

# careertech Focus

This 2011 edition of *CareerTech Focus* highlights current system initiatives and partnership activities. I hope this information is helpful as you communicate the value of CareerTech to key stakeholders. While this document does not include every initiative or partnership in which CareerTech is involved, several new and unique initiatives are featured. This document is available on the CareerTech website at [www.okcareertech.org](http://www.okcareertech.org), in the "About Us" section.

I hope you will use this information to communicate the goals of the system and the important work done for our state. If you have questions or suggestions, please contact Paula Bowles at 405.743.5108 or [pbowl@okcareertech.org](mailto:pbowl@okcareertech.org).

Dr. Phil Berkenbile, State Director  
Oklahoma Department of Career and Technology Education

## OKLAHOMA CAREERTECH

### *Vision*

We are securing Oklahoma's future by developing a world-class workforce.

### *Mission*

We prepare Oklahomans to succeed in the workplace, in education, and in life.

### *Values*

We believe . . .

- ◆ We are industry-focused, student-centered, and performance-driven.
- ◆ We operate as a unified system dedicated to serving our customers.
- ◆ Employers are our ultimate customers as we focus on student success.
- ◆ Innovation and flexibility are the keys to meeting our customers' needs.
- ◆ We are essential partners in Oklahoma's education and economic development systems.
- ◆ We are accountable, as stewards, for the quality, actions, resources, and outcomes of our system.

### *Goals*

- ◆ Accelerate Oklahoma's economic growth.
- ◆ Ensure implementation of consistent standards and accountabilities.
- ◆ Market the value of the CareerTech System.
- ◆ Strategically improve agency operations and effectively manage resources to lead the CareerTech System.
- ◆ Create and promote a systemic culture that values diversity and inclusion.

**INITIATIVE TITLE:** Aerospace Workforce Development

**INITIATIVE SUMMARY:** Aerospace is one of five industries targeted for growth in Oklahoma. CareerTech is a long-term supporter of the aerospace industry and since 2004 has provided FAA-certified training to prepare more than 1,800 students to work as airframe and power plant mechanics. CareerTech has moved from thinking singularly about A and P as our niche to supporting aerospace in a more comprehensive approach by incorporating aerospace into our Technology Engineering and Project Lead the Way pre-engineering programs. We also have expanded our technical training to include sheet metal, avionics and composites. Our plan is to connect early and foster, grow, educate, train and upskill Oklahoma's aerospace workforce.

**ROLE OF CAREERTECH:** CareerTech directly supports workforce development. It also actively recruits students interested in advancing their science, technology, engineering and math skills to prepare them to continue their education at the university level. It is the ability to provide relevant applications for STEM learning that sets CareerTech apart.

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**INITIATIVE TITLE:** Business Intelligence

**INITIATIVE SUMMARY:** Good decisions require quality business intelligence.

**ROLE OF CAREERTECH:** You can obtain the latest employment, workforce and economic environment data by visiting [www.okcareertech.org/informationcommons](http://www.okcareertech.org/informationcommons). The new Economic, Industry Cluster, and Workforce Forecast reports provide comprehensive information to help you understand regional employment trends and dynamics. These reports provide information on industries, occupations and demographics — for the state of Oklahoma and each technology center. These focused, local analyses will help you understand your unique regional economy and advance your strategic planning efforts. Information Commons can also customize reports to put the power of knowledge to work for you.

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**INITIATIVE TITLE:** Career Readiness Certificate (CRC) Project  
(includes WorkKeys Assessments, Job Profiles and KeyTrain/Career Ready 101)

**INITIATIVE SUMMARY:**

WorkKeys Assessments: The WorkKeys® assessments measure communication, problem-solving and interpersonal skills valuable to any occupation and at any level of education. Depending on their scores, potential or incumbent employees are awarded a platinum, gold, silver or bronze Oklahoma Career Readiness Certificate. These portable skills credentials, which are nationally recognized, can be used to facilitate job placement, retention and advancement in our mobile society. Assessment sites can be found across the state at technology centers, workforce centers, college campuses and tribal career centers, etc.

KeyTrain/CR101: Before individuals take the WorkKeys assessments, KeyTrain/CR101® pre-assessment and skill upgrade training is available. KeyTrain/CR101 is the targeted curriculum written specifically to help people master the applied workplace skills. KeyTrain/CR101 lessons include pre- and post-quizzes, overview, learning and practice components for all levels of WorkKeys and Pre-WorkKeys skills. They can be accessed 24/7 via the Internet.

Job Profiles: The ACT WorkKeys Job Profiling provides a concrete way for businesses to analyze and translate the skills needed for specific jobs to Career Readiness Certificate levels. By comparing job profile information with individuals’ scores on WorkKeys assessments, businesses can make reliable decisions about hiring, training and program development. WorkKeys job profiles have resulted in streamlined hiring processes, reduced turnover, reduced training time and costs, increased productivity and better return on investments.

**ROLE OF CAREERTECH:** Many technology centers administer the WorkKeys assessments to give their students a competitive advantage in the workforce. They use KeyTrain/Career Ready 101 curriculum to provide accounts to students and potential students. Business and Industry Services staff members introduce the WorkKeys system and Oklahoma’s Career Readiness Certificate through the Career Readiness Employer Partner program. They also assist companies with WorkKeys job profiles through Existing Industry and Training in Industry Program funds and arrange for incumbent workers at these companies to take the WorkKeys assessments.

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**INITIATIVE TITLE:** Certification Initiatives

**INITIATIVE SUMMARY:** CareerTech’s education and industry partners want assurance that CareerTech graduates have attained the skills and knowledge needed to take the next steps in their academic and work experiences. Senate Bill 497 requires school districts to report on the high school transcript performance levels of satisfactory and above on end-of-instructions tests and any business- and industry-recognized endorsements.

**ROLE OF CAREERTECH:** For nearly three decades, the CareerTech Testing Center has provided end-of-program and career major assessments to verify students’ knowledge and skills. A comprehensive listing of these assessments is available to guide instructors and students in selecting the most credible and appropriate measures of their skills.

[http://www.okcareertech.org/testing/PDF\\_Docs/2010-2011ApprovedAssessmentsList.pdf](http://www.okcareertech.org/testing/PDF_Docs/2010-2011ApprovedAssessmentsList.pdf)

The business- and industry-recognized endorsements that will be reported on the transcript have been approved by the Oklahoma Department of Career and Technology Education using the following criteria: (1) rigorous, (2) standardized, (3) independently graded, (4) knowledge-based, (5) administered on a multi-state or international level and (6) covers a program of study (not individual course).

Data related to the acquisition of these certifications will also be captured in follow-up. All other assessments identified in the link above are aligned with state or national standards whenever possible.

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**INITIATIVE TITLE:** CyberPatriot

**INITIATIVE SUMMARY:** The CyberPatriot competition for high school students motivates and excites them about careers in cyber defense and other STEM disciplines. CyberPatriot began with a February 2009 demonstration and immediately went nationwide in the 2009-10 school year competition. The next step, full nationwide deployment, has been made possible by a generous grant from Northrop Grumman Corp., which committed significant multiyear funding and extensive in-kind support for the initiative.

**ROLE OF CAREERTECH:** The Cyber Security Educational Consortium was developed in 2002 to provide educational opportunities to Oklahoma and surrounding states in cyber security. Using this new nationwide competition, CareerTech can offer a platform to engage high school students in the computer science disciplines, which now are experiencing a shortfall of workers. High school students will step out of a traditional classroom into a realistic world of work. The competition will become part of the classroom activities, starting this fall and extending into spring. During the competition, students face real-life cyber security situations. They must defend a computer or a computer network against viruses, hackers and other threats.

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**INITIATIVE TITLE:** Disaster Recovery and Emergency Training Simulator

**INITIATIVE SUMMARY:** Funds from Tobacco Cessation Grant at the Oklahoma State Department of Health and lottery proceeds for technology awarded to Kiamichi Technology Center through the Oklahoma Department of Career and Technology Education were used to develop a 40 by 8-foot trailer fitted with a mobile satellite, triage/classroom area and an ambulance simulator. This Disaster Recovery and Emergency Training Simulator is used to

- Provide training for emergency medical personnel and other healthcare providers.
- Provide onsite triage during Oklahoma manmade and natural disasters.
- Provide mobile satellite communications that allow simultaneous distance training at multiple sites/campuses.

**ROLE OF CAREERTECH:** As a grant partner, Oklahoma CareerTech provides resources to support the simulation of emergency and various healthcare skills training in a laboratory setting to customers statewide.

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**INITIATIVE TITLE:** eCIMC

**INITIATIVE SUMMARY:** CIMC can currently be followed on Twitter and Facebook.

Also, CIMC offers several products in e-book format through ICAT. These products include

- Family and Consumer Sciences I
- Family and Consumer Sciences II
- Safety on the Job
- Touring Oklahoma
- TLA "Bundles"
- CNA I
- CNA II
- CNA III
- Fundamentals of Nursing
- Nursing Concepts
- Nursing Focus
- Pharmacology and Intravenous Therapy Skills

**ROLE OF CAREERTECH:** CIMC strives to offer customers easy access to products and product information. These e-book titles come with an open invitation for customers to request additional titles converted to this format. The e-books feature color content, PowerPoints, active web links, online video (when applicable) and other features. Oklahoma teachers now have an online alternative to traditional curriculum products, which can be delivered via computer or iPad.

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Twitter: @eCIMC



Facebook: eCIMC



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**INITIATIVE TITLE:** Electronic Transcripts with [okcollegestart.org](http://okcollegestart.org)

**INITIATIVE SUMMARY:** The Oklahoma State Regents for Higher Education’s website, [okcollegestart.org](http://okcollegestart.org), allows high school counselors/registrars to send students transcripts electronically to colleges/universities throughout the state. The number of high schools sending electronic transcripts has increased significantly since 27 technology centers now use this process to expedite student enrollment. Sending transcripts electronically greatly decreases the amount of time counselors spend on this task.

**ROLE OF CAREERTECH:** ODCTE works with the OSRHE by providing leadership and support for this process.

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**INITIATIVE TITLE:** GIS (Geographic Information System) ArcGIS Desktop Associate

**INITIATIVE SUMMARY:** Most decisions made today in industry are constrained, influenced or dictated by some fact of geography. The GIS software influences many decisions made in industry because it puts data in forms that are easy to understand. GIS is a valuable tool for individuals, organizations, schools, governments and businesses seeking innovative ways to solve problems. It is now affordable to a wider audience, increasing the uses for this software. In Oklahoma, GIS software is used to map our 911 systems, provide the fastest and best available routes for our emergency vehicles and provide data for our state and local governments to map populations for grant purposes.

**ROLE OF CAREERTECH:** Today, GIS has evolved into a crucial tool for science-based problem solving and decision making. CareerTech will train instructors in its use. They will learn to use ArcGIS 10 and be certified as an ArcGIS Desktop Associate. CareerTech will soon train Oklahomans to efficiently manipulate the software to help solve problems by looking at easily understood and shared data in the form of tables, charts and maps.

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**INITIATIVE TITLE:** ICAT | Professional Development Center

**INITIATIVE SUMMARY:** The Professional Development Center hosted on ICAT, CareerTech’s Learning Community Management System, provides CareerTech instructors 24/7 access to thousands of resources. These CareerTech-specific resources are simultaneously mapped to the Skills for Effective Teachers, which detail expected core competencies of a CareerTech teacher and the self-reflective Comfort Zone Survey. Instructors can now self-assess their comfort in core competencies. Upon reflection, instructors can initiate an online goal as well as locate an online or virtual mentor. Just click the PDC tab in ICAT.

- SMART Goals
- Virtual Mentoring
- Comfort Zone Survey
- Interactive Observations

**ROLE OF CAREERTECH:** CareerTech’s Professional Development Center is closely associated with the Teacher Network on ICAT, which facilitates sharing and collaboration of online content. Instructors gain access to courses such as Online Standards, Teacher Orientation and Student Orientation.

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**INITIATIVE TITLE:** 2011 Legislative Session Summary

**INITIATIVE SUMMARY:** The budget was again a major issue of this past session. While CareerTech did receive a \$1.4 million supplemental FY11 appropriation, Oklahoma's \$500 million shortfall made funding cuts inevitable. CareerTech appropriations for FY12 were reduced 5.8 percent or \$8.2 million from the previous year's appropriations.

Other legislation that impacts the CareerTech System includes

**HB 1652**

Allows concealed carry license holders to carry a concealed handgun on technology center school property.

**HB 2132**

Removes provision allowing a cost-of-living adjustment to be used in a non-fiscal retirement bill; considers a retirement bill with fiscal impact currently funded only if the legislature provides funding.

**HJR1002**

Sends to a vote of the people a measure that annually would limit the increases in fair cash value assessments of real property from 5 to 3 percent.

**SB 12**

Allow part-time or temporary technology center employees who teach adults only to forgo a national criminal history check.

**SB 377**

Directs the Board of Trustees of the Teachers' Retirement System of Oklahoma to establish an investment committee comprised of five members of the Board of Trustees as designated by the chairman.

**SB 426**

Gives the ability to approve change orders to public contracts to the governing body of technology centers.

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**INITIATIVE TITLE:** Lottery Proceeds

LOTTERY PROCEEDS

**INITIATIVE SUMMARY:** Funds from lottery proceeds are used to purchase equipment and fund projects for comprehensive schools and technology centers. They also provide scholarships for those working on CareerTech or administrative credentials or continuing education credits. Comprehensive schools received 283 equipment grants for \$5,000 or less that totaled \$1,396,397. Fourteen equipment grants to technology centers totaled \$1.6 million. FY11 lottery proceeds also funded 360 scholarships for a total of \$238,380.

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**INITIATIVE TITLE:** OKCIS App for iPhone, iPod, iPad

OKCIS APP

**INITIATIVE SUMMARY:** The OKCIS iPhone App is a tool to find occupation, financial aid, scholarship, education and career training information on the go. With one touch, users can access the OKCIS App for information on jobs, careers, scholarships, and Oklahoma schools and colleges.

**ROLE OF CAREERTECH:** CareerTech provides leadership and support for the OKCIS App.

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**INITIATIVE TITLE:** Oklahoma Association on Higher Education and Disability

**INITIATIVE SUMMARY:** CareerTech is an active member of the executive board of the Oklahoma Association on Higher Education and Disability. This organization provides professional development, support and related services for individuals with disabilities to postsecondary education institutions in Oklahoma.

**ROLE OF CAREERTECH:** Oklahoma CareerTech provides speakers, facilities, equipment, content experts and technical assistance.

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**INITIATIVE TITLE:** Oklahoma Transitions Council

**INITIATIVE SUMMARY:** The Oklahoma Transitions Council, comprised of 15 affiliate partners from various state agencies, educational entities and private organizations, works to help individuals with disabilities in the state of Oklahoma to make successful transitions. OTC provides professional development for educators, ongoing financial support and a variety of training opportunities in support of this initiative.

**ROLE OF CAREERTECH:** Oklahoma CareerTech provides speakers, facilities, printing services, equipment, content experts and technical assistance.

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**INITIATIVE TITLE:** Oklahoma Wind Energy Training Initiative (OWETI)

**INITIATIVE SUMMARY:** Funded through an American Reinvestment and Recovery Act grant, the Oklahoma Department of Career and Technology Education is working collaboratively with the Oklahoma Department of Commerce to develop training materials and a certification assessment for the wind power industry. This project aligns with the American Wind Energy Association standards and addresses all aspects of a wind turbine technician’s job. From climbing the tower to servicing the various systems contained in the tower and nacelle, safety is stressed throughout, providing the student with the necessary skills to be successful in the workplace.

**ROLE OF CAREERTECH:** As principal team members for the OWETI project, the Multistate Academic and Vocational Curriculum Consortium and the CareerTech Testing Center are playing a key role in providing national training materials and a certification assessment for the wind power industry. Guided by the AWEA Wind Turbine Service Technician Core Skill Sets and a committee of skilled wind turbine technicians and industry specialists, a comprehensive set of “skill standards” for wind turbine technician has been developed, which serves as the foundation for developing the curriculum and certification assessment.

- Teacher Edition CD
- Student Edition (Print, online format)
- Certification Assessment (online delivery)

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**INITIATIVE TITLE:** Online Remediation for End-of-Instruction Tests

**INITIATIVE SUMMARY:** ODCTE created a statewide collaborative effort to make PLATO's online high school course library and customized courses for all end-of-instruction tests required for high school graduation available to technology centers. This project is a component of CareerTech's response to help secondary students meet the mandated testing requirements for demonstrating academic achievement in the core academic areas and for credit recovery. Both efforts help students "stay on time" or "catch up" in their academic plan and ensure students have time to attend the technical training program of study for entering postsecondary education and the workforce while meeting their individual remediation requirements.

**ROLE OF CAREERTECH:** ODCTE aggregated the licensing requirements for a statewide PLATO contract to create significant cost savings for technology centers. The department paid the professional development costs for lead teachers at each participating technology center and coordinates the inservice schedule with the appropriate PLATO and technology center staff members.

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**INITIATIVE TITLE:** Protecting the Nation's Critical Infrastructure

**INITIATIVE SUMMARY:** Critical infrastructures impact every aspect of our daily lives — from energy systems that power our neighborhoods, to transportation networks that move us around our communities, to facilities that provide our families with safe drinking water. The Department of Homeland Security has identified 18 critical infrastructure sectors, which represent a diverse spectrum of services including agriculture and food, emergency services and cyber networks. These systems and assets, whether physical or virtual, are so vital to the United States that security breaches could have a debilitating impact on national economic security, national public health and safety.

**ROLE OF CAREERTECH:** CareerTech is playing a national role in developing courses and training faculty throughout the United States to teach automation and control systems security to protect these critical infrastructures. Three technology centers piloted the Cyber Security Education Consortium's first control system course this year.

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**INITIATIVE TITLE:** STEM (Science, Technology, Engineering and Mathematics)

**INITIATIVE SUMMARY:** The Oklahoma CareerTech System provides leadership to STEM educators across the state. This initiative supports and helps create a workforce pipeline for targeted, high-skill, high-tech Oklahoma industries such as aerospace, healthcare, energy, biotechnology and advanced manufacturing. Current Oklahoma CareerTech STEM initiatives include pre-engineering, biosciences and biotech academies that target high school students in comprehensive schools and technology centers.

In addition, STEM's middle school initiative includes Project Lead the Way, Gateway to Technology and Engineering by Design curricula. Math alignment is an ongoing project with our Gateway to Technology programs to provide instructional strategies and resources that improve academic achievement and technical skills of CareerTech's STEM students.

**ROLE OF CAREERTECH:** Provide leadership and technical support to STEM educators across the state.

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**INITIATIVE TITLE:** 2011 Teacher Preparation Summary

**INITIATIVE SUMMARY:** To ensure that its teachers are highly effective and capable of integrating career and technical skills along with academic and 21st century skills into their courses, Oklahoma CareerTech offers the following initiatives to support beginning and experienced teachers:

All beginning CareerTech teachers are required to complete either the Divisional New Teacher Academy or the CareerTech Teacher Institute.

**Divisional New Teacher Academy**

- Each occupational division offers a new teacher workshop to orient the instructor to the division, the CareerTech System and expectations for the program.
- Generally, the sessions are held in the summer, fall and spring. New Teacher Academy varies in formats and dates, depending on the needs of the division’s new teachers.

**CareerTech Teacher Institute**

- This 11-month training provides a unique “quick start” for beginning CareerTech teachers without a degree in teacher education. Teachers with less than two years of CT teaching experience are eligible to apply. Beginning teachers will learn critical classroom strategies and foundational skills proven to be effective in today’s CareerTech classroom.
- Oklahoma State University, in partnership with CareerTech, delivers this “quick start” program. Participants can obtain 12 hours of university credit that applies toward their standard teaching certificate (the “basic 15”) and meet most CT Alternative Certification hour requirements.

All beginning CareerTech teachers have the option of completing the following:

**Teacher Induction**

- This program provides leadership and support to help guide new teachers through their first school year, and if needed, the second year. It is especially beneficial for alternatively and provisionally certified teachers.
- During induction, a team works together to develop a customized plan for achieving success in the classroom and mentors the new teacher.

All CareerTech teachers with at least five years of teaching experience are eligible to apply for:

**CareerTech Master Teacher**

- This program creates a professional learning community of outstanding teacher trainers who will evaluate their classroom practices and improve their skills to mastery level.
- Participants reflect on their teaching methods and expand their skills by integrating technology into their teaching practices.

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CT Master Teacher:  
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**INITIATIVE TITLE:** Technology Center Board Training

**INITIATIVE SUMMARY:** The Oklahoma Department of Career and Technology Education is authorized to provide continuing education to technology center board members and the State Board of Career and Technology via DVDs and online through ICAT.

**ROLE OF CAREERTECH:** The Technology Center Services Division of ODCTE will provide these training opportunities, beginning fall 2011.

- School Finance and Reporting
- School Employment and Due Process Law
- New State and Federal Laws
- Oklahoma Open Meeting/Open Records Act
- Ethics Duties and Responsibilities
- Legal Issues
- Educational Issues
- IDEA
- Teacher Certification
- CareerTech History and Philosophy
- Leadership

Requests for these products and verification that training has occurred will continue to be coordinated by the Technology Center Services Division.

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**INITIATIVE TITLE:** Universal Encouragement Program

**INITIATIVE SUMMARY:** The Universal Encouragement Program is a customizable, online guidance assessment, reporting, communications and evaluation system designed to help counselors and other support professionals document and respond to students' career and educational needs, interests and experiences. UEP assessments can be used in guidance and encouragement efforts to improve educational attainment and career decision making.

**ROLE OF CAREERTECH:** CareerTech includes UEP assessment in OKCIS, makes presentations on it, trains staff and promotes it, and works with developer to enhance it.

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