

Using CareerZone to Implement the Career Development and Occupational Studies (CDOS) Learning Standards

Helpful Tips for School Counselors

Introducing CareerZone

- **Familiarize yourself** with CareerZone
 - o Explore CareerZone's several features
- **Create your own** CareerZone account:
 - o Enter your personal information with the name of your school and a typical grade that you work with (you can always go back and change this).
 - o Skip over the field that asks for your birthday. Otherwise, CareerZone would register that you are over 18.
- **Introduce students** to CareerZone. Our most popular modules to use for introducing CareerZone and Career Development are:
 - o Career Clusters / Occupational Detail pages
 - o Dollars and Sense (Budgeting Tool)
 - o Assess Yourself
 - o Using the Search Feature

(*All features mentioned above do not require a CareerZone account)
- **Guide students in the account creation** process
 - o Students must enter a username/password. In the past, counselors have used a standard username for all of their students in order to access their accounts (i.e.: last name.first name).
 - o Passwords can also be standard as well as long as they are not something that other students would know (i.e.:first initial.home phone number).
 - o Encourage students to enter an e-mail address so that lost username/passwords can be recovered and sent via e-mail.
 - o Ensure students select their correct grade level. This will affect how student career plans populate.

Building the Portfolio

- **Work with students** to complete specific modules in the career plan:
 - o Although modules are numbered, they can be completed in any order.
- **Keep in mind** that some modules must be completed for other modules to appear on the Career Plan.
 - o These modules include Job Readiness Skills and Saved Occupations Therefore, it is suggested that the modules be completed first or close to first.
 - o The Journal module does *not* appear in the Career Plan. Neither do the Job-Seeking Modules on the right hand column (i.e. Resume Builder, References, etc).
- **Ensure students are manually selecting "Save"** upon completing each module.
 - o Have students check their Career Plan often to ensure that fields are populating accordingly. For any technical errors, please contact the CareerZone team immediately.
- **When students are ready, they can print** out a summary of their portfolio as an online version of New York State Education Department Career Plan. For more information on the Career Plan, visit the New York State Education Department at www.p12.nysed.gov/cte/careerplan.

Documenting Purposes:

- **If you cannot access student accounts** (i.e. you did not retrieve student username/passwords or use a standard username/password for all students): Students must select Print for every module that they complete. Students can also print their Career Plan as modules are completed.
 - o Update a hardcopy Career Print often, to ensure that no work will be lost.
- **If you do have access to student accounts:**
 - o You will be able to check their work often by logging into their accounts and print out the completed modules/ Career Plan.
 - o Information will appear in the grade level that it was completed in. Ensure students are always in the correct grade level by viewing the Personal Info module.
- **Any work not completed in CareerZone** may be written by hand on the Career Plan, providing proper documentation of how that field was completed.

Additional Resources and Websites

- **New York State Department of Labor Information:**
 - o CareerZone: www.careerzone.ny.gov
 - CareerZone e-mail: careerzone@labor.ny.gov
 - o Youth Portal: <http://labor.ny.gov/youth/>
 - o Labor Statistics: <http://labor.ny.gov/stats/index.shtm>
 - o Labor Standards:
http://www.labor.ny.gov/workerprotection/laborstandards/labor_standards.shtm
- **New York State Education Department**
 - o Official Memo Regarding the Release of the New York State Career Development and Occupational Studies (CDOS) Commencement Credential: Special Education Field Advisory - **Released:** June 2013 by James P. DeLorenzo:
<http://www.p12.nysed.gov/specialed/publications/CDOScredential-memo-613.htm>
 - CDOS Commencement Questions e-mail: CDOScomment@mail.nysed.gov
 - o New York State Work Based Learning Manual:
www.p12.nysed.gov/cte/wbl/docs/WBLmanualMarch2013.doc
 - o Official NYSED Career Plans (Kindergarten through Adult Level available):
<http://www.p12.nysed.gov/cte/careerplan/>
 - o Career and Technical Education Information:
<http://www.p12.nysed.gov/cte/>
- **National Work Readiness Credential (NWRC)**
 - o NWRC Main website: <http://workreadiness.com/>
 - o *Work Skills* curriculum website: <http://www.hmhco.com/shop/education-curriculum/adult-education/career-pathways/features/workskills>