

Student FAQ Sheet - Career Services

OVERVIEW

A Frequently Asked Questions (FAQ) document designed to provide quick and easily accessible information for MedCerts students who may have Career Services inquiries or concerns.

GENERAL CAREER SERVICES QUESTIONS

What is Career Services?

Career Services is a department within MedCerts that provides resources, guidance, and support to help you make informed decisions about your career path, job search, clinical search, and professional development.

How can Career Services help me?

Career Services can assist you in various ways, including:

- Resume and cover letter review
- Job and clinical search strategies
- Interview preparation and mock interviews
- Career exploration
- Networking and professional development
- Skill-building webinars and events

How do I access Career Services?

MedCerts has a dedicated online platform for accessing resources and connecting with a Career Coach. You can access the Career Center via your Learning Management System (LMS) or at <https://careercenter.medcerts.com/>.

Is there a cost for using Career Services?

Career Services is a free resource for enrolled students and alumni students. You have access to utilizing Career Services and the career center for up to one year post program completion.

When should I start using Career Services?

It's never too early to engage with Career Services. You can start developing your resume and cover letter once you begin your program and continue throughout your academic journey to enhance your job search skills and professional development.

How can Career Services help me with my job search?

Career Services can assist you in identifying potential job opportunities, improving your application materials (like your resume), and enhancing your interviewing skills.

Does MedCerts assist with job placement?

MedCerts is focused on working with employers to help bridge the gap between vacancies and prospective candidates. When our employer partners reach out seeking qualified MedCerts students for their open opportunities, we share this information with students who completed a relevant program, passed their certification exam(s), and have worked with a MedCerts Career Coach to develop and tailor their resume.

Who are MedCerts Employer Partners?

MedCerts has partnerships with many organizations and companies from across the nation. While MedCerts does not place students into job opportunities, we encourage you to apply with our featured employers and in your cover letter and application, reference you were made aware of the opening via MedCerts. Our employer partners are more inclined to extend interview opportunities to certified MedCerts graduates. To see a listing and to learn more about MedCerts featured employers, click here: <https://careercenter.medcerts.com/sponsors/>.

What resources are available on the Career Center?

Our Career Center houses some helpful online resources, including sample resumes, resume resources, interview tips, cover letter materials, certification information, clinical search strategies, and job search tools.

How do I schedule an appointment with Career Services?

If you are seeking clinical support and are over 75% complete with your program, you can either ask your Student Success Advisor or Career Coach to connect you with a Clinical Coordinator. If you are seeking career support with developing your resume or cover letter, preparing for interviews or your job search, or have general career-related questions, you can submit a request to connect with a Career Coach via the [Ask a Career Coach form](#) located on the Career Center.

I have an interview, how can I request support?

To partner with a Career Coach in preparing for upcoming interviews, you can submit a request to connect with a Career Coach via the Ask a Career Coach form located on the Career Center. If you are already working with a Career Coach, you can schedule an interview preparation meeting with your Career Coach via their Calendly link. To submit an Ask a Career Coach form, click [here](#). Please keep in mind our Career Coaches work with hundreds of students at any given time. If you have an upcoming interview, be sure to submit the Ask a Career Coach form a week to 4 business days in advance.

How can I make the most of my Career Services experience?

Be proactive, attend webinars and Ask a Career Coach Live events, utilize the Career Center resources, connect with a Career Coach, ask questions, and follow their guidance to make informed decisions about your career journey. Remember, Career Services is there to support you throughout your academic and professional journey. Don't hesitate to reach out and take advantage of the valuable resources they offer.

CLINICAL QUESTIONS

Can Career Services help me with my clinical site search?

Absolutely! While you are responsible for securing your clinical site (if your program requires a clinical component), we have Clinical Coordinators who can guide you in finding relevant sites, prepare you for the outreach and networking process, and maximize the experience to boost your skills and industry connections. Learn more here: [Clinical Steps – Virtual Career Center | MedCerts](#).

Does MedCerts place students into a clinical site or does MedCerts have a list of clinical sites?

Yes, MedCerts will sponsor students for clinical sites. Students are ultimately responsible for finding a clinical site but the MedCerts Career Services team will partner with students to provide the following services:

- Assistance in finding a clinical site once student is program complete
- An affiliation agreement with the site;
- A certificate of insurance.

We encourage our students to research their clinical opportunities and identify clinical sites in their area as soon as possible. Keep in mind. Because business needs, recruiting efforts, and other situations sometimes change throughout the student's program, it can be difficult to forecast what sites will be available to host clinicals. Students should be committed to obtaining certification and the investment needed to complete their clinical requirement.

How long does it take to complete my clinical requirements?

Every clinical site and clinical experience is different. If the clinical site needs an affiliation agreement with MedCerts, the clinical process could take a few months. Once you have started your clinicals, how long it takes to complete them will depend on the clinical requirements related to your certification. To learn more about your program's specific clinical requirements, click here: <https://medcerts.com/start/student-downloads>.

How do I let MedCerts know I found a clinical site?

When you find a clinical site, we may have to sign an affiliation agreement with them before you can start. Please provide contact information on the Clinical Site Information Form so we can reach out to the site. You may locate the Clinical Site Information Form in your [MedCerts Learning Management System \(LMS\)](#) under the Clinical Pathway.

Where do I submit my clinical log once completed?

Document your requirements on the Clinical Log form, and return your completed form to the MedCerts clinical team (clinicalsupportteam@medcerts.com) Once received and approved, your National Certification will be released to you.

How can my Career Coach support me?

Career coaches provide career guidance, support, and advice to students in various aspects of their careers, such as job search strategies, career transitions, skill development, networking, interview preparation, resume and cover letter support, and overall career planning. You should direct any career-related questions to your Career Coach. To connect with a Career Coach, click [here](#).

How can my Clinical Coordinator support me?

The primary responsibility of a Clinical Coordinator is to oversee and manage various aspects of clinical operations, including walking students through the clinical search process, offering clinical search strategy meetings, and connecting students with local clinical opportunities. If your program includes a clinical component and you are 85% or more complete with your program, connect with your Student Success Advisor or Career Coach. They will connect you with a Clinical Coordinator.

How can my Employer Relations Coordinator support me?

Employer Relations Coordinators serve as liaisons between employers/clinical sites and MedCerts Students. They support Clinical Coordinators by building nationwide partnerships with allied health or IT organizations who either accept clinical students or have positions that need to be filled by certified professionals. Employer Relations Coordinators work behind-the-scenes to build pertinent employer and clinical relationships to provide MedCerts students more opportunities to be placed.