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**3 Tips for Career Development**

Do you ever have one of those days where you think to yourself, "I love my job, but I wonder what more I can do?" Perhaps you had a great day, talking individually with a patient about a diet, which made you consider learning more about nutrition. Or, maybe, you were asked to give a group presentation on a topic, and you discovered that you like the idea of teaching. Whatever you decide to do, we are here to help you.



Here are 3 tips on how you can **take that next step and explore your own career possibilities:**

1. **Research** – Look at our website: [bhmt.org](http://bhmt.org). We have [tons of resources](#) that include links to careers, job families, and services. There is a good bet that your dream job exists within Kaiser!
2. **Network** – Once you have done your homework, go out and talk to people! Find out more about the job itself. Talk to your manager, people inside and outside of your department, and if you found the job description on KP Careers, try to seek out others actually doing the job.
3. **Education** – Finally, if you need further education to get that dream job, talk to your [BHMT Career Counselor](#). As a Union-Represented Employee, you can complete your degree, get a certification, or just skill up!

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BHMT's mission is to support life-long learning and provide you with opportunities to directly engage in your own career management. Take every chance to learn something new. You never know when a lucky break will arise that leads you to your next career endeavor! *Presented by Jonie Tsuji, BHMT Career Counselor, SCAL*



## BIG NEWS! The Stipend Maximum Has Increased to \$20,263

Starting January 1, 2018, the BHMT [Individual Stipend Program \(ISP\)](#) and the [RN-to-BSN Program's](#) lifetime maximum benefit increased to **\$20,263** for all eligible employees.

## Individual Stipend Program



If you are a current ISP or RN-to-BSN participant:

- Your new stipend benefit maximum increases from to \$19,673 to \$20,263. This means you have additional funds and may continue utilizing your stipend benefit as usual

If you were previously in the ISP or the RN-to-BSN Program and exhausted your \$19,673 fund:

- You now have additional funds to use. **Please note:** You may have to re-apply for the program depending on your previous participation.

For any questions on, please contact BHMT at [bhmt@kp.org](mailto:bhmt@kp.org). Please, include your NUID# and EID# for faster identification and response.

## Renew Your TAP Application for 2018

Did you know that your KP Tuition Reimbursement account refreshes each calendar year? That means, if you've used BHMT's [Tuition Assistance Program \(TAP\)](#) in the past, you must re-apply and receive your manager's approval annually.

Please, submit a new application or re-apply even if you are not expecting to take any courses. Your application will stay on file until you are ready!

## Tuition Assistance Program



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Are you considering a management career in the healthcare industry? Contact your [BHMT Career Counselor](#) today to find out how [completing your associate's degree online with Coastline](#) will help you achieve your career goals. **Apply, register, and start** classes today!



**Registration is now open** for classes starting January 29, 2018.



### You Could Get 100% of Your College Tuition Funded

Did you know that as an eligible BHMT participant, you can have 100% of your college tuition funded at [Colorado Technical University \(CTU\)](#)? Through the BHMT Commitment Grant and Kaiser Permanente's Tuition Reimbursement Program, you can now pursue your degree without the burden of student loan debt.

#### Why is this a good program?

- There are over 100 CTU degree programs and concentrations
- CTU has classes available 100% online.
- Areas of Study include Business & Management, Engineering & Computer Science, Healthcare, IT, Project Management, and Security Studies.
- You can get credit for what you already know and earn a degree faster by successfully passing CTU Fast Track™ exams.

**The next session begins on February 13<sup>th</sup>!** If you're ready to take the next step, reach out to your BHMT Career Counselor to get started. After you've consulted with both your [BHMT Career Counselor](#) and assigned [Academic Success Coach](#), call CTU directly at 1-855-283-1590 to complete your enrollment.



### Get Ready for Spring with CSUSM Online Health Science Courses!

Does your education plan for 2018 require a prerequisite health science course for a Nursing or Allied Health program? If so, [take an online lab course in the convenience of your own home with California State University, San Marcos \(CSUSM\)](#) including Anatomy & Physiology, Microbiology, Biology, Chemistry, Organic Chemistry, and Critical Thinking.



**Spring 2018 Session: January 22 – May 11, 2018.**

**Want to register early?** Please contact: Elizabeth Rosales: [erosales@csusm.edu](mailto:erosales@csusm.edu), CSUSM Admin. Svcs.

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To serve your educational needs, [Ocean County College \(OCC\) offers 7, 100% online, lab science courses](#): *Principles of Biological Science, Anatomy & Physiology I and II, Microbiology, Introduction to Chemistry, and Organic Chemistry I & II*. These courses can be taken from the convenience of your own home and are perfect if your education plan requires any prerequisites for a Nursing or Allied Health program.

**Short on time?** Take advantage of OCC's 15, 10, 7.5, or 6-week terms today!



### Improve Your English and Advance Your Career with CEUs

[AmEnglish](#), in collaboration with California State University, Monterey Bay (CSUMB) College of Extended Study, is now offering CEU courses in which you can [earn up to 12 CEU credits](#). Register today!



### Power Up with New Horizons!

New Horizons Computer Learning Centers offers [basic computer applications training](#). Whether you are new to computers or an advanced user, with New Horizons' training platform, you'll gain real-world skills and create a solid foundation to help build the computer knowledge needed today.



The **top 3 Microsoft Office training courses** BHMT participants have completed include:

- Excel
- Word
- Access

This training can lead to you obtaining a [Microsoft Office Specialist \(MOS\)](#) certification. An in-depth understanding of Microsoft Office is essential for career advancement. [Explore our list of training courses](#) and select those that will help you deepen your knowledge.

**Not sure where to start?** Take advantage of the **FREE** [Microsoft Office Assessment tool](#) to help you choose the right course or start by learning the fundamentals of basic computer application training with Windows 7 or Windows 8.1.

### Develop Superior Skills in Medical Interpreting with LanguageLine



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will provide you with the necessary tools and examples to interpret accurately and completely.

**Languages include:**

- Vietnamese
- Cantonese
- Mandarin
- Korean
- Tagalog
- Russian
- Spanish

The Advanced Medical Training Program is offered over-the-phone or online allowing your trainer to deliver the entire training in an interactive format. Online instruction is conveniently conducted as a web-based training program and is comprised of 40-hours of content. With the convenience of these self-paced training modalities, you can access the content anytime, anywhere!



**Like BHMT on Facebook and follow us on Twitter!**

Connect with BHMT via [Facebook](#) & [Twitter](#) to stay up-to-date on latest events, news, webinars, and more!

**Need Career Direction? Contact Your BHMT Career Counselor**

Are you aware of your free and confidential career counseling benefit? Your regional career counselors are available to help you with career goal setting, education planning, and job search assistance. No matter where you are at KP, it's useful to explore your professional development.

Contact Your MAS region Career Counselors:

**Maryland**

**ROBIN KELLY:** [Robin.B.Kelly@kp.org](mailto:Robin.B.Kelly@kp.org), (240) 298-8026

**Virginia, D.C. Area**

**MARY WIGGINS:** [Mary.C.Wiggins@kp.org](mailto:Mary.C.Wiggins@kp.org), (510) 381-7033

Established in January 2007, the Ben Hudnall Memorial Education and Training Trust provides career counseling services and resources to education and training programs across Kaiser Permanente Regions.

**Office of the Ben Hudnall Memorial Trust**

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