

Career Planning Coordinator Board Report

January 2021

Career Planning

- Instructor Checklists for monitoring career activities are being implemented in each lab with updates made as necessary.
- Career Artifact Checklist for level 2 and level 3 students has been modified to reflect direct input from instructors and instructional aides.
- Working with Level 1 students on completing quarter two artifacts, Exploring and Researching Career Options on WIN.
- Collecting, scanning, and categorizing 339 Audit compliance materials.

Recruitment Activities

- Assist in gathering applications from guidance counselors of sending schools.
- Assist in contacting guidance counselors for missing information necessary with applications.
- Coordinating with Renee Heberle, data entry of applications.
- School Counselor meeting held for December 11, 2020. Special presentation on relaxation techniques by Gayle Gollmer (NW).

Activities & Awards

- Considerations are being made for **Military Panel Day** and **Apprenticeship Day** to be held in some capacity. Plans to be held virtually either on remote days or streamed into the classrooms.

NOCTI

- Due to Covid restrictions, performance test schedule will be over a two week period.
- Schedule has been prepared and distributed to instructors.
- **Dates for 2021 NOCTI: Online written test will be April 12th – 16th**
Performance test will be April 19th – 29th.
- Instructors are securing dates with evaluators.
- Juniors will pre-test next fall to stay consistent with 2019-2020.