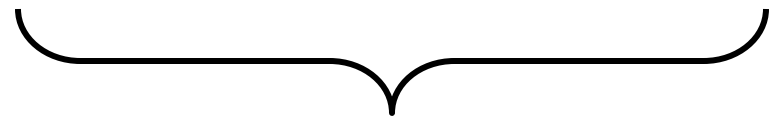


TOOLKIT

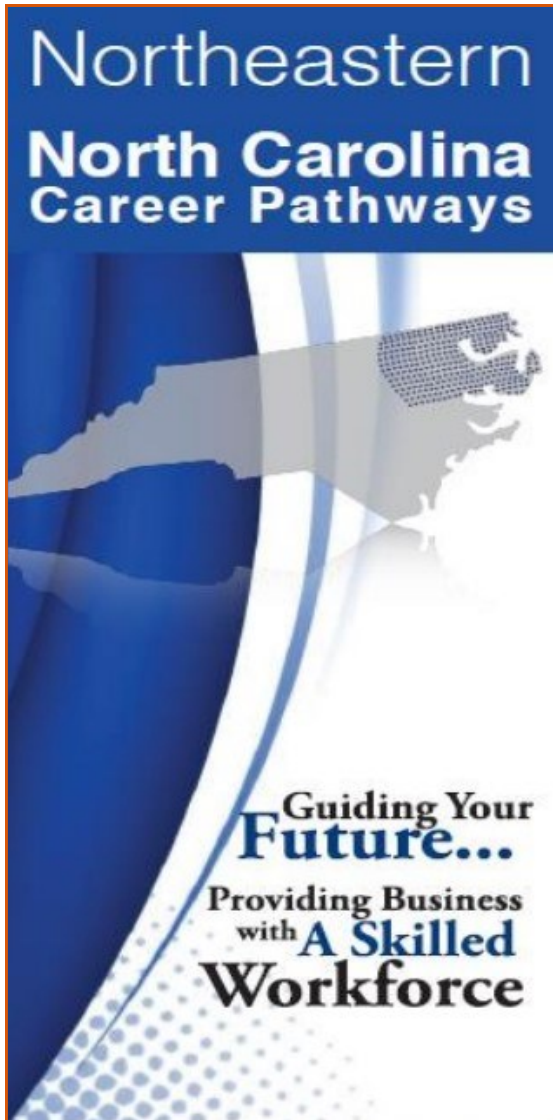


**FOR ADVISORS,
COUNSELORS &
INSTRUCTORS**



***To Use For Assisting
Students & Job-Seekers With
Career & Academic Planning***

NENCPATHWAYS.ORG



TOOLKIT



**FOR ADVISORS,
COUNSELORS &
INSTRUCTORS**



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To the Career Pathways' Toolkit Consumer:

First of all, thank you! Your daily commitment to helping our emerging, existing and transitioning workforce of Northeastern NC (NENC) is invaluable to the economic prosperity of our region. When companies are deciding whether to expand or relocate to NENC, the quality and availability of a workforce is one of their most important considerations.

Roughly half of all young Americans arrive in their mid-twenties without the skills essential for success¹ and **you play a role in changing this statistic**. In NENC, our job-seekers deserve an understanding of high-growth industries and occupations, local employment opportunities, livable wages, and career progression aligned with educational programs of study within secondary and post-secondary institutions. Therefore, this toolkit was designed to provide a comprehensive overview of the NENC Career Pathways initiative and tangible implementation strategies for the benefit of variety of entities, such as:

- Workforce Development Boards
- NCWorks Career Centers
- Community College Advisors
- Career and Technical Education Directors & Teachers
- Career Development Coordinators
- High School Counselors

Many states and entities have worked to develop career pathways for a number of years. North Carolina's pathway initiative contains a set of required elements that have been developed with and approved by the state's primary workforce development partners. These elements are foundational to Certified Career Pathways in the state and endorsed by the NC Works Commission.

In NENC, this effort began as an initiative entitled “Pathways to Prosperity” and has grown to now represent 20 counties and the 22 Local Education Agencies (LEAs), 8 Community Colleges, 11 NCWorks Career Centers, and 3 Universities within them. A variety of employers and economic development agencies have also been a part of this process.

The industry sectors were first chosen by determining their high-growth outlook. Those are represented in the table below. At the time of this application, two of those have been certified by the state (Health Sciences and Advanced Manufacturing). These pathways represent a regional framework so partners within local areas (i.e., College of the Albemarle and the Northeastern Workforce Board and its 7 LEA’s) are encouraged to work together on developing their own implementation strategies so that clients/students have definitive resources to use within their career pathways initiation and/or continuation.

NENC Career Pathway²	2017-2027 Expected Growth for NENC³
Health Sciences	+18.3%
Advanced Manufacturing	+0.1%
Agriscience & Biotechnology	+1.5%
Business Support Services	+0.4%

Please explore the local website at www.nencpathways.org and the state’s website (<https://www.nccommerce.com/wf/workforce-professionals/ncworks-certified-career-pathways>) to learn more. If you have any questions, please contact your “Career Pathways Champion” via the agency liaison information within this toolkit.

Happy Advising,

The Career Pathways Executive Leadership

¹ Pathways to Prosperity Project: Harvard Graduate School of Education, February 2011

² Representative of 4 Pathways in Northeastern NC

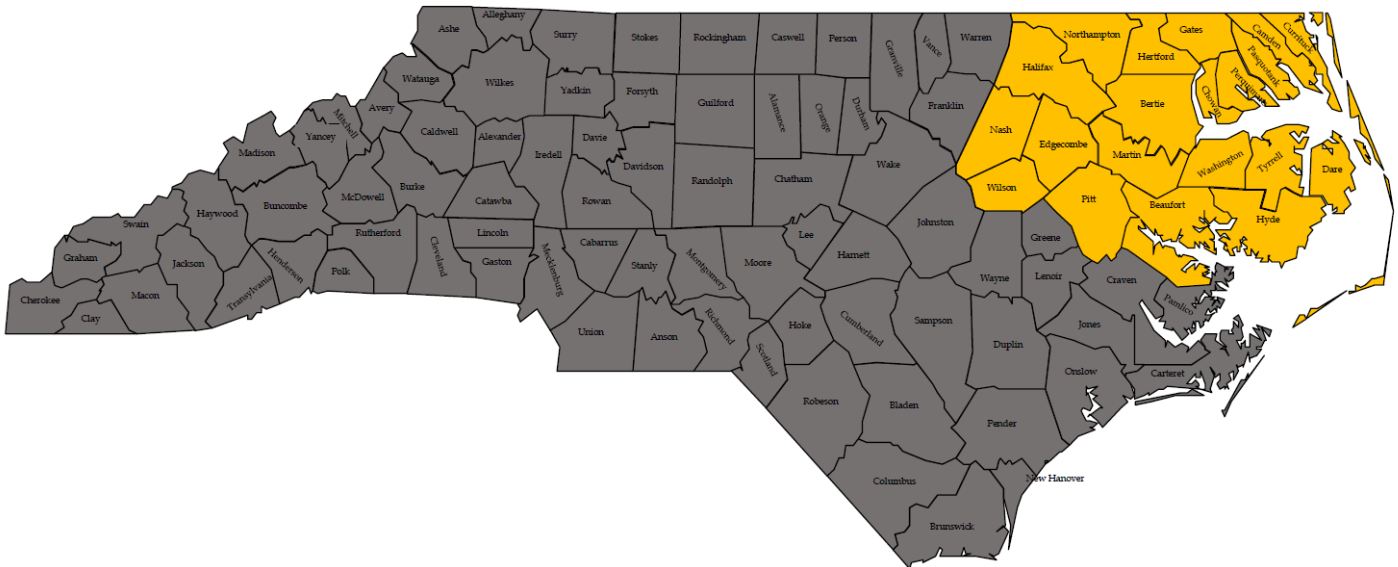
³Labor Market Information (Industry Growth) representative of 20 counties in NENC & Areas of Southeast VA (commuting distance): Economic Modeling Specialists, Inc.

NORTHEAST NC CAREER PATHWAYS

20 Counties + 22 School Systems + 3 Workforce Boards + 8 Community Colleges

+ 3 Universities + 11 NCWorks Career Centers

A Region Focused on Improving the Alignment of Workforce Skills with Business Needs



CAREER PATHWAYS

*A Toolkit for Local
Implementation for Career
Advisors in Northeast NC*

WHY USE THIS?

“Career Pathways” shouldn’t be considered an *added component* of an instructor/counselor/career advisor’s work with job-seekers and students—it should be the foundation for all the assistance that’s provided.

HOW DO I USE THIS GUIDE?

Northeast NC has four career pathways in: Advanced Manufacturing, Health Sciences, Business Support Services & Agriscience/Biotechnology. This booklet gives career advisors a template to guide them through their implementation of a pathway planning with a job-seeker and/or student.

WHO IS THIS FOR?

Any professional that is helping current or future job-seekers with their career and/or academic planning. For example, Career Advisors at NCWorks Career Centers, Counselors at High Schools, Mentors/Coaches at Community Colleges, etc.

WHAT COMES NEXT?

There are certainly occupations that clients desire outside of these industry sectors. Regardless, the materials herein provide career advisors with a framework that they can use for any occupational pathway planning.

Do more than get a job.

Find your pathway to a **GREAT CAREER!**

Our Career Advisors
can help you get started
in one of these

**In-Demand
Careers in
Northeastern
North Carolina**



ADVANCED MANUFACTURING

- Machining
- Electrical Technology
- Welding



BUSINESS SUPPORT

- Administrative Support
- Information Technology
- Logistics



HEALTHCARE

- Nursing
- EMS/Paramedic
- Dental Hygienist



AGRISCIENCE/BIOTECHNOLOGY

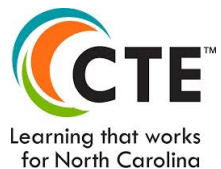
- Biotech Technician
- Agribusiness Technology
- Foodservice Technology

Get started for free at...

www.ncworks.gov

Or stop by your nearest NCWorks Career Center.

October 2017 E. Nicholson



NENC Career Pathways: Helping Our Workforce = Helping our Economy



Why are **Career Pathways** important for job-seekers *of today and tomorrow?*

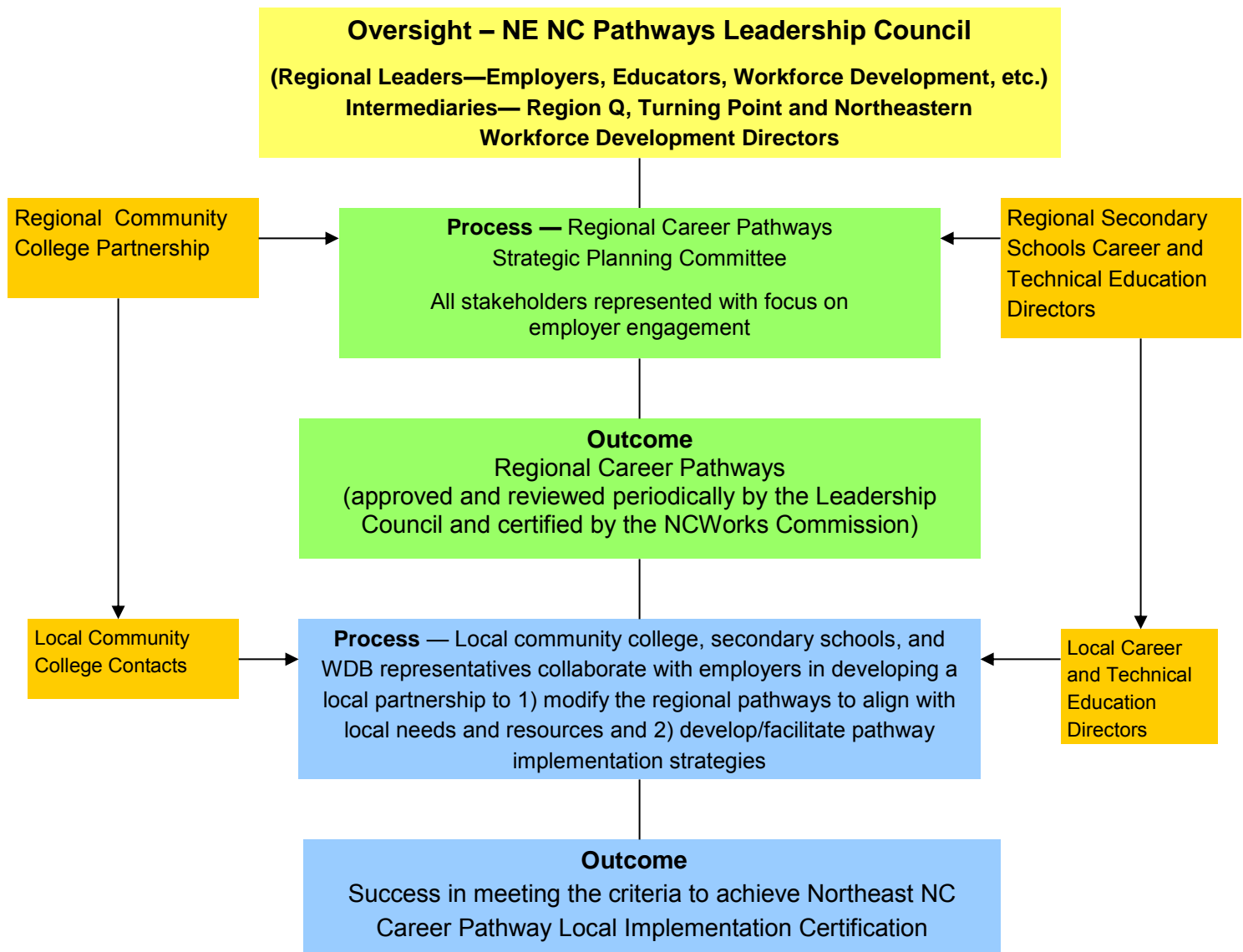
Workforce Categories		
Emerging	Current	Transitioning
High School & Community College Students	Underemployed	Unemployed Exiting Military

Job-Seekers need to be informed of:

1. The CAREERS available in Northeastern NC within growing sectors
2. The opportunities for career progression/growth
3. The wages within these careers weighed alongside their short and long term financial needs
4. The skills/education needed to acquire higher-level positions
5. Strategies for obtaining these additional skills, credentials, etc.



Northeastern NC Career Pathways Development Model



Northeastern NC Career Pathways provides a framework for collaboration in developing pathways around high demand regional business sectors.

The two goals of the partnership are to 1) increase the opportunities for more adolescents and adults to gain the necessary skills to acquire higher wages and meet the qualifications of high demand occupations and 2) provide regional business and industry a highly skilled work force.

The objective is to develop and implement a sustainable and scalable framework for moving the critical elements of career preparation to deeper levels of execution.

The primary strategy is to strengthen regional and local partnerships between business and industry, community colleges/universities, workforce development boards and local school districts through the creation of regional and local career pathways focused on high demand business sectors.

The Northeastern NC Career Pathway Journey

July 2012	Department of Public Instruction selects four LEAs to participate in the PtP pilot project
Aug. 2012 – June 2013	Pathway ASSET study and focus group awareness sessions are conducted and decision is made to expand the four LEA pilot program to include all twenty LEAs in the NE Region
July 2013	The three directors of the Workforce Development Boards that serve the Northeast volunteer to serve as lead intermediaries for the PtP Work
Sept. 2013	PtP Regional Leadership Council made up of employers and key stakeholders is organized and selects health care as the first business sector on which to develop pathways
Sept/Oct 2013	Health Care Career Pathways Strategic Planning Committee recruited and holds a series of meetings to develop pathways
Jan. 2014	Health Care Career Pathways final report submitted to Leadership Council for approval
Jan. 2014	Leadership Council approves Health Care Career Pathways Report and selects Agriscience/Biotechnology as the second business sector on which to develop pathways
Jan. 2014	Northeast Region CTE Directors apply for and receive Department of Public Instruction pathway grant funds to support implementation activities
Mar/Apr 2014	Agriscience/Biotechnology Career Pathways Strategic Planning Committee recruited and holds a series of meetings to develop pathways
Sept. 2014	Agriscience/Biotechnology Pathway final report submitted to Leadership Council for approval
Sept. 2014	Leadership Council approves Agriscience/Biotechnology Pathways Report and selects Advanced Manufacturing as the third business sector on which to develop pathways
Sept. 2014	Health care stakeholders conduct annual review of Health Care Career Pathways
Sept. 2014	Community colleges in the region hold meetings to coordinate and include regional pathway development strategies in their applications for NCWorks Pathway Grants sponsored by NC Community College system
Nov. 2014	NE PtP sponsors a counselors retreat focused on career counseling for regional secondary and community college counselors and career development coordinators
Nov. 2014	Four community colleges in the NE region receive NCWorks Pathway Grants
Jan. 2015	Six community colleges in the region formally organize the Northeast Regional Community College Career Pathway Partnership to share resources and best practices (expands to eight community colleges in Sept. 2015)
April 2015	Advanced Manufacturing Career Pathways Strategic Planning Committee recruited and holds a series of meetings to develop pathways
Sept. 2015	Leadership Council approves Advanced Manufacturing Pathways Report
Sept. 2015	Partnership brands the pathway work under the new name Northeastern North Carolina Career Pathways (NNCCP) and launches NNCCP website and marketing strategies
Sept. 2015	NNCCP submits Health Care Pathway certification application to NCWorks Commission for review/consideration
Oct. 2015	Health Care Pathways Annual Review is held at Martin Community College
Nov. 2015	NNCCP Counselor Retreat is held at Edgecombe Community College
Jan. 2016	Agriscience/Biotechnology Pathways Review is held at the Biotechnology and Medical Simulation Center at Rocky Mount Campus of Edgecombe Community College
Feb. 2016	NCWorks Commission certifies Northeastern Health Career Pathways as first NC certified pathway
October 2017	E. Nicholson

- April 2016 **Advanced Manufacturing Review** is held at Nash Community College
- Aug. 2016 Wilson Community College and Wilson County Schools are added to the partnership and community college representatives are added to the Leadership Council Executive Committee
- Sept. 2016 Leadership Council meets and approves planning calendar for 16-17, Local Implementation Grant Criteria and Business Support Services as the 4th regional pathway to be developed by the end of May 2017
- Oct. 2016 NNCCP applies for and receives a \$30,000 pathway planning grant from the NCWorks Commission
- Nov. 2016 NCWorks Commission Certifies the Northeastern Advanced Manufacturing Pathway (only region in the state with two certified pathways)
- Nov. 2016 NNCCP Counselor Retreat is held at Beaufort County Community College
- Jan.-May 2017 Pathway related grants awarded - Northeastern WDB (Health Care and Adv. Man. Implementation Grants); three NE regional WDBs (WIOA Service Delivery Innovation Grant); RCCC/Hertford County CTE, BCCC/Beaufort County CTE, NCC/Nash-Rocky Mount CTE (CTE Pathways Incentive Grants)
- March 2017 **Health Care Pathway Period Review** is held at College of The Albemarle
- April-May 2017 **Business Support Services Career Pathways Strategic Planning Committee** recruited and holds a series of meetings to develop pathways
- May 2017 Northeast NC Pathways Partnership is invited to make two presentations at the NC Pathways 2.0 Conference
- May 2017 College of The Albemarle, the LEAs in the COA service area (Camden, Currituck, Dare, Edenton-Chowan, E-City-Pasquotank, Gates, and Perquimans), the Northeastern Workforce Development Board and area employers become the first local partnership to meet the criteria to receive NENC Health Care Local Implementation Certification
- Oct. 2017 Northeast NC Pathways Partnership submitting the 4th pathway, Business Support Services, to the NCWorks Commission for official certification

**Applying
“Career Pathways”
with Students &
Job-Seekers
(I.E.P.)**

Investigate
Interests/
Passions

Explore
Career
Options

Plan for Short &
Long Term
Education Goals

Investigate!

Investigate Interests/Passions

Begin by Exploring Client/Student's Career Interests via a 2-minute Personality Assessment through Traitify

<https://nencpathways.traitify.com>



Traitify Administrators from the following entities* (within NENC) will be able to view results online and provide more intensive career guidance to clients/students:

- The NC Career and Technical Education Directors for each of the local education agencies (school systems)
 - The NCWorks Career Centers
- Each community college to include: College of the Albemarle, Roanoke-Chowan Community College (CC), Pitt CC, Martin CC, Halifax CC, Beaufort County CC, Wilson CC, Edgecombe CC, and Nash CC
 - Vocational Rehabilitation offices

**Contact your liaison in this toolkit to learn more about how to become a Traitify administrator*

Also explore: www.nccareers.org

Explore Career Options

How to Search for Jobs in Career Pathways via Industry/Occupation Codes in **NCWorks.gov**

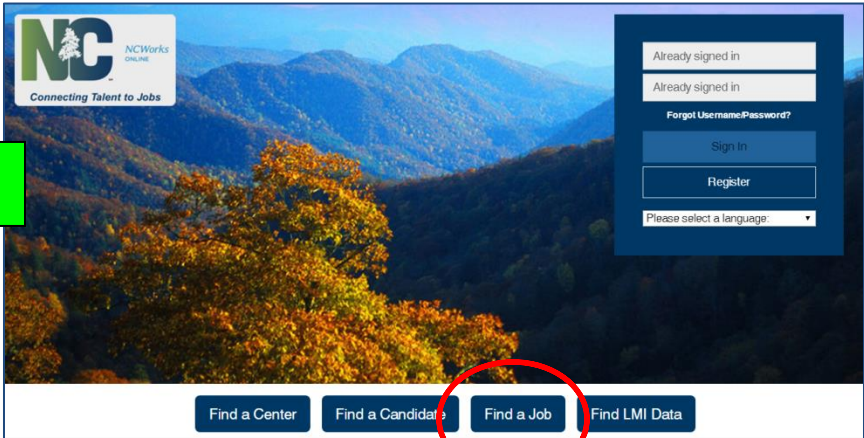
Pathway	NAICS (Industry Classification)	SOC (Occupation Classification)
Health Sciences	62 – Health Care & Social Assistance	29 – Healthcare Practitioners & Technicians 31 – Healthcare Support
Advanced Manufacturing	31-33 – Manufacturing <u>Other Major Industry Groups</u> 45- Transportation by air 874402- Aerospace Support Services - Technical 1711 – Plumbing heating & air conditioning 1731 – Electrical work 179103 – Welding & steel fabrication 7371 – Computer programming services 7373 – Computer integrated systems design 8734 – Testing laboratories 8711 – Engineering Services	49 – Installation, Maintenance & Repair 51 – Production
Agriscience/ Biotechnology	11 – Agriculture, Forestry, Fishing & Hunting 21 – Mining, Quarrying & Oil & Gas Extraction 22 – Utilities 56 – Administration & Support & Waste Management & Remediation Services	19 – Life, Physical & Social Science 45 – Farming, Fishing & Forestry
Business Support Services	48-49 – Transportation & Warehousing 51 – Information 52 – Finance & Insurance 55 – Management of Companies & Enterprises	11 – Management 13 – Business & Financial Operations 15 – Computer & Mathematical 53 – Transportation & Material Moving

Labeled "Employer Industry Sector" in NCWorks.gov

Labeled "Job Occupation Group" in NCWorks.gov

Explore Career Options: Guide to Locating Jobs in Specific Career Pathways via NCWorks.gov

1.



2.

Advanced Job Search

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the Search button/link. [Search]

Search Criteria

Area (click to change): [Durham County](#)

Keywords (e.g. Accountant):

[Show Keyword Search Options](#)

[Show Additional Quick Search Options](#)

3.

Job Occupation Criteria

Job Occupation Group:

[\[Select a Specific Occupation \]](#)

Or

Employer Criteria

Find employers that have...

Employer Name:

*Employer Name Type: Name Posted on Job Common Business Name

(Example: IBM Corporation) (Example: IBM)

Employer Industry Code: [\[Search for NAICS Code \]](#)

Or

Employer Industry Sector:

Corresponds to NAICS or SOC on previous page

TOOLKIT INSTRUCTIONS

The following pages list the certificates, diplomas, degrees, etc. that are offered at some community colleges (CC) in NENC.

Visit your nearest CC's website and/or contact your CC liaison for specific information on admissions, timeline, etc.

Plan for Short & Long Term Educational Goals

Community College Program Areas that Support Regional Pathways*

Community College	Northeastern NC Career Pathways			
	Health Care	Advanced Manufacturing	Agriscience/ Biotechnology	Business Support Services
Beaufort County Community College	<ul style="list-style-type: none"> • Nursing • Practical Nursing (LPN) • Medical Office Administration • Basic Medical Office • Medical Lab Technician • Nurse Aide I • Nurse Aide II • Medication Aide • Phlebotomy • Registered Medical Assistant • Pharmacy Technician • EMT • AEMT • Paramedic • Medical Responder • Medical Office Specialist 	<ul style="list-style-type: none"> • Electrical Engineering Technology • Electrical/Electronics Technology • Electronics Engineering Technology • Mechanical Engineering Technology • Basic Electronics • Applied Electronic Principles • Machinist • Machinist Advanced • Welding Technology • HVAC • Welding 	<ul style="list-style-type: none"> • Agribusiness Technology • Culinary Arts 	See last page for all potential programs
College of The Albemarle	<ul style="list-style-type: none"> • Nursing • Practical Nursing (LPN) • Nurse Aide I (DHSR registry) • Nurse Aide II (NCBON registry) • Medical Assisting • Surgical Technology • Medical Office Administration • Emergency Medical Technician (EMT Basic) • Emergency Medical Technician- 	<ul style="list-style-type: none"> • Computer Integrated Machining • HVAC • Welding Technology 	<ul style="list-style-type: none"> • Culinary Arts • Foodservice Technology 	See last page for all potential programs

**Listing may not include all programs; Contact your local liaison with questions.*

	<ul style="list-style-type: none"> Intermediate (EMT 1) Medical Responder Pharmacy Technician Phlebotomy (NHA) 			
Community College	Health Care	Advanced Manufacturing	Agriscience/Biotechnology	Business Support Services
Edgecombe Community College	<ul style="list-style-type: none"> Nursing Practical Nursing (LPN) Nurse Aide I (DHSR registry) Nurse Aide II (NCBON registry) Medication Aide (DHSR Registry) Medical Assisting Surgical Technology Emergency Medical Technician - Paramedic Emergency Medical Technician - Intermediate (EMT 1) Emergency Medical Technician (EMT Basic) Medical Responder Medical Office Administration Health Information Technology – Coding Medical Billing and Coding Radiography Respiratory Therapy Magnetic Resonance Imaging Computed Tomography Phlebotomy (NHA) 	<ul style="list-style-type: none"> Manufacturing Technology Electrical Engineering Technology Electrical Systems Technology Facilities Maintenance 	NA	See last page for all potential programs
Martin Community College	<ul style="list-style-type: none"> Nursing Nurse Aide II (NCBON registry) Dental Assisting Medical Assisting Physical Therapist Assistant Medical Office Administration Medical Billing and Coding Medical Information Technology 	<ul style="list-style-type: none"> HVAC Welding Technology 	<ul style="list-style-type: none"> Equine Business Technology Equine Training Technology 	See last page for all potential programs

**Listing may not include all programs; Contact your local liaison with questions.*

	<ul style="list-style-type: none"> • Pharmacy Technician • Phlebotomy (NHA) 			
Community College	Health Care	Advanced Manufacturing	Agriscience/Biotechnology	Business Support Services
Halifax Community College	<ul style="list-style-type: none"> • Nursing • Practical Nursing (LPN) • Nurse Aide I (DHSR registry) • Nurse Aide II (NCBON registry) • Medication Aide (DHSR Registry) • Medical Lab Technician • Dental Hygienist • Emergency Medical Technician (EMT Basic) • Emergency Medical Technician - Intermediate (EMT 1) • Medical Office Administration • Medical Billing and Coding • Phlebotomy (NHA) 	<ul style="list-style-type: none"> • Industrial Systems Technology • Welding Technology 	<ul style="list-style-type: none"> • Food Service Technology 	See last page for all potential programs
Nash Community College	<ul style="list-style-type: none"> • Nursing • Practical Nursing (LPN) • Nurse Aide I (DHSR registry) • Nurse Aide II (NCBON registry) • Medication Aide (DHSR) • Medical Assisting • Physical Therapist Assistant 	<ul style="list-style-type: none"> • Computer Integrated Machining • Electrical Systems Technology • Electrical/Electronics Technology • Electronics Engineering 	<ul style="list-style-type: none"> • Restaurant Management • Culinary Arts • Catering Management • Veterinary Assistant 	See last page for all potential programs

**Listing may not include all programs; Contact your local liaison with questions.*

		Technology <ul style="list-style-type: none"> • Industrial Systems Technology • Welding Technology 		
Community College	Health Care	Advanced Manufacturing	Agriscience/Biotechnology	Business Support Services
Pitt Community College	<ul style="list-style-type: none"> • Nursing • Nurse Aide I (DHSR registry) • Nurse Aide II (NCBON registry) • Medication Aide (DHSR Registry) • Medical Office Administration • Emergency Medical Technician (Paramedic) • Emergency Medical Technician (EMT Basic) • Healthcare Business Informatics • Health Information Technology – Coding • Healthcare Management Technology • Surgical Technology • Radiography • Respiratory Therapy • Nuclear Medicine • Medical Sonography • Occupational Therapy Assistant • Polysomnography • Magnetic Resonance Imaging • Positron Emission Tomography • Medical Dosimetry • Radiation Therapy • Echocardiography • CT/MRI • Therapeutic Massage • Positron Emission Tomography • Medical Dosimetry • Computed Tomography • EKG Monitor Technician 	<ul style="list-style-type: none"> • Electrical Systems Technology • Electronics Engineering • Mechanical Engineering • Computer Integrated Machining • Industrial Systems Technology • HVAC • Welding Tech 	<ul style="list-style-type: none"> • Biotechnology • Horticulture Technology 	See last page for all potential programs

**Listing may not include all programs; Contact your local liaison with questions.*

	<ul style="list-style-type: none"> • Pharmacy Technician • Phlebotomy (NHA) • Mammography 			
Community College	Health Care	Advanced Manufacturing	Agriscience/Biotechnology	Business Support Services
Roanoke-Chowan Community College	<ul style="list-style-type: none"> • Nursing • Nurse Aide I (DHSR registry) • Nurse Aide II (NCBON registry) • Medication Aide (DHSR Registry) • Emergency Medical Technician (Paramedic) • Emergency Medical Technician (EMT Basic) • Medical Office Administration • Medical Billing and Coding • Dietary Management • Pharmacy Technician • Phlebotomy (NHA) 	<ul style="list-style-type: none"> • Industrial Systems Technology • HVAC • Welding Technology 	NA	See last page for all potential programs
Wilson Community College	<ul style="list-style-type: none"> • Nursing • Practical Nursing (LPN) • Nurse Aide I (DHSR registry) • Nurse Aide II (NCBON registry) • Surgical Technology • Emergency Medical Technician - Paramedic • Emergency Medical Technician (EMT Basic) • Medical Office Administration • Dietary Management • Pharmacy Technician • Phlebotomy (NHA) 	<ul style="list-style-type: none"> • Electrical Systems Technology • Mechanical Engineering Technology • Basics of Tire Manufacturing • HVAC • Welding Technology 	<ul style="list-style-type: none"> • Culinary Arts • Biowork Process Technician 	See last page for all potential programs

**Listing may not include all programs; Contact your local liaison with questions.*

**Listing may not include all programs; Contact your local liaison with questions.*

Business Support Services:

- Accounting
- Simulation and Game Development
- Advertising and Graphic Design
- Software and Web Development
- Banking and Finance
- Supply Chain Management
- Business Administration
- Support and Services
- Computer Programming and Development
- System Security
- Customer Service
- Trucking
- Operations Management
- Database Administration/Data Center Technologies
- Web Administration and Design
- Distribution Management
- Web Technologies
- Global Business Management Cert
- Healthcare Business Informatics
- Healthcare Management Technology
- Human Resource Management
- Information Technology
- IT Business Support
- Marketing
- Medical Office Administration
- Medical Transcription
- Mobile Applications Developer
- Network Management
- Network Technology
- Network Telecommunications
- Office Administration
- Office Administration/Legal
- Paralegal Technology
- Public Administration

**Listing may not include all programs; Contact your local liaison with questions.*

Checklist for Job Seekers:

Steps for: _____

Date: _____

1 Create your Profile:

Check in with a counselor
Register on NCWorks.gov

Gather employment and
education history Complete
profile on NCWorks.gov

2 Meet a Counselor:

Determine next steps.

Date Completed _____

3 Identify Your Skills:

Recommended Assessments:

4 Plan your Career:

Explore career information
Identify interests
Explore labor market information

5 Improve Your Skills:

Explore training and education
options
Attend center workshops: (List
below) _____

6 Prepare For Interviews:

Finalize your resume
Write cover letters
Practice interview skills
Improve your online presence

7 Meet With Employers:

Set up your NCWorks virtual recruiter
Get appropriate job referrals from
staff
Attend interviews well prepared
Attend a job fair

8 Land a Job:

Arrive early
Dress appropriately
Arrange child care/
transportation (if needed)

9 Attend Other Workshops:

**10 Earn your Career
Readiness Certificate:**

Complete CRC pre-assessment
Tutorials
Schedule a CRC test

Other Resources:

Your Center Representative:

Name: _____

Location: _____

Workforce Innovation & Opportunity Act (WIOA) Eligibility Information & Frequently Asked Questions

Who can I talk to about available career pathways training options?

Visit the NCWorks Career Center in your county. Each NCWorks Career Center has professional staff available to discuss training options with you. If you are unemployed, underemployed, or have been laid off from work, inquire about the training opportunities that may be available under the Workforce Innovation and Opportunity Act.

What training options are available under the Workforce Innovation and Opportunity Act (WIOA) program?

There are a variety of training programs that have been approved by your workforce board that may lead to a certificate, diploma, or two-year degree. In addition, there are various short-term continuing education classes that may be an option, depending upon your unique situation, education, skills levels, and work experience. The flexibility of short-term continuing education classes may allow you the opportunity to enter/re-enter the workforce in a shorter time frame.

What if the training program that I would like to pursue is not in the training guide?

Regrettably, if a training program is not listed in the training guide, it is not approved for WIOA funding at this time. Reasons may vary, such as the training provider has not completed the application to be considered as an approved provider, training is not in demand in the local area, the cost is too high to be considered, the training provider is newly established with no performance history or is outside of the region, training may not result in employment, or estimated wages after training will not lead to self-sufficient wage earnings, etc.

How much will it cost?

Cost is dependent upon the training program. At the NCWorks Career Center, staff will review the variety of financial aid programs that are available. If you are selected to participate in the WIOA program, an individual training account (ITA) will be established for you in which your tuition, fees and supplies may be paid through WIOA.

How long can I attend training?

Depending upon the training program, all approved training can usually be completed within a two year period. Your WIOA career advisor will review the course content with you and help you set some goals with timelines to successfully complete the training. Under WIOA, all students must commit to a full-time schedule, follow the training provider's class attendance requirements and maintain a certain grade point average (GPA) to participate in training.

What happens after training?

Simply put, the purpose of the WIOA program is Employment, Retention and Earnings. Throughout your participation in a WIOA approved training program, you will meet with your career advisor at least once a month to discuss your progress and goals towards employment. You will have the opportunity to build your resume and learn of potential job opportunities. As a requirement for participating in the WIOA program, you must commit to diligently seeking employment in your training field. There are numerous job search resources available in the NCWorks Career Center to help you meet your employment goals. All you have to do is take advantage of them.

How much can I earn after training?

Become an informed consumer! Do as much research as possible before committing to a training program. For additional information, visit www.ncworks.gov and look under the labor market information link for wage information.

What if I am not qualified for the WIOA program?

Most colleges provide scholarship and financial aid options. Contact your community college for information on available scholarship opportunities and financial aid options such as Federal Student Aid. To apply for federal student aid including pell grants and student loans, complete the Free Application for Federal Student Aid (FAFSA) at the following website: <https://fafsa.ed.gov>. Scholarship resources can be found at <http://www.studentscholarships.org/>

TOOLKIT INSTRUCTIONS

The following pages are for students in high schools. These regional templates offer a general guide for courses to take in pathways, to include:

- Advanced Manufacturing
 - Production, Maintenance, Installation & Repair
 - Engineering & Technology
- Health Sciences
 - Biotechnology Research & Development
 - Medical Office Administration
 - Therapeutic & Diagnostic Services
- Business Support Services
 - Logistics & Supply Chain Management
 - Business Administration
 - Information Technology
- Agriscience/Biotechnology
 - Agribusiness Systems
 - Agricultural Research and Biotechnology

Contact your LEA/CTE liaison for specific information on your local high school pathways.



Northeast Region Health Sciences Pathway Plan

Cluster: Health Science

Pathway: Medical Office Administration

This Career Pathway can serve as a guide, along with other career planning materials, as students continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. 28 credits needed for graduation.

Student Name: _____

Grade: _____

School Name: _____

Students are strongly encouraged to participate in honors, advanced placement, and College and Career Promise options.

		English		Science		Social Studies		Others		Workbased Learning Experiences	
		Grade	Language Arts	Math	Science	Social Studies	Others				
Academic	9	English I-1cr	Math I-1cr	an Earth Science-1cr	World History-1cr	Health/PE-1cr			FBLA		
	10	English II-1cr	Math II-1cr	Biology-1cr	American History I/II-2cr				HOSA		
	11	English III-1cr	Math III-1cr	a Physical Science-1cr	Civics and Economics-1cr				CTE Internships		
	12	English IV-1cr	Math IV-1cr						Job Shadowing		
	Students planning to attend 4 year university should take two foreign languages--one being 2nd level								Field Trips		
Electives--Students choose from CTE Foundation & Enhancement options below.								Classroom Speakers			
CTE Preparation	Foundation	Complete minimum of 4 Courses to Earn CTE Concentrator Status--one must be starred * course									
		Foundational Course Options									
	Enhancement	Career Management			Business Law*			CCP options*see local CC		Articulated College Credit Options	
		Microsoft Excel & Access			Accounting I					Health Science I MED 121 and MED 122	
		Microsoft Word & PowerPoint			Accounting II*					Health Science II HSC-110 AND (HSC-120 OR MED-180)	
		Personal Finance/Principles of Business and Finance								Microsoft Word and PPT CIS-111 OR CIS-124 OR OST-136)	
	Credentials	Students Can Opt to Replace One Foundation Course Above with an Enhancement Course								Personal Finance BUS-125	
		Health Sciences I			Biomedical Technology II*					Microsoft Excel & Access CTS-130 AND DBA-110	
		Health Sciences II*			Emergency Medical Technology I					Accounting I ACC 115 or ACC 118	
	Biomedical Technology I			Emergency Medical Technology II*					Accounting II ACC 115 or ACC 118 or ACC 119		
Career Readiness Credential			MOS Word & PowerPoint								
NCHSE			MOS Excel & Access								
CPR and First Aid											
OSHA 10 Hour											
Career Counseling	8th Grade			9-12th Grade					Career Diploma Endorsement Requirements		
	Exploring Career Decisions ACT Explore Career Counseling			ACT PLAN--10th grade ACT College Readiness Assessment					CTE Concentrator Status 2.6 Unweighted GPA Minimum of one industry credential		



Northeast Region Health Sciences Pathway Plan

Cluster: Health Science

Pathway: Therapeutic and Diagnostic Services

This Career Pathway can serve as a guide, along with other career planning materials, as students continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. 28 credits needed for graduation.

Student Name: _____

Grade: _____

School Name: _____

Students are strongly encouraged to participate in honors, advanced placement, and College and Career Promise options.

English

	Grade	Language Arts	Math	Science	Social Studies	Others	Workbased Learning Experiences		
Academic	9	English I-1cr	Math I-1cr	an Earth Science-1cr	World History-1cr	Health/PE-1cr	HOSA		
	10	English II-1cr	Math II-1cr	Biology-1cr	American History I/II-2cr		CTE Internships		
	11	English III-1cr	Math III-1cr	a Physical Science-1cr	Civics and Economics-1cr		Job Shadowing		
	12	English IV-1cr	Math IV-1cr				Field Trips		
		Students planning to attend 4 year university should take two foreign languages--one being 2nd level						Classroom Speakers	
	Electives--Students choose from CTE Foundation & Enhancement options below.								
CTE Preparation	Complete minimum of 4 Courses to Earn CTE Concentrator Status--one must be starred * course								
	Foundation	Foundational Course Options							
		Health Team Relations	Nursing Fundamentals*				Articulated College Credit Options		
		Health Science I	Gerontology*						
		Health Science II*	CTE Advanced Studies						
	Biomedical Technology								
	Enhancement	Students Can Opt to Replace One Foundation Course Above with an Enhancement Course						Health Science I	MED 121 and MED 122
		Career Management	Microsoft Word & Powerpoint				Health Science II	HSC-110 AND (HSC-120 OR MED-180)	
		Microsoft Excel & Access	Personal Finance/Principles of Business and Finance				Nursing Fundamentals	NAS 101	
		CTE Internship	Foods I				Microsoft Word and PPT	CIS-111 OR CIS-124 OR OST-136)	
Credentials	Career Readines Certificate				Community College Credentials and Certificates will vary by college program offerings.		Personal Finance	BUS-125	
	Certified Nursing Assistant						Microsoft Excel & Access	CTS-130 AND DBA-110	
	Geriatric Aid Endorsement								
	Pharmacy Technology								
Career Counseling	8th Grade			9-12th Grade			Career Diploma Endorsement Requirements CTE Concentrator Status 2.6 Unweighted GPA Minimum of one industry credential		
	Exploring Career Decisions ACT Explore Career Counseling			ACT PLAN--10th grade ACT College Readiness Assessment					



Northeast Region Health Sciences Pathway Plan

Cluster: Health Science

Pathway: Biotechnology Research and Development

This Career Pathway can serve as a guide, along with other career planning materials, as students continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. 28 credits needed for graduation.

Student Name: _____

Grade: _____

School Name: _____

Students are strongly encouraged to participate in honors, advanced placement, and College and Career Promise options.

		English									
		Grade	Language Arts	Math	Science	Social Studies	Others	Workbased Learning Experiences			
Academic	9	English I-1cr	Math I-1cr	an Earth Science-1cr	World History-1cr	Health/PE-1cr	HOSA CTE Internships Job Shadowing Field Trips Classroom Speakers				
	10	English II-1cr	Math II-1cr	Biology-1cr	American History I/II-2cr						
	11	English III-1cr	Math III-1cr	a Physical Science-1cr	Civics and Economics-1cr						
	12	English IV-1cr	Math IV-1cr								
	Students planning to attend 4 year university should take two foreign languages--one being 2nd level										
Electives--Students choose from CTE Foundation & Enhancement options below.											
CTE Preparation	Foundation	Complete minimum of 4 Courses to Earn CTE Concentrator Status--one must be starred * course							Articulated College Credit Options		
		Foundational Course Options									
		PLTW Principles of Biomedical Sciences			Biomedical Technology I		CCP options*see local CC				
	PLTW Human Body Systems			Biomedical Technology II*				Health Science I	MED 121 and MED 122		
	PTLW Medical Inventions			Health Science I				Health Science II	HSC-110 AND (HSC-120 OR MED-180)		
	PLTW Medical Innovations			Health Science II*							
	Enhancement	Students Can Opt to Replace One Foundation Course Above with an Enhancement Course							Microsoft Word and PPT	CIS-111 OR CIS-124 OR OST-136)	
		Career Management			Microsoft Word & Powerpoint				Personal Finance	BUS-125	
		Microsoft Excel & Access			Personal Finance/Principles of Business and Finance				Microsoft Excel & Access	CTS-130 AND DBA-110	
		CTE Internship			Foods I						
Credentials	Career Readiness Credential										
	NCHSE							Community College Credentials and Certificates			
	CPR and First Aid							will vary by college program offerings.			
	OSHA 10 Hour										
Career Counseling	8th Grade		9-12th Grade							Career Diploma Endorsement Requirements	
	Exploring Career Decisions		ACT PLAN--10th grade								
ACT Explore		ACT College Readiness Assessment							CTE Concentrator Status		
Career Counseling		→							2.6 Unweighted GPA		
									Minimum of one industry credential		



Northeast Regional Career & Technical Education Pathway Plan

Cluster: STEM

Pathways: Engineering and Technology

This Career Pathway can serve as a guide, along with other career planning materials, as students continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. 28 credits needed for graduation.

Student Name: _____

Grade: _____

School Name: _____

		Gr.8	Gr.9	Gr.10	Gr.11	Gr.12	Workbased Learning Experiences
Academic	Language Arts		English I	English II	English III	English IV	Skills USA
	Math		Math	Math II	Math III	Math IV	CTE Internships
	Science		an Earth Science	Biology	a Physical Science		Job Shadowing
	Social Studies		World History	Amer. Hist. I/II	Civics/Economics		Field Trips
	Other		Health/PE				Classroom Speakers
		Students planning to attend a 4 year university should take two levels of the same foreign language.					
		Electives--Students choose from CTE Foundation & Enhancement options below.					
CTE Preparation	Foundation	Complete minimum of 4 courses to earn CTE Concentrator Status--one must be starred * course					
		Foundational Options (or their CCP Equivalents)					
		Technology Engineering & Design	Intro to Trades and Industry				Optional Articulated College Credits
	Engineering Design*	Advanced Manufacturing I, II*					
	Metals Manufacturing I, II*	See Essential Standards for PLTW courses and other Foundational Course options.		Metals Manufacturing I & II	BPR 111, MAC111,MAC151		
	Drafting I, II*, III (Engineering)			Drafting I & II (Engineering)	DFT 151 CAD I		
	Enhancement	Students Can Opt to Replace One Foundation Course Above with Enhancement Course					
		Ag Mechanics I	Microsoft Word & Powerpoint				
		Microsoft Excel & Access	Personal Finance				
	Credentials	CTE Internship and/or Apprenticeship	See state cluster doc for other options.				
CRC (WorkKeys)		See state credentials by course document for credentials related to Metals Manufacturing I, II.					
Autodesk Certified Inventor or Certified SolidWorks Associate-Drafting I, II							
Career Counseling	8th Grade	9-12th Grade					Career Diploma Endorsement Requirements
	Exploring Career Decisions ACT Explore Career counseling plans grades 8 - 14+	ACT PLAN--10th grade ACT College Readiness Assessment 					
							CTE Concentrator Status 2.6 Unweighted GPA Minimum of one industry credential



Northeast Regional Career & Technical Education Pathway Plan

Cluster: Manufacturing

Pathways: Production; Maintenance, Installation, and Repair

This Career Pathway can serve as a guide, along with other career planning materials, as students continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. 28 credits needed for graduation.

Student Name: _____

Grade: _____

School Name: _____

		Gr.8	Gr.9	Gr.10	Gr.11	Gr.12	Workbased Learning Experiences			
Academic	Language Arts		English I	English II	English III	English IV	High School WBL	Internships		
	Math		Math	Math II	Math III	Math IV	CTE Internships	Virtual Tours		
	Science		an Earth Science	Biology	a Physical Science		Job Shadowing	Apprenticeships		
	Social Studies		World History	Amer. Hist. I/II	Civics/Economics		Field Trips			
	Other		Health/PE				Classroom Speakers	Workforce Dev WBL		
		Students planning to attend a 4 year university should take two levels of the same foreign language.						Virtual Tours	Internships	
		Writing intensive coursework is highly recommended.						Skills USA aand TSA	Apprenticeships	
		Electives--Students choose from CTE Foundation & Enhancement options below.							On-the-job Training	
	CTE Preparation	Foundation	Complete minimum of 4 courses to earn CTE Concentrator Status--one must be starred * course						Com College WBL	Simulations
			Foundational Options (or their CCP Equivalents)						Shadowing	
						Articulated College Credit Opportunities				
		Welding I, II*III			Electrical I,II*			Welding I	WLD Cutting Processes	
		Cabinetmaking I, II*, III			Electronic I, II*			Welding II	WLD 121 GMAW (MIG) PCAW/Plate	
		Metals Manufacturing I, II*			Project Management I, II*, III			Welding III	WLD 122 GMAW (MIG) Plate/Pipe	
		Intro to Trades & Industrial Education			Advanced Manufacturing I, II*			Cabinetmaking I & II	CAB 111 Cabinetmaking I	
Enhancement		Students Can Opt to Replace One Foundation Course Above with Enhancement Course						Metals Manufacturing I & II	BPR 111, MAC111,MAC151	
		Ag Mechanics I			Microsoft Word & Powerpoint			Electrical I & II	ELC 113 Basic Wiring I	
		Microsoft Excel & Access			Personal Finance			Electronics I & II	ELC 112 and ELC126 or EGR 131	
Credentials	CTE Internship and/or Apprenticeship			Drafting I See state cluster doc for other options						
	CRC (WorkKeys)			ETA EM1-Electron I			See state credentials by course document for credentials related to Metals Manufacturing I, II.			
	OSHA 10 hour-Welding I			ETA EM4-Electron II						
	SMAW and GMAW-Welding II			ETA EM2-Electron III						
	SMAW ,GMAW, GTAW-Welding III			Investigate local offerings of Certified Production Technician						
	Business/Industry Certification Options: KAIZEN,LEAN Man., Six Sigma, AWS									
Career Counseling	8th Grade		9-12th Grade				Career Diploma Endorsement Requirements			
	Exploring Career Decisions learning styles inventory Career counseling plans grades 8 - 14+		ACT PLAN or comparable assessment ACT College Readiness Assessment				CTE Concentrator Status 2.6 Unweighted GPA Mimimum of one industry credential			



Northeast CTE Agriscience and Biotechnology Pathway Plan

Cluster: Agriscience, Food, and Natural Resources

Pathway: Agribusiness Systems

This Career Pathway can serve as a guide, along with other career planning materials, as students continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. 28 credits needed for graduation.

Student Name: _____

Grade: _____

School Name: _____

****This pathway template is designed at the regional level and is intended to be modified locally. It may also be used to customize individual student experiences.**

		English							
		Grade	Language Arts	Math	Science	Social Studies	Others	Workbased Learning Experiences	
Academic	9	English I	Math I	an Earth Science	World History	Health/P.E.		FFA	
	10	English II	Math II	Biology	Civics and Economics			FBLA	
	11	English III	Math III	a physical science	American Hist I/II			Job Shadowing	
	12	English IV	Math elective					Internships	
Students planning to attend 4 year university should take two foreign languages--one being 2nd level								Apprenticeships	
Electives--Students choose from CTE Foundation & Enhancement options below.								field trips	
CTE Preparation	Foundation	Complete minimum of 4 Courses to Earn CTE Concentrator Status--one must be starred * course							classroom speakers
		<u>Suggested Agriculture-Rich Foundational Courses</u>			<u>Suggested Management-Rich Foundational Courses</u>				Supervised Agricultural Experiences (SAE's)
		Agriscience Applications			Project Management I				4 -H
		<i>A traditional Ag course sequence in the areas below:</i>			Project Management II*				Articulated College Credit Opportunities
		Agricultural Mechanics sequence			Project Management III				
		Horticulture sequence						Agricultural Mechanics II	
	Animal Science sequence						Animal Science II	ANS 110	
	Enhancement	Students Can Opt to Replace One Foundation Course Above with an Enhancement Course							
		MSITA Word, PowerPoint, and Publisher			Principles of Business and Finance			Horticulture I	HOR 150
		MSITA Excel and Access			Accounting I, II*			Horticulture II Landscaping	HOR 114 or LSG 11
Entrepreneurship I, II*			Marketing I, II*			Accounting I	ACC 115 or ACC 118		
Credentials	MOS Word			Venture Entrepreneurial Expedition			Accounting II	ACC 115 or ACC 118 or ACC 119	
	MOS PowerPoint			Concepts of Entrepreneurship and Management & Venture Entrepreneurial Expedition			MSITA Word, PP , Publisher	CIS 111 or CIS 124 or OST 136	
	MOS Excel			<i>Ag credentials are dependant upon course sequence. See chart below.</i>			Marketing I	ETR 230 or MKT110 OR MKT 120	
	MOS Access			<i>Community College certificates/credentials will vary by college course offerings.</i>			Entrepreneurship I	ETR 210	
Career Counseling	8th Grade		9-12th Grade					Career Diploma Endorsement Requirements	
	Exploring Career Decisions		ACT Aspire--10th grade					CTE Concentrator Status	
ACT Aspire		ACT College Readiness Assessment (11) ACT WorkKeys (12)					2.6 Unweighted GPA		
Career Counseling _____>							Mimimum of one industry credential		

Northeast CTE Agricultural Research and Biotechnology Pathway Plan

Cluster: Agriscience, Food, and Natural Resources

Pathway: Agricultural Research and Biotechnology

This Career Pathway can serve as a guide, along with other career planning materials, as students continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. 28 credits needed for graduation.

Student Name: _____

Grade: _____

School Name: _____

****This pathway template is designed at the regional level and is intended to be modified locally. It may also be used to customize individual student experiences.**

		English								
		Grade	Language Arts	Math	Science	Social Studies	Others	Workbased Learning Experiences		
Academic	9	English I	Math I	an Earth Science	World History	Health/P.E.		FFA		
	10	English II	Math II	Biology	Civics and Economics			Job Shadowing		
	11	English III	Math III	a physical science	American Hist I/II			Internships		
	12	English IV	Math elective	NCSSM Science Electives include 4 Agriculture options.					Apprenticeships	
	Students planning to attend 4 year university should take two foreign languages--one being 2nd level								field trips	
Electives--Students choose from CTE Foundation & Enhancement options below.								classroom speakers		
CTE Preparation	Foundation	Complete minimum of 4 Courses to Earn CTE Concentrator Status--one must be starred * course						Supervised Agriculture Experience (SAE)		
		Required Courses			Optional Courses			Envirothon		
		Agriscience Applications Env. and Nat. Resources I, II* Biotechnology and Agriscience Research I, II*			A traditional Ag course sequence in the areas below: Agricultural Mechanics sequence Horticulture sequence Animal Science sequence			Articulated College Credit Opportunities		
	Enhancement	Students Can Opt to Replace One Foundation Course Above with an Enhancement Course						Agricultural Mechanics II	WLD 112 or AGR 111	
		MSITA Word, PowerPoint, and Publisher						Animal Science II	ANS 110	
		MSITA Excel and Access						Horticulture I	HOR 150	
	Career Counseling	Credentials	MOS Word						Horticulture II Landscaping	HOR 114 or LSG 11
			MOS PowerPoint						MSITA Word, PP, Publisher	CIS 111 or CIS 124 or OST 136
			MOS Excel							
			MOS Access							
		8th Grade			9-12th Grade			Career Diploma Endorsement Requirements		
		Exploring Career Decisions			ACT PLAN--10th grade			CTE Concentrator Status		
		ACT Aspire			ACT College Readiness Assessment			2.6 Unweighted GPA		
		Career Counseling			→			Minimum of one industry credential		



Northeast Regional Career & Technical Education Pathway Plan

Cluster: Business Support Services

Pathways: Business Administration & Support

This Career Pathway can serve as a guide, along with other career planning materials, as students continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. 28 credits needed for graduation.

Student Name: _____
 Grade: _____
 School Name: _____

	Gr.8	Gr.9	Gr.10	Gr.11	Gr.12	Workbased Learning Experiences			
REQUIRED Academic	Language Arts		English I	English II	English III	English IV	<i>High School WBL</i>	Internships	
	Math		Math	Math II	Math III	Math IV	CTE Internships	Virtual Tours	
	Science		an Earth Science	Biology	a Physical Science		Job Shadowing	Apprenticeships	
	Social Studies		World History	Amer. Hist. I/II	Civics/Economics		Field Trips		
	Other		Health/PE				Classroom Speakers	<i>Workforce Dev WBL</i>	
		Students planning to attend a 4 year university should take two levels of the same foreign language.					Virtual Tours	Internships	
		Writing intensive coursework is highly recommended.					FBLA	Apprenticeships	
		Electives--Students choose from CTE Foundation & Enhancement options below.						On-the-job Training	
		Complete minimum of 4 courses to earn CTE Concentrator Status--one must be starred * course					<i>Com College WBL</i>	Simulations	
		Foundational Options (or their CCP Equivalents)					Shadowing		
CTE Preparation	Foundation	Principles of Business and Finance		Business Financial Planning*		Articulated College Credit Opportunities			
		Microsoft Word/Excel/SharePoint		Virtual Enterprise					
		Accounting I, II*		Entrepreneurship I*, II					
		Business Management*/IB*		Project Management I, II*, II, II Technology*					
		Business Law*		Advanced Studies					
	Enhancement	Students Can Opt to Replace One Foundation Course Above with Enhancement Course							
		Career Management		Multimedia and Webpage Design					
		Marketing/Strategic Marketing		Personal Finance					
		CTE Internship/Apprenticeship		Personal and Professional Skills					
Credentials	Accounting I		Intuit Quickbooks Certified User						
	Accounting II		Intuit Quickbooks Certified User						
	Personal Finance		EverFi and WiSE Financial						
	Microsoft Word		MOS Specialist Word and PowerPoint						
	Microsoft Excel		MOS Specialist Excel and ACCESS						
	Career Management		Conover Credential Workplace Readiness/Job Readiness						
Business/Industry Certification Options through Community College and Workforce Development are dependant upon the degree and course requirements.									
Career Counseling	8th Grade		9-12th Grade					Career Diploma Endorsement Requirements CTE Concentrator Status 2.6 Unweighted GPA Mimimum of one industry credential	
	Exploring Career Decisions		ACT Aspire						
	learning styles inventory		ACT Engage						
Career counseling plans grades 8 - 14+		ACT WorkKeys (Career Readiness Certification)							



Northeast Regional Career & Technical Education Pathway Plan

Cluster: Business Support Services

Pathways: Information Technology

This Career Pathway can serve as a guide, along with other career planning materials, as students continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. 28 credits needed for graduation.

Student Name: _____

Grade: _____

School Name: _____

	Gr.8	Gr.9	Gr.10	Gr.11	Gr.12	Workbased Learning Experiences		
Academic	Language Arts	English I	English II	English III	English IV	High School WBL	Internships	
	Math	Math	Math II	Math III	Math IV	CTE Internships	Virtual Tours	
	Science	an Earth Science	Biology	a Physical Science		Job Shadowing	Apprenticeships	
	Social Studies	World History	Amer. Hist. I/II	Civics/Economics		Field Trips		
	Other	Health/PE				Classroom Speakers	Workforce Dev WBL	
	Students planning to attend a 4 year university should take two levels of the same foreign language.					Virtual Tours	Internships	
	Writing intensive coursework is highly recommended.					FBLA	Apprenticeships	
	Electives--Students choose from CTE Foundation & Enhancement options below.						On-the-job Training	
CTE Preparation	Foundation	Complete minimum of 4 courses to earn CTE Concentrator Status--one must be starred * course				Com College WBL	Simulations	
		Foundational Options (or their CCP Equivalents)				Shadowing		
		Intro to Trades and Industrial Ed		Network Administration I, II*, III		Articulated College Credit Opportunities		
	Foundations of Information Tech		Project Management I, II*, III, II Technology		BF05 (8726) Personal Finance BUS-125 Personal Finance			
	IB Information Technology		Network Engineering I, II*, III		BN20 (6341) Network Administration NET-110 Data Comm/Networking OR			
	Enhancement	Students Can Opt to Replace One Foundation Course Above with Enhancement Course					NOS-110 Operating Sys. Concepts	
		Career Management		Network Engineering IV		BN22 (6342) Network Administration NET-110 Data Comm/Networking AND		
		Entrepreneurship I		Personal Finance		MS SharePoint		NOS-230 Windows Admin I
	Credentials	CTE Internship/Apprenticeship		Personal and Professional Skills				
		Personal Finance		EverFi and WiSE Financial				
Foundations of Information Tech		CompTiA IT Fundamentals						
Network Engineering II		CISCO CCENT						
Network Engineering IV		CISCO CCNA						
Career Management		Conover Credential Workplace Readiness/Job Readiness						
Business/Industry Certification Options through Community College and Workforce Development are dependant upon the degree and course requirements.								
Career Counseling	8th Grade		9-12th Grade				Career Diploma Endorsement Requirements CTE Concentrator Status 2.6 Unweighted GPA Mimimum of one industry credential	
	Exploring Career Decisions		ACT Aspire					
	learning styles inventory		ACT Engage					
Career counseling plans grades 8 - 14+		ACT WorkKeys (Career Readiness Certification)						



Northeast Regional Career & Technical Education Pathway Plan

Cluster: Business Support Services

Pathways: Logistics and Supply Chain Management

This Career Pathway can serve as a guide, along with other career planning materials, as students continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. 28 credits needed for graduation.

Student Name: _____
 Grade: _____
 School Name: _____

	Gr.8	Gr.9	Gr.10	Gr.11	Gr.12	Workbased Learning Experiences		
Academic	Language Arts	English I	English II	English III	English IV	High School WBL	Internships	
	Math	Math	Math II	Math III	Math IV	CTE Internships	Virtual Tours	
	Science	an Earth Science	Biology	a Physical Science		Job Shadowing	Apprenticeships	
	Social Studies	World History	Amer. Hist. I/II	Civics/Economics		Field Trips		
	Other	Health/PE				Classroom Speakers	Workforce Dev WBL	
		Students planning to attend a 4 year university should take two levels of the same foreign language.					Virtual Tours	Internships
		Writing intensive coursework is highly recommended.					DECA and FBLA and Skills USA Apprenticeships	
		Electives--Students choose from CTE Foundation & Enhancement options below.						On-the-job Training
		Complete minimum of 4 courses to earn CTE Concentrator Status--one must be starred *					Com College WBL	Simulations
		Foundational Options (or their CCP Equivalents)					Shadowing	
CTE Preparation	Foundation	Marketing I	Project Management I, II*, III, II Technology			Articulated College Credit Opportunities		
		Marketing Applications*	Advanced Studies					
		Strategic Marketing	Entrepreneurship I			BM10 (6417) Microsoft Word/PP	CIS-111 Basic PC Literacy OR	
		Students Can Opt to Replace One Foundation Course Above with Enhancement Course						CIS-124 DTP Graphics Software OR
	Enhancement	Career Management	Intro to Trades and Industry				OST-136 Word Processing	
		MS WordPP/MS Excel and Access	Principles of Business and Finance					
		Agricultural Mechanics I	Personal Finance			BF05 (8726) Personal Finance	BUS-125 Personal Finance	
		CTE Internship/Apprenticeship	Personal and Professional Skills			ME11 (8716) Entrepreneurship I	ETR-210 Intro to Entrepreneurship	
	Credentials	Personal Finance	EverFi and WiSe Financial			MM51 (6621) Marketing	ETR-230 Entrepreneur Marketing OR	
		Agricultural Mechanics I	OSHA 10 hr/Cert. Welders/Safe Tractor & Machinery				MKT-110 Principles of Fashion OR	
	MS WordPP/MS Excel and Access	MOS Specialists Word, PP, Excel, Access				MKT-120 Principles of Marketing		
	Career Management	Conover Certified Workplace Readiness Job Readiness						
	Marketing Applications*	Advanced/Customer Service and Sales /Fundamental Mark. Conce						
	Entrepreneurship I	Venture Entrepreneurial Expedition						
	Business/Industry Certification Options through Community College and Workforce Development are dependant upon the degree and course requirements.							
Career Counseling	8th Grade		9-12th Grade			Career Diploma Endorsement Requirements		
	Exploring Career Decisions		ACT Aspire			CTE Concentrator Status		
	learning styles inventory		ACT Engage			2.6 Unweighted GPA		
	Career counseling plans grades 8 - 14+		ACT WorkKeys (Career Readiness Certification)			Mimimum of one industry credential		

TOOLKIT INSTRUCTIONS

The following pages will help you map out any career pathway with a student/job seeker. Begin with a Traitify assessment, and then ask them questions such as:

- ✓ What previous jobs/experiences do you have?
 - ✓ What's your ideal job?
 - ✓ Do you want to stay local?
- ✓ What type of education have you earned, such as certificates, degrees, etc.?
- ✓ Would you be willing to go back to school on a part time or full time basis?
- ✓ What is a sustainable wage for your current needs?
 - ✓ What is a sustainable wage for your future needs?
- ✓ Do you know what resources are available to assist you with tuition?

Make digital & hard copies of the following page so you can work with them step-by-step.

The end of the toolkit contains an example of health sciences pathways at College of the Albemarle.

Name:

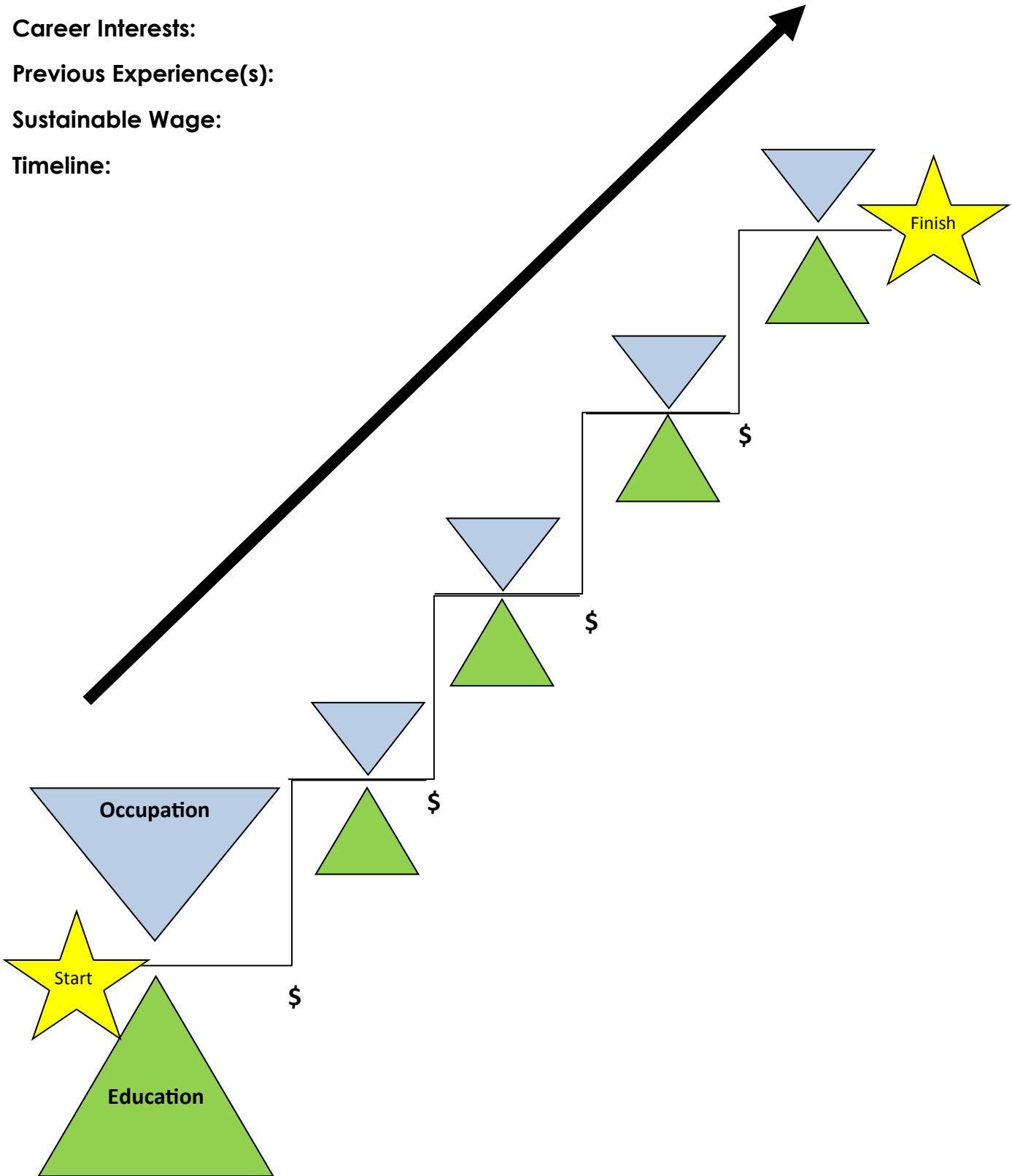
Date:

Career Interests:

Previous Experience(s):

Sustainable Wage:

Timeline:



HEALTH SCIENCES AND WELLNESS PROGRAMS

KEY

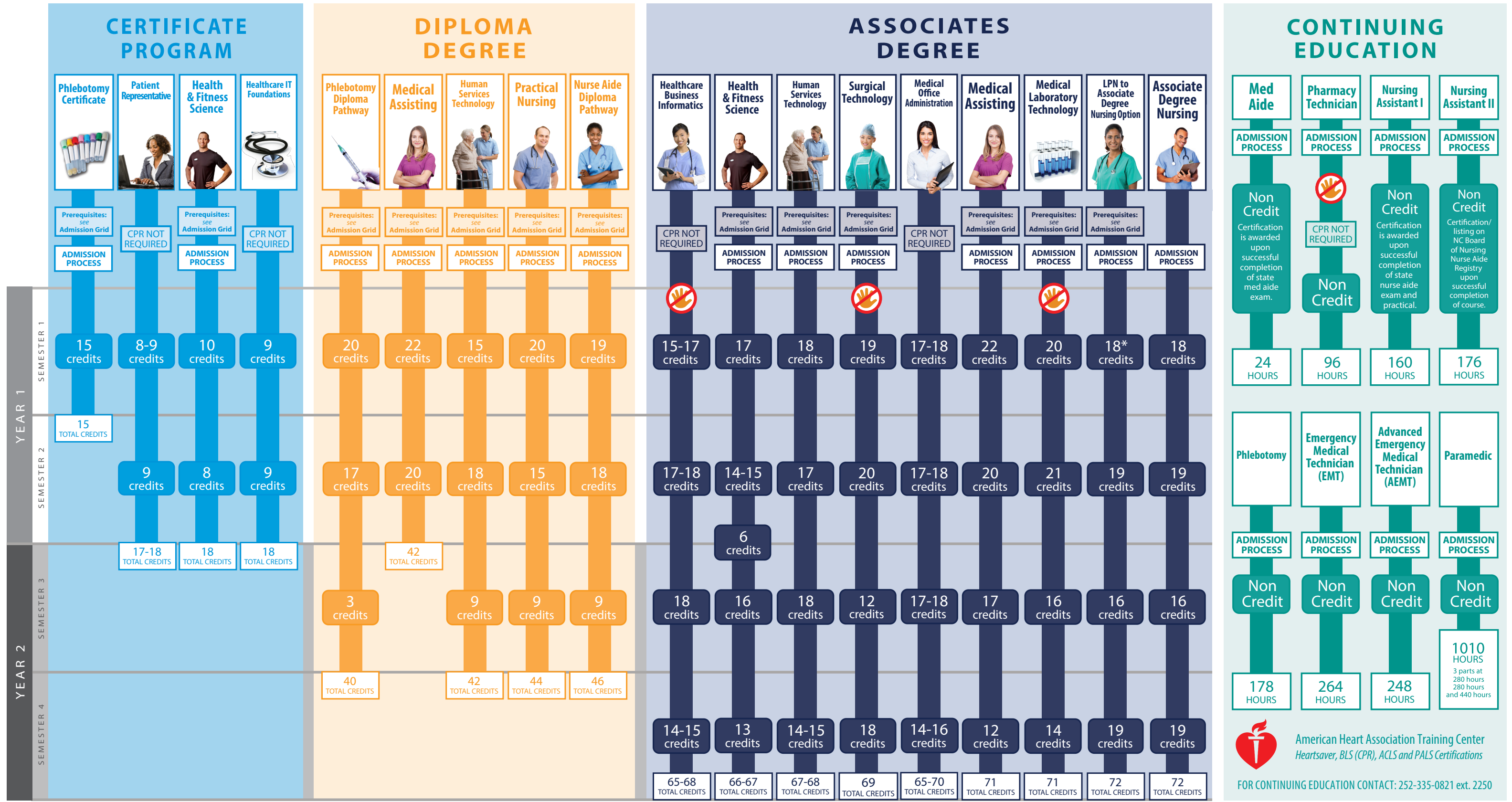


Minimal Patient Interaction

Pre-requisites for Programs May Also Include:

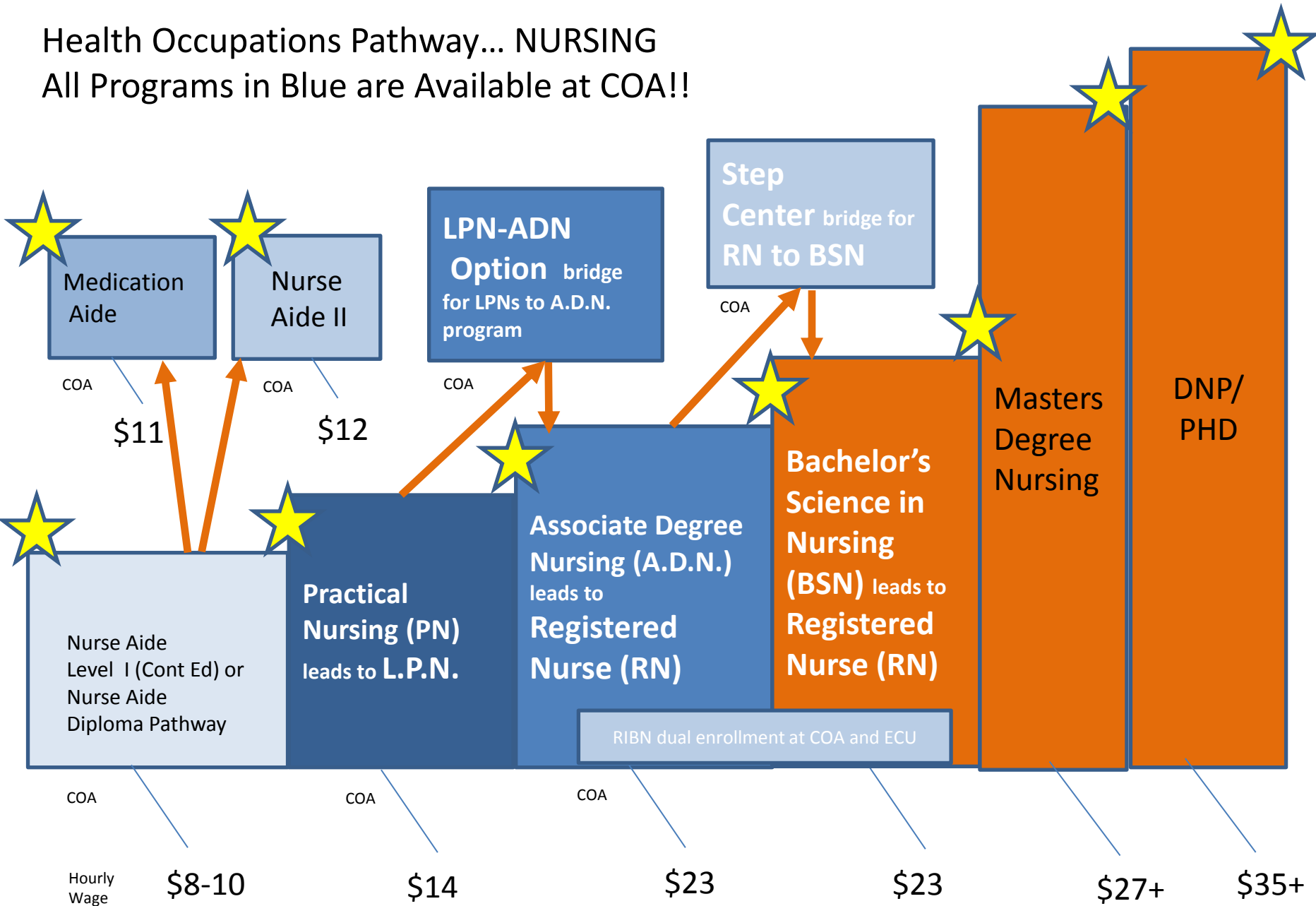
- A high school diploma or GED
- Drug screening
- Good health as evidenced by a physician and proper immunizations
- CPR certification
- Criminal background check

COA reserves the right to change program requirements and/or courses at any time.



Health Occupations Pathway... NURSING

All Programs in Blue are Available at COA!!



NORTHEASTERN NC CAREER PATHWAYS AGENCY LIAISON CONTACT INFORMATION

Agency Liaison				
Community College Service Area	Community College Liaison, Role and Contact Info.	Comm Coll Adult Basic Education Liaison, Role and Contact Info.	Secondary Schools Liaison, Role and Contact Info.	NCWorks Career Center Liaison, Role and Contact Info. (Pathways Champion)
College of The Albemarle	Evonne Carter, VP of Learning evonne_carter@albemarle.edu 252-335-0821 x2241	Wanda Fletcher, Director of ABE wanda_fletcher@albemarle.edu 252-335-0821 x2259	<p><u>Camden</u> Ina Lane, CTE Director ilane@camden.k12.nc.us 252-335-0831 x 230</p> <p><u>Currituck</u> Don Monroe, CTE Director dmonroe@currituck.k12.nc.us 252-453-0014 x 3068</p> <p><u>Dare</u> Jean Taylor, CTE Director taylorje@daretolearn.org 252-480-8888 x 1937</p> <p><u>E-Chowan</u> Casey Bass, CTE Director cbass@ecps.k12.nc.us 252-482-4436</p> <p><u>E-City/Pasquotank</u> Rhonda James-Davis, CTE Director Rjamesdavis@ecpps.k12.nc.us 252-335-2981 ext. 133</p> <p><u>Gates</u> Ann Harrell, CTE Director harrellal@gatescountyschools.net 252-357-0720</p> <p><u>Perquimans</u> Jill Cohen, CTE Director jcohen@pqschools.org 252-426-5741 x 233</p>	<p><u>E-City/Edenton</u> Latoria Rountree, Career Advisor lrountree@accog.org 252-331-4798 (E-City) 252-482-2195 (Edenton)</p> <p><u>Nags Head</u> Lucy Wallace, Career Advisor lucy.wallace@nccommerce.com 252-480-3500</p>

**NORTHEASTERN NC CAREER PATHWAYS
AGENCY LIAISON CONTACT INFORMATION**

<p>Beaufort County Community College</p>	<p>Crystal Ange, VP Academic Affairs Crystal.ange@beaufortccc.edu 252-940-6216</p>	<p>Stacey Gerard Vice President of Continuing Education Title IX Coordinator stacey.gerard@beaufortccc.edu 252-940-6241</p>	<p><u>Beaufort</u> Wendy Petteway, CTE Director wpettewa@beaufort.k12.nc.us 252-940-6598</p> <p><u>Hyde</u> William Artis, CTE Director wartis@hyde.k12.nc.us 252-926-1098 x 1509</p> <p><u>Tyrrell</u> Sheila Cumiskey, CTE Director socumisk@tycomail.net 252-796-1121</p> <p><u>Washington</u> Kristy Christenberry, CTE Director kchristenberry@wcpssc.org 252-793-5171</p>	<p>Andrew Bost, Career Advisor andrew.bost@ncommerce.com 252-940-0900</p>
<p>Martin Community College</p>	<p>Sue Gurley, Continuing Ed. Health Care Coordinator Sue.gurley@martincc.edu 252-789-0261</p>	<p>Jeri Griffin, Director of Basic Skills Jeri.griffin@martincc.edu 252-792-1521</p>	<p><u>Bertie</u> Linda Justus, CTE Director ljustus@bertie.k12.nc.us 252-794-3034 x2248</p> <p><u>Martin</u> David Jenkins, CTE Director djenkins@martin.k12.nc.us 252-370-7422</p>	<p>Ann Williams, Asst. Manager ann.j.williams@ncommerce.com 252-792-7816</p>
<p>Pitt Community College</p>	<p>Rachel Bridgers, Career Outreach Specialist rbridgers@email.pittcc.edu 252-493-7819</p>	<p>Laurie Weston, Trans. Studies Director lweston@email.pittcc.edu 252-493-7439</p>	<p><u>Pitt</u> Beth Ann Trueblood, CTE Director trueblb@pitt.k12.nc.us 252-830-4206</p>	<p>Chanda Speller, Career Advisor chanda.speller@ncommerce.com 252-355-9067</p>
<p>Edgecombe Community College</p>	<p>Michael Starling, Dean of Business, Industry, & Technologies Starlingm@edgecombe.edu 252-823-5166</p>	<p>Jerry Harper, College and Career Readiness harperj@edgecome.edu 252-823-5166</p>	<p><u>Edgecombe</u> Sheila Porcher, CTE Director sporcher@ecps.us 252-641-2600</p>	<p>Diane Thomas, Center Manager diane.c.thomas@ncommerce.com 252-977-3306 x202</p> <p>Ambra Newton, Operations Manager ambra.newton@ncommerce.com 252-977-3306 x251</p>

**NORTHEASTERN NC CAREER PATHWAYS
AGENCY LIAISON CONTACT INFORMATION**

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<p>Nash Community College</p>	<p>Wil van der Meulen, Career Pathways & Transitions Coordinator wilvan@nashcc.edu 252-451-8392</p>	<p>Ivana Stevens, Director of College & Career Readiness ikstevens659@nashcc.edu 252-451-8315</p>	<p><u>Nash</u> Pam Lewis, CTE Director prlewis@nrms.k12.nc.us 252-462-2536</p>	<p>Diane Thomas, Center Manager diane.c.thomas@ncommerce.com 252-977-3306 x202</p> <p>Ambra Newton, Operations Manager ambra.newton@ncommerce.com 252-977-3306 x251</p>
<p>Roanoke-Chowan Community College</p>	<p>Dee-Dee Dickinson Dean of Academic Affairs ddoakey6906@roanokechowan.edu 252-862-1287</p>	<p>Tishadda Walton, College and Career Readiness Data Entry Clerk tgwalton6396@roanokechowan.edu 252-862-1309</p>	<p><u>Hertford</u> Katrina Williams, CTE Director kwilliams@hertford.k12.nc.us 252-358-1761, x 262</p> <p><u>Northampton County</u> Angie Jenkins, CTE Director jenkinsa@northampton.k12.nc.us 252-534-1371 x2239</p>	<p>Lewis Hoggard, Center Manager/HRD lchoggard7059@roanokechowan.edu 252-862-1257</p>

NORTHEASTERN NC CAREER PATHWAYS AGENCY LIAISON CONTACT INFORMATION

Wilson Community College	Kimberly Gamlin, Executive Dean of Continuing Education kgamlin@wilsoncc.edu 252-426-1290	Veronica Faison, Basic Skills/ESL Coordinator vfaison@wilsoncc.edu 252-291-1195	<u>Wilson</u> David Lyndon, Executive Director of Secondary Education david.lyndon@wilsonschoolsnc.net 252-399-7777	Burwell Stark, Center Manager Burwell.stark@nccommerce.com Cheryl Forbes, Career Advisor cheryl.forbes@nccommerce.com 252-234-1129
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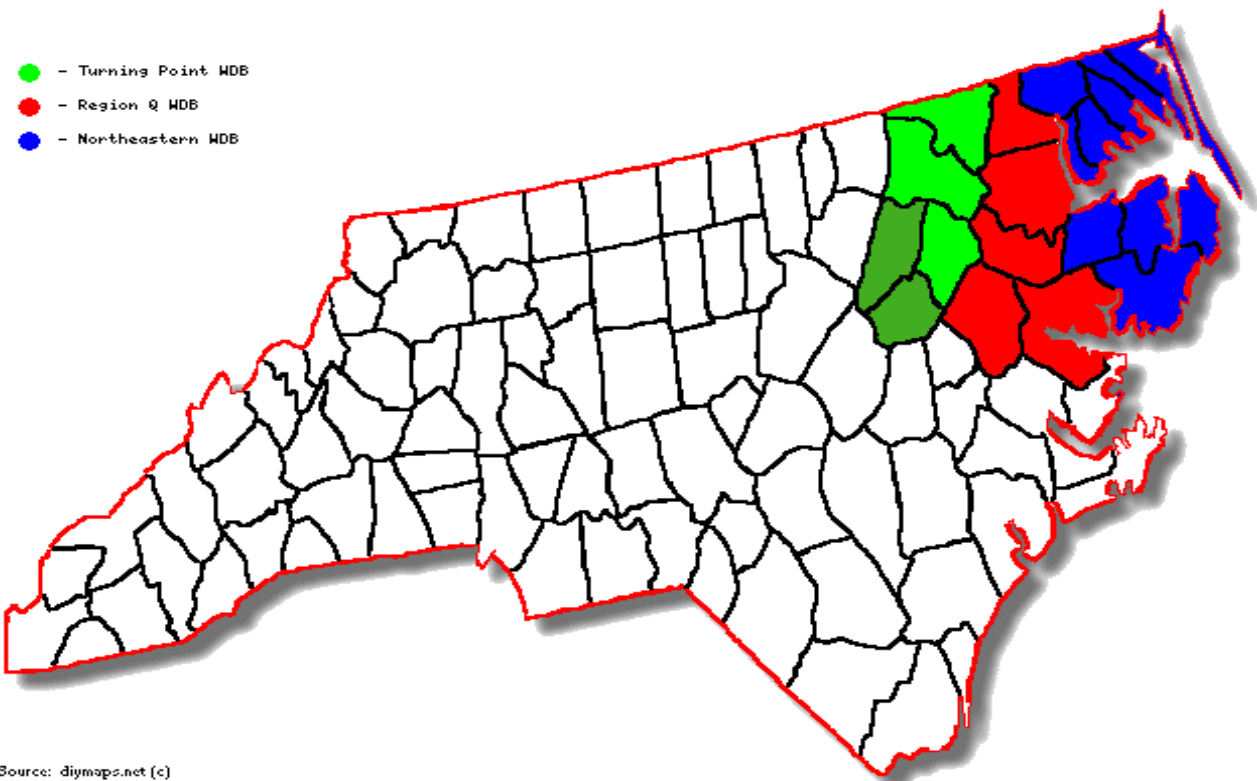
University	University Liaison, Role and Contact Info.
Chowan University	Dr. Brenda Tinkham, Associate Provost for External Relations tinkhb@chowan.edu 252-398-6437
East Carolina University	Dr. Phil Lunsford, Information and Computer Technology Undergraduate Program Coordinator lunsfordp@ecu.edu 252-328-9670
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The Northeastern NC Career Pathways Leadership Council

**A collaborative effort of Northeast Career and Technical Education,
Northeast Regional Community/4-yr College Partnership,
local Workforce Development Boards and regional employers**

As indicated on the map below, there are three workforce development boards (WDBs) that serve the Northeast -- Turning Point, Region Q, and Northeastern. The Career and Technical Education (CTE) partners in this initiative include the twenty-four school systems served by the three WDBs, one charter school and one regional high school. In addition there are nine community colleges and three four-year colleges (East Carolina University, Elizabeth City State University and Chowan University) along with over fifty business and industry representatives currently participating in this partnership.

Since 2014, this partnership has focused on developing and implementing regional career pathways using the Pathways to Prosperity (PtP) model, and the pathway certification criteria established by the NCWorks Commission. The three WDB directors agreed to serve as lead intermediaries for the pathway efforts. One of the first actions of the WDBs in their intermediary role was to establish the Northeastern NC Career Pathway Leadership Council.



Northeast NC Career Pathways Leadership Council (NePathways)

Purpose -- The purpose of the Leadership Council is to align with the NCWorks Commission in developing “a business-led education innovation effort designed to build a seamless career pathway system that meets the workforce development needs of regional economies across the state. It works to combine rigorous academics with powerful technical education.”

The pathway work focuses on eight criteria established by the NCWorks Commission

1. Demand driven, data-informed
2. Employer engagement
3. Collaboration
4. Career awareness
5. Articulation and coordination
6. Work-based learning
7. Multiple points of entry and exit
8. Evaluation

The desired outcomes for the pathway work include:

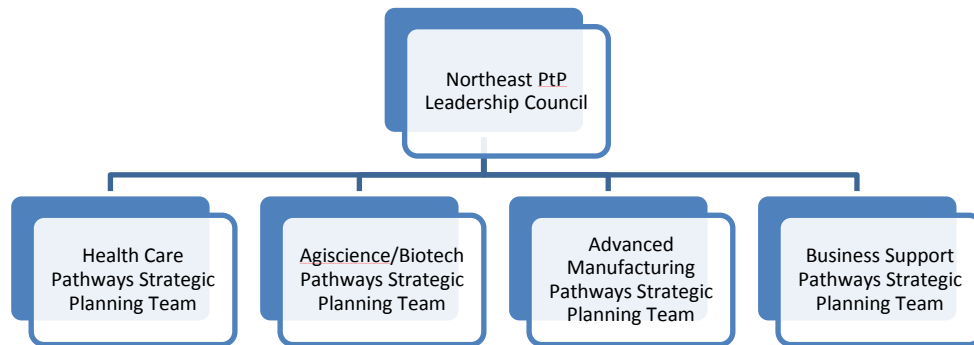
- A clear system (pathway) for students from school to career
- More closely aligned secondary school innovation with readiness for careers and college
- Deepened ties between public schools, community colleges, workforce development boards and business/industry

Intermediaries – The leadership and lead intermediary function for the Leadership Council is provided by the three Workforce Development Boards (WDBs) that serve the Northeast (Region Q, Northeastern, and Turning Point). As intermediaries, the three workforce development boards serve as conveners, brokers, and technical assistance providers to schools, community colleges, NCWorks Career Centers and employers engaged in building and sustaining pathways. Serving as intermediaries, the WDBs recruit business, nonprofit and public employers and ensure that participating leaders understand and support the vision.

NePathways Leadership Council Membership -- Council members are recruited from each of the three workforce development board service areas and include:

Workforce Development Board Directors and key staff
Workforce Development Board members
Key employers
Chamber of Commerce representatives
CTE Directors
CTE Regional Coordinator
Community/4-yr College leaders and key staff
High school/community college/NCWorks Center counselors, career development coordinators
High school/community college CTE and academic faculty

Leadership Council's Role in Pathway Development – The NePathways Leadership Council oversees the selection and development of pathways identified as focus business sectors based on current, emerging and predicted future employment opportunities. From 2014-2016 key leadership groups worked with employers in identifying Health Care, Agriscience/Biotechnology, Advanced Manufacturing, and Business Support Services as the four priority business sectors on which to focus pathway development in the Northeast. The Leadership Council formally accepted the recommendations and gave approval to establishing strategic planning teams/committees to work on developing the pathways and implementation strategies (see graphic below).



Strategic Planning Teams/Committees -- The Leadership Council charged the pathway leadership team to recruit key stakeholders (e.g. focus business sector employers, workforce development board staff and members, community college/4-yr. college representatives, local CTE directors, regional CTE coordinator, school system administrators/educators/counselors, representatives from the chamber of commerce, Northeast Commission, and local government, etc.) to serve on the strategic planning team/committee.

To facilitate the work, each pathway strategic planning committee was divided into sub-committees to address the eight NCWorks certification criteria. Once the subcommittees completed their work, they presented it to the entire strategic planning committee for approval. Once approved, a report detailing the pathway with implementation strategies and recommendations was prepared and submitted to the Leadership Council for final approval.

The Leadership Council holds periodic meetings (once or twice per year) to approve pathways, assess implementation and develop strategies to strengthen and enhance--

- Employer engagement
- Career and College Promise opportunities
- Career guidance and counseling strategies
- CTE course/concentration sequences
- Teacher development.

Northeastern NC Career Pathways

Regional Pathway Elements

1. Employer engagement

- Employers Provide
 - leadership in selecting, developing, reviewing, and revising pathways
 - work-based career awareness activities (industry tours, job-shadows, etc.)
 - work-based learning experiences (internships, clinicals, apprenticeships, etc.)

2. Collaboration

- Develop
 - well-defined regional and local partnerships between community colleges/4-yr. colleges, workforce development boards and LEAs to develop and implement career pathways
 - processes and structures to enhance coordination and cooperation among and between pathway partners

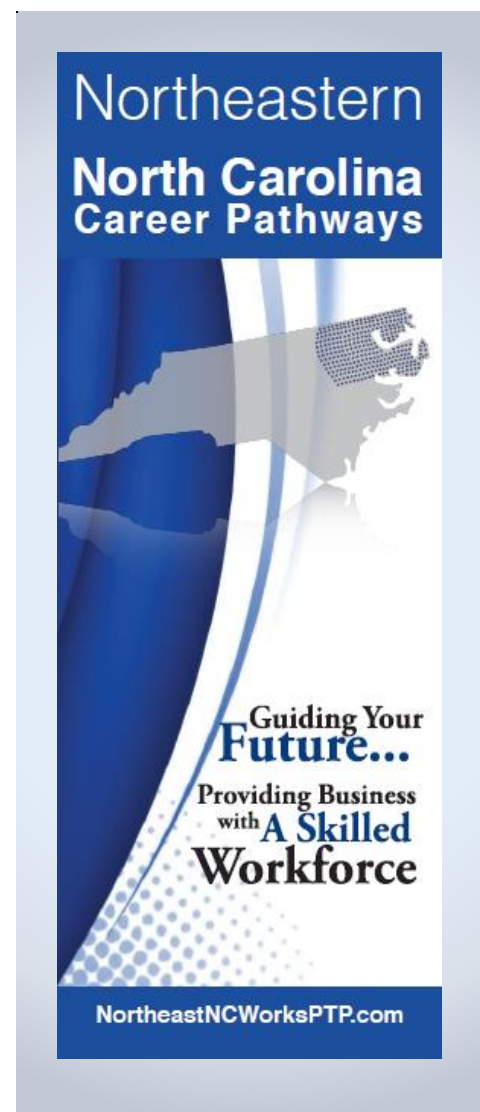
3. Aligned and sequenced learning opportunities

- Develop pathway aligned
 - sequenced courses - high school through post-secondary degrees
 - high school/post-secondary course articulation agreements
 - post-secondary course opportunities for high school students (i.e. career and college promise courses)
 - career and technical student organizations

4. Career awareness, guidance and development

- Develop and implement
 - comprehensive and sequenced career awareness and guidance activities for all students/adults beginning in grade 6
 - career awareness strategies and activities that focus on the four regional pathways (Health Care, Advanced Manufacturing, Agriscience/Biotechnology and Business Support)
 - learning opportunities focused on generic employability (“soft”) skills

- Develop the NCWorks Career Centers as the lead agencies in the region for promoting and delivering career awareness, guidance and employability skills activities/information



5. Multiple opportunities for pathway entry and exit

- Facilitate coordination between local community colleges and workforce development boards in developing and implementing adult and out-of-school youth learning opportunities and courses that align with the regional pathways
- Include and increase portable, stackable pathway credentials that certify industry-recognized job skills
- Provide special consideration for veterans to demonstrate skills for credit based on prior military experience

6. Evaluation

- Develop
 - set of pathway metrics from each of the partnering agencies that measure progress in meeting the goal to increase the pool of individuals with the skills needed to secure jobs/careers with sustainable wages including advancement opportunities, and meet business/industry expectations
 - certification process to recognize local partner collaboration in successfully implementing regional pathways



Comprehensive Career Guidance and Counseling Best Practices

Grades 6 – Adult



Updated May 2017

Northeastern NC Works Pathways Comprehensive Career Guidance and Counseling

Updated 5.4.2017

Best Practice Activities Grades 6 – Adult

		Self-Awareness													
Middle School	<ol style="list-style-type: none"> 1. Investigate self-awareness activities in "Making Tracks" career magazine. (6-8) 2. Conduct role playing scenarios (e.g. personality type, values, conflict management/bullying) (6-8) 3. Use the "Skills to Pay the Bills" lessons (6 lessons, perhaps two lessons per grade level) (6-8) 4. Use the "Who Am I" lessons from the middle school career development course (8) 5. Have personal conversations with students to link academic and aptitude strengths and challenges with future career interests/goals (8) 6. Print student interests responses in ACT EXPLORE and go to CFNC to research learning styles. (8) 7. Administer a learning style inventory (8) 8. Encourage students to join career and technical student organizations (CTSOs) (6-8) 														
High School	<ol style="list-style-type: none"> 1. Use personality assessments and inventories to explore self-awareness (9-10) 2. Use the interest inventory from the ACT PLAN assessment (10) 3. Use the interest inventory from CFNC (9-12) 4. Conduct role playing scenarios (e.g. personality type, values, conflict management/bullying, team building and reality check activities) (9-12) 5. Use class meetings (where available) or other counseling sessions to emphasize the link between academic and aptitude strengths, and challenges with future career interests/goals (e.g. GPA) (9-12) 6. Provide CTE specific training (clusters, poverty, curriculum, concentrator) for counselors and CDCs (9-12) 7. Conduct a session with students to explore self-awareness using the results of the ASVAB (11-12) 														
Community College	<ol style="list-style-type: none"> 1. Use the following tools - <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">CFNC interest inventories</td> <td style="width: 33%;">Myers-Briggs Inventory</td> <td style="width: 33%;">Occupational Outlook</td> </tr> <tr> <td>O-NET activities</td> <td>ABLE (Adult Basic Learning Exam)</td> <td></td> </tr> <tr> <td>CASAS</td> <td>CRC (Career Readiness Certification) scores</td> <td></td> </tr> <tr> <td>Career Scope</td> <td>NCDPI Career Cluster Manuel Research</td> <td></td> </tr> </table> 			CFNC interest inventories	Myers-Briggs Inventory	Occupational Outlook	O-NET activities	ABLE (Adult Basic Learning Exam)		CASAS	CRC (Career Readiness Certification) scores		Career Scope	NCDPI Career Cluster Manuel Research	
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Career Scope	NCDPI Career Cluster Manuel Research														
Workforce Dev. Board	<p>Adults</p> <ol style="list-style-type: none"> 1. Use the following tools - CFNC interest inventories; CRC scores, NCWorks Self-assesments tools, O-NET activities, TABE (Test of Adult Basic Education), "My Next Move" 	<p>Non-adults</p> <ol style="list-style-type: none"> 1. Use the following tools - CFNC interest inventories; CRC scores, ACT Interest Inventory, SAT scores, NCWorks Self-assesments tools, ONET activities, "My Next Move," TABE 													

		Career Awareness, Exploration, and Goal Setting	
Middle School	<ol style="list-style-type: none"> 1. Hold a career fair or STEM Day; incorporate a poetry or poster contest (6-8) 2. Encourage membership in CTSO's (6-8) 3. Set up web based accounts (i.e. CFNC) (7-8) 4. Provide career based field trips/virtual field trips (7-8) 5. Invite business/industry guest speakers (7-8) 6. Invite post-secondary education guest speakers (7-8) 7. Discuss the results of the ACT EXPLORE Assessment (8) 	<ol style="list-style-type: none"> 8. Initiate High School CFNC Portfolio (cluster/course selection) (8) 9. Conduct career counseling lessons (e.g. goal setting, importance of staying in school, links between course selection and career interests, etc.) (8) 10. Explore careers through websites like Bigfuture and Career Cruising—F4k (8) 11. Participate in shadowing experiences like Groundhog Shadowing or go to work for a day (8) 12. Initiate individual career development plans (8) 	
High School	<ol style="list-style-type: none"> 1. Visit all English classes (9-12) or other subjects in which the entire grade level can be exposed, and work with students on the following: update CFNC accounts; update career development plans; LSI update; take a career interest inventory; portfolio updates (e.g. awards, test scores, community service); and match "Career to College to Degrees" to Job Outlook (9-12) 2. Organize cluster based career fairs (9-12) 3. Involve students in industry internships as well as community volunteering and service projects (9-12) 4. Organize virtual/face-to-face college tours (2yr/4yr) (9-12) 	<ol style="list-style-type: none"> 5. Coordinate with local community college for college fair and college reps in classrooms (9-12) 6. Establish a career awareness Speakers Bureau (9-12) 7. Utilize O*Net (9-12) 8. Partner with Community College in sponsoring a learning about careers event for students and parents (9-12) 9. Encourage membership in CTSO's (9-12) 10. Provide virtual and face-to-face job shadowing opportunities (10-12) 11. Begin college application process; host financial aid workshops (11-12) 12. Career based senior projects (11-12) 13. Host career/STEM days (9-12) 	
Community College	<ol style="list-style-type: none"> 1. Utilization of career coaches where available 2. Focus orientation activities to include career awareness, exploration and goal setting 3. Open communication and sharing (i.e.. GRAD data; student career plans) between high school and community college counselors 4. Structured one on one counseling focused on goal setting 5. STEM Fair 7. Career Forums with Chamber of Commerce 	<ol style="list-style-type: none"> 8. Campus tours 9. Internships/Co/ops 	
Workforce Dev. Board	Adults	Non-adults	
	<ol style="list-style-type: none"> 1. Job fairs 2. Work mentoring through Title V program 3. Utilize ONET activities 4. Work First shadowing activities 5. Utilization of community college instructors to hold workshops 6. OJT 7. NCWorks.gov research/activities 8. Financial literacy workshops 	<ol style="list-style-type: none"> 1. Industry shadowing 2. Money management/budgeting workshops 3. Career Scope 4. Company tours 5. OJT 6. Entrepreneurship workshops 7. HRD classes 	

High School Course Selection and Post-Secondary Planning					
Middle School	<ol style="list-style-type: none"> 1. Link activities in the self-awareness and exploration sections above to H.S. and post-secondary planning (CFNC, job fairs/career expos, EXPLORE, etc.) (6-8) 2. High school tours (8) 3. Initiate H.S. course selection work with Career Development Plan (8) 4. Use the ACT EXPLORE assessment report to guide H.S. course selection (8) 5. Team Career Development Coordinators with counselors in conducting the H.S. course registration process (8) 6. Assist in planning and encourage participation in high school orientations, parent nights, CTE displays, etc.) (8) 				
High School	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 1. Use the "A Look at Me" lessons in the Career Management Course Bureau (9-10) 2. Develop and utilize career cluster commitment letters and contracts (9-10) 3. Use ACT PLAN assessments and questionnaires in the planning process (10) 4. Student-parent meetings to discuss the link between course selection, assessment results, college articulation, post-secondary planning and career interests (9-12) 5. CDC and counselors work as a team to establish one-to-one guidance relationships with students-review and discuss post-secondary opportunities, ASVAB, PSAT, SAT, ASSET, Work Keys, ACT (9-12) 6. Use related tools in CFNC and F4k (Career Cruising) (9-12) 7. Sponsor Lunch and Learn Lab and/or Power Lunches—focus on "soft" and "technical" skills (9-12) </td> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 8. Organize Career Fairs, Curriculum Fairs, College Days and College Weeks (involving all teachers/ staff) (9-12) 9. Expand certification programs (9-12) 10. Prepare a "College Articulation" lesson to be taught by all CTE teachers the first week of school (9-12) 11. Hold encouragement rallies (guest speakers, pep rallies) (9-12) 12. Develop a mentoring program (9-12) 13. Plan multilingual awareness advertising campaign with supportive media strategies (9-12) 14. Develop strategies that encourage and recognize credentials (9-12) 15. Institute an upper class mentor program (11-12) 16. Expand job shadowing and internship programs (11-12) 17. Assist students with registering CRC credential (12) 18. Coordinate local com. college/post-secondary reps. class visits (9-12) 19. Parent nights (9-12) 20. Financial aid workshops (11-12) </td> </tr> </table>	<ol style="list-style-type: none"> 1. Use the "A Look at Me" lessons in the Career Management Course Bureau (9-10) 2. Develop and utilize career cluster commitment letters and contracts (9-10) 3. Use ACT PLAN assessments and questionnaires in the planning process (10) 4. Student-parent meetings to discuss the link between course selection, assessment results, college articulation, post-secondary planning and career interests (9-12) 5. CDC and counselors work as a team to establish one-to-one guidance relationships with students-review and discuss post-secondary opportunities, ASVAB, PSAT, SAT, ASSET, Work Keys, ACT (9-12) 6. Use related tools in CFNC and F4k (Career Cruising) (9-12) 7. Sponsor Lunch and Learn Lab and/or Power Lunches—focus on "soft" and "technical" skills (9-12) 	<ol style="list-style-type: none"> 8. Organize Career Fairs, Curriculum Fairs, College Days and College Weeks (involving all teachers/ staff) (9-12) 9. Expand certification programs (9-12) 10. Prepare a "College Articulation" lesson to be taught by all CTE teachers the first week of school (9-12) 11. Hold encouragement rallies (guest speakers, pep rallies) (9-12) 12. Develop a mentoring program (9-12) 13. Plan multilingual awareness advertising campaign with supportive media strategies (9-12) 14. Develop strategies that encourage and recognize credentials (9-12) 15. Institute an upper class mentor program (11-12) 16. Expand job shadowing and internship programs (11-12) 17. Assist students with registering CRC credential (12) 18. Coordinate local com. college/post-secondary reps. class visits (9-12) 19. Parent nights (9-12) 20. Financial aid workshops (11-12) 		
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Community College	<ol style="list-style-type: none"> 1. Individual counseling sessions 2. Assignment of student advisors 3. Articulated credit 4. Credit for industry certifications earned while in H.S. 5. Utilizing SAT/ACT and pre-ACT scores 				
Workforce Dev. Board	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Adult</td> <td style="width: 50%; text-align: center;">Non-adults</td> </tr> <tr> <td style="vertical-align: top;"> <ol style="list-style-type: none"> 1. Career fairs 2. Curriculum fairs 3. STEM fairs </td> <td style="vertical-align: top;"> <ol style="list-style-type: none"> 1. Career fairs 2. Curriculum fairs 3. STEM fairs </td> </tr> </table>	Adult	Non-adults	<ol style="list-style-type: none"> 1. Career fairs 2. Curriculum fairs 3. STEM fairs 	<ol style="list-style-type: none"> 1. Career fairs 2. Curriculum fairs 3. STEM fairs
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<ol style="list-style-type: none"> 1. Career fairs 2. Curriculum fairs 3. STEM fairs 	<ol style="list-style-type: none"> 1. Career fairs 2. Curriculum fairs 3. STEM fairs 				

Appendix C

		Personal/Employability Skills Development	
Middle School		<ol style="list-style-type: none"> 1. Conduct ethics sessions (i.e. desired character traits, team building, problem solving, etc.) using role playing, simulations and guest speakers (6-8) 2. Develop assessment rubrics to provide students feedback on "soft" skills related to assigned projects, presentations, mock interviews and work-based learning experiences (i.e. speaking, team work, pride in outcome, being prepared, punctuality, etc.) (7-8) 3. Prepare students for work based learning explorations (shadowing, lunch/learn, field trips, guest speakers) through role scenarios. (7-8) 	
High School		<ol style="list-style-type: none"> 1. Develop assessment rubrics to provide students feedback on "soft" skills related to assigned projects, presentations, mock interviews and work-based learning experiences (i.e. speaking, team work, pride in outcome, being prepared, punctuality, etc.) (9-12) 2. Encourage membership in CTSO's (9-12) 3. Organize a school-wide "Work Day" where students come in professional dress, learn about careers, focus on soft skills, resume writing, job applications and interviewing skills (9-12) 4. Provide mini lessons on workplace responsibility, e.g. on time, bring prepared, pride in outcome, etc. (9-12) 5. Organize a full range of work based learning experiences providing specific instruction and feedback on personal and employability skills, e.g. guest speakers, lunch/learn sessions, field trips, job shadows, internships, apprenticeships, entrepreneurial workshops. (9-12) 6. Utilize KeyTrain/Workkeys soft skills assessments, and NC-Net Employability Skills Resource Tool Kit (free) (9-12) 	<ol style="list-style-type: none"> 7. Develop and utilize video clips from local businesses sharing "business expectations" (9-12) 8. Provide workshops/sessions on job readiness and "soft" skills, e.g. resume writing, cover letters, mock job interviews, workplace ethics scenarios. (11-12) 9. Define and target emphasis on specific locally identified high need soft skills, e.g. workplace responsibility, teamwork public speaking, etc. (11-12) 10. Require students to make professional presentations, e.g. Graduation Projects (11-12) 11. Utilize employability skills instructional materials from NC REAK (9) 12. Involve students in industry internships as well as community volunteering and service projects. (11-12) 13. Implement the "Working Smart" soft skills program (11-12) 14. Adopt SkillsUSA model of common "common career language across the curriculum" (9-12)
Community College		<ol style="list-style-type: none"> 1. HRD soft skills curriculum 2. JLAC (Juniors Learning About Careers) 3. ACA soft skills curriculum 4. Utilizing CORD Employability Skills Tool Kit 5. Service projects 	
Workforce Dev. Board		Adult	Non-adult
		<ol style="list-style-type: none"> 1. Job Shadows/Internships/OJT 2. "Working Smart" program 3. Career Center training based on specific employer feedback/needs 4. Apprenticeships 5. Volunteering/service projects 6. Resume writing and interview skills 	<ol style="list-style-type: none"> 1. Job Shadows 2. "Working Smart" curriculum

Appendix D: GLOSSARY OF TERMS & ACRONYM DEFINITIONS

COG: Council of Governments. A regional quasi-governmental organization offering services for member governments that can best be provided on a regional basis, offering professional and technical services to individual member governments.

CTE: Career and Technical Education. Career and Technical Education fulfills an increasingly significant role in school reform efforts. Students who concentrate in a CTE area, earning at least four related technical credits and meeting other criteria, are better prepared for the further education and advanced training required to be successful in 21st century careers. Career and Technical Educators at the state and local levels partner with business and industry and with community colleges and other postsecondary institutions to ensure Career and Technical Education serves the needs of individual students and of the state. The federal Carl Perkins Career and Technical Education Act of 2006 provides the framework for Career and Technical Education.

DSS: Department of Social Services. DSS is a local government agency with state and federal funding and guidance. DSS offers temporary financial assistance to those in need through welfare payments, food stamps, etc.

DWS: Division of Workforce Solutions. This division of the NC Department of Commerce is responsible for the distribution of federal Workforce Innovation and Opportunity Act funds, and monitors local area compliance with federal law, regulations, and state policy.

ISD: Integrated Service Delivery. This is the service delivery model used in NCWorks Career Centers.

LEA: Local Education Agency. This is the term for the K-12 school districts.

NAICS: North American Industry Classification System

NCWorks Career Centers: North Carolina's name for its one-stop career center system. One-stop systems are mandated in the Workforce Innovation and Opportunity Act, which requires each Workforce Development Board area to have at least one chartered center (and were formerly known as Job Link Centers). Employers are encouraged to post their open positions on NCWorks.gov and job-seekers are encouraged to search for jobs via this statewide system.

NENC: Northeastern North Carolina.

NWDB: Northeastern Workforce Development Board

OJT: On-the-Job Training. Individuals are employed and learn their jobs by doing them. In WIOA, partial reimbursement can be provided to employers who hire WIOA participants and

train them while on the job. There is a process that employers and participants must follow and both must be eligible for services.

SOC: Standard Occupational Classification

PTP: Pathways to Prosperity. This was the initial designation for Career Pathways, when the mission was being driven on a regional level. This morphed into 'career pathways' when that became a statewide initiative within DWS.

VR: Vocational Rehabilitation. VR is a state agency that provides assistance to disabled individuals who need rehabilitative services to get or keep a job.

Wagner-Peyser: Federal legislation and funding that authorizes the employment services.

WDB: Workforce Development Board. WDBs are authorized under the Workforce Innovation and Opportunity Act as independent policy-making boards to provide guidance on broad workforce issues and to provide direct oversight of the Workforce Innovation and Opportunity Act, One-Stop Career Centers, and other federal workforce initiatives, as designated by Congress.

WIOA: The Workforce Innovation and Opportunity act is an amendment and reauthorization of the Workforce Investment Act of 1998, which supported the nation's primary programs and investments in employment services, workforce development, adult education and vocational rehabilitation activities. WIOA opens the door to states' greater use of sector partnerships and career pathway models and includes higher levels of accountability and outcome data reporting.

Appendix E: Sources

Data Source: Economic Modeling Specialists, Inc. (EMSI) This report uses state data from the following agencies: North Carolina Department of Commerce, Labor and Economic Analysis Division; Virginia Employment Commission, Economic Information Services

Visit ONET, NCWorks LMI, NC LEAD, etc. for additional data:

- <https://www.nccommerce.com/lead/data-tools>
- <http://www.onetonline.org/>

Questions/comments regarding toolkit:

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