACCREDITED  
P.O. Box 40043  
Downey, CA 90239  
(562) 927-5143  
[www.californiacertificationboard.org](http://www.californiacertificationboard.org)  
Email: [info@californiacertificationboard.org](mailto:info@californiacertificationboard.org)

**Forensic Addictions Corrections Treatment (FACT)** - NCCA ACCREDITED  
5060 Shoreham Place, Suite #200  
San Diego, CA 92122  
(858) 334-4612 [www.factcertification.org](http://www.factcertification.org)  
Email: [fact@ucsd.edu](mailto:fact@ucsd.edu)

**Indian Alcoholism Commission of California, Inc.** - NCCA ACCREDITED  
2755 Cottage Way, Suite 17  
Sacramento, CA 95825  
(916) 488-0788 [www.iaccinc.net](http://www.iaccinc.net)  
Email: [iacc@iaccinc.net](mailto:iacc@iaccinc.net)



**SCHOOL PERFORMANCE FACT SHEET**

**ADMINISTRATIVE MEDICAL ASSISTANT (34 WEEKS)**

**How Our Students Are Doing:**

\_\_\_\_\_ (INITIALS) This program is new at this campus. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data.

\_\_\_\_\_ (INITIALS) I have received an EDD (Employment Development Department) Occupational Employment Statistics sheet showing the possible job titles, average salary and job outlook for this program in this county.

\_\_\_\_\_ (INITIALS) I understand that a high school diploma or GED may required for employment in the field.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.



**COMPLETION RATES**

**ADMINISTRATIVE MEDICAL ASSISTANT (34 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Students Available for Graduation** <sup>2</sup>	Graduates*** <sup>3</sup>	Completion Rate**** <sup>4</sup>
2010	0	0	0	N/A
2011	0	0	0	N/A

<sup>1</sup> "Number of Students who Began Program" is the number of student who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Students Available for Graduation" is the number of students who began program minus "Students unavailable for graduation" which means those students who have died, been incarcerated, or called to active military duty.

<sup>3</sup> "Graduates" is the number of students who completed the program within 100% of the published program length.

<sup>4</sup> "Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above completion rates.

**PLACEMENT RATES**

**ADMINISTRATIVE MEDICAL ASSISTANT (34 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Number of Graduates** <sup>2</sup>	Graduates Available for Employment*** <sup>3</sup>	Graduates Employed in the Field**** <sup>4</sup>	Placement Rate % Employed in the Field <sup>5</sup>	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2010	0	0	0	0	N/A	N/A	N/A
2011	0	0	0	0	N/A	N/A	N/A

<sup>1</sup> "Number of Students Who Began Program" means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Number of Graduates" is the number of students who have completed the program within 100% of the published program length.

<sup>3</sup> "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. "Graduates unavailable for employment" means graduates who, after graduation, die, become incarcerated, are called to active military duty, are



international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>4</sup> “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>5</sup> Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above placement rates.

**SALARY AND WAGE INFORMATION**

**ADMINISTRATIVE MEDICAL ASSISTANT (34 WEEKS)**

Calendar Year	Graduates Available for Employment* <sup>1</sup>	Graduates Employed in the Field** <sup>2</sup>	Annual Salary and Wages Reported by Graduates Employed in the Field*** <sup>3</sup>					
			\$15,000	\$20,001	\$25,001	\$30,001	\$35,001	Students not reporting salary
			-	-	-	-	-	
			\$20,000	\$25,000	\$30,000	\$35,000	\$40,000	
2009	0	0						
2010	0	0						

<sup>1</sup> “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>2</sup> “Graduates employed in the field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>3</sup> Salary is as reported by the student. Not all graduates reported salary.



The following wage and salary data for each program offered at InterCoast Colleges was obtained from the Employment Development Department's Occupational Employment Statistics ([www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)):

**EDD SALARY AND WAGE INFORMATION**

**ADMINISTRATIVE MEDICAL ASSISTANT (34 WEEKS)**

Potential Job Title as listed by the Employment Development Department	All Counties As of June 2011					
	Hourly			Salary		
	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)
Medical Records Technician	\$ 14.47	\$ 18.23	\$ 23.10	\$ 30,098	\$ 37,918	\$ 48,048

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above salary and wage information.

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, website: <http://www.bppe.ca.gov>. P: 916.574.7720 or 916.431.6959, F: 916.263.1897

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
 Student Name – Print

\_\_\_\_\_  
 Signature of Student                      Date

\_\_\_\_\_  
 Parent/Legal Guardian                      Date  
 (applicants under 18)

\_\_\_\_\_  
 School Official                      Date

Attachments: EDD Fact Sheet on this Job



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## Occupation Profile

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### Health Information Technicians

(SOC Code : 29-2071)

#### in California

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 health care system. Process, maintain, compile, and report patient information for health requirements and standards.

Employers are usually looking for candidates with a Associate degree .

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))

#### Occupational Wages

Area	Year	Period	Hourly Mean	25th	Hourly by Percentile Median	75th
California	2012	1st Qtr	\$19.64	\$14.47	\$18.23	\$23.10

[View Wages for All Areas](#) [About Wages](#)

#### Occupational Projections of Employment (also called "Outlook" or "Demand")

Area	Estimated Year-Projected Year	Employment Estimated	Projected	Employment Change Number	Percent	Annual Avg Openings
California	2008 - 2018	15,100	18,400	3,300	21.9	630

[View Projections for All Areas](#) [About Projections](#)

#### Job Openings from JobCentral National Labor Exchange

Enter a Zip Code  [Find a Zip code in California](#)

Within  miles of Zip Code.

#### Industries Employing This Occupation (click on Industry Title to View Employers List)

Industry Title	Number of Employers in State of California	Percent of Total Employment for Occupation in State of California
<a href="#">General Medical and Surgical Hospitals</a>	1,378	33.1%
<a href="#">Offices of Physicians</a>	36,139	27.1%
<a href="#">Nursing Care Facilities</a>	2,412	11.4%
<a href="#">Outpatient Care Centers</a>	5,847	5.1%
<a href="#">Home Health Care Services</a>	3,447	3.1%
<a href="#">Other Hospitals</a>	112	1.9%
<a href="#">Medical and Diagnostic Laboratories</a>	3,390	1.7%
<a href="#">Community Care Facility for the Elderly</a>	4,933	1.2%
<a href="#">Psychiatric &amp; Substance Abuse Hospitals</a>	1,288	1.0%

[About Staffing Patterns](#)

#### Training Programs (click on title for more information)

Program Title  
[Health Information/Medical Records Technology/Technician](#)  
[Medical Insurance Coding Specialist/Coder](#)

[About Training & Apprenticeships](#)

#### About This Occupation (from O\*NET - The Occupation Information Network)

Top Tasks (Specific duties and responsibilities of this job.)

Protect the security of medical records to ensure that confidentiality is maintained.

Process patient admission and discharge documents.

Review records for completeness, accuracy and compliance with regulations.

Compile and maintain patients' medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts.

Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures and treatment into computer.

Release information to persons and agencies according to regulations.

Plan, develop, maintain and operate a variety of health record indexes and storage and retrieval systems to collect, classify, store and analyze information.

Manage the department and supervise clerical workers, directing and controlling activities of personnel in the medical records department.  
Transcribe medical reports.  
Identify, compile, abstract and code patient data, using standard classification systems.

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[More Tasks for Medical Records and Health Information Technicians](#)

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Top Skills used in this Job

**Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.

**Speaking** - Talking to others to convey information effectively.

**Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Time Management** - Managing one's own time and the time of others.

**Service Orientation** - Actively looking for ways to help people.

**Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.

**Writing** - Communicating effectively in writing as appropriate for the needs of the audience.

**Coordination** - Adjusting actions in relation to others' actions.

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[More Skills for Medical Records and Health Information Technicians](#)

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Data for Tasks not available.

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[More Abilities for Medical Records and Health Information Technicians](#)

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Top Work Values (Aspects of this job that create satisfaction.)

**Relationships** - Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment.

**Support** - Occupations that satisfy this work value offer supportive management that stands behind employees.

---

[More Work Values for Medical Records and Health Information Technicians](#)

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Top Interests (The types of activities someone in this job would like.)

**Conventional** - Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

**Enterprising** - Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

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[More Interests for Medical Records and Health Information Technicians](#)

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Alternate Titles

Clinical Data Specialists; Health Information Analysts; Health Information Management Specialists; Health Information Management Technicians; Health Information Specialists; Health Information Systems Technicians; Medical Record Technicians; Registered Health Information Technicians (RHIT)

Related Links

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[O\\*Net - The Occupation Information Network](#)

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))

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**Related Articles and Publications**

[Nontraditional Employment for Women](#), 10/11/2011

[New Career Resources - Info on Good-Paying, Hands-On Jobs](#), 10/7/2009

[Explore Nearly 300 Occupations with California Occupational Guides!](#), 5/8/2009

[Logistics Jobs in California](#), 3/16/2008

[Why Manufacturing?](#), 9/30/2005

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**SCHOOL PERFORMANCE FACT SHEET**

**BUSINESS ADMINISTRATION & TECHNOLOGY (32 WEEKS)**

**How Our Students Are Doing:**

\_\_\_\_\_ (INITIALS) This program is new at this campus. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data.

\_\_\_\_\_ (INITIALS) I have received an EDD (Employment Development Department) Occupational Employment Statistics sheet showing the possible job titles, average salary and job outlook for this program in this county.

\_\_\_\_\_ (INITIALS) I understand that a high school diploma or GED may required for employment in the field.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.



**COMPLETION RATES**

**BUSINESS TECHNOLOGY & ADMINISTRATION (32 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Students Available for Graduation** <sup>2</sup>	Graduates*** <sup>3</sup>	Completion Rate**** <sup>4</sup>
2010	0	0	0	N/A
2011	0	0	0	N/A

<sup>1</sup> "Number of Students who Began Program" is the number of student who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Students Available for Graduation" is the number of students who began program minus "Students unavailable for graduation" which means those students who have died, been incarcerated, or called to active military duty.

<sup>3</sup> "Graduates" is the number of students who completed the program within 100% of the published program length.

<sup>4</sup> "Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above completion rates.

**PLACEMENT RATES**

**BUSINESS TECHNOLOGY & ADMINISTRATION (32 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Number of Graduates** <sup>2</sup>	Graduates Available for Employment*** <sup>3</sup>	Graduates Employed in the Field**** <sup>4</sup>	Placement Rate % Employed in the Field <sup>5</sup>	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2010	0	0	0	0	N/A	N/A	N/A
2011	0	0	0	0	N/A	N/A	N/A

<sup>1</sup> "Number of Students Who Began Program" means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Number of Graduates" is the number of students who have completed the program within 100% of the published program length.

<sup>3</sup> "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. "Graduates unavailable for employment" means



graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>4</sup> “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>5</sup> Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above placement rates.

**SALARY AND WAGE INFORMATION**

**BUSINESS TECHNOLOGY & ADMINISTRATION (32 WEEKS)**

Calendar Year	Graduates Available for Employment* <sup>1</sup>	Graduates Employed in the Field** <sup>2</sup>	Annual Salary and Wages Reported by Graduates Employed in the Field*** <sup>3</sup>					
			\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	Students not reporting salary
2009	0	0						
2010	0	0						

<sup>1</sup> “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>2</sup> “Graduates employed in the field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>3</sup> Salary is as reported by the student. Not all graduates reported salary.



The following wage and salary data for each program offered at InterCoast Colleges was obtained from the Employment Development Department's Occupational Employment Statistics ([www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)):

**EDD SALARY AND WAGE INFORMATION**

**BUSINESS TECHNOLOGY & ADMINISTRATION (32 WEEKS)**

Potential Job Title as listed by the Employment Development Department	All Counties As of June 2011					
	Hourly			Salary		
	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)
Human Resource Assistant Administrative Assistant	\$ 17.06	\$ 20.92	\$ 25.24	\$ 35,485	\$ 43,514	\$ 52,499

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above salary and wage information.

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative.

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**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
 Student Name – Print

\_\_\_\_\_  
 Signature of Student                      Date

\_\_\_\_\_  
 Parent/Legal Guardian                      Date  
 (applicants under 18)

\_\_\_\_\_  
 School Official                      Date

Attachments: EDD Fact Sheet on this Job



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## Occupation Profile

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### Human Resources Assistants (SOC Code : 43-4161) in California

Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports on ability, and date of and reason for termination. Compile and type reports from employment records. File employment records. Search employee files and furnish information to authorized persons.

Employers usually expect an employee in this occupation to be able to do the job after Short-term on-the-job training .

#### Occupational Wages

Area	Year	Period	Hourly Mean	Hourly by Percentile			[Top]
				25th	Median	75th	
California	2012	1st Qtr	\$21.37	\$17.06	\$20.92	\$25.24	

[View Wages for All Areas](#) [About Wages](#)

#### Occupational Projections of Employment (also called "Outlook" or "Demand")

Area	Estimated Year-Projected Year	Employment		Employment Change		Annual Avg Openings	[Top]
		Estimated	Projected	Number	Percent		
California	2008 - 2018	21,500	20,000	-1,500	-7.0	610	

[View Projections for All Areas](#) [About Projections](#)

#### Job Openings from JobCentral National Labor Exchange

Enter a Zip Code  [Find a Zip code in California](#)

Within  miles of Zip Code.

#### Industries Employing This Occupation (click on Industry Title to View Employers List)

Industry Title	Number of Employers in State of California		Percent of Total Employment for Occupation in State of California	[Top]
	Employment	Projected		
<a href="#">Colleges and Universities</a>	2,050		5.8%	
<a href="#">Management of Companies and Enterprises</a>	1,259		5.5%	
<a href="#">Motion Picture and Video Industries</a>	7,670		5.1%	
<a href="#">Employment Services</a>	6,779		4.8%	
<a href="#">Elementary and Secondary Schools</a>	17,830		3.8%	
<a href="#">Department Stores</a>	3,334		3.5%	
<a href="#">General Medical and Surgical Hospitals</a>	1,378		2.5%	
<a href="#">Management &amp; Technical Consulting Svc</a>	33,249		1.8%	
<a href="#">Computer Systems Design and Rel Services</a>	9,867		1.5%	
<a href="#">Accommodation</a>	10,587		1.4%	
<a href="#">Offices of Physicians</a>	36,139		1.4%	
<a href="#">Architectural and Engineering Services</a>	25,676		1.2%	
<a href="#">Office Administrative Services</a>	2,103		1.1%	
<a href="#">Scientific Research and Development Svc</a>	6,133		1.1%	
<a href="#">Building Equipment Contractors</a>	29,266		1.1%	
<a href="#">Junior Colleges</a>	165		1.0%	

[About Staffing Patterns](#)

Data for Training Programs not available.

[About Training & Apprenticeships](#)

#### About This Occupation (from O\*NET - The Occupation Information Network)

Top Tasks (Specific duties and responsibilities of this job.)

Explain company personnel policies, benefits, and procedures to employees or job applicants.

Process, verify, and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations, and classifications.

Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations.

Process and review employment applications to evaluate qualifications or eligibility of applicants.

Answer questions regarding examinations, eligibility, salaries, benefits, and other pertinent information.  
Examine employee files to answer inquiries and provide information for personnel actions.  
Gather personnel records from other departments or employees.  
Search employee files to obtain information for authorized persons and organizations, such as credit bureaus and finance companies.  
Interview job applicants to obtain and verify information used to screen and evaluate them.  
Request information from law enforcement officials, previous employers, and other references to determine applicants` employment acceptability.

[More Tasks for Human Resources Assistants, Except Payroll and Timekeeping](#)

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Top Skills used in this Job

**Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.  
**Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.  
**Speaking** - Talking to others to convey information effectively.  
**Writing** - Communicating effectively in writing as appropriate for the needs of the audience.  
**Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.  
**Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.  
**Service Orientation** - Actively looking for ways to help people.  
**Social Perceptiveness** - Being aware of others` reactions and understanding why they react as they do.  
**Time Management** - Managing one`s own time and the time of others.  
**Coordination** - Adjusting actions in relation to others` actions.

[More Skills for Human Resources Assistants, Except Payroll and Timekeeping](#)

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Top Abilities (Attributes of the person that influence performance in this job.)

**Oral Comprehension** - The ability to listen to and understand information and ideas presented through spoken words and sentences.  
**Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.  
**Written Comprehension** - The ability to read and understand information and ideas presented in writing.

[More Abilities for Human Resources Assistants, Except Payroll and Timekeeping](#)

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Top Work Values (Aspects of this job that create satisfaction.)

**Relationships** - Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment.  
**Support** - Occupations that satisfy this work value offer supportive management that stands behind employees.

[More Work Values for Human Resources Assistants, Except Payroll and Timekeeping](#)

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Top Interests (The types of activities someone in this job would like.)

**Conventional** - Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.  
**Enterprising** - Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

[More Interests for Human Resources Assistants, Except Payroll and Timekeeping](#)

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**Related Articles and Publications**

[Nontraditional Employment for Women, 10/11/2011](#)  
[New Career Resources - Info on Good-Paying, Hands-On Jobs, 10/7/2009](#)  
[Explore Nearly 300 Occupations with California Occupational Guides!, 5/8/2009](#)  
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**SCHOOL PERFORMANCE FACT SHEET**

**COMPUTERIZED ACCOUNTING (32 WEEKS)**

**How Our Students Are Doing:**

\_\_\_\_\_ (INITIALS) I have reviewed and received a copy of the 2010 and 2011 Completion and Placement results for this program.

\_\_\_\_\_ (INITIALS) I have received an EDD (Employment Development Department) Occupational Employment Statistics sheet showing the possible job titles, average salary and job outlook for this program in this county.

\_\_\_\_\_ (INITIALS) I understand that a high school diploma or GED may be required for employment in this field.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.



**COMPLETION RATES**

**COMPUTERIZED ACCOUNTING (32 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Students Available for Graduation** <sup>2</sup>	Graduates*** <sup>3</sup>	Completion Rate**** <sup>4</sup>
2010	5	5	4	90%
2011	6	6	5	83%

<sup>1</sup> "Number of Students who Began Program" is the number of student who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Students Available for Graduation" is the number of students who began program minus "Students unavailable for graduation" which means those students who have died, been incarcerated, or called to active military duty.

<sup>3</sup> "Graduates" is the number of students who completed the program within 100% of the published program length.

<sup>4</sup> "Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above completion rates.

**PLACEMENT RATES**

**COMPUTERIZED ACCOUNTING (32 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Number of Graduates** <sup>2</sup>	Graduates Available for Employment*** <sup>3</sup>	Graduates Employed in the Field**** <sup>4</sup>	Placement Rate % Employed in the Field <sup>5</sup>	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2010	5	4	4	4	100%	Information not available	Information not available
2011	6	5	5	4	80%	Information not available	Information not available

<sup>1</sup> "Number of Students Who Began Program" means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Number of Graduates" is the number of students who have completed the program within 100% of the published program length.



<sup>3</sup> “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>4</sup> “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>5</sup> Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above placement rates.

**SALARY AND WAGE INFORMATION**

**COMPUTERIZED ACCOUNTING (32 WEEKS)**

Calendar Year	Graduates Available for Employment* <sup>1</sup>	Graduates Employed in the Field** <sup>2</sup>	Annual Salary and Wages Reported by Graduates Employed in the Field*** <sup>3</sup>					
			\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	Students not reporting salary
2010	4	4	0	0	0	0	0	4
2011	5	4	0	1	0	0	0	3

<sup>1</sup> “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>2</sup> “Graduates employed in the field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>3</sup> Salary is as reported by the student. Not all graduates reported salary.



The following wage and salary data for each program offered at InterCoast Colleges was obtained from the Employment Development Department's Occupational Employment Statistics ([www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)):

**EDD SALARY AND WAGE INFORMATION**

**COMPUTERIZED ACCOUNTING (32 WEEKS)**

Potential Job Title as listed by the Employment Development Department	All Counties As of June 2011					
	Hourly			Salary		
	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)
Bookkeeper	\$ 15.53	\$ 19.24	\$ 23.60	\$ 32,302	\$ 40,019	\$ 49,088

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above salary and wage information.

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, website: <http://www.bppe.ca.gov>. P: 916.574.7720 or 916.431.6959, F: 916.263.1897

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
 Student Name – Print

\_\_\_\_\_  
 Signature of Student                      Date

\_\_\_\_\_  
 Parent/Legal Guardian                      Date  
 (applicants under 18)

\_\_\_\_\_  
 School Official                      Date

Attachments: EDD Fact Sheet on this Job



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## Occupation Profile

[Change Occupation](#)[Printer Version](#)

### Bookkeeping, Accounting, and Auditing Clerks (SOC Code : 43-3031) in California

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Employers usually expect an employee in this occupation to be able to do the job after Moderate-term on-the-job training (1-12 months) .

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))

#### Occupational Wages

Area	Year	Period	Hourly Mean	Hourly by Percentile		
				25th	Median	75th
California	2012	1st Qtr	\$19.96	\$15.53	\$19.24	\$23.60

[View Wages for All Areas](#) [About Wages](#)

#### Occupational Projections of Employment (also called "Outlook" or "Demand")

Area	Estimated Year-Projected Year	Employment		Employment Change		Annual Avg Openings
		Estimated	Projected	Number	Percent	
California	2008 - 2018	221,600	237,700	16,100	7.3	4,270

[View Projections for All Areas](#) [About Projections](#)

#### Job Openings from JobCentral National Labor Exchange

Enter a Zip Code  [Find a Zip code in California](#)

Within  miles of Zip Code.

#### Industries Employing This Occupation (click on Industry Title to View Employers List)

Industry Title	Number of Employers in State of California	Percent of Total Employment for Occupation in State of California
<a href="#">Accounting and Bookkeeping Services</a>	24,511	5.9%
<a href="#">Management of Companies and Enterprises</a>	1,259	3.8%
<a href="#">Elementary and Secondary Schools</a>	17,830	2.8%
<a href="#">Employment Services</a>	6,779	2.5%
<a href="#">Depository Credit Intermediation</a>	9,419	2.2%
<a href="#">Building Equipment Contractors</a>	29,266	1.7%
<a href="#">Activities Related to Real Estate</a>	7,414	1.7%
<a href="#">Electronic Markets and Agents/Brokers</a>	3,756	1.4%
<a href="#">Residential Building Construction</a>	22,429	1.4%
<a href="#">Accommodation</a>	10,587	1.3%
<a href="#">Management &amp; Technical Consulting Svc</a>	33,249	1.3%
<a href="#">Office Administrative Services</a>	2,103	1.3%
<a href="#">Legal Services</a>	50,763	1.2%
<a href="#">Religious Organizations</a>	25,510	1.2%
<a href="#">Building Finishing Contractors</a>	18,924	1.2%
<a href="#">Grocery Product Merchant Wholesalers</a>	5,717	1.1%
<a href="#">Grocery Stores</a>	16,429	1.1%
<a href="#">Architectural and Engineering Services</a>	25,676	1.1%
<a href="#">Automobile Dealers</a>	7,829	1.1%
<a href="#">Computer Systems Design and Rel Services</a>	9,867	1.1%
<a href="#">General Medical and Surgical Hospitals</a>	1,378	1.0%
<a href="#">Insurance Agencies, Brokerages &amp; Support</a>	28,591	1.0%
<a href="#">Offices of Physicians</a>	36,139	1.0%
<a href="#">Colleges and Universities</a>	2,050	1.0%

[About Staffing Patterns](#)

#### Training Programs (click on title for more information)

Program Title

[\[Top\]](#)

[Accounting Technology/Technician and Bookkeeping](#)

[About Training & Apprenticeships](#)

---

### About This Occupation (from O\*NET - The Occupation Information Network)

[\[Top\]](#)

Top Tasks (Specific duties and responsibilities of this job.)

Operate computers programmed with accounting software to record, store, and analyze information.  
Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.  
Comply with federal, state, and company policies, procedures, and regulations.  
Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.  
Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.  
Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.  
Code documents according to company procedures.  
Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.  
Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.  
Access computerized financial information to answer general questions as well as those related to specific accounts.

[More Tasks for Bookkeeping, Accounting, and Auditing Clerks](#)

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Top Skills used in this Job

**Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.

**Speaking** - Talking to others to convey information effectively.

**Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Mathematics** - Using mathematics to solve problems.

**Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Time Management** - Managing one's own time and the time of others.

**Writing** - Communicating effectively in writing as appropriate for the needs of the audience.

**Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.

**Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.

[More Skills for Bookkeeping, Accounting, and Auditing Clerks](#)

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Data for Tasks not available.

[More Abilities for Bookkeeping, Accounting, and Auditing Clerks](#)

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Top Work Values (Aspects of this job that create satisfaction.)

**Support** - Occupations that satisfy this work value offer supportive management that stands behind employees.

**Relationships** - Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment.

[More Work Values for Bookkeeping, Accounting, and Auditing Clerks](#)

---

Top Interests (The types of activities someone in this job would like.)

**Conventional** - Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

**Enterprising** - Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

[More Interests for Bookkeeping, Accounting, and Auditing Clerks](#)

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Alternate Titles

Accounting Clerks; Accounts Payables Clerks; Accounting Assistants; Bookkeepers; Accounts Receivable Clerks; Accounting Associates; Fiscal Technicians; Accounting Representatives; Accounting Technicians, and Audit Clerks.

Related Links

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[Local Area Profile](#)

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[View Similar Occupations](#)

[O\\*Net - The Occupation Information Network](#)

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))

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### Related Articles and Publications

[Nontraditional Employment for Women, 10/11/2011](#)

[New Career Resources - Info on Good-Paying, Hands-On Jobs, 10/7/2009](#)

[Explore Nearly 300 Occupations with California Occupational Guides!, 5/8/2009](#)

[Logistics Jobs in California, 3/16/2008](#)

[Why Manufacturing?, 9/30/2005](#)

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**SCHOOL PERFORMANCE FACT SHEET**

**ELECTRICAL TRAINING PROGRAM (40 WEEKS)**

**How Our Students Are Doing:**

\_\_\_\_\_ (INITIALS) I have reviewed and received a copy of the 2010 and 2011 Completion and Placement results for this program.

\_\_\_\_\_ (INITIALS) I have received an EDD (Employment Development Department) Occupational Employment Statistics sheet showing the possible job titles, average salary and job outlook for this program in this county.

\_\_\_\_\_ (INITIALS) I have reviewed the licensure application for this field and understand the requirements.

\_\_\_\_\_ (INITIALS) I understand that the InterCoast program exceeds the 750 minimum hours of training required by California DAS-Electrical Certification Unit.

\_\_\_\_\_ (INITIALS) I understand that a high school diploma or GED may required for employment in the field.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.



**COMPLETION RATES**

**ELECTRICAL TRAINING PROGRAM (40 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Students Available for Graduation** <sup>2</sup>	Graduates*** <sup>3</sup>	Completion Rate**** <sup>4</sup>
2010	441	441	309	70.07%
2011	562	562	396	70%

<sup>1</sup> "Number of Students who Began Program" is the number of student who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Students Available for Graduation" is the number of students who began program minus "Students unavailable for graduation" which means those students who have died, been incarcerated, or called to active military duty.

<sup>3</sup> "Graduates" is the number of students who completed the program within 100% of the published program length.

<sup>4</sup> "Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above completion rates.

**PLACEMENT RATES**

**ELECTRICAL TRAINING PROGRAM (40 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Number of Graduates** <sup>2</sup>	Graduates Available for Employment*** <sup>3</sup>	Graduates Employed in the Field**** <sup>4</sup>	Placement Rate % Employed in the Field <sup>5</sup>	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2010	441	309	269	189	70.26%	Information not available	Information not available
2011	562	396	328	256	78%	Information not available	Information not available

<sup>1</sup> "Number of Students Who Began Program" means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Number of Graduates" is the number of students who have completed the program within 100% of the published program length.



<sup>3</sup> “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>4</sup> “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>5</sup> Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above placement rates.

**SALARY AND WAGE INFORMATION**

**ELECTRICAL TRAINING PROGRAM (40 WEEKS)**

Calendar Year	Graduates Available for Employment* <sup>1</sup>	Graduates Employed in the Field** <sup>2</sup>	Annual Salary and Wages Reported by Graduates Employed in the Field*** <sup>3</sup>					Students not reporting salary
			\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	
2010	269	189						189
2011	328	256	14	23	78	17	17	89

<sup>1</sup> “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>2</sup> “Graduates employed in the field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>3</sup> Salary is as reported by the student. Not all graduates reported salary.



The following wage and salary data for each program offered at InterCoast Colleges was obtained from the Employment Development Department's Occupational Employment Statistics ([www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)):

**EDD SALARY AND WAGE INFORMATION**

**ELECTRICAL TRAINING PROGRAM (40 WEEKS)**

Potential Job Title as listed by the Employment Development Department	All Counties As of June 2011					
	Hourly			Salary		
	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)
Electrician Helpers	\$ 12.17	\$ 15.12	\$ 19.25	\$ 25,314	\$ 31,450	\$ 40,040

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above salary and wage information.

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, website: <http://www.bppe.ca.gov>. P: 916.574.7720 or 916.431.6959, F: 916.263.1897

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
 Student Name – Print

\_\_\_\_\_  
 Signature of Student                      Date

\_\_\_\_\_  
 Parent/Legal Guardian                      Date  
 (applicants under 18)

\_\_\_\_\_  
 School Official                      Date

Attachments: EDD Fact Sheet on this Job



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## Occupation Profile

[Change Occupation](#)[Printer Version](#)

### Helpers, Electricians (SOC Code : 47-3013) in California

Help electricians by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment. Exclude apprentice workers and report them with the appropriate skilled construction trade occupation (47-2011 through 47-2221). Exclude construction laborers who do not primarily assist electricians, and classify them under "Construction Laborers" (47-2061).

Employers usually expect an employee in this occupation to be able to do the job after Short-term on-the-job training .

#### Occupational Wages

Area	Year	Period	Hourly Mean	Hourly by Percentile		[Top]
				25th	Median	75th
California	2012	1st Qtr	\$16.71	\$12.17	\$15.12	\$19.25

[View Wages for All Areas](#) [About Wages](#)

#### Occupational Projections of Employment (also called "Outlook" or "Demand")

Area	Estimated Year-Projected Year	Employment Estimated	Projected	Number	Employment Change Percent	Annual Avg Openings	[Top]
California	2008 - 2018	6,000	6,500	500	8.3	170	

[View Projections for All Areas](#) [About Projections](#)

#### Job Openings from JobCentral National Labor Exchange

Enter a Zip Code  [Find a Zip code in California](#)

Within  miles of Zip Code.

#### Industries Employing This Occupation (click on Industry Title to View Employers List)

Industry Title	Number of Employers in State of California	Percent of Total Employment for Occupation in State of California	[Top]
<a href="#">Building Equipment Contractors</a>	29,266	85.8%	
<a href="#">Residential Building Construction</a>	22,429	1.9%	

[About Staffing Patterns](#)

Data for Training Programs not available.

[About Training & Apprenticeships](#)

#### About This Occupation (from O\*NET - The Occupation Information Network)

Top Tasks (Specific duties and responsibilities of this job.) [Top]

Trace out short circuits in wiring, using test meter.

Measure, cut, and bend wire and conduit, using measuring instruments and hand tools.

Maintain tools, vehicles, and equipment and keep parts and supplies in order.

Drill holes and pull or push wiring through openings, using hand and power tools.

Perform semi-skilled and unskilled laboring duties related to the installation, maintenance and repair of a wide variety of electrical systems and equipment.

Transport tools, materials, equipment, and supplies to work site by hand, handtruck, or heavy, motorized truck.

Disassemble defective electrical equipment, replace defective or worn parts, and reassemble equipment, using hand tools.

Examine electrical units for loose connections and broken insulation and tighten connections, using hand tools.

Construct controllers and panels, using power drills, drill presses, taps, saws and punches.

Thread conduit ends, connect couplings, and fabricate and secure conduit support brackets, using hand tools.

[More Tasks for Helpers--Electricians](#)

Top Skills used in this Job

**Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Quality Control Analysis** - Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

**Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Repairing** - Repairing machines or systems using the needed tools.

**Speaking** - Talking to others to convey information effectively.

**Troubleshooting** - Determining causes of operating errors and deciding what to do about it.

**Coordination** - Adjusting actions in relation to others' actions.

**Complex Problem Solving** - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Equipment Maintenance** - Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

**Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

[More Skills for Helpers--Electricians](#)

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Top Abilities (Attributes of the person that influence performance in this job.)

**Near Vision** - The ability to see details at close range (within a few feet of the observer).

[More Abilities for Helpers--Electricians](#)

---

Top Work Values (Aspects of this job that create satisfaction.)

**Support** - Occupations that satisfy this work value offer supportive management that stands behind employees.

**Relationships** - Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment.

[More Work Values for Helpers--Electricians](#)

---

Top Interests (The types of activities someone in this job would like.)

**Realistic** - Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

**Conventional** - Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

[More Interests for Helpers--Electricians](#)

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Related Links

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[Local Area Profile](#)

[Compare Occupations](#)

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[O\\*Net - The Occupation Information Network](#)

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#### Related Articles and Publications

[Nontraditional Employment for Women, 10/11/2011](#)

[New Career Resources - Info on Good-Paying, Hands-On Jobs, 10/7/2009](#)

[Explore Nearly 300 Occupations with California Occupational Guides!, 5/8/2009](#)

[Logistics Jobs in California, 3/16/2008](#)

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Welcome to the California  
**DEPARTMENT OF INDUSTRIAL RELATIONS**

## What is an electrician trainee?

[español](#)

### What is an electrician trainee?

Legislation passed in 1999 requiring all electricians who work for a C-10 [electrical contractor](#) to be certified by the state of California. Regulations from that legislation were put in place in 2002, setting deadlines for all categories of electricians. Many of those deadlines have already passed.

To continue to work as an electrician after the deadline has passed, a person must be one of the following: certified by having taken and passed the exam or an apprentice in a state approved program or an electrician trainee.

If a person wants to perform electrical work for a C-10 contractor and does not yet qualify to take the certification exam because of lack of work experience or related instruction, can do so legally by registering as an [electrician trainee](#).

For more details:  
California Labor Code definition of an electrician trainee  
Deadlines for electrician certification  
Electrician [trainee registration form](#)

An electrician trainee must be enrolled in a state [approved school](#) and under the supervision of a certified electrician that supervises only one electrician trainee.

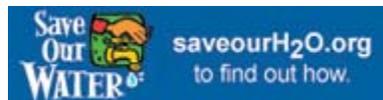
### How do I become an electrician trainee?

1. Submit an electrician trainee registration application with a check for \$25 payable to the order of:

DIR – Electrician Certification Fund

2. Submit proof of enrollment in an [approved school](#).

Mail to:  
DAS-Electrician Certification Unit  
P.O. Box 420603  
San Francisco, CA 94142-0603



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## **Step by Step Guide for Electrician Trainee Compliance**

### **1. Enroll in a State-approved Electrician Trainee (ET) Program**

- Go to [www.dir.ca.gov/DAS/listofapprovedschools.html](http://www.dir.ca.gov/DAS/listofapprovedschools.html), to find an approved education provider within your geographic area, or call the State Certification Unit at 415-703-4919.
- Select a State-approved education provider. After you select your education provider. Please contact them and access that provider's curriculum which will include courses that meet State-approved electrical training program requirements.
- Complete the *ET Training Program Enrollment Form* for the school/education provider and submit it to them with the required enrollment fee.
- You should then receive a confirmation from your education provider acknowledging that you are enrolled in a State approved Electrician Trainee program.
- Keep a copy of the confirmation letter with you as proof that you are enrolled in a State-approved Electrician Trainee program.

### **2. Register with the State of California as an Electrician Trainee (ET)**

- Get a copy of the State of California *Application for New Registration of Electrician Trainee* form and complete all the required information. You can download a copy of this *Application for New Registration of Electrician Trainee* form from the DAS website at: [www.dir.ca.gov/DAS/ElectricalTrainee.htm](http://www.dir.ca.gov/DAS/ElectricalTrainee.htm), or you can contact the State DAS-Electrical Certification Unit by mail at PO Box 420603, San Francisco, California 94142-0603, or by phone at (415) 703-4919, to request that an application form be mailed to you.
- Attach a copy of your ET Program Enrollment Confirmation from your State-approved school to the State's form, and include a \$25.00 check or money order (payable to: DIR – Electrician Certification Fund). Mail this to:  
**Division of Apprenticeship Standards**  
**ATTN: Electrician Certification Unit**  
**PO Box 420603**  
**San Francisco CA 94142-0603**
- Upon receipt of your State ET Registration form with proof of approved-school enrollment, the State will send you a letter confirming that you are a State-registered Electrician Trainee. The letter will also include your "T" number. Please keep a copy of this letter in a safe place. *Possession of your T-number shows that you are registered with the State as an Electrician Trainee and provides proof that you are enrolled in a State-approved Electrician Trainee*



**SCHOOL PERFORMANCE FACT SHEET**

**HVAC TECHNICIAN (32 WEEKS)**

**How Our Students Are Doing:**

\_\_\_\_\_ (INITIALS) This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data.

\_\_\_\_\_ (INITIALS) I have received an EDD (Employment Development Department) Occupational Employment Statistics sheet showing the possible job titles, average salary and job outlook for this program in this county.

\_\_\_\_\_ (INITIALS) I understand that a high school diploma or GED may required for employment in the field.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.



**COMPLETION RATES**

**HVAC TECHNICIAN (32 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Students Available for Graduation** <sup>2</sup>	Graduates*** <sup>3</sup>	Completion Rate**** <sup>4</sup>
2010	0	0	0	N/A
2011	0	0	0	N/A

<sup>1</sup> "Number of Students who Began Program" is the number of student who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Students Available for Graduation" is the number of students who began program minus "Students unavailable for graduation" which means those students who have died, been incarcerated, or called to active military duty.

<sup>3</sup> "Graduates" is the number of students who completed the program within 100% of the published program length.

<sup>4</sup> "Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above completion rates.

**PLACEMENT RATES**

**HVAC TECHNICIAN (32 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Number of Graduates** <sup>2</sup>	Graduates Available for Employment*** <sup>3</sup>	Graduates Employed in the Field**** <sup>4</sup>	Placement Rate % Employed in the Field <sup>5</sup>	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2010	0	0	0	0	N/A	N/A	N/A
2011	0	0	0	0	N/A	N/A	N/A

<sup>1</sup> "Number of Students Who Began Program" means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Number of Graduates" is the number of students who have completed the program within 100% of the published program length.



<sup>3</sup> “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>4</sup> “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>5</sup> Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above placement rates.

**SALARY AND WAGE INFORMATION**

**HVAC TECHNICIAN (32 WEEKS)**

Calendar Year	Graduates Available for Employment* <sup>1</sup>	Graduates Employed in the Field** <sup>2</sup>	Annual Salary and Wages Reported by Graduates Employed in the Field*** <sup>3</sup>					
			\$15,000	\$20,001	\$25,001	\$30,001	\$35,001	Students not reporting salary
			-	-	-	-	-	
			\$20,000	\$25,000	\$30,000	\$35,000	\$40,000	
2010	0	0						
2011	0	0						

<sup>1</sup> “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>2</sup> “Graduates employed in the field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>3</sup> Salary is as reported by the student. Not all graduates reported salary.



The following wage and salary data for each program offered at InterCoast Colleges was obtained from the Employment Development Department's Occupational Employment Statistics ([www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)):

**EDD SALARY AND WAGE INFORMATION**

**HVAC TECHNICIAN (32 WEEKS)**

Potential Job Title as listed by the Employment Development Department	All Counties As of June 2011					
	Hourly			Salary		
	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)
HVAC Technician	\$ 18.27	\$ 24.69	\$ 30.77	\$ 38,002	\$ 51,355	\$ 64,002

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above salary and wage information.

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, website: <http://www.bppe.ca.gov>. P: 916.574.7720 or 916.431.6959, F: 916.263.1897

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
 Student Name – Print

\_\_\_\_\_  
 Signature of Student                      Date

\_\_\_\_\_  
 Parent/Legal Guardian                      Date  
 (applicants under 18)

\_\_\_\_\_  
 School Official                      Date

Attachments: EDD Fact Sheet on this Job



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## Occupation Profile

[Change Occupation](#)

Printer Version

### Heating/Air Conditioning and Refrigeration Workers (SOC Code : 49-9021) in California

Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.

Employers usually expect an employee in this occupation to be able to do the job after Long-term on-the-job training (> 12 months) .

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))

#### Occupational Wages

Area	Year	Period	Hourly Mean	Hourly by Percentile			[Top]
				25th	Median	75th	
California	2012	1st Qtr	\$25.30	\$18.27	\$24.69	\$30.77	

[View Wages for All Areas](#) [About Wages](#)

#### Occupational Projections of Employment (also called "Outlook" or "Demand")

Area	Estimated Year-Projected Year	Employment		Employment Change Number	Employment Change Percent	Annual Avg Openings	[Top]
		Estimated	Projected				
California	2008 - 2018	19,900	23,100	3,200	16.1	640	

[View Projections for All Areas](#) [About Projections](#)

#### Job Openings from JobCentral National Labor Exchange

Enter a Zip Code  [Find a Zip code in California](#)

Within  miles of Zip Code.

#### Possible Licenses Required and Issuing Authority

License Title  
[Warm-Air Heating, Ventilating and Air-Conditioning Contractor](#)

[Refrigeration Contractor](#)

[Solar Contractor](#)

[About Licenses](#)

License Authority  
Department of Consumer Affairs  
Contractors State License Board  
License Information Center  
[www.cslb.ca.gov](http://www.cslb.ca.gov)  
Department of Consumer Affairs  
Contractors State License Board  
License Information Center  
[www.cslb.ca.gov](http://www.cslb.ca.gov)  
Department of Consumer Affairs  
Contractors State License Board  
License Information Center  
[www.cslb.ca.gov](http://www.cslb.ca.gov)

#### Industries Employing This Occupation (click on Industry Title to View Employers List)

Industry Title	Number of Employers in State of California	Percent of Total	[Top]
		Employment for Occupation in State of California	
<a href="#">Building Equipment Contractors</a>	29,266	55.6%	
<a href="#">Commercial Machinery Repair/Maintenance</a>	5,807	8.9%	
<a href="#">Hardware &amp; Plumbing Merchant Wholesalers</a>	3,894	2.9%	
<a href="#">Elementary and Secondary Schools</a>	17,830	1.4%	
<a href="#">Colleges and Universities</a>	2,050	1.0%	

[About Staffing Patterns](#)

#### Training Programs (click on title for more information)

Program Title  
[Heating, Air Conditioning, Ventilation & Refrigeration Maint](#)  
[Heating, Ventilation, Air Conditioning and Refrigeration Eng](#)

[Top]

[About Training & Apprenticeships](#)**About This Occupation (from O\*NET - The Occupation Information Network)**[\[Top\]](#)

Top Tasks (Specific duties and responsibilities of this job.)

Obtain and maintain required certifications.

Comply with all applicable standards, policies, and procedures, including safety procedures and the maintenance of a clean work area.

Repair or replace defective equipment, components, or wiring.

Test electrical circuits and components for continuity, using electrical test equipment.

Reassemble and test equipment following repairs.

Inspect and test system to verify system compliance with plans and specifications and to detect and locate malfunctions.

Discuss heating-cooling system malfunctions with users to isolate problems or to verify that malfunctions have been corrected.

Test pipe or tubing joints and connections for leaks, using pressure gauge or soap-and-water solution.

Record and report all faults, deficiencies, and other unusual occurrences, as well as the time and materials expended on work orders.

Adjust system controls to setting recommended by manufacturer to balance system, using hand tools.

[More Tasks for Heating, Air Conditioning, and Refrigeration Mechanics and Installers](#) , [More Tasks for Heating and Air Conditioning Mechanics](#) , [More Tasks for Refrigeration Mechanics](#)

Top Skills used in this Job

**Repairing** - Repairing machines or systems using the needed tools.**Installation** - Installing equipment, machines, wiring, or programs to meet specifications.**Troubleshooting** - Determining causes of operating errors and deciding what to do about it.**Equipment Maintenance** - Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.**Operation Monitoring** - Watching gauges, dials, or other indicators to make sure a machine is working properly.**Troubleshooting** - Determining causes of operating errors and deciding what to do about it.**Repairing** - Repairing machines or systems using the needed tools.**Installation** - Installing equipment, machines, wiring, or programs to meet specifications.**Equipment Maintenance** - Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.**Operation Monitoring** - Watching gauges, dials, or other indicators to make sure a machine is working properly.[More Skills for Heating, Air Conditioning, and Refrigeration Mechanics and Installers](#) , [More Skills for Heating and Air Conditioning Mechanics](#) , [More Skills for Refrigeration Mechanics](#)

Top Abilities (Attributes of the person that influence performance in this job.)

**Near Vision** - The ability to see details at close range (within a few feet of the observer).**Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.**Deductive Reasoning** - The ability to apply general rules to specific problems to produce answers that make sense.[More Abilities for Heating, Air Conditioning, and Refrigeration Mechanics and Installers](#) , [More Abilities for Heating and Air Conditioning Mechanics](#) , [More Abilities for Refrigeration Mechanics](#)

Top Work Values (Aspects of this job that create satisfaction.)

**Support** - Occupations that satisfy this work value offer supportive management that stands behind employees.**Independence** - Occupations that satisfy this work value allow employees to work on their own and make decisions.[More Work Values for Heating, Air Conditioning, and Refrigeration Mechanics and Installers](#) , [More Work Values for Heating and Air Conditioning Mechanics](#) , [More Work Values for Refrigeration Mechanics](#)

Top Interests (The types of activities someone in this job would like.)

**Realistic** - Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.**Investigative** - Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.[More Interests for Heating, Air Conditioning, and Refrigeration Mechanics and Installers](#) , [More Interests for Heating and Air Conditioning Mechanics](#) , [More Interests for Refrigeration Mechanics](#)

Alternate Titles

Furnace Converters; Gas Furnace Installers; Heating and Air Conditioning Technicians and Installers; Heating, Ventilation, and Air Conditioning (HVAC) Technicians; Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) Technicians; Refrigeration Mechanics and Installers; Retrofitting Specialists

Related Links

[Career Information](#)[Local Area Profile](#)[Compare Occupations](#)[View Similar Occupations](#)[O\\*Net - The Occupation Information Network](#)View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))**Related Articles and Publications**[Nontraditional Employment for Women, 10/11/2011](#)[New Career Resources - Info on Good-Paying, Hands-On Jobs, 10/7/2009](#)[Explore Nearly 300 Occupations with California Occupational Guides!, 5/8/2009](#)[Logistics Jobs in California, 3/16/2008](#)[Why Manufacturing?, 9/30/2005](#)

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**SCHOOL PERFORMANCE FACT SHEET**

**MEDICAL ASSISTANT (38 WEEKS)**

**How Our Students Are Doing:**

\_\_\_\_\_ (INITIALS) I have reviewed and received a copy of the 2010 and 2011 Completion and Placement results for this program.

\_\_\_\_\_ (INITIALS) I have received an EDD (Employment Development Department) Occupational Employment Statistics sheet showing the possible job titles, average salary and job outlook for this program in this county.

\_\_\_\_\_ (INITIALS) I understand that InterCoast Colleges' Medical Assistant program is **not approved** to offer official training leading to phlebotomy certification in the State of California.

\_\_\_\_\_ (INITIALS) I understand that a high school diploma or GED may be required for employment in the field.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.



**COMPLETION RATES**

**MEDICAL ASSISTANT (38 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Students Available for Graduation** <sup>2</sup>	Graduates*** <sup>3</sup>	Completion Rate**** <sup>4</sup>
2010	88	88	56	63.64%
2011	126	126	88	70%

<sup>1</sup> "Number of Students who Began Program" is the number of student who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Students Available for Graduation" is the number of students who began program minus "Students unavailable for graduation" which means those students who have died, been incarcerated, or called to active military duty.

<sup>3</sup> "Graduates" is the number of students who completed the program within 100% of the published program length.

<sup>4</sup> "Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above completion rates.

**PLACEMENT RATES**

**MEDICAL ASSISTANT (38 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Number of Graduates** <sup>2</sup>	Graduates Available for Employment*** <sup>3</sup>	Graduates Employed in the Field**** <sup>4</sup>	Placement Rate % Employed in the Field <sup>5</sup>	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2010	88	56	50	37	74%	Information not available	Information not available
2011	126	88	79	51	65%	Information not available	Information not available

<sup>1</sup> "Number of Students Who Began Program" means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Number of Graduates" is the number of students who have completed the program within 100% of the published program length.



<sup>3</sup>

“Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>4</sup>

“Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>5</sup>

Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above placement rates.

**SALARY AND WAGE INFORMATION**

**MEDICAL ASSISTANT (38 WEEKS)**

Calendar Year	Graduates Available for Employment* <sup>1</sup>	Graduates Employed in the Field** <sup>2</sup>	Annual Salary and Wages Reported by Graduates Employed in the Field*** <sup>3</sup>					
			\$15,000 -	\$20,001 -	\$25,001 -	\$30,001 -	\$35,001 -	Students not reporting salary
			\$20,000	\$25,000	\$30,000	\$35,000	\$40,000	
2010	50	37	0	0	0	0	0	37
2011	79	51	10	17	10	1	0	13

<sup>1</sup>

“Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>2</sup>

“Graduates employed in the field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>3</sup>

Salary is as reported by the student. Not all graduates reported salary.



The following wage and salary data for each program offered at InterCoast Colleges was obtained from the Employment Development Department's Occupational Employment Statistics ([www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)):

**EDD SALARY AND WAGE INFORMATION**

**MEDICAL ASSISTANT (38 WEEKS)**

Potential Job Title as listed by the Employment Development Department	All Counties As of June 2011					
	Hourly			Salary		
	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)
Medical Assistant	\$ 12.23	\$ 15.19	\$ 18.41	\$ 25,438	\$ 31,595	\$ 38,293

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above salary and wage information.

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

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**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
 Student Name – Print

\_\_\_\_\_  
 Signature of Student                      Date

\_\_\_\_\_  
 Parent/Legal Guardian                      Date  
 (applicants under 18)

\_\_\_\_\_  
 School Official                      Date

Attachments: EDD Fact Sheet on this Job



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## Occupation Profile

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### Medical Assistants (SOC Code : 31-9092) in California

Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding 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. Exclude "Physician Assistants" (29-1071).

Employers usually expect an employee in this occupation to be able to do the job after Moderate-term on-the-job training (1-12 months) .

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))

#### Occupational Wages

Area	Year	Period	Hourly Mean	Hourly by Percentile		[Top]
				25th	Median	75th
California	2012	1st Qtr	\$15.69	\$12.23	\$15.19	\$18.41

[View Wages for All Areas](#) [About Wages](#)

#### Occupational Projections of Employment (also called "Outlook" or "Demand")

Area	Estimated Year-Projected Year	Employment Estimated	Projected	Employment Change Number	Percent	Annual Avg Openings	[Top]
California	2008 - 2018	76,100	99,400	23,300	30.6	3,180	

[View Projections for All Areas](#) [About Projections](#)

#### Job Openings from JobCentral National Labor Exchange

Enter a Zip Code  [Find a Zip code in California](#)

Within  miles of Zip Code.

#### Industries Employing This Occupation (click on Industry Title to View Employers List)

Industry Title	Number of Employers in State of California	Percent of Total Employment for Occupation in State of California	[Top]
<a href="#">Offices of Physicians</a>	36,139	66.1%	
<a href="#">General Medical and Surgical Hospitals</a>	1,378	13.4%	
<a href="#">Offices of Other Health Practitioners</a>	36,337	9.6%	
<a href="#">Outpatient Care Centers</a>	5,847	5.8%	

[About Staffing Patterns](#)

#### Training Programs (click on title for more information)

Program Title	[Top]
<a href="#">Anesthesiologist Assistant</a>	
<a href="#">Chiropractic Assistant/Technician</a>	
<a href="#">Medical Administrative/Executive Assistant &amp; Medical Secretaries</a>	
<a href="#">Medical Insurance Coding Specialist/Coder</a>	
<a href="#">Medical Office Assistant/Specialist</a>	

[About Training & Apprenticeships](#)

#### About This Occupation (from O\*NET - The Occupation Information Network)

Top Tasks (Specific duties and responsibilities of this job.)

Interview patients to obtain medical information and measure their vital signs, weight, and height.

Show patients to examination rooms and prepare them for the physician.

Record patients' medical history, vital statistics and information such as test results in medical records.

Explain treatment procedures, medications, diets and physicians' instructions to patients.

Collect blood, tissue or other laboratory specimens, log the specimens, and prepare them for testing.

Prepare and administer medications as directed by a physician.

Authorize drug refills and provide prescription information to pharmacies.

Help physicians examine and treat patients, handing them instruments and materials or performing such tasks as giving injections or removing sutures.

Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.

Clean and sterilize instruments and dispose of contaminated supplies.

[More Tasks for Medical Assistants](#)

---

Top Skills used in this Job

**Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Speaking** - Talking to others to convey information effectively.

**Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.

**Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.

**Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Writing** - Communicating effectively in writing as appropriate for the needs of the audience.

**Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.

**Coordination** - Adjusting actions in relation to others' actions.

**Service Orientation** - Actively looking for ways to help people.

[More Skills for Medical Assistants](#)

---

Top Abilities (Attributes of the person that influence performance in this job.)

**Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.

**Oral Comprehension** - The ability to listen to and understand information and ideas presented through spoken words and sentences.

[More Abilities for Medical Assistants](#)

---

Top Work Values (Aspects of this job that create satisfaction.)

**Relationships** - Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment.

**Support** - Occupations that satisfy this work value offer supportive management that stands behind employees.

[More Work Values for Medical Assistants](#)

---

Top Interests (The types of activities someone in this job would like.)

**Social** - Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

**Conventional** - Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

[More Interests for Medical Assistants](#)

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Alternate Titles

Certified Medical Assistants (CMA); Medical Office Assistants; Optometric Assistants; Clinical Assistants; Registered Medical Assistants; Certified Ophthalmic Technicians; Chiropractor Assistants; and Ophthalmic Assistants.

Related Links

[Career Information](#)

[Local Area Profile](#)

[Compare Occupations](#)

[View Similar Occupations](#)

[O\\*Net - The Occupation Information Network](#)

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))

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**Related Articles and Publications**

[Nontraditional Employment for Women, 10/11/2011](#)

[New Career Resources - Info on Good-Paying, Hands-On Jobs, 10/7/2009](#)

[Explore Nearly 300 Occupations with California Occupational Guides!, 5/8/2009](#)

[Logistics Jobs in California, 3/16/2008](#)

[Why Manufacturing?, 9/30/2005](#)

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**MEDICAL ASSISTANT PROGRAM – STUDENT DISCLAIMER**

**Student Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Session:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

As a requirement of attending the Medical Assistant program at InterCoast Colleges/InterCoast Career Institute (“School”), I understand that I am required to learn about Universal Precautions. While the utmost care and precautions are taken to ensure student safety, I have been informed that exposure to blood/body fluids may occur, which may include or involve exposure to HBV (Hepatitis B) and HIV (Human Immune deficiency Virus) in select cases.

I understand that I am required to have a general physical examination to include: TB Skin Test, VDRL Serology Blood test, Eyes, Ears, and Nose check, prior to beginning the clinical portion of the program. I understand that all fees for such examination and any follow up required are my responsibility.

I hereby fully and completely release from all claims of any kind or nature, in the past, present, or future, the School, my instructor(s), students (past, present, or future), employees, agents, and representatives of School, and will not hold School, its employees, agents and/or representatives liable in any way for any accident, injury, disease or other adverse event, or any resulting damages or costs, which may occur in or develop from a class taught by the School or while under the direct supervision of School or any of its instructors or off-site affiliations, including my studies/training during externship or during field trips.

By signing below, I agree to release all claims of any/and for any and all injuries, damages, rights, claims or actions that the student may have in the past, present or future as set forth above or otherwise.

My signature below also certifies that I have been advised that InterCoast’s Medical Assistant Program does not meet certification requirements in California to work as a Phlebotomist or related position.

\_\_\_\_\_  
Student’s Signature                      Date

\_\_\_\_\_  
School Official                              Date



**SCHOOL PERFORMANCE FACT SHEET**

**MENTAL HEALTH REHABILITATION TECHNICIAN (32 WEEKS)**

**How Our Students Are Doing:**

- \_\_\_\_\_ (INITIALS) I have reviewed and received a copy of the 2010 and 2011 Completion and Placement results for this program.
- \_\_\_\_\_ (INITIALS) I have received an EDD (Employment Development Department) Occupational Employment Statistics sheet showing the possible job titles, average salary and job outlook for this program in this county.
- \_\_\_\_\_ (INITIALS) I understand that a high school diploma or GED may required for employment in the field.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.



**COMPLETION RATES**

**MENTAL HEALTH REHABILITATION TECHNICIAN (32 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Students Available for Graduation** <sup>2</sup>	Graduates*** <sup>3</sup>	Completion Rate**** <sup>4</sup>
2010	0	0	0	N/A
2011	66	66	65	98%

<sup>1</sup> "Number of Students who Began Program" is the number of student who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Students Available for Graduation" is the number of students who began program minus "Students unavailable for graduation" which means those students who have died, been incarcerated, or called to active military duty.

<sup>3</sup> "Graduates" is the number of students who completed the program within 100% of the published program length.

<sup>4</sup> "Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above completion rates.

**PLACEMENT RATES**

**MENTAL HEALTH REHABILITATION TECHNICIAN (32 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Number of Graduates** <sup>2</sup>	Graduates Available for Employment*** <sup>3</sup>	Graduates Employed in the Field**** <sup>4</sup>	Placement Rate % Employed in the Field <sup>5</sup>	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2010	0	0	0	0	N/A	N/A	N/A
2011	66	65	57	43	75%	Data not available	Data not available

<sup>1</sup> "Number of Students Who Began Program" means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Number of Graduates" is the number of students who have completed the program within 100% of the published program length.



<sup>3</sup> “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>4</sup> “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>5</sup> Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above placement rates.

**SALARY AND WAGE INFORMATION**

**MENTAL HEALTH REHABILITATION TECHNICIAN (32 WEEKS)**

Calendar Year	Graduates Available for Employment* <sup>1</sup>	Graduates Employed in the Field** <sup>2</sup>	Annual Salary and Wages Reported by Graduates Employed in the Field*** <sup>3</sup>					
			\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	Students not reporting salary
2010	0	0	0	0	0	0	0	0
2011	57	43	2	4	8	3	2	23

<sup>1</sup> “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>2</sup> “Graduates employed in the field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>3</sup> Salary is as reported by the student. Not all graduates reported salary.



The following wage and salary data for each program offered at InterCoast Colleges was obtained from the Employment Development Department's Occupational Employment Statistics ([www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)):

**EDD SALARY AND WAGE INFORMATION**

**MENTAL HEALTH REHABILITATION TECHNICIAN (32 WEEKS)**

Potential Job Title as listed by the Employment Development Department	All Counties As of June 2011					
	Hourly			Salary		
	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)
Psychiatric Rehabilitation Technician	\$ 12.65	\$ 16.55	\$ 21.03	\$ 26,312	\$ 34,424	\$ 43,742

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above salary and wage information.

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, website: <http://www.bppe.ca.gov>. P: 916.574.7720 or 916.431.6959, F: 916.263.1897

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
 Student Name – Print

\_\_\_\_\_  
 Signature of Student                      Date

\_\_\_\_\_  
 Parent/Legal Guardian                      Date  
 (applicants under 18)

\_\_\_\_\_  
 School Official                      Date

Attachments: EDD Fact Sheet on this Job

## Social and Human Service Assistants (SOC Code : 21-1093) in California

Assist professionals from a wide variety of fields, such as psychology, rehabilitation, or social work, to provide client services, as well as support for families. May assist clients in identifying available benefits and social and community services and help clients obtain them. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or adult daycare. Exclude "Rehabilitation Counselors" (21-1015), "Personal and Home Care Aides" (39-9021), "Eligibility Interviewers, Government Programs" (43-4061), and "Psychiatric Technicians" (29-2053).

Employers usually expect an employee in this occupation to be able to do the job after Moderate-term on-the-job training (1-12 months) .

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))

### Occupational Wages [\[Top\]](#)

Area	Year	Period	Hourly Mean	Hourly by Percentile		
				25th	Median	75th
California	2012	1st Qtr	\$17.35	\$12.65	\$16.55	\$21.03

[View Wages for All Areas](#) [About Wages](#)

### Occupational Projections of Employment (also called "Outlook" or "Demand") [\[Top\]](#)

Area	Estimated Year-Projected Year	Employment		Employment Change Number	Change Percent	Annual Avg Openings
		Estimated	Projected			
California	2008 - 2018	32,200	37,900	5,700	17.7	1,250

[View Projections for All Areas](#) [About Projections](#)

### Job Openings from JobCentral National Labor Exchange [\[Top\]](#)

Enter a Zip Code  [Find a Zip code in California](#)

Within  miles of Zip Code.

**Industries Employing This Occupation (click on Industry Title to View Employers List)** [\[Top\]](#)

Industry Title	Number of Employers in State of California	Percent of Total Employment for Occupation in State of California
<a href="#">Individual and Family Services</a>	17,880	23.3%
<a href="#">Vocational Rehabilitation Services</a>	1,886	7.8%
<a href="#">Emergency and Other Relief Services</a>	607	6.7%
<a href="#">General Medical and Surgical Hospitals</a>	1,378	5.8%
<a href="#">Nursing Care Facilities</a>	2,412	3.9%
<a href="#">Social Advocacy Organizations</a>	7,452	3.2%
<a href="#">Outpatient Care Centers</a>	5,847	2.9%
<a href="#">Residential Mental Health Facilities</a>	8	2.1%
<a href="#">Grantmaking and Giving Services</a>	872	1.7%
<a href="#">Child Day Care Services</a>	11,764	1.6%
<a href="#">Offices of Physicians</a>	36,139	1.5%
<a href="#">Religious Organizations</a>	25,510	1.4%
<a href="#">Civic and Social Organizations</a>	9,187	1.2%
<a href="#">Elementary and Secondary Schools</a>	17,830	1.1%

[About Staffing Patterns](#)

**Training Programs (click on title for more information)** [\[Top\]](#)

Program Title
<a href="#">Human Services, General</a>

[About Training & Apprenticeships](#)

**About This Occupation (from O\*NET - The Occupation Information Network)** [\[Top\]](#)

**Top Tasks (Specific duties and responsibilities of this job.)**

- Provide information and refer individuals to public or private agencies or community services for assistance.
- Keep records and prepare reports for owner or management concerning visits with clients.
- Visit individuals in homes or attend group meetings to provide information on agency

services, requirements and procedures.

Advise clients regarding food stamps, child care, food, money management, sanitation, or housekeeping.

Submit reports and review reports or problems with superior.

Oversee day-to-day group activities of residents in institution.

Interview individuals and family members to compile information on social, educational, criminal, institutional, or drug history.

Meet with youth groups to acquaint them with consequences of delinquent acts.

Transport and accompany clients to shopping areas or to appointments, using automobile.

Explain rules established by owner or management, such as sanitation and maintenance requirements, and parking regulations.

### [More Tasks for Social and Human Service Assistants](#)

#### Top Skills used in this Job

**Service Orientation** - Actively looking for ways to help people.

**Social Perceptiveness** - Being aware of others` reactions and understanding why they react as they do.

**Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Speaking** - Talking to others to convey information effectively.

**Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.

**Writing** - Communicating effectively in writing as appropriate for the needs of the audience.

**Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Coordination** - Adjusting actions in relation to others` actions.

**Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Persuasion** - Persuading others to change their minds or behavior.

### [More Skills for Social and Human Service Assistants](#)

#### Top Abilities (Attributes of the person that influence performance in this job.)

**Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

### [More Abilities for Social and Human Service Assistants](#)

#### Top Work Values (Aspects of this job that create satisfaction.)

**Relationships** - Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment.

**Support** - Occupations that satisfy this work value offer supportive management that stands behind employees.

### [More Work Values for Social and Human Service Assistants](#)

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#### Top Interests (The types of activities someone in this job would like.)

**Conventional** - Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

**Social** - Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

### [More Interests for Social and Human Service Assistants](#)

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#### Alternate Titles

Advocates; Human Services Program Specialists; Mental Health Technicians; Addictions Counselor Assistants; Caseworkers; Independent Living Specialists; Activities of Daily Living Specialists; Case Managers; Family Development Specialists; Family Self-Sufficiency Specialists; Case Aides; Home Visitors; and Human Services Workers.

#### Related Links

[Career Information](#)

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[O\\*Net - The Occupation Information Network](#)

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**SCHOOL PERFORMANCE FACT SHEET**

**MULTIMEDIA SPECIALIST (40 WEEKS)**

**How Our Students Are Doing:**

\_\_\_\_\_ (INITIALS) This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data.

\_\_\_\_\_ (INITIALS) I have received an EDD (Employment Development Department) Occupational Employment Statistics sheet showing the possible job titles, average salary and job outlook for this program in this county.

\_\_\_\_\_ (INITIALS) I understand that a high school diploma or GED may required for employment in the field.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.



**COMPLETION RATES**

**MULTIMEDIA SPECIALIST (40 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Students Available for Graduation** <sup>2</sup>	Graduates*** <sup>3</sup>	Completion Rate**** <sup>4</sup>
2010	0	0	0	N/A
2011	0	0	0	n/a

<sup>1</sup> "Number of Students who Began Program" is the number of student who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Students Available for Graduation" is the number of students who began program minus "Students unavailable for graduation" which means those students who have died, been incarcerated, or called to active military duty.

<sup>3</sup> "Graduates" is the number of students who completed the program within 100% of the published program length.

<sup>4</sup> "Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above completion rates.

**PLACEMENT RATES**

**MULTIMEDIA SPECIALIST (40 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Number of Graduates** <sup>2</sup>	Graduates Available for Employment*** <sup>3</sup>	Graduates Employed in the Field**** <sup>4</sup>	Placement Rate % Employed in the Field <sup>5</sup>	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2010	0	0	0	0	N/A	N/A	N/A
2011	0	0	0	0	N/A	N/A	N/A

<sup>1</sup> "Number of Students Who Began Program" means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Number of Graduates" is the number of students who have completed the program within 100% of the published program length.

<sup>3</sup> "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. "Graduates unavailable for employment" means



graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>4</sup> “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>5</sup> Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above placement rates.

<b>SALARY AND WAGE INFORMATION</b>
------------------------------------

**MULTIMEDIA SPECIALIST (40 WEEKS)**

Calendar Year	Graduates Available for Employment* <sup>1</sup>	Graduates Employed in the Field** <sup>2</sup>	Annual Salary and Wages Reported by Graduates Employed in the Field*** <sup>3</sup>					
			\$15,000 -	\$20,001 -	\$25,001 -	\$30,001 -	\$35,001 -	Students not reporting salary
2010	0	0	\$20,000	\$25,000	\$30,000	\$35,000	\$40,000	
2011	0	0						

<sup>1</sup> “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>2</sup> “Graduates employed in the field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>3</sup> Salary is as reported by the student. Not all graduates reported salary.



The following wage and salary data for each program offered at InterCoast Colleges was obtained from the Employment Development Department's Occupational Employment Statistics ([www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)):

**EDD SALARY AND WAGE INFORMATION**

**MULTIMEDIA SPECIALIST (40 WEEKS)**

Potential Job Title as listed by the Employment Development Department	All Counties As of June 2012					
	Hourly			Salary		
	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)
Multimedia Artist	\$ 27.94	\$ 39.02	\$ 54.29	\$ 38,002	\$ 51,355	\$ 64,002

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above salary and wage information.

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, website: <http://www.bppe.ca.gov>. P: 916.574.7720 or 916.431.6959, F: 916.263.1897

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
 Student Name – Print

\_\_\_\_\_  
 Signature of Student                      Date

\_\_\_\_\_  
 Parent/Legal Guardian                      Date  
 (applicants under 18)

\_\_\_\_\_  
 School Official                      Date

Attachments: EDD Fact Sheet on this Job



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## Occupation Profile

[Change Occupation](#)[Printer Version](#)

### Multi-Media Artists and Animators (SOC Code : 27-1014) in Orange County

Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials.

Employers are usually looking for candidates with a Bachelor's degree .

Orange County is the same as Santa Ana-Anaheim-Irvine Metro Div.

#### Occupational Wages

Area	Year	Period	Hourly Mean	Hourly by Percentile		
				25th	Median	75th
Santa Ana-Anaheim-Irvine Metro Div	2012	1st Qtr	\$38.57	\$24.29	\$32.14	\$43.45

[View Wages for All Areas](#) [About Wages](#)

#### Occupational Projections of Employment (also called "Outlook" or "Demand")

Area	Estimated Year-Projected Year	Employment		Employment Change		Annual Avg Openings
		Estimated	Projected	Number	Percent	
Orange County	2008 - 2018	1,630	1,660	30	1.8	40

[View Projections for All Areas](#) [About Projections](#)

#### Job Openings from JobCentral National Labor Exchange

Enter a Zip Code  [Find a Zip code in Orange County](#)

Within  miles of Zip Code.

[Search Jobs](#)

#### Industries Employing This Occupation (click on Industry Title to View Employers List)

Industry Title	Number of Employers in Orange County	Percent of Total Employment for Occupation in State of California
<a href="#">Motion Picture and Video Industries</a>	495	16.7%
<a href="#">Software Publishers</a>	28	4.9%
<a href="#">Advertising and Related Services</a>	1,416	3.1%
<a href="#">Computer Systems Design and Rel Services</a>	1,281	3.1%
<a href="#">Specialized Design Services</a>	1,453	3.0%
<a href="#">Independent Artists/Writers/Performers</a>	428	2.3%
<a href="#">Other Information Services</a>	247	1.9%

[About Staffing Patterns](#)

#### Training Programs (click on title for more information)

[Animation, Interactive Technology, Video Graphics & Special Drawing](#)  
[Graphic Design.](#)  
[Painting](#)  
[Web Page, Digital/Multimedia & Information Resources Design](#)

[About Training & Apprenticeships](#)

#### About This Occupation (from O\*NET - The Occupation Information Network)

Top Tasks (Specific duties and responsibilities of this job.)

Design complex graphics and animation, using independent judgment, creativity, and computer equipment.

Create two-dimensional and three-dimensional images depicting objects in motion or illustrating a process, using computer animation or modeling programs.

Make objects or characters appear lifelike by manipulating light, color, texture, shadow, and transparency, or manipulating static images to give the illusion of motion.

Apply story development, directing, cinematography, and editing to animation to create storyboards that show the flow of the animation and map out key scenes and characters.

Assemble, typeset, scan and produce digital camera-ready art or film negatives and printer's proofs.

Create basic designs, drawings, and illustrations for product labels, cartons, direct mail, or television.  
Script, plan, and create animated narrative sequences under tight deadlines, using computer software and hand drawing techniques.  
Create pen-and-paper images to be scanned, edited, colored, textured or animated by computer.  
Develop briefings, brochures, multimedia presentations, web pages, promotional products, technical illustrations, and computer artwork for use in products, technical manuals, literature, newsletters and slide shows.  
Use models to simulate the behavior of animated objects in the finished sequence.

[More Tasks for Multi-Media Artists and Animators](#)

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Top Skills used in this Job

**Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.

**Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Time Management** - Managing one's own time and the time of others.

**Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Coordination** - Adjusting actions in relation to others' actions.

**Speaking** - Talking to others to convey information effectively.

**Complex Problem Solving** - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.

**Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

[More Skills for Multi-Media Artists and Animators](#)

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Top Abilities (Attributes of the person that influence performance in this job.)

**Written Comprehension** - The ability to read and understand information and ideas presented in writing.

**Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.

**Near Vision** - The ability to see details at close range (within a few feet of the observer).

[More Abilities for Multi-Media Artists and Animators](#)

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Top Work Values (Aspects of this job that create satisfaction.)

**Independence** - Occupations that satisfy this work value allow employees to work on their own and make decisions.

**Achievement** - Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment.

[More Work Values for Multi-Media Artists and Animators](#)

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Top Interests (The types of activities someone in this job would like.)

**Artistic** - Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.

**Investigative** - Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

[More Interests for Multi-Media Artists and Animators](#)

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Related Links

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Related Articles and Publications

[Nontraditional Employment for Women, 10/11/2011](#)

[New Career Resources - Info on Good-Paying, Hands-On Jobs, 10/7/2009](#)

[Explore Nearly 300 Occupations with California Occupational Guides!, 5/8/2009](#)

[Logistics Jobs in California, 3/16/2008](#)

[Why Manufacturing?, 9/30/2005](#)

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## Occupation Profile

[Change Occupation](#)[Printer Version](#)

### Multi-Media Artists and Animators (SOC Code : 27-1014) in Los Angeles County

Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials.

Employers are usually looking for candidates with a Bachelor's degree .

Los Angeles County is the same as Los Angeles-Long Beach-Glendale Metro Div.

#### Occupational Wages

Area	Year	Period	Hourly Mean	Hourly by Percentile		
				25th	Median	75th
Los Angeles-Long Beach-Glendale Metro Div	2012	1st Qtr	\$43.76	\$27.94	\$39.02	\$54.29

[View Wages for All Areas](#) [About Wages](#)

#### Occupational Projections of Employment (also called "Outlook" or "Demand")

Area	Estimated Year-Projected Year	Employment		Employment Change		Annual Avg Openings
		Estimated	Projected	Number	Percent	
Los Angeles County	2008 - 2018	12,910	13,980	1,070	8.3	396

[View Projections for All Areas](#) [About Projections](#)

#### Job Openings from JobCentral National Labor Exchange

Enter a Zip Code  [Find a Zip code in Los Angeles County](#)

Within  miles of Zip Code.

[Search Jobs](#)

#### Industries Employing This Occupation (click on Industry Title to View Employers List)

Industry Title	Number of Employers in Los Angeles County	Percent of Total Employment for Occupation in State of California
<a href="#">Motion Picture and Video Industries</a>	4,196	16.7%
<a href="#">Software Publishers</a>	46	4.9%
<a href="#">Advertising and Related Services</a>	4,017	3.1%
<a href="#">Computer Systems Design and Rel Services</a>	2,115	3.1%
<a href="#">Specialized Design Services</a>	3,320	3.0%
<a href="#">Independent Artists/Writers/Performers</a>	1,915	2.3%
<a href="#">Other Information Services</a>	921	1.9%

[About Staffing Patterns](#)

#### Training Programs (click on title for more information)

[Animation, Interactive Technology, Video Graphics & Special Drawing](#)  
[Graphic Design.](#)  
[Intermedia/Multimedia](#)  
[Painting](#)

[About Training & Apprenticeships](#)

#### About This Occupation (from O\*NET - The Occupation Information Network)

Top Tasks (Specific duties and responsibilities of this job.)

Design complex graphics and animation, using independent judgment, creativity, and computer equipment.

Create two-dimensional and three-dimensional images depicting objects in motion or illustrating a process, using computer animation or modeling programs.

Make objects or characters appear lifelike by manipulating light, color, texture, shadow, and transparency, or manipulating static images to give the illusion of motion.

Apply story development, directing, cinematography, and editing to animation to create storyboards that show the flow of the animation and map out key scenes and characters.

Assemble, typeset, scan and produce digital camera-ready art or film negatives and printer's proofs.

Create basic designs, drawings, and illustrations for product labels, cartons, direct mail, or television.  
Script, plan, and create animated narrative sequences under tight deadlines, using computer software and hand drawing techniques.  
Create pen-and-paper images to be scanned, edited, colored, textured or animated by computer.  
Develop briefings, brochures, multimedia presentations, web pages, promotional products, technical illustrations, and computer artwork for use in products, technical manuals, literature, newsletters and slide shows.  
Use models to simulate the behavior of animated objects in the finished sequence.

[More Tasks for Multi-Media Artists and Animators](#)

---

Top Skills used in this Job

**Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.

**Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Time Management** - Managing one's own time and the time of others.

**Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Coordination** - Adjusting actions in relation to others' actions.

**Speaking** - Talking to others to convey information effectively.

**Complex Problem Solving** - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.

**Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

[More Skills for Multi-Media Artists and Animators](#)

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Top Abilities (Attributes of the person that influence performance in this job.)

**Written Comprehension** - The ability to read and understand information and ideas presented in writing.

**Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.

**Near Vision** - The ability to see details at close range (within a few feet of the observer).

[More Abilities for Multi-Media Artists and Animators](#)

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Top Work Values (Aspects of this job that create satisfaction.)

**Independence** - Occupations that satisfy this work value allow employees to work on their own and make decisions.

**Achievement** - Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment.

[More Work Values for Multi-Media Artists and Animators](#)

---

Top Interests (The types of activities someone in this job would like.)

**Artistic** - Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.

**Investigative** - Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

[More Interests for Multi-Media Artists and Animators](#)

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Related Articles and Publications

[Nontraditional Employment for Women, 10/11/2011](#)

[New Career Resources - Info on Good-Paying, Hands-On Jobs, 10/7/2009](#)

[Explore Nearly 300 Occupations with California Occupational Guides!, 5/8/2009](#)

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**SCHOOL PERFORMANCE FACT SHEET**

**MASSAGE THERAPY (34 WEEKS)**

**How Our Students Are Doing:**

- \_\_\_\_\_ (INITIALS) I have reviewed and received a copy of the 2010 and 2011 Completion and Placement results for this program.
- \_\_\_\_\_ (INITIALS) I have received an EDD (Employment Development Department) Occupational Employment Statistics sheet showing the possible job titles, average salary and job outlook for this program in this county.
- \_\_\_\_\_ (INITIALS) I have reviewed the certification application for this field and understand the requirements.
- \_\_\_\_\_ (INITIALS) I understand that the InterCoast program exceeds the 500 minimum hours of training required by CAMTC (California Massage Therapy Council) to become a Certified Massage Therapist.
- \_\_\_\_\_ (INITIALS) I understand that if I am self-employed, a Business License may be required by my City or County for my place of work, but not for practicing massage.
- \_\_\_\_\_ (INITIALS) I understand that I will be required to participate in a Live Scan criminal background check to apply for state certification and that I have fully disclosed any negative legal history to the school.
- \_\_\_\_\_ (INITIALS) I understand that a high school diploma or GED is required for state certification in the field.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.



**COMPLETION RATES**

**MASSAGE THERAPY (34 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Students Available for Graduation** <sup>2</sup>	Graduates*** <sup>3</sup>	Completion Rate**** <sup>4</sup>
2010	19	19	12	63.16%
2011	26	26	20	77%

<sup>1</sup> "Number of Students who Began Program" is the number of student who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Students Available for Graduation" is the number of students who began program minus "Students unavailable for graduation" which means those students who have died, been incarcerated, or called to active military duty.

<sup>3</sup> "Graduates" is the number of students who completed the program within 100% of the published program length.

<sup>4</sup> "Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above completion rates.

**PLACEMENT RATES**

**MASSAGE THERAPY (34 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Number of Graduates** <sup>2</sup>	Graduates Available for Employment*** <sup>3</sup>	Graduates Employed in the Field**** <sup>4</sup>	Placement Rate % Employed in the Field <sup>5</sup>	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2010	19	12	11	9	81.82%	Information not available	Information not available
2011	26	20	17	15	88%	Information not available	Information not available

<sup>1</sup> "Number of Students Who Began Program" means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.



<sup>2</sup> “Number of Graduates” is the number of students who have completed the program within 100% of the published program length.

<sup>3</sup> “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>4</sup> “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>5</sup> Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above placement rates.

**SALARY AND WAGE INFORMATION**

**MESSAGE THERAPY (34 WEEKS)**

Calendar Year	Graduates Available for Employment* <sup>1</sup>	Graduates Employed in the Field** <sup>2</sup>	Annual Salary and Wages Reported by Graduates Employed in the Field*** <sup>3</sup>					
			\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	Students not reporting salary
2010	11	9	0	0	0	0	0	9
2011	17	15	2	2	0	2	1	6

<sup>1</sup> “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>2</sup> “Graduates employed in the field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>3</sup> Salary is as reported by the student. Not all graduates reported salary.



The following wage and salary data for each program offered at InterCoast Colleges was obtained from the Employment Development Department's Occupational Employment Statistics ([www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)):

**EDD SALARY AND WAGE INFORMATION**

**MASSAGE THERAPY (34 WEEKS)**

Potential Job Title as listed by the Employment Development Department	All Counties As of June 2012					
	Hourly			Salary		
	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)
Massage Therapist	\$ 12.04	\$ 16.55	\$ 22.72	\$ 25,043	\$ 34,424	\$ 47,258

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above salary and wage information.

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, website: <http://www.bppe.ca.gov>. P: 916.574.7720 or 916.431.6959, F: 916.263.1897

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
 Student Name – Print

\_\_\_\_\_  
 Signature of Student                      Date

\_\_\_\_\_  
 Parent/Legal Guardian                      Date  
 (applicants under 18)

\_\_\_\_\_  
 School Official                      Date

Attachments: EDD Fact Sheet on this Job



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## Occupation Profile

[Change Occupation](#)[Printer Version](#)

### Massage Therapists (SOC Code : 31-9011) in California

Massage customers for hygienic or remedial purposes.

Employers are usually looking for candidates with Post secondary vocational training .

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))

#### Occupational Wages

Area	Year	Period	Hourly Mean	Hourly by Percentile		[Top]
				25th	Median	75th
California	2012	1st Qtr	\$18.55	\$12.04	\$16.55	\$22.72

[View Wages for All Areas](#) [About Wages](#)

#### Occupational Projections of Employment (also called "Outlook" or "Demand")

Area	Estimated Year-Projected Year	Employment Estimated	Projected	Number	Employment Change Percent	Annual Avg Openings	[Top]
California	2008 - 2018	20,000	22,600	2,600	13.0	530	

[View Projections for All Areas](#) [About Projections](#)

#### Job Openings from JobCentral National Labor Exchange

Enter a Zip Code  [Find a Zip code in California](#)

Within  miles of Zip Code.

#### Industries Employing This Occupation (click on Industry Title to View Employers List)

Industry Title	Number of Employers in State of California	Percent of Total Employment for Occupation in State of California	[Top]
<a href="#">Personal Care Services</a>	51,963	20.3%	
<a href="#">Offices of Other Health Practitioners</a>	36,337	7.3%	
<a href="#">Other Amusement &amp; Recreation Industries</a>	11,400	2.9%	

[About Staffing Patterns](#)

#### Training Programs (click on title for more information)

Program Title	[Top]
<a href="#">Asian Bodywork Therapy</a>	
<a href="#">Massage Therapy/Therapeutic Massage</a>	
<a href="#">Somatic Bodywork</a>	

[About Training & Apprenticeships](#)

#### About This Occupation (from O\*NET - The Occupation Information Network)

Top Tasks (Specific duties and responsibilities of this job.) [Top]

Confer with clients about their medical histories and any problems with stress and/or pain in order to determine whether massage would be helpful.

Apply finger and hand pressure to specific points of the body.

Massage and knead the muscles and soft tissues of the human body in order to provide courses of treatment for medical conditions and injuries or wellness maintenance.

Maintain treatment records.

Provide clients with guidance and information about techniques for postural improvement, and stretching, strengthening, relaxation and rehabilitative exercises.

Assess clients' soft tissue condition, joint quality and function, muscle strength, and range of motion.

Develop and propose client treatment plans that specify which types of massage are to be used.

Refer clients to other types of therapists when necessary.

Use complementary aids, such as infrared lamps, wet compresses, ice, and whirlpool baths in order to promote clients' recovery, relaxation and well-being.

Treat clients in own offices, or travel to clients' offices and homes.

[More Tasks for Massage Therapists](#)

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**Top Skills used in this Job**

**Speaking** - Talking to others to convey information effectively.

**Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Service Orientation** - Actively looking for ways to help people.

**Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.

**Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.

**Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.

**Time Management** - Managing one's own time and the time of others.

**Coordination** - Adjusting actions in relation to others' actions.

[More Skills for Massage Therapists](#)

---

**Top Abilities (Attributes of the person that influence performance in this job.)**

**Oral Comprehension** - The ability to listen to and understand information and ideas presented through spoken words and sentences.

[More Abilities for Massage Therapists](#)

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**Top Work Values (Aspects of this job that create satisfaction.)**

**Relationships** - Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment.

**Independence** - Occupations that satisfy this work value allow employees to work on their own and make decisions.

[More Work Values for Massage Therapists](#)

---

**Top Interests (The types of activities someone in this job would like.)**

**Social** - Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

**Realistic** - Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

[More Interests for Massage Therapists](#)

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[O\\*Net - The Occupation Information Network](#)

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))

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**Related Articles and Publications**

[Nontraditional Employment for Women, 10/11/2011](#)

[New Career Resources - Info on Good-Paying, Hands-On Jobs, 10/7/2009](#)

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INTERCOAST COLLEGES/INTERCOAST CAREER INSTITUTE  
Massage Therapy Program  
Massage Therapy Clinic/Externship  
**CODE OF ETHICS**

*Ethics are moral and professional guidelines that govern one's course of action and exemplify professionalism. As a condition of working in the Massage Therapy (MT) Clinic, student interns, massage therapists and campus employees must adhere to the following Code of Ethics, which will ensure that professional standards of excellence are maintained at all times. Failure to do so may result in termination from the program.*

**Conduct and Professionalism**

1. Direct oneself in a manner that is polite and respectful of and to the public and your peers.
2. Treat all clients with respect and dignity.
3. Communicate with clients and colleagues in a professional manner.
4. Provide and promote an environment that is safe and comfortable to clients.
5. Maintain personal hygiene and wear clean uniforms to maintain a professional appearance. Hair should be clean and pulled back away from the face. Perfume should be kept to a minimum. Smoking is not allowed near the clinic door. Wash hands between clients. Nails must be short and clean. Excessive piercing is not considered appropriate professional attire.
6. Obtain consent forms from clients prior to initiating massage treatment.
7. Exercise appropriate draping to assure each client's physical and emotional privacy.
8. Do not diagnose or advise clients on issues related to their physical and/or emotional health.
9. Refrain from criticizing and/or critiquing the performance of fellow students, instructors and colleagues.
10. Refrain from behavior that could be construed as illegal, discriminatory or unethical.
11. Immediately notify the clinical supervisor if you are uncertain about how to handle a situation; do not assume you know the answer.
12. Demonstrate commitment to providing the highest quality massage services.
13. Acknowledge the inherent worth and individuality of each client.
14. Do not discriminate or behave in any prejudicial manner with clients and/or colleagues.
15. Do no harm physically, mentally and emotionally to clients and colleagues.
16. Maintain clean, professional and presentable treatment rooms.

**Confidentiality**

1. Protect the client's identity outside of the clinical setting.
2. Seek only information relevant to the client/massage therapist relationship.
3. Store, file, and dispose of client files in a secure manner.

**Business Practices**

1. Accurately and truthfully inform clients about massage therapy services.
2. Promote yourself and the MT Clinic/Extern site in a manner that is honest, dignified, and respectful. Report problem situations immediately.
3. Promote yourself and the MT Clinic/Extern Site in a way that is not misleading to the public.
4. Comply with and adhere to all state and federal laws regarding sexual harassment.
5. Maintain accurate appointment records.
6. Maintain clinical externship hours, and submit to clinical or externship supervisor weekly.
7. Massage treatment fees (if applicable) are to be collected by the clinical supervisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print

**VERIFICATION OF SELF-EMPLOYMENT VOCATIONAL OBJECTIVE**

To Whom It May Concern:

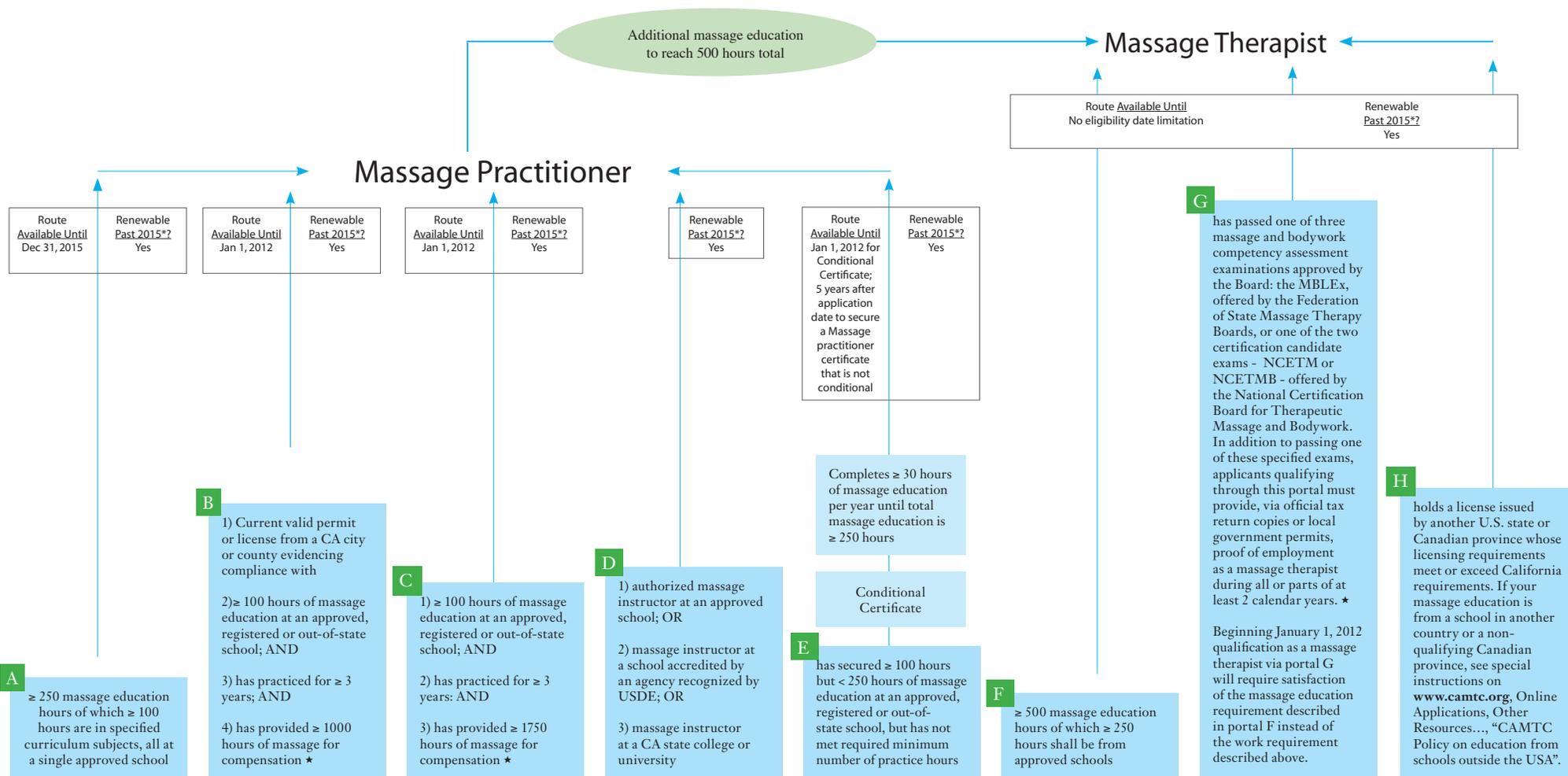
The purpose of this letter is to verify that I am enrolling in the Massage Therapy program. My vocational objective is to become self-employed in the field in which I am trained, and I am enrolling at InterCoast Colleges/InterCoast Career Institute for the purpose of achieving this objective. I have reviewed the curriculum in detail and agree that the subjects I will learn will prepare me for this vocational objective. I will notify the institution immediately in writing should my vocational objective change.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date of Enrollment

Print Name: \_\_\_\_\_

# Overview of Pathways to CAMTC Certification



\* Assumes CAMTC, during sunset review, secures ability to continue operating past December 31, 2015.

★ Individuals evidencing massage therapy employment by tax returns must **both** include photocopies of their complete filed tax returns for the two years **and** file Form 4506-T with the IRS requesting that copies of summary IRS return data for those two years be sent to CAMTC.

This chart reflects CAMTC Board decisions as of November 19, 2009.

The information in this schematic representation provides general information about routes to CAMTC certification through eight different portals. Final decisions as to qualification are made based on detailed information in each application.



**CALIFORNIA**  
MASSAGE THERAPY COUNCIL

One Capitol Mall, Suite 320 | Sacramento, CA 95814  
tel 916.669.5336 fax 916.444.7462 [www.camtc.org](http://www.camtc.org)

Dear Massage Colleague,

Thank you for applying for certification by the California Massage Therapy Council (CAMTC). There's never been a more exciting time to be a massage professional in California.

Imagine having the right to practice anywhere in the state, free from the requirement of city or county permit. Imagine having the right to practice anywhere in California as a respected professional, free from many local regulations. And imagine having your rights protected by a state law that legally qualifies successful applicants to use the designation Certified Massage Practitioner ("CMP") or Certified Massage Therapist ("CMT"). As an approved CMP or CMT these new rights will be yours!

The CAMTC was established to create a voluntary certification process for the massage therapy profession in California. It was our goal to make our certification affordable with a fee that covers the cost of carrying out the ongoing responsibilities and duties of CAMTC. When you apply for certification, the \$150 fee is all you need to pay to CAMTC during the first two years after the date we issue your certificate.

At first glance, this application may seem a bit challenging. But once you read over the instructions, I believe you will see the ease in which it can be completed. The sooner we receive your completed application and documents including your payment, the sooner our staff can process your application for certification. Approximately one week after mailing everything to us you may go online at [www.camta.org](http://www.camta.org) to check the status of your application.

Join the thousands of massage therapy professionals who will benefit from CAMTC Certification. And remember, you are part of a progressive movement to raise the standards and bring positive change to the massage profession in California for years to come.

Respectfully,

Ahmos Netanel  
Chairperson, CAMTC



## CAMTC Application for Certification

Quick Overview of Instructions

The instructions to fill in your CAMTC Application for Certification are divided into three (3) parts.

Part I: Describes the Application Process and helps you understand the differences between a “Certified Massage Practitioner” and “Certified Massage Therapist”.

Part II: Summarizes the nine (9) steps to CAMTC Certification, and then provides you with step-by-step detail.

Part III: Provides more information on each individual question asked in the “CAMTC Application for Certification” and is a handy reference tool (especially for question three (3.) in the Application).

Please make sure to read all of Part I and Part II of the instructions, and please refer to Part III in order to help you with question three (3.) of the Application.

**IMPORTANT NOTE:** A recent version of Adobe Acrobat Reader (version 9.1 or later) is required in order to open the CAMTC Application Form properly. This free software is available at <http://get.adobe.com/reader/> for download and install.

California Massage Therapy Council  
One Capitol Mall, Suite 320  
Sacramento, CA 95814

# California Massage Therapy Council

## Application for Certification

### INSTRUCTIONS – PART I

Please read the following instructions carefully BEFORE filling out your application.

#### OVERVIEW OF APPLICATION PROCESS

The Application process to become a Certified Massage Practitioner (CMP) or Certified Massage Therapist (CMT) in California is really quite simple. The Application form itself will take the average applicant less than thirty minutes to complete, but additional time may be required to gather the supporting information and documentation that must accompany your Application.

#### DISTINCTION BETWEEN “PRACTITIONER” AND “THERAPIST”

It is important to understand the distinction between a Certified Massage Therapist (CMT) and a Certified Massage Practitioner (CMP). A Certified Massage Therapist (CMT) holds the highest level of certification offered by the CAMTC, and indicates to the general public, to massage employers, and to your massage therapy clients and peers, that you have the equivalent of five hundred (500) or more hours of formal education and training in Massage Therapy. The CAMTC is mandated to gradually raise the standard of Massage Therapy education required for certification in California to match the standard for Massage Therapy education in most other states. All other states that issue state licenses, registration or certification currently require at least 500 hours of Massage Therapy training.

For practical purposes, a Certified Massage Practitioner (CMP) can provide services according to training and experience that are similar to services provided by a Certified Massage Therapist (CMT), and can benefit from all aspects of CAMTC Certification in the same way as a CMT. A CMP can work anywhere in California, just like a CMT (remember that a business license is still required if you own your own business, or if you are self-employed). Over time, it is probable that Massage employers, Massage Therapy clients, and the general public will gradually associate better quality and training with the “Certified Massage Therapist” title. The “Certified Massage Practitioner” title will likely phase out completely as higher educational standards for Massage Therapy training are adopted in California.

It is important to note that the “Certified Massage Practitioner” (CMP) route for first-time applicants will completely disappear by the end of the year 2015. However, if you are still certified in good standing as a CMP by the end of the year 2015, then your CMP certification may continue indefinitely, so long as you renew your CMP certification in a timely manner every two years. If you allow your CMP certification to lapse for some reason after the year 2015, then your only option will be to acquire additional hours of education as needed, and apply for CMT certification.

If you have between 250 and 499 hours of Massage Therapy training from an Approved School (see “Overview of Certification Pathways” and Flowcharts “A”, “B”, and “C” for further detail), and if at least one hundred (100) of your hours of education were devoted to instruction addressing anatomy and physiology, contraindications, health and hygiene, and business and ethics, then you will likely qualify as a Certified Massage Practitioner (CMP). You can also obtain CMP certification with less than 250 hours of training if you supplement your application with proper documentation of your experience (see Question (3.) and “Flowchart C”). Over time, you may wish to consider additional training to raise your certification to the level of Certified Massage Therapist (CMT).

If you have less than 500 hours of training, the CAMTC recommends that you apply now for CMP certification, and gradually move toward CMT certification as your time and resources allow.

## INSTRUCTIONS – PART II

Here is a summary of the nine necessary steps you need to take to complete the Application process:

1. **Download Application.** Download the “CAMTC Application for Certification”.
2. **Find Transcripts.** Find your School Transcripts.
3. **Send Transcripts.** Have your school send Official School Transcripts to the CAMTC.
4. **Send Fingerprints.** Get your Live Scan Fingerprints completed.
5. **Pay Fee.** Pay your Application Fee.
6. **Get Passport Photo.** Get your Passport Photo taken.
7. **Include Photocopy of Driver’s License or State ID.** Make a good photocopy of your Driver’s License or State ID.
8. **Sign & Date Application.** Complete, sign and date the “CAMTC Application for Certification”.
9. **Mail Completed Application.** Mail your completed Application with supporting documentation to the CAMTC.

### DETAIL of NINE NECESSARY STEPS to COMPLETE your APPLICATION

1. **Download the “CAMTC Application for Certification”.** Go to [camtc.org](http://camtc.org) and click on the “CAMTC Application for Certification” link. Download the PDF file, and open up the Application form. The form is five pages in length, and contains twenty-eight (28) questions. The form can easily be filled out on your computer by simply tabbing through each form field and selecting or typing in your response. “Yes - No” boxes allow you only one choice. You are welcome to review the Application form, but we encourage you not to fill it out just yet.
2. **Find Your School Transcripts.** Gather together ALL of your Massage School transcripts. If you can document 500 or more hours of Massage Therapy training, of which at least 250 hours come from an Approved school or schools, then you’ll likely qualify for CMT certification (please see the included “Overview of Certification Pathways” page along with “Flowchart B” for more detailed information). If you have less than 500 hours of Massage Therapy training, but can document at least 250 hours from a single Approved school, and if at least one hundred (100) of your hours of education were devoted to instruction addressing anatomy and physiology, contraindications, health and hygiene, and business and ethics, then you will likely qualify for CMP certification. If you can’t locate all of your transcripts, you may still be able to document enough hours to qualify for CAMTC Certification as a CMP or CMT. Another alternative for CMT certification, for example, is to qualify by passing an examination approved by the CAMTC, such as the MBLEX or NCETMB or NCETM examination, in conjunction with proof of employment in the field of Massage Therapy over a period of at least two (2) years. Acceptable proof of employment for this particular CMT pathway is a minimum of either a) two (2) years of your tax returns sent directly from the IRS to the CAMTC that demonstrate your occupation as a Massage Therapy professional or b) documentation by a local government (e.g. copies of your massage permit) indicating you have been permitted to practice massage during all or parts of at least two calendar years. Your tax returns in this case must cover 2008 or earlier years; a 2009 or later tax return will not qualify for proof of employment.
3. **Have Your School Send Official School Transcripts to the CAMTC.** Call your school(s) to have your OFFICIAL SCHOOL TRANSCRIPT(s) sent directly to the CAMTC at the address printed on the last page of the Application. **This is important.** Don’t send your own copies of school transcripts; the purpose of gathering your own copies of transcripts together is simply to calculate your total hours of documented education to complete question (20.) of the Application. Your school must send your OFFICIAL SCHOOL TRANSCRIPT(s) directly to the CAMTC, and will likely charge you a small fee to do so. If you are unable to have official school transcripts sent from your school, please call the CAMTC at 916-669-5336 during normal business hours for additional assistance.

4. **Get Your Live Scan Fingerprints Completed.** This is a separate process that you MUST do in order to become a Certified Massage Therapist (CMT) or Certified Massage Practitioner (CMP). Currently, almost all fingerprinting is done by scanning fingerprints with a “Live Scan” scanner. You’ll have to download a “Live Scan Request” form from the CAMTC website, and bring that form with you to one of the “Live Scan Vendors” listed on the CAMTC website ([camtc.org](http://camtc.org)). Simply go to [camtc.org](http://camtc.org) and click the “Live Scan Fingerprints” link to obtain all of the information you’ll need to complete this step. Expect to pay a one-time fee of approximately eighty to ninety dollars (\$80 - \$90) to the Live Scan Vendor. For most people, getting fingerprinted once will be sufficient, and you should not have to be fingerprinted again when you renew your CAMTC Certification in the future.
5. **Pay Your Application Fee.** The CAMTC will accept a PERSONAL CHECK, CASHIER’S CHECK or MONEY ORDER for one hundred fifty dollars (\$150.00) made payable to: California Massage Therapy Council. You can also visit the CAMTC website ([camtc.org](http://camtc.org)) and use a CREDIT CARD to pay your fee online, or simply enter your credit card information where indicated on the Application form, for later processing by the CAMTC. If you pay online, make sure to include a copy of your payment receipt along with your completed CAMTC Application. While the CAMTC accepts PERSONAL CHECKS, please be on notice that your Application will be delayed, and you will be charged an additional twenty-five dollar (\$25.00) processing fee should your check be returned by the bank for any reason including non-insufficient funds (NSF). Your \$150 application fee provides for TWO FULL YEARS of CAMTC Certification as a CMP or CMT.
6. **Get Your Passport Photo Taken.** You’ll need to include a recent (less than 60 days old) passport photo of yourself along with your completed Application. Don’t take this picture yourself; instead, please locate any local vendor that advertises and specializes in passport photos, in order to ensure that your photo is taken properly. Be sure to legibly print your name and Driver’s License or Official State Identification number on the back of the photo that will be taped to page four (4) of your application.
7. **Make a Good Photocopy of Your Driver’s License or Official State Identification.** Make a good, clean photocopy of the front of your Driver’s License or Official State Identification to include with your Application. Even though we ask you to provide on the Application form much of the information appearing on your Driver’s License or Official State Identification, we are also required to have a copy of your identification card for photo-matching purposes.
8. **Complete the Application.** You should now have all of the information you need to complete your Application. After completing your Application (including, if necessary, the page five (5) “Location Supplement Sheet”), you will read the “Applicant Affidavit & Release” on page four (4) and check the “Yes” boxes to the right of each paragraph, to verify that you’ve read and completely understood your affidavit. You will then sign and date the Application, tape your recent passport photo (using one piece of double-sided tape) to your Application, include a good photocopy of your driver’s license or state ID with your Application, and include your \$150 fee (by personal check, money order or credit card number) along with any supporting documentation as needed.
9. **Mail Your Completed Application with Supporting Documentation to the CAMTC.** Once your completed Application is ready to be mailed to the CAMTC, we strongly recommend that you make one full copy of your Application for your own records, in case any part of your Application should become misplaced. The CAMTC will contact you if further information or documentation is required to complete your application. Within six (6) weeks from the receipt date of your completed application, you should receive notification by mail of approval or denial of your CMT or CMP Certification. The CAMTC mailing address is provided here and again elsewhere in the Application for your convenience:

**California Massage Therapy Council; One Capitol Mall, Suite 320; Sacramento, CA 95814**

## INSTRUCTIONS – PART III

### CAMTC APPLICATION for CERTIFICATION – QUESTION BY QUESTION

Following is a detailed description of the “CAMTC Application for Certification” form, question by question. Most of the Application is easy and self-explanatory, but a few questions may pose some challenge for you. If you encounter a question that is confusing or seems difficult, please refer to this ‘question by question’ guide. A few extra moments invested now may save you much time later on in the application process. Every question ‘explanation’ begins with the words, “Easy”, “May Require Thinking”, or “Requires Some Thinking”, in order to provide some indication of the level of challenge the question may pose for you. The entire Application is made up of only twenty-eight (28) questions, twenty-one (21) of which are considered “Easy”.

#### **Questions 1.** Easy.

Check “Yes” or “No” as appropriate.

#### **Question 2.** Easy.

Check “Yes” or “No” as appropriate.

#### **Question 3.** Requires Some Thinking.

Are you applying to become a CMP or CMT? The easiest way to determine the right answer for your particular situation is to consult the “Overview of Pathways to CAMTC Certification” chart first (you’ll find this chart right after these instructions), followed by the three (3) flowcharts that come right after the “Overview of Pathways to CAMTC Certification” chart. The “Overview of Pathways to CAMTC Certification” chart describes eight (8) different pathways to CAMTC Certification. Three (3) pathways lead to CMT Certification, while five (5) pathways lead to CMP Certification. This may seem a bit confusing, but don’t worry: we have designed a very simple flowchart system to help quickly guide you to your preferred CAMTC Certification Pathway.

**Here’s what to do:** Begin with flowchart “A” at the box titled, “Start Here”; then read, think about, and answer each boxed question with a “Yes” or “No” to progress along the flowchart (following the arrows) to arrive at your preferred CAMTC Certification Pathway (CMP or CMT). If flowchart “A” leads you to a “CMT” or “CMP” result, then there is no need to consult additional flowcharts. If every flowchart you consult results in a message that you do not have sufficient education to qualify for CAMTC Certification, then you will need to obtain additional education prior to completing your Application. **Begin with Flowchart “A” and progress to Flowchart “B” or “C” as needed, to determine whether you should apply for CMT or CMP Certification.**

Note: Please read and understand the following definition of “Approved” Schools. “Approved” schools include Accredited schools, Formerly BPPVE Approved schools, and Out-of-State schools as follows:

- **Accredited.** “Accredited” schools are schools accredited by an accreditation agency (such as ACCSCT, ACCET, COMTA, ACICS, WASC, etc.) recognized and listed by the U.S. Department of Education (DOE): see [http://www.ed.gov/admins/finaid/accred/accreditation\\_pg7.html](http://www.ed.gov/admins/finaid/accred/accreditation_pg7.html). If you obtained federal grants and federal student loans from your school, then your school very likely was accredited at the time you attended.
- **Formerly BPPVE Approved.** “Formerly BPPVE Approved” schools include any schools in California that were formerly approved by, and in good standing with (as of June 30<sup>th</sup>, 2007), the former Bureau for Private Postsecondary and Vocational Education (BPPVE). This includes most accredited and non-accredited massage therapy schools in California. Newer non-accredited and non-BPPVE approved massage schools that came into existence after June 30<sup>th</sup>, 2007, most likely do not qualify as “Approved” for CAMTC purposes. To determine whether your California School is Approved or not, you may also search for your school by clicking the “Approved Schools” link on the CAMTC website (camtc.org).

- **Out-of-State.** Accredited out-of-state schools within the United States and Canada also qualify as “Approved” for CAMTC purposes. Non-accredited “out-of-state” massage schools that have been approved by the appropriate state agency may also be considered as “Approved” by the CAMTC. The CAMTC is still developing standards for Massage Schools from other countries.

**Question 4.** Easy.

Enter your first name, middle name (leave this field blank if you don’t have a middle name), and last name.

**Question 5.** Easy.

This is the address where you live - your house or apartment. Enter your street along with apartment, suite or unit number; city, state, and zip code.

**Question 6.** Easy.

Select “Yes” if your mailing address is the same as the physical address where you live, sleep, and eat. Select “No” if your mailing address is different (such as a P.O. Box) from your physical address.

**Question 7.** Easy.

Enter your mailing address if this address is different from your physical address. If your mailing and physical address are the same, you can leave this question blank.

**Question 8.** Easy.

Enter your home, work, and cell phone numbers. **NOTE:** leave out the dashes (“-“) between numbers. The form will fill these in for you. If you try to type the dashes in with your numbers, an error message will be generated.

**Question 9.** Easy.

Enter the two (2) best e-mail addresses to reach you so that the CAMTC can keep you posted about changes to your Application status . Your e-mail address information is confidential and will be used exclusively for notification purposes related to CAMTC matters of importance to you.

**Question 10.** Easy.

Enter the information as it appears on your Driver’s License or State ID. This information is kept secure and confidential by the CAMTC and is necessary to verify information from your Live Scan Fingerprint results. Select eye color and hair color from the drop-down menus. Don’t worry about the acronym for “brown” abbreviated as “BRO” instead of “BRN”. Both are the same. When you input your date of birth, input the date in this format: xx/xx/xx or x/x/xx. For example, input February 3<sup>rd</sup>, 1980, as 02/03/80 or as 2/3/80. The form will convert the date to “Feb 3, 1980” as soon as you press the “Tab” or “Enter” keys on your keyboard. If you don’t have a Driver’s License or State ID, then please leave this question blank and continue to question (11.).

**Question 11.** May Require Thinking.

If your name has never changed, select “No” and move on to the next question. Otherwise, select “Yes”, and enter any legal name changes you may have undergone due to marriage, divorce, or other reasons. Please be as accurate and complete as possible here, as this information may show up in your Live Scan Fingerprint results.

**Question 12.** Easy.

Enter your city, state (or province) and country of birth.

**Question 13.** May Require Thinking.

Check “Yes” if you have ever held any kind of Massage Permit or License or Registration in California (or elsewhere), and then enter your permit or license number(s). If you currently hold a state license in massage therapy from another US state or Canadian province with requirements that meet or exceed the California requirements for CAMTC Certification, then you likely may qualify for CMT certification. In such a case, you should include a photocopy of your out-of-state

licensing document with your application. Also use this question to enter information regarding any other professional licenses or certifications you may hold or have held (medicine, chiropractic, nursing, etc.). Many people have several permits or licenses, and all of these should be included. If you have more than three (3) licenses or permits to report to CAMTC, please include the additional license or permit information on a separate piece of paper included with your Application. Under “License or Authorization Status”, make sure you indicate whether your license, registration, certification or permit is “Active” or “Inactive”, and select a reason (or provide your own) if “Inactive”.

**Question 14.** Easy.

If you’ve completed two hundred fifty (250) or more (e.g. 500, 720, or 1000) hours of training from a single Approved Massage Therapy School, then select “Yes”; skip question (15.), and move on to question (16.). (“Approved” Schools are defined in Question (3.) and can be outside of California. Also please see the “Overview of Certification Pathways” chart and Flowcharts “A”, “B” and “C”.) If you have less than 250 hours from a single Approved School, then select “No” and move on to question (15.). (Selecting “No” to this question does not disqualify you for CMT certification, since CMT certification allows your first 250 hours of education to come from one or more than one Approved Massage Therapy Schools.)

**Question 15.** Requires Some Thinking.

If you have less than two hundred fifty (250) hours of Massage Therapy training from a single Approved School, then you may still qualify for CMP certification, but you will need to provide additional documentation. The sub-questions (“a” through “f”) of question (15.), assist the CAMTC in determining other pathways to CMP certification that you may qualify for. Actual documentation for items such as tax returns, 1099’s, W2’s, city or county massage permits, out-of-state licenses, or other proof of employment will need to be submitted along with your Application. If you have less than one hundred (100) hours of Massage Therapy education, then you will not qualify for certification as a CMP.

**Question 16.** Easy.

Select “Yes” if your school is still in business, and “No” if your school is closed. If your school simply changed its name but is still in business, select “No”, and then proceed to question (19.), to fill in the older name and address information (if applicable) of your school.

**Question 17.** Easy.

Select “Yes” if the school you attended is in California, and “No” if the school you attended is not in California. If you select “No”, then skip question (18.) and move on to question (19.).

**Question 18.** Easy.

If you attended an “Approved” school in California, then your school will likely appear in “List A” or “List B”. If you happen to have attended a school in both lists, then select the school from “List A”. The Official School Transcripts forwarded to CAMTC by your school(s) will document the hours you have obtained from different institutions.

**Remember that it is your responsibility to notify your school(s) that you would like your Official School Transcript(s) to be sent to the CAMTC at the address below. Please notify your school(s) as soon as possible to avoid delays.**

**Question 19.** Requires Some Thinking.

If your school is still in business and is outside of California, or has simply changed its name, then enter the ORIGINAL name of your school (what it was called when you attended), along with all of the school address and contact information you are able to gather. If you attended a school outside of California that meets or exceeds CAMTC requirements, then you may still qualify for CMP or CMT certification. If your school is no longer in business, then this question may be more difficult. Try to locate any documentation you have that might prove your attendance at the closed school, including any school transcripts you may have, receipts for tuition payment, or other proof of attendance. An old school catalog might also be helpful. The CAMTC will do its best to help you if your school is now closed, but

cannot guarantee that undocumented hours of education will qualify toward CAMTC Certification. If you find yourself in this challenging situation, please contact the CAMTC at 916-669-5336 during normal business hours for additional help.

**Question 20.** Easy.

Simply add up all of the hours you have obtained according to your Approved, Registered, or qualifying CEU School transcripts, and enter the total into the box at the end of question (20.) (enter your total number of hours even if your total is greater than 500 or greater than 720 hours of education). This number is VERY IMPORTANT, as it will do much to determine your level of certification – CMT or CMP. This number should match or exceed the total number of hours on the Official School Transcript(s) sent by your school(s) to the CAMTC.

**Question 21.** Easy.

If you have passed an exam approved by the CAMTC (such as one of the NCBTMB exams, or the MBLEX exam), then indicate the exam here. Make sure also to enter the date that you passed such an exam. Don't forget to include a photocopy of your passing certificate from the NCBTMB or MBLEX with the application materials you mail to the CAMTC.

**Question 22.** Easy.

Please enter your Date of Graduation here. If you did not graduate from your program of study for some reason, please select a reason for non-graduation from the drop-down list, or enter your own brief explanation in the box next to: "My Own Explanation". If you need more space, you can write additional information and explanation on a separate piece of paper attached to your Application.

**Question 23.** May Require Thinking.

Select "Yes" if you are currently working on paying clients (not including internships, externships and teaching), then gather up and enter the address, telephone, email and website information for each separate work location where you are practicing Massage Therapy. This information is IMPORTANT for two reasons. First, under Section 4603.5 of SB 731, you are required to notify the CAMTC of your home address and the address of each business establishment where you provide massage therapy services. **When your home or work address changes, you must notify the CAMTC within 30 days.** Second, under Section 4612 (b) (2) (B), a city or county can require your massage employer to file copies of, or provide other evidence of your CAMTC Certification. In such cases and for a small administrative fee, either you or your employer must have an official copy of your Certificate mailed to your massage employer or business establishment (download and complete a "Certificate Copy Request" form from the "Forms" tab on the CAMTC website). After entering the address and contact information for a particular work location, select the work description that fits you most closely: "Employee", "Independent Contractor", "Paying for Use of Space" (renting for example), "Instructor" or "Other". If you are an "Employee", taxes will typically be taken from your paycheck, and your employer will issue you a W-2 form at the end of the year. If you are an "Independent Contractor", you typically will not have taxes taken from your paycheck, and will receive a 1099 form at the end of the year. If you are self-employed and renting or simply paying for the use of space, then select "Paying for Use of Space". If you are an Authorized Massage Therapy Instructor at an Approved school, then select "Instructor", and make sure to include PROOF with your application of being an instructor, preferably by including a photocopy of your former "Certificate of Authorization for Service" from the BPPVE along with a W2 or 1099 showing evidence of your employment with the school; and, by having your school Director send an official signed statement on school letterhead directly to the CAMTC, stating that you are currently an instructor in good standing. If you work at a location in a work situation that is not mentioned, then select "Other" (for example, if you own your own building and work for yourself; or if you only do outcall massage).

**Question 24.** May Require Thinking.

This is where you enter all of your past WORK location information (not including the current work location information you entered in Question (23.)) going back for five (5) years. Include all work locations, not just massage therapy work

locations. If you have worked in more than two (2) work locations over the past five years, then simply enter your additional work locations on the “Location Supplement Sheet” that makes up page five (5) of the Application. If you are working as a Massage Therapy Instructor at a school and wish to apply for CMP certification through the “Instructor” pathway, then please include documentation of your employment from the school (W2 or 1099) and have your school Director send an official signed statement on school letterhead directly to the CAMTC, stating that you are currently an instructor in good standing. The official statement from your school Director should contain your full name, email address, telephone number, start date of your employment and end date of employment, if applicable; and should detail the massage therapy course(s) you teach (or used to teach) and your current status as an instructor.

**Question 25.** Easy.

This is where you enter all of your past RESIDENTIAL address location information (not including the current residential address location information you entered in Question (5.)) going back for three (3) years. If you have lived at more than two (2) residential address locations over the past three (3) years, then simply enter your additional residential address locations on the “Location Supplement Sheet” that makes up page five (5) of the Application.

**Question 26.** Easy.

Select “Yes” if you have ever been refused a license or license-renewal to practice massage therapy or any other profession in any city, state, county or jurisdiction; and “No” if the question does not apply to you. If you select “Yes”, you will need to provide a separate statement on a separate piece of paper attached to your Application, in order to explain the refusal circumstance in more detail.

**Question 27.** Easy.

Select “Yes” if you have ever had a license, etc., revoked or suspended or otherwise acted against in a disciplinary proceeding or in response to an investigation; and “No” if the question does not apply to you. If you select “Yes”, you will need to provide a separate statement on a separate piece of paper included with your Application, in order to explain the revocation or suspension circumstance in more detail.

**Question 28.** Easy.

Select “Yes” if there is currently pending against you a formal complaint (an alleged sexual misconduct; a lawsuit filed, or a government complaint or summons issued) against your professional conduct or professional competence; and “No” if the question does not apply to you. If you select “Yes”, you will need to provide a separate statement on a separate piece of paper included with your Application, in order to explain the pending complaint in more detail.

**Applicant Affidavit & Record Release.** Easy but **IMPORTANT**.

The Applicant Affidavit and Record Release is your statement of honesty, health, and integrity, and is legally binding once you sign and date your Application. Upon request, this statement allows the sharing of your application information and background information between the CAMTC and law enforcement agencies. You must read the Affidavit carefully, and be in agreement with everything you affirm and state. Please check the “Yes” boxes next to each separate paragraph of the Applicant Affidavit and Record Release in order to document your careful consideration of its content prior to signature.

**REVIEW for ERRORS & PRINT.** It is now time to **REVIEW** your Application for errors, and then **PRINT** two copies of your Application – one to keep for your records (and for later reference in case you get a call from the CAMTC), and one to mail to the CAMTC at the address printed below the “Applicant Affidavit & Record Release” section on page four (4) of the Application.

**SIGN & DATE the APPLICATION.** Make sure your full name is entered at the beginning of the first line of the Applicant Affidavit (where it says, “I \_\_\_\_\_”), and then SIGN and DATE the Application. Sign and date the copy (the one you will keep for your own records) of your application too.

**ATTACH YOUR PASSPORT PHOTO.** Carefully print your full name and driver’s license number on the back of your passport photo, then use one piece of double-sided tape (or roll a piece of single-sided tape back on itself) to attach your photo to the bottom-right of page four (4) of your Application, where indicated.

**INCLUDE a PHOTOCOPY of YOUR DRIVER’S LICENSE or STATE ID.** Make a good, legible photocopy of the front of your Driver’s License or State ID and include the photocopy with your Application.

**INCLUDE ANY SUPPORTING DOCUMENTATION.** Attach any supporting documentation as needed to your application.

**INCLUDE YOUR APPLICATION FEE.** Include your personal check, cashier’s check or money order in the amount of one hundred fifty dollars (\$150.00) made payable to the **California Massage Therapy Council**. You may also choose to pay your Application Fee immediately via credit card online by clicking the “Pay Application Fee” link at the CAMTC website (camtc.org) or by supplying your credit card information where indicated on page four (4) of the Application form. If you do pay online, please make sure to include a copy of your payment receipt.

### **CONGRATULATIONS!**

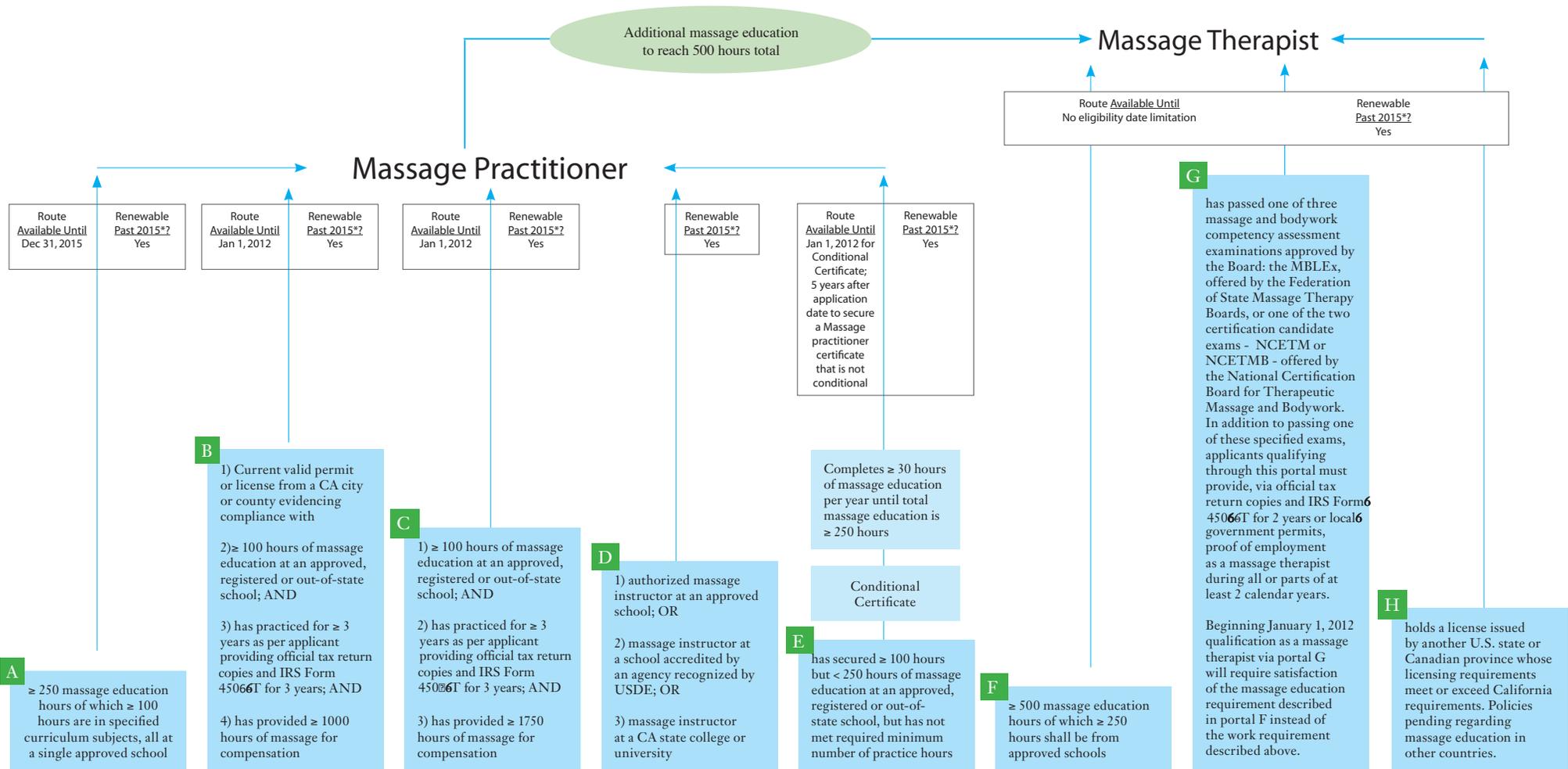
Your initial Application process is complete. You should now make sure you have an entire copy of your Application for your own records. Please mail the original Application along with your Application Fee (if you are not paying by credit card) and any supporting documentation to the CAMTC at the address printed on the bottom of page four (4) of the Application. The mailing address is also provided here for your convenience:

**California Massage Therapy Council, One Capitol Mall, Suite 320, Sacramento, CA 95814.**

Please allow up to six (6) weeks from the receipt date of your Application to process your completed Application. **We have become aware that a few California cities may believe they are not subject to the new state massage law. While CAMTC does not agree with such a position, CAMTC can make no guarantees that any particular city will comply with the law.**

**Thank You!** Please share the benefits of CAMTC Certification with your fellow Massage Therapists. We welcome your feedback regarding the Application process, and encourage you to send your comments to: [camtc@amgroup.us](mailto:camtc@amgroup.us).

# Overview of Pathways to CAMTC Certification



\* Assumes CAMTC, during sunset review, secures ability to continue operating past December 31, 2015.

This chart reflects CAMTC Board decisions as of June 18, 2009.

The information in this schematic representation provides general information about routes to CAMTC certification through eight different portals. More detailed information on qualification via each portal is anticipated to be published later this summer on [www.camtc.org](http://www.camtc.org).



**SCHOOL PERFORMANCE FACT SHEET**

**PARALEGAL SPECIALIST (40 WEEKS)**

**How Our Students Are Doing:**

\_\_\_\_\_ (INITIALS) I have reviewed and received a copy of the 2010 and 2011 Completion and Placement results for this program.

\_\_\_\_\_ (INITIALS) I have received an EDD (Employment Development Department) Occupational Employment Statistics sheet showing the possible job titles, average salary and job outlook for this program in this county.

\_\_\_\_\_ (INITIALS) I understand that a high school diploma or GED may be required for employment in the field.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.



**COMPLETION RATES**

**PARALEGAL SPECIALIST (40 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Students Available for Graduation** <sup>2</sup>	Graduates*** <sup>3</sup>	Completion Rate**** <sup>4</sup>
2010	10	10	8	80%
2011	9	9	7	78%

<sup>1</sup> "Number of Students who Began Program" is the number of student who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> "Students Available for Graduation" is the number of students who began program minus "Students unavailable for graduation" which means those students who have died, been incarcerated, or called to active military duty.

<sup>3</sup> "Graduates" is the number of students who completed the program within 100% of the published program length.

<sup>4</sup> "Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above completion rates.

**PLACEMENT RATES**

**PARALEGAL SPECIALIST (40 WEEKS)**

Calendar Year	Number of Students Who Began Program* <sup>1</sup>	Number of Graduates ** <sup>2</sup>	Graduates Available for Employment *** <sup>3</sup>	Graduates Employed in the Field**** <sup>4</sup>	Placement Rate % Employed in the Field <sup>5</sup>	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2010	10	8	7	6	85.71%	Information not available	Information not available
2011	9	7	6	4	67%	Information not available	Information not available



<sup>1</sup> “Number of Students Who Began Program” means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> “Number of Graduates” is the number of students who have completed the program within 100% of the published program length.

<sup>3</sup> “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>4</sup> “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>5</sup> Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above placement rates.

**SALARY AND WAGE INFORMATION**

**PARALEGAL SPECIALIST (40 WEEKS)**

Calendar Year	Graduates Available for Employment* <sup>1</sup>	Graduates Employed in the Field** <sup>2</sup>	Annual Salary and Wages Reported by Graduates Employed in the Field*** <sup>3</sup>					
			\$15,000 -	\$20,001 -	\$25,001 -	\$30,001 -	\$35,001 -	Students not reporting salary
2010	7	6	0	0	0	0	0	6
2011	6	4	2	1	1	0	0	0

<sup>1</sup> “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>2</sup> “Graduates employed in the field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided



by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>3</sup> Salary is as reported by the student. Not all graduates reported salary.

The following wage and salary data for each program offered at InterCoast Colleges was obtained from the Employment Development Department's Occupational Employment Statistics ([www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)):

**EDD SALARY AND WAGE INFORMATION**

**PARALEGAL SPECIALIST (40 WEEKS)**

Potential Job Title as listed by the Employment Development Department	All Counties As of June 2012					
	Hourly			Salary		
	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)	Low (25 <sup>th</sup> percentile)	Median (50 <sup>th</sup> percentile)	High (75 <sup>th</sup> percentile)
Paralegal Legal Assistant	\$ 20.30	\$ 27.80	\$ 35.57	\$ 42,224	\$ 57,824	\$ 73,986

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above salary and wage information.

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, website: <http://www.bppe.ca.gov>. P: 916.574.7720 or 916.431.6959, F: 916.263.1897

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
 Student Name – Print

\_\_\_\_\_  
 Signature of Student                      Date

\_\_\_\_\_  
 Parent/Legal Guardian                      Date  
 (applicants under 18)



InterCoast Colleges  
Burbank, Carson, Orange, Riverside, Roseville, Elk Grove, W. Covina  
1.877.CAREERS [www.intercoast.edu](http://www.intercoast.edu)

School Official

Date

Attachments: EDD Fact Sheet on this Job



State of California

Employment Development Department

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## Occupation Profile

[Change Occupation](#)[Printer Version](#)

### Paralegals and Legal Assistants

(SOC Code : 23-2011)

#### in California

Assist lawyers by researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

Employers are usually looking for candidates with a Associate degree .

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))

#### Occupational Wages

Area	Year	Period	Hourly Mean	Hourly by Percentile		
				25th	Median	75th
California	2012	1st Qtr	\$28.75	\$20.30	\$27.80	\$35.57

[View Wages for All Areas](#) [About Wages](#)

#### Occupational Projections of Employment (also called "Outlook" or "Demand")

Area	Estimated Year-Projected Year	Employment		Employment Change	Annual Avg Openings
		Estimated	Projected	Number	Percent
California	2008 - 2018	28,300	33,800	5,500	19.4

[View Projections for All Areas](#) [About Projections](#)

#### Job Openings from JobCentral National Labor Exchange

Enter a Zip Code  [Find a Zip code in California](#)

Within  miles of Zip Code.

#### Industries Employing This Occupation (click on Industry Title to View Employers List)

Industry Title	Number of Employers in State of California	Percent of Total Employment for Occupation in State of California
<a href="#">Legal Services</a>	50,763	69.8%
<a href="#">Management of Companies and Enterprises</a>	1,259	1.9%
<a href="#">Employment Services</a>	6,779	1.3%
<a href="#">Insurance Carriers</a>	4,596	1.1%

[About Staffing Patterns](#)

#### Training Programs (click on title for more information)

Program Title  
[Legal Assistant/Paralegal](#)

[About Training & Apprenticeships](#)

#### About This Occupation (from O\*NET - The Occupation Information Network)

Top Tasks (Specific duties and responsibilities of this job.)

Prepare legal documents, including briefs, pleadings, appeals, wills, contracts, and real estate closing statements.

Prepare affidavits or other documents, maintain document file, and file pleadings with court clerk.

Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents.

Investigate facts and law of cases to determine causes of action and to prepare cases.

Call upon witnesses to testify at hearing.

Direct and coordinate law office activity, including delivery of subpoenas.

Arbitrate disputes between parties and assist in real estate closing process.

Keep and monitor legal volumes to ensure that law library is up-to-date.

Appraise and inventory real and personal property for estate planning.

[More Tasks for Paralegals and Legal Assistants](#)

Top Skills used in this Job

**Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.

**Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Speaking** - Talking to others to convey information effectively.

**Writing** - Communicating effectively in writing as appropriate for the needs of the audience.

**Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Time Management** - Managing one's own time and the time of others.

**Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.

**Coordination** - Adjusting actions in relation to others' actions.

**Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

[More Skills for Paralegals and Legal Assistants](#)

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Top Abilities (Attributes of the person that influence performance in this job.)

**Oral Comprehension** - The ability to listen to and understand information and ideas presented through spoken words and sentences.

**Written Comprehension** - The ability to read and understand information and ideas presented in writing.

**Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.

**Written Expression** - The ability to communicate information and ideas in writing so others will understand.

[More Abilities for Paralegals and Legal Assistants](#)

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Top Work Values (Aspects of this job that create satisfaction.)

**Relationships** - Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment.

**Support** - Occupations that satisfy this work value offer supportive management that stands behind employees.

[More Work Values for Paralegals and Legal Assistants](#)

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Top Interests (The types of activities someone in this job would like.)

**Conventional** - Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

**Investigative** - Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

[More Interests for Paralegals and Legal Assistants](#)

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Alternate Titles

Legal Investigators; Judicial Assistants; Probate Paralegals; Real Estate Paralegals; Law Clerks; Court Clerks; and Attorney Assistants.

Related Links

[Career Information](#)

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[Compare Occupations](#)

[View Similar Occupations](#)

[O\\*Net - The Occupation Information Network](#)

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))

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#### Related Articles and Publications

[Nontraditional Employment for Women, 10/11/2011](#)

[New Career Resources - Info on Good-Paying, Hands-On Jobs, 10/7/2009](#)

[Explore Nearly 300 Occupations with California Occupational Guides!, 5/8/2009](#)

[Logistics Jobs in California, 3/16/2008](#)

[Why Manufacturing?, 9/30/2005](#)

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