GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is http://www.gsaadvantage.gov

SCHEDULE TITLE: MAS – MULTIPLE AWARD SCHEDULE

FSC GROUP: PROFESSIONAL SERVICES

CONTRACT NUMBER: 47QREA22D000H

CONTRACT PERIOD: JANUARY 25, 2022 through JANUARY 24, 2027

For more information on ordering from Federal Supply go to the GSA Schedules page at GSA.gov

CONTRACTOR: CAREER PRO GLOBAL, INC. dba CAREERPRO GLOBAL INC
173 Pierce Ave.
Macon, GA 31204-2821
Phone number: (478) 714-7569
Fax number: (478) 742-2882
Email: badams@careerprocenter.net

CONTRACTOR’S ADMINISTRATION SOURCE: BARBARA A KENDRICK
CAREER PRO GLOBAL, INC. dba CAREERPRO GLOBAL INC
173 Pierce Ave.
Macon, GA 31204-2821
Phone number: (478) 714-7569
Fax number: (478) 742-2882
Email: badams@careerprocenter.net

WEBSITE: www.careerproplus.com

BUSINESS SIZE: Small Business

BUSINESS TYPE: Woman Owned Business, Woman Owned Small Business
CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>333318TDTM</td>
<td>Off-the-Shelf Training Devices and Training Materials</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

(Government net price based on a unit of one)

See attached APPENDIX A – GSA PROPOSED PRICE LIST

- 611430 – Roadmap to Federal Jobs Training (online course) - $241.81
- 333318TDTM – Roadmap to the Senior Executive Service Book (2nd edition) - $28.00
  - Roadmap to Federal Jobs book - $28.00
  - Roadmap to Job-Winning Military to Civilian Resumes book - $28.00

1c. HOURLY RATES (Services only):

See attached APPENDIX A – GSA PROPOSED PRICE LIST

2. MAXIMUM ORDER*: $1,000,000

NOTE TO ORDERING ACTIVITIES: *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: $100.00

4. GEOGRAPHIC COVERAGE: 50 States, DC

5. POINT(S) OF PRODUCTION: Macon, GA
6. **DISCOUNT FROM LIST PRICES:** *GSA Net Prices are shown on the attached GSA Pricelist.*

7. **QUANTITY DISCOUNT(S):** SIN – 611430 - 1.00% on Orders of $250,000 or more, 2.00% on orders of $350,000 or more, 3.00% on orders of $450,000 or more; SIN 333318TDTM – 25 or more - $18.50 ea.

8. **PROMPT PAYMENT TERMS:** 0.00%; *Net 30 Days - Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions*

9. **FOREIGN ITEMS:** *Not Applicable*

10a. **TIME OF DELIVERY:** *Subject to Task Order; 30 DAYS ARO*

10b. **EXPEDITED DELIVERY:** *Contact Contractor*

10c. **OVERNIGHT AND 2-DAY DELIVERY:** *Contact Contractor*

10d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

11. **FOB POINT:** *Destination*

12a. **ORDERING ADDRESS:** *Same as Contractor*

12b. **ORDERING PROCEDURES:** *For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3*

13. **PAYMENT ADDRESS:** *Same as Contractor*

14. **WARRANTY PROVISION:** *Not Applicable*

15. **EXPORT PACKING CHARGES:** *Not Applicable*

16. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** *Not Applicable*
17. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): Not Applicable

18a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): Not Applicable

18b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): Not Applicable

19. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): Not Applicable

20. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): Not Applicable

21. PREVENTIVE MAINTENANCE (IF APPLICABLE): Not Applicable

22a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

22b. Section 508 Compliance for Electronic and Information Technology (EIT): Not Applicable

23. UNIQUE ENTITY IDENTIFIER (UEI) NUMBER: 163720233

24. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Contractor has an Active Registration in the SAM database. Cage Code: 4E5K6

APPENDIX A LABOR TRAINING COURSE DESCRIPTIONS

APPENDIX B GSA PRICE LIST
APPENDIX A

COURSE DESCRIPTIONS

ECQ Mastery (online course, includes two rounds of editorial feedback)

Course overview: This course features all of the great training from our Senior Executive Service (SES) Executive Core Qualification (ECQ) Best Practices Course (link to the other course) but takes things to the next level . . . after you complete your ECQs, you will email them in and receive two rounds of editorial feedback from one of our seasoned Master Senior Executive Writers and Coaches.

Are you considering applying for an SES position? Then you’re probably like most people, who don’t know where to start and feel overwhelmed by this graduate-level writing assignment. ECQs are the heart and soul of most SES applications and the final standard by which you will be evaluated after being selected for an SES position.

Well, in this first-of-a-kind online course, the most experienced Master Senior Executive Writers and Coaches in the career management industry will teach you how to write your own ECQs. CareerPro Global has assisted more than 4K federal, military, and corporate professionals in developing their SES applications. We also published the first book on SES Applications (Roadmap to the Senior Executive Service, 2011), along with a second edition, released in 2020 with updated practices.

The course provides clear instruction, proven best practices, and a step-by-step process for understanding the ECQ assessment process, choosing which of your career accomplishments to showcase, and of course writing those stories as effectively as possible to meet Office of Personnel Management (OPM) standards. After you complete each ECQ, we have even included a reminder/checklist to ensure you captured the 28 executive competencies and utilized the Challenge-Context-Action-Result (CCAR) format that OPM expects.

In addition, the course features built-in knowledge checks to give our students (and their leaders) peace of mind that the best practices are fully understood. Don’t worry if this feels little overwhelming at first . . . you’re not alone! ECQs are challenging for everyone, and our clients include seasoned GS-15s from across the government, colonels and generals from all military branches, senior scientists, PhDs, college professors, attorneys, corporate executives, and numerous other professionals. However, with this kind of expert training, more than five hours of video-based instruction, our signature ECQ builders, samples, and knowledge checks, the process becomes much more manageable, and your chances of success increase dramatically!

Training Objectives: The goal of this course is to simplify a daunting writing exercise by making sure students understand the OPM standards and that they have a clear process and powerful tools for
writing their own ECQs. In addition, the online format allows students to set their own pace and access the course for three months, during which time they can watch the videos over and over again and access the training from anywhere, anytime. Finally, this course provides students with tactical, detailed feedback on their first draft, helping them to optimize their ECQs!

**Course Outline:**

- Selecting your Leading Change topic(s)
- Step-by-step process for writing your ECQ using our signature builders
- Leading People overview, scenarios, and sample
- Selecting your Leading People topic(s)
- Step-by-step process for writing your ECQ in the CCAR format
- Results Driven overview, scenarios, and sample
- Selecting your Results Driven topic(s)

- Step-by-step process for writing your ECQ in the CCAR format
- Business Acumen overview, scenarios, and sample
- Selecting your Business Acumen topic(s)
- Step-by-step process for writing your ECQ in the CCAR format
- Building Coalitions overview, scenarios, and sample
- Selecting your Building Coalitions topic(s)
- Step-by-step process for writing your ECQ in the CCAR format
- Competency checklist
- Formatting and submitting your ECQs to the hiring agency

Next, you will email in your ECQs for two rounds of detailed editorial feedback from a seasoned Master Senior Executive Writer and Coach to help you align your ECQs with proven best practices and OPM standards. Our edits will include verification that your ECQs are presented in the CCAR format and, most importantly, that they are told through the all-important lens of the 28 executive competencies.

Once you submit your final draft, we will send your ECQs through our staff proofreaders as a final check for grammar, style, accuracy and consistency.

*Scheduling is required with a 5–10 business day turnaround.*
SES One-on-One ECQ Coaching (30 days)

Overview: The Office of Personnel Management (OPM) advises that you should expect to devote 60 or more hours to developing your Executive Core Qualifications (ECQs). Most professionals do not have that kind of time to spare and don’t understand the unique standards and best practices involved in this graduate-level writing assignment. This service is designed to streamline the process and partner you with a coach and professional writer who will guide you along the way. Everyone is different of course, but most people using this service spend approximately 80% less time on writing their ECQs than OPM estimates. This is truly a partnership, and by the end of the process, you will have a fully developed set of ECQs.

Projection of coaching and editing time by a seasoned Master Senior Executive Writer and Coach is estimated between 10 and 15 hours.

Outline:
- The process will begin with a 60–90-minute phone call during which the assigned Master Senior Executive Writer and Coach will explain the best practices and how to use the ECQ builder. They will also answer your questions, help brainstorm potential ECQ stories, and teach you how to flesh out your ECQ stories through the lens of the 28 executive competencies. You will leave this call feeling motivated by the clarity, powerful tools, and support you receive!

- You will then spend the next 14–21 days completing our signature ECQ builder with your rough draft materials. This is a highly iterative process, where you send in the ECQ stories one or two at a time, and your Master Senior Executive Writer and Coach provides specific and tailored feedback, along with follow-up questions and guidance on how to best address the various executive competencies.

- Once all the rough draft materials are received, within 14 days your Master Senior Executive Writer and Coach will then revise the rough draft into a polished document that integrates all the best practices, such as addressing the competencies, using the Challenge-Context-Action-Result (CCAR) format and providing executive-level accomplishments and results.

- Your ECQs will then be sent to our in-house proofreaders, who will check for grammar, flow, consistency, and accuracy.

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- You will then receive a draft of your ECQs and have 10 business days to use the track changes function to indicate anything you want to add, change, or remove and ask any questions you might have. You are the final reviewer and approving authority of this document.

- Your writer will advise if your changes are not aligned with best practices, make any and all edits you wish, and send you back a final draft that you can submit with confidence!

**One-on-One SES Resume Coaching (21 days)**

**Overview:** You can’t apply for a Senior Executive Service (SES) vacancy without a resume, but you can set yourself apart from the competition with a tailored, accomplishment-driven executive leadership resume! Our highly accomplished team has assisted many thousands of applicants in developing their resumes and can apply the best practices we’ve gained in order to assist you. The process involves partnering with a seasoned Master Senior Executive Writer and Coach, providing your career documentation for the past decade, and answering their questions about your top accomplishments and career goals.

Your writer will then demonstrate how to analyze the vacancy announcement and how to upgrade your old resume into a compelling presentation that tells your story and matches your relevant skills and experience with the language of and qualifications listed in the vacancy announcement. At the end of this partnership, you will have a strong SES resume that you can submit with confidence!

**Outline:**

The process will begin with a 30–60-minute phone call during which your assigned Master Senior Executive Writer and Coach will explain the best practices and the information gathering process, then answer your questions.

- You will then spend the next 7–14 days providing your career documentation and filling out a tailored resume questionnaire. This is an iterative process, where your writer provides specific and tailored feedback, along with follow-up questions as needed.
- Once all the rough draft materials are received, within 7 days your Master Senior Executive Writer will upgrade your old resume into a comprehensive document that integrates all the best practices, such as providing executive-level accomplishments and results.
- Your resume will then be sent to our in-house proofreaders, who check for grammar, flow, consistency, and accuracy.

- You will then receive a draft of your new SES resume and have 10 business days to use the track changes function to indicate anything you want to add, change, or remove and ask any questions you might have. You are the final reviewer and approving authority of this document.

- Your writer will advise if your changes are not aligned with best practices, make any and all edits you wish, and send you back a final draft that you can submit with confidence!

Contact Lee.Kelley@careerprocenter.net for more information.

**FEDERAL CATEGORY**

**Master Federal Career Advisor (MFCA) certification** (online course)

Course overview: Thousands of people out there want to apply to the federal government, and www.USAJOBS.gov has 10K or more open positions every day! But job seekers are often confused and overwhelmed by the massive amounts of jobs and application requirements. They need your help, and by becoming a Master Federal Career Advisor (MFCA), you will be able to inform and empower them with resources and support. This course is based on our 30 years of experience as an industry leader and the best practices and tools we have developed after assisting over 60K customers!

With our brand-new Roadmap to Federal Jobs book and process, and an online course designed for the busy professional, it’s never been easier to become a certified career advisor than it is right now! This course is perfect for college counselors and advisors, military readiness and transition specialists, family readiness specialists, Department of Labor employees, federal Human Resources personnel, and more. Plus, this and all of our online courses include specific learning objectives and built-in knowledge checks to ensure that students fully understood the best practices being shared.

**Training Objectives:**

To provide students with the knowledge and resources to help shape their clients’ understanding of the federal employment landscape in the 21st century. Additionally, students will learn how to
determine client qualifications and to advise them in finding jobs and developing effective application materials. The MFCA Toolbox will add huge value and help students to be more effective advisors by providing them with powerful, relevant resources such as job-winning resume samples, templates, a KSA worksheet, practical exercises, knowledge checks and more!

All of this useful information is presented in our five-checkpoint format, making it easier to read and interpret as each section builds on the last. Although students can take the course at their own pace over the course of 90 days, the recommended approach is a six-week process. Following that schedule, each week, students will complete one checkpoint and take a quiz to ensure their mastery of the information. After finishing all the check points, students can complete the final exam in week six and become a certified MFCA!

**Course outline:**

Introduction - Understanding the federal landscape

Checkpoint 1 - Selecting a starting point/job

Checkpoint 2 - Determining your qualifications for a specific job

Checkpoint 3 - Developing an effective federal resume

Checkpoint 4 - Knowledge, Skills, and Abilities (KSAs) and occupational questionnaires

Checkpoint 5 - Applying for the job and following up

Checkpoint 6 - Preparing for the interview

Checkpoint 7 - Special guidance for military personnel, veterans, and spouses

Checkpoint 8 - The Senior Executive Service (SES)

Final project - Within 14 days of completing the course, you will be required to use the Roadmap to Federal Jobs process to analyze the resumes of two fictional clients, locate potential vacancies for them on [www.USAGJOBS.gov](http://www.USAGJOBS.gov), identify key words and required documents, and explain why you feel the fictional client would be a good fit.
Master Federal Career Advisor–Trainer (MFCA-T) certification (online course)

Course overview: Okay, so you’ve earned your Master Federal Career Advisor (MFCA) certification and are advising individual job seekers on reaching their career goals. That’s wonderful, but what if you want to train groups of people on our Roadmap to Federal Jobs process in a classroom setting?

Only CareerPro Global can certify individuals as MFCAs, but by taking this short course and earning the Trainer designation (MFCA-T), you will receive the authority and additional guidance needed to utilize our PowerPoint slides, tools, books, Roadmap to Federal Jobs process, and other materials to educate groups on finding, understanding, and applying for federal jobs. The MFCA certification is a prerequisite for this add-on course.

Training Objectives:
To empower MFCAs to be effective instructors and to effectively use the provided slides, trainer tool kit, 20 copies of the Roadmap to Federal Jobs book, and other resources in a group/classroom setting

Roadmap to Federal Jobs Training (online course)

Course overview: Do you want to better understand the federal landscape and application process, but you’re confused and overwhelmed by the massive amounts of jobs and application requirements? If so, this self-paced online course is for you! Our Roadmap to Federal Jobs process is founded on 30 years of experience as an industry leader, as well as the many best practices and tools we have developed while assisting over 60K customers!

Training Objectives:
To enhance job seekers’ understanding of the federal employment landscape in the 21st century and empower them to find and interpret vacancy announcements, determine their qualifications, and develop effective application materials. The course will also include several resume samples; templates; Knowledge, Skills, and Abilities (KSA) worksheet; and knowledge checks to ensure students understand the material.
Course outline:
Introduction - Understanding the federal landscape
Checkpoint 1 - Selecting a starting point/job
Checkpoint 2 - Determining your qualifications for a specific job
Checkpoint 3 - Developing an effective federal resume
Checkpoint 4 - KSAs and occupational questionnaires
Checkpoint 5 - Applying for the job and follow up
Checkpoint 6 - Preparing for the Interview
Checkpoint 7 - Special guidance for military personnel, veterans, and spouses
Checkpoint 8 - The Senior Executive Service (SES)

Master Federal Resume Writer (MFRW) certification (online course)

Course overview: The federal government’s hiring portal (www.USAJOBS.gov) has 10K or more open positions posted every day! But job seekers often fail to understand the proven best practices for writing tailored and effective federal resumes, so they don’t achieve the results they want in their careers. Here at CareerPro Global, we have assisted more than 60K job seekers over the past three decades and have learned from each on as a unique case study. By doing so, we have validated time and time again the best ways to present a jobseekers most relevant experience, and to write compelling accomplishment statements, all while tailoring and optimizing their resumes. This MFRW certification distills our knowledge and proven best practices into an easy to follow, convenient five-checkpoint format with intuitive knowledge checks and a final project to ensure mastery of the materials.

This course is perfect for college counselors and advisors, military readiness and transition specialists, family readiness specialists, Department of Labor employees, federal Human Resources personnel, and others. Students will learn how to tailor and optimize federal resumes toward a specific vacancy or type of federal occupation. The course also features built-in knowledge checks to ensure that the best practices are fully understood. This online course is ideal for the busy professional and makes it easier than ever to become a certified MFRW!
Training Objectives:
To provide MFRWs with a repeatable, step-by-step process for helping jobseekers develop and tailor their resumes, write strong accomplishments, and showcase their most relevant skills, education, and experience for hiring managers. MFRWs will also receive sample resumes, templates, and other helpful resources!

Course outline:
Checkpoint 1 – Find jobs on the USAJOBS.gov website
Checkpoint 2 - Identify keywords/headlines
Checkpoint 3 - Create the framework for the USAJOBS resume
Checkpoint 4 - Write the duties and accomplishments for each position
Checkpoint 5 – Edit and Complete the USAJOBS resume

Final project - Within 14 days of completing the course, you will be required to write two versions of a federal resume for a fictional client. Sample resumes, position descriptions and performance appraisals will be provided.

Master Military Resume Writer (MMRW) certification (online course)

Course overview: Sharing decades of experience and best practices, the Master Military Resume Writer (MMRW) certification program is designed to teach new or experienced resume writers how to interpret military documentation, “demilitarize” the content, and write engaging and tailored federal and private sector resumes for veterans. Not only will students learn best practices for writing military transition resumes, but they will complete knowledge checks and a final project to ensure they retain the information being shared.

Training Objectives:
When we wrote the popular Roadmap to Job-Winning Military to Civilian Resumes, our goal was to share our proven best practices for showcasing military experience in the most effective way on the page. And in designing this tactical resume writing certification, our goal and mission remained exactly the same! Students will receive expert instruction, resume samples and templates, which they use when writing resumes.
Course outline:
Checkpoint 1 - Knowing your options and finding jobs
Checkpoint 2 - Identifying your skills and write your accomplishments
Checkpoint 3 - Writing your military-to-federal resume
Checkpoint 4 - Writing your military-to-private-sector resume
Checkpoint 5 - Submitting your application materials and preparing for the interview

Resources include sample resumes and cover letters, blank templates, a vision statement worksheet, and many other useful tools.

Final Project - At the completion of the modules and knowledge checks, you will be required to complete a final project that includes writing a private-sector and a federal resume for a fictional veteran. We will review your product and provide feedback based upon the concepts introduced in the course. If your sample resumes are incomplete or unacceptable, you may be asked to revise the documents.
### ECQ Mastery (online course, includes two rounds of editorial feedback)

**Course overview:** This course features all of the great training from our Senior Executive Service (SES) Executive Core Qualification (ECQ) Best Practices Course (link to the other course) but takes things to the next level... after you complete your ECQs, you will email them in and receive two rounds of editorial feedback from one of our seasoned Master Senior Executive Writers and Coaches. Are you considering applying for an SES position? Then you’re probably like most people, who don’t know where to start and feel overwhelmed by this graduate-level writing assignment. ECQs are the heart and soul of most SES applications and the final standard by which you will be evaluated after being selected for an SES position. Well, in this first-of-a-kind online course, the most experienced Master Senior Executive Writers and Coaches in the career management industry will teach you how to write your own ECQs. CareerPro Global has assisted more than 4K federal, military, and corporate professionals in developing their SES applications. We also published the first book on SES Applications (Roadmap to the Senior Executive Service, 2011), along with a second edition, released in 2020 with updated practices. The course provides clear instruction, proven best practices, and a step-by-step process for understanding the ECQ assessment process, choosing which of your career accomplishments to showcase, and of course writing those stories as effectively as possible to meet Office of Personnel Management (OPM) standards. After you complete each ECQ, we have even included a reminder/checklist to ensure you captured the 28 executive competencies and utilized the Challenge-Context-Action-Result (CCAR) format that OPM expects. In addition, the course features built-in knowledge checks to give our students (and their leaders) peace of mind that the best practices are fully understood. Don’t worry if this feels little overwhelming at first... you’re not alone! ECQs are challenging for everyone, and our clients include seasoned GS-15s from across the government, colonels and generals from all military branches, senior scientists, PhDs, college professors, attorneys, corporate executives, and numerous other professionals. However, with this kind of expert training, more than five hours of video-based instruction, our signature ECQ builders, samples, and knowledge checks, the process becomes much more manageable, and your chances of success increase dramatically! **Training Objectives:** The goal of this course is to simplify a daunting writing exercise by making sure students understand the OPM standards and that they have a clear process and powerful tools for writing their own ECQs. In addition, the online format allows students to set their own pace and access the course for three months, during which time they can watch the videos over and over again and access the training from anywhere, anytime. Finally, this course provides students with tactical, detailed feedback on their first draft, helping them to optimize their ECQs! **Course outline:** - Best practices lecture and coaching via video - Leading Change overview, scenarios, and sample - Selecting your Leading Change topic(s) - Step-by-step process for writing your ECQ using our signature builders - Leading People overview, scenarios, and sample - Selecting your Leading People topic(s) - Step-by-step process for writing your ECQ in the CCAR format - Results Driven overview, scenarios, and sample - Selecting your Results Driven topic(s) - Step-by-step process for writing your ECQ in the CCAR format - Business Acumen overview, scenarios, and sample - Selecting your Business Acumen topic(s) - Step-by-step process for writing your ECQ in the CCAR format - Building Coalitions overview, scenarios, and sample - Selecting your Building Coalitions topic(s) - Step-by-step process for writing your ECQ in the CCAR format - OPM Format overview, scenarios, and sample - Selecting your OPM Format topic(s) - Step-by-step process for writing your ECQ in the CCAR format - Competency checklist - Formatting and submitting your ECQs to the hiring agency. Next, you will email in your ECQs for two rounds of detailed editorial feedback from a seasoned Master Senior Executive Writer and Coach to help you align your ECQs with proven best practices and OPM standards. Our edits will include verification that your ECQs are presented in the CCAR format and, most importantly, that they are told through the all-important lens of the 28 executive competencies. Once you submit your final draft, we will send your ECQs through our staff proofreaders as a final check for grammar, style, accuracy and consistency. *Scheduling is required with a 5–10 business day turnaround.
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- Your ECQs will then be sent to our in-house proofreaders, who will check for grammar, flow, consistency, and accuracy. - You will then receive a draft of your ECQs and have 10 business days to use the track changes function to indicate anything you want to add, change, or remove and ask any questions you might have. You are the final reviewer and approving authority of this document.
- Your writer will advise if your changes are not aligned with best practices, make any and all edits you wish, and send you back a final draft that you can submit with confidence!

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<th>Course</th>
<th>Duration</th>
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Course overview: Thousands of people out there want to apply to the federal government, and www.USAJOBS.gov has 10K or more open positions every day! But job seekers are often confused and overwhelmed by the massive amounts of jobs and application requirements. They need your help, and by becoming a Master Federal Career Advisor (MFCA), you will be able to inform and empower them with resources and support. This course is based on our 30 years of experience as an industry leader and the best practices and tools we have developed after assisting over 60K customers! With our brand-new Roadmap to Federal Jobs book and process, and an online course designed for the busy professional, it’s never been easier to become a certified career advisor than it is right now! This course is perfect for college counselors and advisors, military readiness and transition specialists, family readiness specialists, Department of Labor employees, federal Human Resources personnel, and more. Plus, this and all of our online courses include specific learning objectives and built-in knowledge checks to ensure that students fully understood the best practices being shared. Training Objectives: To provide students with the knowledge and resources to help shape their clients’ understanding of the federal employment landscape in the 21st century. Additionally, students will learn how to determine client qualifications and to advise them in finding jobs and developing effective application materials. The MFCA Toolbox will add huge value and help students to be more effective advisors by providing them with powerful, relevant resources such as job-winning resume samples, templates, a KSA worksheet, practical exercises, knowledge checks and more! All of this useful information is presented in our five-checkpoint format, making it easier to read and interpret as each section builds on the last. Although students can take the course at their own pace over the course of 90 days, the recommended approach is a six-week process. Following that schedule, each week, students will complete one checkpoint and take a quiz to ensure their mastery of the information. After finishing all the check points, students can complete the final exam in week six and become a certified MFCA! Course outline: Introduction - Understanding the federal landscape Checkpoint 1 - Selecting a starting point/job Checkpoint 2 - Determining your qualifications for a specific job Checkpoint 3 - Developing an effective federal resume Checkpoint 4 - Knowledge, Skills, and Abilities (KSAs) and occupational questionnaires Checkpoint 5 - Applying for the job and following up Checkpoint 6 - Preparing for the interview Checkpoint 7 - Special guidance for military personnel, veterans, and spouses Checkpoint 8 - The Senior Executive Service (SES) Final project - Within 14 days of completing the course, you will be required to use the Roadmap to Federal Jobs process to analyze the resumes of two fictional clients, locate potential vacancies for them on www.USAJOBS.gov, identify key words and required documents, and explain why you feel the fictional client would be a good fit.

Course overview: Okay, so you’ve earned your Master Federal Career Advisor (MFCA) certification and are advising individual job seekers on reaching their career goals. That’s wonderful, but what if you want to train groups of people on our Roadmap to Federal Jobs process in a classroom setting? Only CareerPro Global can certify individuals as MFCAs, but by taking this short course and earning the Trainer designation (MFCA-T), you will receive the authority and additional guidance needed to utilize our PowerPoint slides, tools, books, Roadmap to Federal Jobs process, and other materials to educate groups on finding, understanding, and applying for federal jobs. The MFCA certification is a prerequisite for this add-on course. Training Objectives: To empower MFCAs to be effective instructors and to effectively use the provided slides, trainer tool kit, 20 copies of the Roadmap to Federal Jobs book, and other resources in a group/classroom setting.

Course overview: Do you want to better understand the federal landscape and application process, but you’re confused and overwhelmed by the massive amounts of jobs and application requirements? If so, this self-paced online course is for you! Our Roadmap to Federal Jobs process is founded on 30 years of experience as an industry leader, as well as the many best practices and tools we have developed while assisting over 60K customers! Training Objectives: To enhance job seekers’ understanding of the federal employment landscape in the 21st century and empower them to find and interpret vacancy announcements, determine their qualifications, and develop effective application materials. The course will also include several resume samples; templates; a Knowledge, Skills, and Abilities (KSA) worksheet; and knowledge checks to ensure students understand the material. Course outline: Introduction - Understanding the federal landscape, Checkpoint 1 - Selecting a starting point/job, Checkpoint 2 - Determining your qualifications for a specific job, Checkpoint 3 - Developing an effective federal resume, Checkpoint 4 - KSAs and occupational questionnaires, Checkpoint 5 - Applying for the job and follow up, Checkpoint 6 - Preparing for the Interview, Checkpoint 7 - Special guidance for military personnel, veterans, and spouses, Checkpoint 8 - The Senior Executive Service (SES)
### Course overview:
The federal government's hiring portal (www.USAJOBS.gov) has 10K or more open positions posted every day! But job seekers often fail to understand the proven best practices for writing tailored and effective federal resumes, so they don't achieve the results they want in their careers. Here at CareerPro Global, we have assisted more than 60K job seekers over the past three decades and have learned from each one as a unique case study. By doing so, we have validated time and time again the best ways to present a jobseekers most relevant experience, and to write compelling accomplishment statements, all while tailoring and optimizing their resumes. This MFRW certification distills our knowledge and proven best practices into an easy to follow, convenient five-checkpoint format with intuitive knowledge checks and a final project to ensure mastery of the materials. This course is perfect for college counselors and advisors, military readiness and transition specialists, family readiness specialists, Department of Labor employees, federal Human Resources personnel, and others. Students will learn how to tailor and optimize federal resumes toward a specific vacancy or type of federal occupation. The course also features built-in knowledge checks to ensure that the best practices are fully understood. This online course is ideal for the busy professional and makes it easier than ever to become a certified MFRW! **Training Objectives:** To provide MFRWs with a repeatable, step-by-step process for helping jobseekers develop and tailor their resumes, write strong accomplishments, and showcase their most relevant skills, education, and experience for hiring managers. MFRWs will also receive sample resumes, templates, and other helpful resources!  **Course outline:** Checkpoint 1 – Find jobs on the USAJOBS.gov website, Checkpoint 2 - Identify keywords/headlines, Checkpoint 3 - Create the framework for the USAJOBS resume, Checkpoint 4 - Write the duties and accomplishments for each position, Checkpoint 5 – Edit and Complete the USAJOBS resume, Final project - Within 14 days of completing the course, you will be required to write two versions of a federal resume for a fictional client. Sample resumes, position descriptions and performance appraisals will be provided.

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<th>Course Code</th>
<th>Course Title</th>
<th>Duration</th>
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<td>333318TDTM</td>
<td>978-0-9823222-6-0</td>
<td>Roadmap to the Senior Executive Service book (2nd edition)</td>
<td>Book overview: CareerPro Global's senior writing team develops thousands of interviews and job-winning Senior Executive Service (SES) applications each year, and Roadmap to the Senior Executive Service has been written from their insider’s perspective. The five-point process teaches readers how to find federal SES jobs, understand the hiring process, then develop and submit their own application materials—to include an SES resume, Executive Core Qualifications (ECQs), and Technical Qualifications (TQs). If you want to learn how to determine if you are qualified for an executive role in the government and then write a comprehensive, interview-winning, and Office of Personnel Management (OPM)–compliant SES application package, this book is for you. Entry into the SES begins here! Book outline: Checkpoint 1 - Understanding the SES, Checkpoint 2 - Finding SES jobs and navigating the hiring process, Checkpoint 3 - Developing an effective SES resume, Checkpoint 4 - Writing your ECQs and TQs, Checkpoint 5 - Submitting your application, and preparing for the interview, Executive Toolbox with sample ECQs, resumes, and TQs, along with blank templates, builders, and other tools!</td>
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<td>978-0-9823222-3-9</td>
<td>Roadmap to Federal Jobs book</td>
<td>Book overview: CareerPro Global’s senior writing team develops thousands of interviews and job winning USAJobs resumes each year, and Roadmap to Federal Jobs has been written from their insider’s perspective. The eight-point process teaches readers how to find federal jobs, understand the hiring process, then develop and submit their application materials—to include resumes; Knowledge, Skills, and Abilities (KSAs); and cover letters. If you want to learn from the industry-leading team how to navigate the often-complicated process of applying for and entering the federal workforce, you need this book! Book outline: Introduction - Understanding the federal landscape, Checkpoint 1 - Selecting a starting point/job, Checkpoint 2 - Determining your qualifications for a specific job, Checkpoint 3 - Developing an effective federal resume, Checkpoint 4 - KSAs and occupational questionnaires, Checkpoint 5 - Applying for the job and following up, Checkpoint 6 - Preparing for the Interview, Checkpoint 7 - Special guidance for military, personnel, veterans, and spouses, Checkpoint 8 - The Senior Executive Service (SES) Federal Career Toolbox with resume samples, templates, a KSA worksheet, and more!</td>
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<td>33318TDTM</td>
<td>978-0-9823222-2-2</td>
<td>Roadmap to Job-Winning Military to Civilian Resumes book</td>
<td>Book overview: This book is founded on three decades of experience assisting tens of thousands of veterans at all ranks and from all branches of the military. The book's authors also developed the Master Veteran Career Advisor (MVCA) and Master Military Resume Writer (MMRW) certifications. Readers will learn how to write military-to-federal, military-to-defense-contractor, and military-to-corporate resumes that are proven to earn job interviews. There is also a Veteran's Toolbox that contains tons of useful information and resources, including resume samples and easy-to-use templates. Training Objectives: Armed with all of this information, the 21st-century veteran will be able to transition fast, strategically, and with confidence. Book outline: Checkpoint 1 - Knowing your options and finding jobs, Checkpoint 2 - Identifying your skills and writing your accomplishments, Checkpoint 3 - Writing your military-to-federal resume, Checkpoint 4 - Writing your military-to-private-sector resume, Checkpoint 5 - Submitting your application materials and preparing for the interview, Resources include sample resumes and cover letters, blank templates, a vision statement worksheet, and many other useful tools.</td>
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