

ANDREWS AFB WASHINGTON, DC

2026 LIVE CLASS

CERTIFIED FEDERAL JOB SEARCH TRAINER®/
CERTIFIED FEDERAL CAREER COACH® PROGRAM



June 15-17

3 DAYS

8:30 AM TO 4:30 PM (ET)

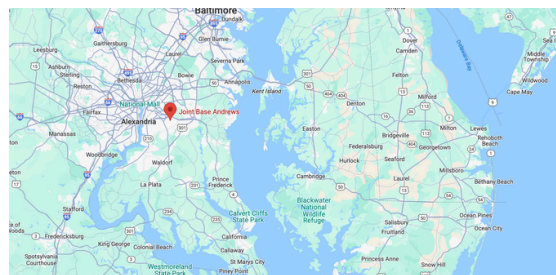
TRAINING FACILITY

The Club at Andrews

Andrews Air Force Base

📍 1889 Arnold Ave
Joint Base Andrews,
Maryland 20762

The Club at Andrews is located near Morningside, Maryland in suburban Washington, D.C.



FEATURED INSTRUCTORS & SPEAKERS



Kathryn Troutman

CFJST / CFCC

Ten Steps to a Federal Job®
Curriculum Designer,
Author, Instructor



Charles Clark

HR Day Curriculum Designer
and Senior HR Specialist
Featured Instructor - Friday,
June 17
8:30 am to 1:00 pm ET

CERTIFICATION

2026 LIVE CLASS

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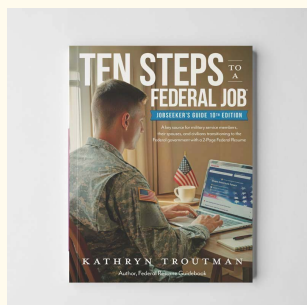


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YOU WILL BE CERTIFIED TO TRAIN AND COACH FROM THESE 5 BOOKS



**Jobseeker's Guide,
Ten Steps to a
Federal Job®**

Curriculum for
2 hours to full-day



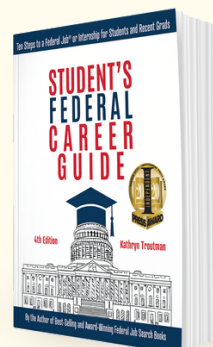
**Transitioning Your
Federal Resume to
Private Industry**

Curriculum for
1.5 to 2 hours



**The Stars are Lined Up
For Military Spouses®**

Curriculum for
3 hours



**Student's Ten Steps
to a Federal Job®**

Curriculum for
90 minutes, 3 hours



**Creating Your
First Resume®**

Curriculum for
90 minutes

PREPARING FOR THE TEN STEPS CERTIFICATION COURSE

Ten Steps to a Federal Job Trainer's Guide

Before the class begins, we will send the Ten Steps Trainer's Guide to you. This is a 90-page synopsis of the 180-page Jobseeker Guide 9th Edition and most important lessons for instructors for Ten Steps to a Federal Job®.

The Trainer's Guide was requested by Ten Step Trainers to prepare them MORE for the class instruction and the individual coaching.

We're requesting that you spend 6 hours preparing for the Course:

- Reviewing / reading the Trainer's Guide
- Setting up / reviewing your own USAJOBS account
- Reviewing your own resume—you will be improving your federal resume



Scan to Register! Register for the
Ten Steps Certification Program
<https://resume-place.com/get-certified/ten-steps-trainer-certification/ten-steps-certification-program-registration/>



**Ten Steps to a
Federal Job®**