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Accredited Postsecondary Institutions: Educational institutions that have met certain standards of quality and are listed in the U.S. Department of Education's Database of Accredited Postsecondary Institutions and Programs at <http://www.ope.ed.gov/accreditation>. They are evaluated by an accrediting agency or state approval agency that is recognized by the secretary of education.

American Recovery and Reinvestment Act (ARRA): A \$787 billion economic stimulus package enacted in February 2009 to create new jobs, save existing ones, spur economic activity, and invest in long-term growth.

Apprenticeship: Apprenticeships are training programs that use a combination of structured classroom education and on-the-job learning to prepare individuals for careers in traditional industries such as construction and manufacturing, as well as new emerging industries such as health care, information technology, energy, telecommunications, and more. Apprenticeships helps connect job seekers looking to learn new skills with employers looking for qualified workers. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations. The U.S. Department of Labor sets standards for Registered Apprenticeship programs.¹⁰³

Balance Sheet: A summary of the assets, liabilities, and net worth of a business at a given time.

Biomass: Biological material that may be used as a renewable energy source. Wood, garbage, and agricultural waste material are examples of biomass energy sources.

Brownfield Site: Real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.¹⁰⁴ These properties can be cleaned to eliminate potential health risks, thus restoring economic vitality to communities.

Capital Expenditure Budget: A plan that identifies the amount of cash a company will invest in income-generating projects and assets, such as rental property, new products, information technology, and research and development.

Carbon Footprint: A measurement of the greenhouse gases produced by human activity that requires nonrenewable energy. It can be calculated at the individual level or more broadly.¹⁰⁵

Career and Technical Education (CTE): Education that provides practical skills and knowledge needed for the pursuit of specific careers. See also "vocational education."

Cash Flow Statement: A financial document summarizing real or expected incomings and outgoings of cash in a firm during a given period of time.

Climate Change: A long-term alteration in weather patterns, including temperature, precipitation, humidity, wind, and/or seasons.

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Corporation: A business that meets the legal requirements to exist as an entity apart from its owners (stockholders or shareholders). The owners of a corporation are protected from being personally liable in the event their company is sued.

Ecosystem: The plant life, animals, and nonliving features that make up an environment and interact in that environment. Some examples of ecosystems are coral reefs, coastal shores, and your backyard.

Energy Efficient: The use of less energy to provide the same level of service, for example, replacing a light bulb with one that uses less energy to produce the same amount of light.

Environmental Justice Communities: Those communities that have been exposed to environmental or health hazards, such as air pollution, water contamination, or chemical explosions. Most often, these are areas with high levels of poverty that neighbor industrial plants or similar facilities that create or use potentially dangerous materials. For this reason, these communities are the focus of activities to ensure that dangers are addressed, negative health impacts are reduced, and there is greater equality in exposures by racial or economic measures.

Fossil Fuels: Energy sources formed from decaying plant or animal matter inside the earth's crust over very long periods of time. Examples of fossil fuels include petroleum, natural gas, and coal. See also "nonrenewable energy."

Green Building: A method by which buildings are constructed to be resource-efficient and to have a reduced environmental impact. This method is known as "green construction" or "sustainable building."

Green Economy: The collection of industry activity that is focused on green production, investment, and services. It is a subset of the total economy.

Green Enhanced-Skills Occupation: A term employed by the Occupational Information Network (O*NET) to designate occupations that existed before the development of green practices and technologies but are likely to undergo significant changes as the green economy grows. These changes could include new or different credentials, knowledge, skills, or work tasks. Construction and building inspectors are an example of a green enhanced-skills occupation.¹⁰⁶

Green Increased-Demand Occupations: A term used by the Occupational Information Network (O*NET) to designate occupations that are likely to be in greater demand as a result of green practices and technologies but are unlikely to experience significant changes in the work required or the qualifications needed. First-line supervisors of agricultural and horticultural workers are an example of a green increased-demand occupation.¹⁰⁷

Green Industry: An employment sector that contains companies that produce parts, products, or services related to the overall green economy, such as renewable energy production, energy auditing, or natural resource management.

Green Jobs: Broadly, jobs that restore, protect, or conserve the natural environment. (For statistical purposes, the U.S. Department of Labor's Bureau of Labor Statistics defines green jobs as either 1) jobs in businesses that produce goods or services that benefit the environment or conserve natural resources or 2) jobs in which workers perform duties that make the production process of their business establishment more environmentally friendly or use fewer natural resources.)

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Greenhouse Gas Emissions: The release into the earth’s atmosphere of gases that trap heat. Some of these gases, such as carbon dioxide and methane, are produced naturally, but their rate of release is greatly increased as a result of human industrial activity. Other greenhouse gases, known as fluorinated gases, are produced solely through human industrial activity.¹⁰⁸

Income Statement: A document that assesses the financial performance of a business during a given period, usually a portion of a fiscal year. An income statement is also referred to as a “profit and loss statement” or a “statement of revenue and expense.”

Industry Association: An organization that represents, supports, and protects the interests and rights of the employers and/or employees in a particular employment sector. Associations’ goals are typically to strengthen the industry’s capacity and respond to the members’ needs.

Inside Electrician: A type of electrician. Inside electricians perform electrical installations, construction, maintenance, repair, and service. They work on electrical construction projects ranging from single-family residences to state-of-the-art industrial plants. They install conduits and wire lighting, switches, converters, and complex computerized systems.¹⁰⁹

Job Board: An online or physical location where job openings are posted.

Journeyman (Journeywoman)/Journey Level: A worker who has completed an apprenticeship and is considered to be well-qualified to perform the tasks in a specific trade.

Leadership in Energy and Environmental Design (LEED): A certification which is a professional credential for those working in green building and is administered by the Green Building Certification Institute. There are several versions of LEED, depending on level and type of expertise. For more information visit <http://www.gbci.org/main-nav/professional-credentials/credentials.aspx>.

Licensed: Many states require that proprietary schools obtain a state-issued license in order to operate, conduct courses, and issue certificates of completion.

Median: A number at the midpoint in a range of numbers. For instance, an income of \$40,000 in a list where one half of the earnings are greater than that amount and the other half are below that amount.

Mentor: Typically a more experienced individual who guides another person’s (the “protégé’s”) development to achieve a specific career goal.

New and Emerging Occupations: A term used by the Occupational Information Network (O*NET) to designate occupations involving work that is significantly different from the work performed in existing occupations. The occupations don’t fit within the existing job definitions in the O*NET Standard Occupational Classification system.¹¹⁰ These occupations are often created by changes in technology, society, markets, or regulation.

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One-Stop Career Center: A center that offers career counseling, training referrals, job listings, and similar employment-related services. These centers deliver services based on an individual's particular circumstances. All states have these centers, although they may go by different names locally and by state. Customers can visit a center in person or connect to the center's information through PC or kiosk remote access.

Partnership: A business entity with two or more owners who share in its profits and/or losses.¹¹¹

Protégé: An individual who obtains guidance and advice related to her training and career goals from a person with more experience (a "mentor").

Reasonable Accommodation of a Disability: Any change in the work environment or how work is customarily done to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment. An individual with a disability may need work station changes, special software or technology, or other accommodations in order to assist her in conducting her work.

Renewable Energy: Energy that comes from natural resources, such as sunlight, wind, rain and tides, and geothermal heat, which are constantly replenished. Types of renewable energy sources include solar power, wind energy, geothermal energy, wave energy, tidal energy, hydropower, and biomass energy. See also "alternative energy."

Retrofit: The addition of new technology or parts into older systems with the goal of improving those systems, such as enhancing the energy efficiency of an old building.

Revenue: The amount of money that a business or other organization earns during a given period through the sale of goods or services.

Self-Sufficiency: The ability to provide for oneself without public subsidies and/or private/informal assistance. Tools such as the Self-Sufficiency Standard (SSS) help define self-sufficiency through a measure that calculates how much income a working family needs to meet its basic expenses (including housing, child care, food, health care, transportation, and taxes), depending on where they live and family size and composition.¹¹²

Solar Energy: The energy radiating from the sun that can be captured to provide electricity, power devices, and heat water and spaces.

Sole Proprietorship: A type of business entity that is owned and run by one individual.¹¹³ There is no legal distinction between the owner and the business. The owner has "unlimited liability," as she is responsible for the debts of the business.

Source Reduction Practices: Strategies to minimize waste, such as by keeping water in a reusable container rather than disposing of multiple water bottles or reducing packaging for products.

Sustainable: Practices that don't deplete or permanently damage natural resources.¹¹⁴ Organic farming, a type of agriculture that avoids the use of chemicals that harm the environment, is an example of a sustainable practice.

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Telecommuting: Working at a location separate from a company office or job site using technologies such as the Internet, cellular telephones, and video conferencing. Telecommuting diminishes the need to travel to and from a particular work site to perform an equal level of work.

Transferrable Skills: Those skills that can be carried from one job to another. For instance, good problem-solving ability is welcome across industries. These are also sometimes referred to as “portable” skills.

Vocational Education: Organized educational training programs that prepare individuals for a particular occupation by providing practical skills and experience. Fields of study include health care, construction, graphic/computer design, electronics, culinary arts, travel and tourism, etc. See also “career and technical education.”

Weatherization: The process by which buildings and homes are modified to regulate heating and/or cooling most often to reduce energy consumption and/or make the structure more energy efficient.

Wind Energy: Energy produced by the movement of wind. Wind energy can be used to drive mills and pumps, as well as the generators of electric power.

ADDITIONAL RESOURCES

You may find these resources helpful in planning for a green career. Web links can change, so you may need to do Internet searches to find the latest information.

GENERAL GREEN GLOSSARIES

NON-GOVERNMENT RESOURCES

- Green for All. Green for All’s guide titled “Green Speak: A Glossary of Terms Used in Green Business” provides useful definitions for terminology and buzzwords frequently used within the green industry.
<http://www.greenforall.org/resources/green-speak-a-glossary-of-terms-used-in-green-business>
- Job-Hunt.org. This site provides a green industry glossary that defines basic green terms and technical terms associated with specific industries.
<http://www.job-hunt.org/green-jobs-job-search/green-industry-glossary.shtml>

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INDUSTRY-SPECIFIC GLOSSARIES

GOVERNMENT RESOURCES

- California Energy Commission. The commission provides a glossary of energy-related terms. <http://www.energy.ca.gov/glossary>
- U.S. Department of Energy (DOE). DOE provides several glossaries, including a glossary of energy-related terms at <http://www.eia.doe.gov/glossary/index.html> and a glossary of solar energy terms at http://www1.eere.energy.gov/solar/solar_glossary.html.
- U.S. Department of the Interior (DOI), Bureau of Ocean Energy Management, Regulation and Enforcement (BOEMRE). BOEMRE provides a glossary of renewable energy terms. <http://www.mms.gov/offshore/RenewableEnergy/Definitions.htm>

NON-GOVERNMENT RESOURCES

- Windustry. Windustry provides a glossary of common terms related to wind energy. <http://www.windustry.org/glossary>

This list is not exhaustive and inclusion on this list does not represent an endorsement of any institution or program. While all efforts are made to ensure that hyperlinks are working and the information contained at the referenced websites is useful, the authors do not endorse, take responsibility for, or exercise control over the websites or organizations, nor do they vouch for the accuracy or accessibility of the information contained on these sites. The authors also cannot authorize the use of copyrighted materials contained in these sites. Users must request such authorization from the sponsor of the website.

End Notes

¹⁰³ Office of Apprenticeship. "Registered Apprenticeship FAQs." U.S. Department of Labor (2010). <http://www.doleta.gov/oa/faqs.cfm>

¹⁰⁴ U.S. Environmental Protection Agency. "Brownfields Definition" (2009). <http://www.epa.gov/brownfields/overview/glossary.htm>

¹⁰⁵ The Nature Conservancy. "Carbon Footprint Calculator: What's My Carbon Footprint?" (2010). <http://www.nature.org/initiatives/climatechange/calculator/>

¹⁰⁶ O*NET OnLine. "Green Occupation: Construction and Building Inspectors" (2010). <http://online.onetcenter.org/help/green/47-4011.00>

¹⁰⁷ O*NET OnLine. "Green Occupation: First-Line Supervisors/Managers of Agricultural Crop and Horticultural Workers" (2010). <http://online.onetcenter.org/help/green/45-1011.07>

¹⁰⁸ U.S. Environmental Protection Agency. "Greenhouse Gas Emissions" (2010). <http://www.epa.gov/climatechange/emissions/index.html#ggo>

¹⁰⁹ Apprenticeship Division. "General Journeyman (Inside) Electrician." Oregon Bureau of Labor and Industries (2010). http://www.oregon.gov/BOLI/ATD/A_Ctrades_Electrician.shtml

¹¹⁰ National Center for O*NET Development. *New and Emerging Occupations of the 21st Century: Updating the O*NET™-SOC Taxonomy - Summary and Implementation*, U.S. Department of Labor, Employment and Training Administration (2009):3 http://www.onetcenter.org/dl_files/UpdatingTaxonomy2009_Summary.pdf

¹¹¹ U.S. Internal Revenue Service, *Publication 541* (2010). <http://www.irs.gov/publications/p541/index.html>

¹¹² Wider Opportunities for Women. "Self-Sufficiency Standard" (2010). <http://www.wowonline.org/ourprograms/fess/sss.asp>

¹¹³ U.S. Internal Revenue Service. "Sole Proprietorships" (2009). <http://www.irs.gov/businesses/small/article/0,,id=98202,00.html>

¹¹⁴ Merriam-Webster. "Sustainable" (2010). <http://www.merriam-webster.com/dictionary/sustainable>