

February 2015
Career Planning Coordinator Board Report
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“Ready To” Series

A representative from PHEAA spoke to 64 students on January 27th about filing the FAFSA and had students complete an activity about Smart Borrowing. Feedback from the students about the presentation was positive. Assistance with SAT and ACT registration continues to be offered and provided to students on an ongoing basis. A speaker from Penn State Behrend is scheduled to conduct a presentation on the *Freshman Experience*, which will be offered to college bound seniors in early May. Scholarship information continues to be provided to students on an on-going basis.

From the “Ready to Work” series, lessons in Job Search skills, Resume Writing, and Job Applications continue to be offered and conducted in the labs with students. The CPC is working on lessons for cover letters and job interviewing skills as well. Additionally, representatives from the Military have been contacted to participate in the 3rd Annual Military Panel presentation scheduled for Thursday, February 26, 2015. All branches of the Military, including the Coast Guard and National Guard plan to attend the event. Lastly, representatives from 15 various trades’ organizations have been contacted to participate in the annual Apprenticeship Discussion Panel, scheduled for March 19, 2015.

From the “Ready to Live” series, lessons in Time Management and Stress Management have been conducted and continue to be offered. Lessons to cover topics relating to personal finance are being planned as well.

Student Recognition:

Each month, the Career Planning Coordinator accepts nominations for the Millcreek Kiwanis Citizenship Award. The prerequisite for this award is “an individual who has demonstrated moral character, courage, leadership, health and physical fitness, service, recognition received for their efforts, scholastic preparation and total citizenship.” Students receive certificates of achievement and a \$100.00 book scholarship at the award ceremony. The CPC plans to attend the February 23rd meeting with Mariea Sargent, Drafting and Design instructor. Mariea’s student, Shelby Parmerter from McDowell, was selected for the Citizenship Award this month.

ROVA

The CPC is coordinating the recruitment of the students and their sponsorship to attend the ROVA leadership camp with the Erie, Wesleyville and Edinboro Rotary Clubs. The camp runs from March 8th - 9th. The Rotary clubs have offered to sponsor a total of 5 students again this year. ECTS will provide the chaperone to attend the camp.

NOCTI

The CPC has been busy preparing for the administering of the NOCTI examinations for approximately 240 seniors. The written test window runs from April 8th – 22nd and the performance test is scheduled for April 29th. Approximately 50 industry professionals will come in for the day and proctor the performance exam for our testing seniors.