

Career Planning Coordinator Board Report December 2020

Career Planning

- Instructor Checklists for monitoring career activities are being implemented with adjustments being made as necessary.
- Career Exploration activities that have in the past been completed in the classroom, have been converted to online activities.
- Career activities have been shared with teachers and are available to use in online instruction when necessary.
- Assisting new staff members with WIN activities and reports.

Recruitment Activities

- Assist in coordinating Open House promotions with guidance counselors of sending schools.
- Assist in converting application documents to electronic format making them accessible on our website and available to students that are completely remote or cyber.
- School Counselor meeting planned for December 11, 2020.

NOCTI

- NOCTI electronic student study guides have been shared with teachers.
- NOCTI paper student study guides have been ordered.

Activities & Awards

- In lieu of our Advanced Training Day, virtual meetings are being arranged by the CPC with colleges, training facilities, or institutions. Ideally, the virtual meetings will be held in the individual labs facilitated by the instructor.
- Other virtual presentations with coordinating activities can be arranged for on-line days.

PA Career Objective Forms

- Career Objective forms have been distributed to all labs.
- Completed forms continue to be returned, signed, and filed with student records.