

Career Planning Coordinator Board Report January 2018

Ready To Series...

Ready for College

- Scholarship information continues to be provided to student on an ongoing basis.
- Workshops on college applications & scholarship searches were conducted on Dec 8th. 53 students signed up to attend.
- Amy Sloan from PHEAA presented financial aid information to our students on Dec 14th. 65 students signed up to attend.

Ready to Work

- Lessons on cover letters, resumes, thank you letters and reference pages continue to be offered in the classroom. Students can also schedule individual time to work creating and revising their documents.
- The Military Panel is scheduled for Wed. January 24th; all branches of service have committed to participate in the event.
- The Apprenticeship and Training Panel is being planned for Feb or March

Career Objectives

- Pre-populated Career Objectives forms have been administered to students.

WIN

- Newly enrolled ECTS students have been entered into the WIN system; returning students have access to the WIN system and can work toward completion of their Certificates.
- Updated rosters and log on information has been disseminated to faculty
- The CPC continues to be available for implementation support.
- The CPC continues to work in the classrooms with students on WIN implementation. To date 85% of our students (636 of 745) are active in the Career Readiness system and 42% (270 students) of these students have earned a Bronze, Silver, Gold or Platinum Career Readiness Certificate.

NOCTI

- Health Assistant and Electronics students participated in NOCTI written pilot testing in Dec.
- Pilot test scores have been disseminated to these instructors.
- NOCTI student study guides and practice test usercodes have been provided to students/ instructors in preparation of the upcoming NOCTI exam.
- NOCTI post-testing will take place on April 10th – written exam and April 13th – performance exam.

Activities & Awards

- Each month, the Career Planning Coordinator accepts nominations from the faculty 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 are eligible to apply for a Kiwanis scholarship.
- The next ceremony will take place in January.
- ECTS has been invited to bring a group of students to the annual Rotary Ethics Symposium at Mercyhurst College on March 6th.