

K-12 School Guidance Plan

PA Chapter 339

Franklin County Career & Technology Center

December 2022 Update



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In Accordance

The Franklin County Career & Technology Center (FCCTC/CareerTech) Pennsylvania K-12 Guidance Plan for our students in grades 10th through 12th grades, has been updated in accordance with PA Chapter 339.31. The K-12 Guidance Plan is a required document by the Commonwealth of Pennsylvania as part of 22 Pa. Code §339. Chapter 339 mandates that all school districts and career and technology centers (CTCs) produce evidence of a K-12 Guidance Plan. The Plan must include specific strategies for students, educators, and parents to become aware of their local CTC, its programs of study, and resources available. The Plan is to ensure that school districts and CTCs deliver the Academic Standards for Career Education and Work (CEW) across grade levels to help students make informed career decisions and prepare them for the workforce.

A. Counselor Related Items of the Plan 1-3

1. School Counselors, Coordinators, and Assignments

Name	Building	Ratio
Brenda Kimple, School Counselor	FCCTC	1008:1
Georgia Wenger, Student Coordinator	FCCTC	1008:1
Kathy Estep, Workforce Development Coordinator	FCCTC	125:1
Lori Ebersole, Outreach Coordinator	FCCTC	NA

2. Role of the School Counselor: ASCA

They are certified professionals whose education provides us with the unique qualifications to address the academic, personal/social, and career service needs of the FCCTC students. It is important that the school counselor is supported by adhering to their professional code of ethics. As a profession, Pennsylvania Counselors abide by the ethical standards for School Counselors as per by the American School Counselors Association and the Pennsylvania School Counselors Association. The school counselor's main focus is the career, as well as the academic and social/emotional domain. They provide support services to all FCCTC students, staff, and sending school districts.

Role	Level	Evidence of Role
Leader	High School	As a Leader – They use leadership effectively and efficiently to create, implement, and manage a counseling program that seeks to encourage and empower students to make productive and successful decisions. They use leadership in creating collaborative relationships among stakeholders. They work closely with the school principal as the core in forming leadership collaboration that fosters a school climate for increasing student educational and career outcomes. Some other examples of leadership: SAP Coordinator, NTHS Coordinator, Franklin County Counselor Meeting Facilitator, new program creator and facilitator (dual enrollment, highlighting student programs, etc.), parent conference/IEP representative, designing and implementing the counseling program, ensuring the K-12 Plan is provided to all equally, K-12 Comprehensive Plan Coordinator, Financial Aid/Scholarship/Classroom Workshop Coordinator, and supervision of the Counselor Assistant and Student Coordinator.
Advocate	High School	As an Advocate – They advocate for students, for the counseling profession and for agents of improvement. The focus is to impact and empower our students to find educational and career opportunities through the academic, personal/social, and career service program. They do this by becoming a voice for our students, and sometimes more heavily for those who are underserved, underprivileged, and socio-economically disadvantaged. A few examples of the role as an advocate are: helping all students feel safe by

		<p>enforcing school policies, finding financial resources to help underserved students enroll in CHS or to purchase program uniforms/materials, working with all students by educating students to help themselves and others regarding bullying and suicide situations, responding to the needs of students while in crisis, assessing the need for internal and external mental health referrals when appropriate, identifying community resources and building partnerships that can help student achievement, threat assessment team member, intervening prior to discipline issues or counseling after discipline issues.</p>
Collaborator	High School	<p>As a Collaborator - They collaborate and team with our students, teachers, administrators, parents, community, business members, post-secondary partners, and sending school educators for our students' academic, personal/social, and career success. This secures successful learning in a solution focused environment. This includes coordination and management of the components of our delivery system services. They have established a referral system that utilizes resources offered by the school and community and ensures the privacy of the student. In addition to our counseling plan, a few examples of the role as a collaborator are: SAP Coordinator, Perkins Committee Member, HACC and Penn College CHS Coordinator/Point of Contact, Articulation Agreement Coordinator, Parent Conference Coordination, and Franklin County Counselor Meeting Coordinator.</p>
Systemic Change Agent	High School	<p>As a Systemic Change Agent - They suggest improvement and follow through when needed. Examples include consulting with administration to foster needed program changes, and providing mental health counseling including follow through with services for individual/family needs.</p>

3. Job Description linked to the Counselor Evaluation Process

Counselor Level	<u>Domain 1</u> Planning and Preparation	<u>Domain 2</u> Environment	<u>Domain 3</u> Delivery	<u>Domain 4</u> Professional Development
High School	<ul style="list-style-type: none"> -Post-Secondary prep for SOAR, Articulations, College in the HS, NOCTI credits, Scholarships -Coordinate National Technical Honor Society Opportunities -Oversee maintenance of student records, grade monitoring, parent contact -Coordinate SAP -Career Obj. Coordination -Prepare Post-Secondary Tours, Visits, Evenings -Selects, designs, and organizes materials for counseling and guidance services. -Develops, coordinates, and ensures a comprehensive school counseling program is provided to all students in conjunction with stakeholders. -Participates in developing a budget to support the counseling program. 	<ul style="list-style-type: none"> -Promote high standards of student conduct and success. -Create a welcoming counseling office for all. -Communicate positively with students, parents, and the community. -Ensuring information and resources are easily available to parents and students. -Advises administrators and instructors of student behaviors or concerns. 	<ul style="list-style-type: none"> -Socio-emotional counseling for students. -Find solutions for students including mediations, counseling in all domains, coordination of services, parent/home/school interventions. -Provide workshops to educate students on post-secondary options. -National Technology Advising & Assembly -NSO Speaker -Provide Counseling/ Career Plan to students via workshops, assessments, career sessions, scholarship writing session, etc. -Assist students and parents with career resources and in selecting a course of study with the students short and long term goals. -Provide Tier 1 and Tier 2 support, as well as crisis intervention, information, and referrals for ongoing community support services. -Serve as a member of the team at parent conferences and IEP meetings. 	<ul style="list-style-type: none"> -OAC and Counselor Meetings -HACC and Penn College Workshops -Staff meeting, PA CTC workshops, Penn College Campus trainings, etc. -OAC Member for Ship, JB, and Greencastle -Maintains professional competence through district sponsored in-service programs and development activities.

Franklin County Career and Technology Center

Job Description Form

Job Title: **Guidance Counselor**
 Reports To: **Principal**
 Terms of Employment: **186 Days**
 Salary: **Per Bargaining Agreement**

Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Interim <input type="checkbox"/> Contractor <input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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Objectives

- Provide guidance and counseling services to all students and provide support to staff and sending school districts.

Qualifications

- Possess a K-12 or Secondary Guidance Certificate.
- Maintain a valid driver's license.
- Must have minimum 3 years of experience in a school environment.
- Must meet satisfactorily Act 34, Act 151, and Federal Background Checks as prescribed in Act 114 of 2006.
- Demonstrate strong interpersonal skills to work effectively with students and adults.
- Ability to schedule a number of activities, meetings, and/or events.
- Gather, collate, and/or classify data; analyze data.
- Ability to work with diverse individuals and/or groups.
- Ability to problem solve; analyze issues and create action plans.
- Attentive to detail; meet deadlines and schedules; set priorities.
- Establish and maintain effective working relationships with administration, teachers, students, and the public.
- Adapt to changing work priorities.
- Having basic working knowledge of computers and office equipment.
- Must be highly motivated and able to work in a fast-paced environment; able to multitask; be a strong team player.

General Duties and Responsibilities

- Present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth, and development of each student.
- Work to develop a positive public relationship among the sending school districts and the community.
- Carry out assignments in a timely manner without undue review.
- React positively to directives.
- Have a willingness to cooperate with the FCCTC administration, faculty, staff, and student body.

- Maintain the confidentiality, both verbally and in written form, of each student's educational record.
- Strive to maintain and improve professional competence.
- Take necessary precautions to protect students, equipment, materials, and facilities.
- Adhere to JOC Board of Education Policies and Procedures.

Specific Duties and Responsibilities

- Provide **all** socio-emotional counseling for **non-CASD** students. Work with student individually/collaboratively to find solutions to problems including mediation/counseling/coordination of services/parent-home school interventions.
- Provide career and technical specific support for Post-Secondary preparation for students.
 - SOAR - Responsible for updating the statewide articulations student packets for each program.
 - Direct Articulations – Assist instructors set up and maintain direct articulations. Liaison with colleges on an on-going basis.
 - College in the High School – Manage dual enrollment programs for HACC, HCC, and Penn College.
 - NOCTI Recommended College Credits – Update the NOCTI credit options.
 - Scholarships – Review scholarship information throughout the year. Meet with students about opportunities.
 - National Technical Honor Society Advisor – Determine candidates for NTHS nomination, conduct assembly, enroll students, order graduation materials, and organize awards for ceremony (2X per year).
- Provide crisis counseling in emergency situations by adopting the appropriate solutions/interventions.
- Coordinate and oversee the maintenance of student records including grade monitoring or parent contact. Maintain confidential anecdotal record, SOAR, and IEP documents.
- Coordinate any SAP (Student Assistance Program) referrals to the appropriate school district SAP liaison.
- Attend any IEP meetings for current and potential students as designated by the administration.
- Assist with (NSO) New Student Orientation and participate in the event.
- Meet with students to complete Career Objective Reporting (PDE REQUIRED) form and assure all necessary information is included and reported.
- Provide quarterly Franklin County counselor meeting with sending schools to communicate all FCCTC information and professional learning community.
- Required to have a fall and spring OAC meetings. Organize the meetings, extend invites, conduct meetings and complete minutes.
- Coordinate the collection and assessment of graduate follow up placement data.
- Coordinate HACC, Penn College and Thaddeus Stevens visits for interested students twice/year.
- Schedule Post-Secondary School and Military visits with classrooms, LGI, and cafeteria. College and Educator Summary Report is required on a yearly basis.
- Ensure the counseling portion of 339 regulations are being followed. Responsible for carrying out plan the FCCTC Guidance Plan. Updated yearly to reflect any and all changes within the counseling section.
- Promote the development of high standards of conduct and success within the student body and foster healthy school environment conducive to learning.

- Support administrative staff by implementing the Student & Community Engagement Plan, School Counseling Plan.
- Manage and maintain the Guidance Office budget.
- Keep administration informed of all activities and report illegal acts, inappropriate behavior, and student issues.
- Communicate positively and effectively with the general student population, parents, educational community, and supplemental agencies as necessary.
- Participate in resolving and mediating student conflicts with Instructors, Principal and/or Peers.
- Participate in Professional Development activities as required by the Principal and/or Assistant Director.
- Utilize Skyward software system for referencing and documenting student issues.
- Perform other duties as assigned by the Principal.

Physical Qualifications

- Shall have the ability to sit for long periods of time, stoop, and lift up to 50 pounds.
- Sustain any and all body movements as related to the position.
- Operate a vehicle in the course of carrying out assigned duties.

Acknowledgement

By signing and dating this agreement in the space provided, I certify that I have read and understood this job description in its entirety.

Date: _____

Signature: _____

Non Discrimination Policy

It is the policy of the FCCTC not to discriminate on the basis of race, sex, religion, color, national origin, age, handicap or limited English Proficiency in its educational programs, services, facilities, or activities or employment policies as required by Title IX of the 1972 Educational Amendments, Title VI and VII of the Civil Rights Act of 1964 as amended, Sections 503 and 504 Regulations of the Carl D. Perkins Act of any applicable Federal statute.

B. Program Delivery Related Items of the Plan 4-9

4. School Counseling Department Mission Statement

District Mission Statement
The mission at FCCTC is to shape and promote the skilled workforce of tomorrow.
K-12 School Counseling Mission Statement
The FCCTC Counseling Department supports and enhances the mission of FCCTC by providing services and assisting with student development while being a positive presence in their lives. We provide a developmental counseling program which facilitates the academic, social/emotional, and career needs of all students with equal access and equity. In conjunction with educators, parents, community members, local businesses, and post-secondary institutions, the aim is to empower students to reach their potential as responsible citizens and life-longer learners.

5. - 6. Delivery Chart and Calendar by Domain/Level – High School:

Ongoing Counselor Related Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/ Career Counseling	System Support; Counselor Related	System Support: Non- Counselor Related Calculate Hours per Year
Academic:					
• Grade improvement sessions		X	X		
• Individual counseling: students with challenges, test anxiety, study skills, time mgmt.		X	X		
• Marking period grade review				X	
• IEP parent/meetings		X	X	X	
• Teacher consultation				X	
• 504/ELL Plans				X	
• Communication with sending school counselors, staff, admin, coordinate CMS student counseling				X	
• Consultations with FCCTC teachers, staff members, parents, and administrators				X	
• OAC/AC Partners, Meetings				X	
• Sending school district staff/liaison				X	
• Counselor Meetings				X	
• Staff/Department/Project Meetings/staff supervision				X	
• Records Review and Maintenance				X	
• Documentation/reporting/updating website				X	
• Counseling Plan Coordination				X	
• In-service days				X	
Career:					
• Career Planning Sessions		X	X		
• Organizing Career Portfolios	X		X		
• Promote Franklin County College & Career Night, Financial Aid nights, scholarships, summer career camps, college open houses, SAT's	X		X	X	
• FCCTC presenters: post-secondary, military, employers	X		X		
• Career counseling, coordinate CMS student counseling	X		X		
• Parent contact/conference		X		X	

• AHEDD student meetings		X	X		
• OVR Appointments		X	X	X	
• Communication with sending school counselors/staff supervision		X			
• Individual career planning	X		X	X	
• Co-op, internships, externships, shadowing	X		X		
• CareerScope, extensive assessment		X	X		
• Career Cruising – college and career research	X		X		
• Student Information System, Skyward				X	
• Scholarship Coordination				X	
• Chapter 339 Delivery				X	
• Dual enrolment, articulation agreement management				X	
• HACCC/Penn College dual enrollment programming				X	
• College and financial aid training and research				X	
Social/Emotional:					
• Individual counseling, coordinate CMS student counseling		X	X	X	
• Student Mediations		X	X		
• Crisis Intervention/ChildLine Referrals/Suicide Assessment/Threat Assessment		X	X	X	
• Parent/teacher/administrator communication/Conference/staff supervision		X		X	
• Laurel Life school-based counseling		X		X	
• Outside agency referrals		X		X	
• Individual counseling Post Graduate obstacles, life skills, goal setting, decision making, respect, etc.		X			
• SAP Coordination				X	
• Communication with sending school counselor				X	
• Agency Meetings				X	
• Cafeteria/Hall Duty					X (10 hours)
• Cover classes					X (20 hours)

Calendar - Month/Domain/Item	Curriculum- (Tier 1)	Responsive- (Tier 2)	Individual Academic/Career Counseling	System Support	Non- Counselor Related
August					
Academic:					
Semester 1 begins					
Sending school district staff/liaison, staff/department/project meetings, records review/maintenance/documentation/reporting/counseling plan coordination, in-service days				X	
Transcript and Schedule Reviews				X	
Career:					
Counseling office resource orientation/group career session: career resources, suicide awareness & bullying resources, helping services information, etc.	X		X		
Career Scope assessments		X	X		
Review/sign career objective form	X		X	X	
Dual enrollment registration and testing		X	X	X	
Student information system/Skyward, Career Objective verification, Chapter 339 development and delivery, revising resources - credit summaries/catalogs/handouts/brochures/website Review/displays/posters, dual enrolment/articulation agreement management, Student Interest Survey, HACC/HCC/Penn College dual enrollment programming				X	
Social/Emotional:					
Counseling office resource orientation/group career session: career resources, suicide awareness & bullying resources, helping services information, etc.	X		X		
September					
Academic:					

Quarterly county counselor meeting, sending school district staff/liaison, staff/department/project meetings, records review/maintenance/documentation/reporting/counseling plan coordination				X	
Transcript and Schedule Reviews				X	
Career:					
Co-op placements/monthly student meeting (externships, shadowing)		X	X	X	
Grade 12 – individual career planning sessions	X		X		
Dual enrollment & articulation agreement awareness	X		X		
Dual enrollment registration and testing		X	X	X	
PACTA CTE counselor conference, Career Objective verification				X	
Social/Emotional:					
Suicide awareness & bullying resources session	X		X		
October					
Academic:					
NTHS nominations and advisement		X	X	X	
Career:					
Co-op placements/monthly student meeting (externships, shadowing), CareerScope assessments		X	X	X	
Workforce 101 Class		X	X		
Grade 12 – Individual career planning sessions	X		X		
Promote Franklin County College & Career Night/financial aid nights/scholarships/summer career camps/college open houses/SAT's, FCCTC presenters: post-secondary/military/employers, dual enrollment & articulation agreement awareness			X	X	
Counseling Office budget, scholarship coordination, Chapter 339 development, college and financial aid training and research				X	
Organizing career portfolios, 11 th grade Career Safe Interview Skills course	X		X	X	
Social/Emotional:					
November					
Academic:					
Articulation agreement reviews			X	X	

NTHS assembly		X	X	X	
OAC/AC partners meeting				X	
Quarterly county counselor meeting				X	
Career:					
Co-op placements/monthly student meeting (externships, shadowing)		X	X	X	
Grade 12 – Individual career planning sessions	X		X		
NOCTI Testing	X		X	X	
FCCTC presenters: post-secondary/military/employers	X		X	X	
11 th grade mock interviews	X		X	X	
Holiday parade by academy		X	X	X	
Dual enrollment & articulation agreement awareness, promote Franklin County College & Career Night/financial aid nights/scholarships/summer career camps/college open houses/SAT's			X	X	
Scholarship coordination, dual enrolment/articulation agreement management				X	
Career Expo with post-secondary schools, military, and employers		X	X	X	
Social/Emotional:					
December					
Academic:					
Career:					
Co-op placements/monthly student meeting (externships, shadowing)		X	X	X	
NOCTI Testing	X		X		
FCCTC presenters: post-secondary/military/ employers	X				
10th grade group planning session with Career Cruising Interest & Ability Career Assessment, 10 th grade Individual session with college and career research	X		X		
Promote career nights/financial aid nights/scholarships/summer career camps/college open houses/SAT's			X	X	
Senior exit survey	X		X	X	
Artifacts reporting			X	X	
Social/Emotional:					
January					

Academic:					
Semester 2 begins					
Penn College senior placement testing		X	X	X	
Scholarship writing session	X		X	X	
Transcript and Schedule Reviews				X	
Career:					
Counseling office resource orientation/group career session: career resources, suicide awareness & bullying resources, helping services information, etc.	X		X	X	
Co-op placements/monthly student meeting (externships, shadowing), CareerScope assessments		X	X	X	
Grade 10 – Individual career planning sessions	X		X		
FCCTC presenters: post-secondary/military/employers	X		X		
HACC and Penn College Dual enrollment registration and testing		X	X	X	
Promote financial aid nights/scholarships/summer career camps/college open houses/SAT's			X	X	
Review/sign career objective form	X		X	X	
LifeTracks Senior Survey	X		X	X	
Career Objective verification, scholarship coordination, dual enrolment/articulation agreement management			X	X	
Social/Emotional:					
Counseling office resource orientation/group career session: career resources, suicide awareness & bullying resources, helping services information, etc.	X		X	X	
February					
Academic:					
Penn College senior placement testing		X	X	X	
Counseling office resource orientation/group career session: career resources, suicide awareness & bullying resources, helping services information, etc.	X		X		
Review/sign career objectives	X		X	X	
Dual enrollment registration and testing		X	X	X	
NTHS advisement		X	X	X	
Transcript and Schedule Reviews				X	
Career:					
Co-op placements/monthly student meeting (externships, shadowing), CareerScope assessments		X	X	X	

Grade 12 – Individual career planning sessions	X		X		
Organizing career portfolios	X		X	X	
Promote financial aid nights/scholarships/summer career camps/college open houses/SAT's				X	
11 th grade Career Safe Interview Skills course	X		X	X	
Perkins funding documentation, grant requests, Career Objective verification and signing, scholarship coordination, HACCC/Penn College dual enrollment programming				X	
Social/Emotional:					
March					
Academic:					
NTHS nominations		X	X	X	
Scholarship writing session	X		X	X	
Career:					
Co-op placements/monthly student meeting (externships, shadowing), CareerScope assessments		X	X	X	
Workforce 101 Class		X	X		
Grade 12 – Individual career planning sessions	X		X		
FCCTC presenters: post-secondary/military/employers	X		X	X	
11 th grade mock interviews	X		X	X	
Promote financial aid nights/scholarships/summer career camps/college open houses/SAT's				X	
Social/Emotional:					
April					
Academic:					
NTHS assembly		X	X	X	
OAC/AC partner's meeting				X	
NTHS advisement			X	X	
Career:					
Co-op placements/monthly student meeting (externships, shadowing)		X	X	X	
CareerScope Assessments		X	X		
NOCTI Testing	X		X	X	
FCCTC presenters: post-secondary/military/employers	X		X	X	

10th grade group planning session with Career Cruising Interest & Ability Career Assessment, 10 th grade Individual session with college and career research	X		X	X	
Promote financial aid nights/scholarships/summer career camps/college open houses/SAT's			X	X	
Social/Emotional:					
May					
Academic:					
Awards ceremony prep and delivery, NTHS Induction	X		X	X	
Awards program reporting				X	
New Student Orientation	X		X	X	
Career:					
Grade 10 – Individual career planning sessions	X		X		
Artifact Reporting				X	
HACC/Penn College dual enrollment reporting, complete all final articulation agreements and reporting, SOAR paperwork completing and reporting, Senior Placement Reporting, LifeTracks Graduate Reporting				X	
Social/Emotional:					
June					
Academic:					
Sending school transcript report				X	
Career:					
Social/Emotional:					

7. Curriculum Action Plan: Career Standard or Mindset & Behavior

High School

Lesson, Event, or Program Content	CEW Standards	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Stakeholder Teaching Standard	Contact Person	Indicator
Career Cruising Assessment, learning styles assessment and Group Career Session	13.1.11.A, B, G, H	Computers, Smart Board, PowerPoint, Printer paper, Pens, Career Plans	December and April	10 th 346	Computer Lab	Counselor, Counselor Assistant	Brenda Kimple	Career Cruising Report, Career Plan paper, career interest indicated
Career Objective Review and Completion	13.1.11.B, E, F, G, 13.2.11.C, D	Career Objective forms prints or digital	September and January/February	10 th - 12 th 1008	Classroom, Home	Instructor	Brenda Kimple Emma Grove Instructor	Career Objective in student file, career pursuing documented
Counseling Office and Building Workshop	13.1.11.D, F, G 13.2.11.E 13.3.11.A.B	Handouts, Smart Board, Internet, websites: Financial Aid, Scholarship Search, SAT registration, college credit acquisition, suicide awareness, bullying prevention, etc.	September and January	10 th - 12 th 1008	Classroom	Counselor, Student Coordinator	Brenda Kimple	Email schedule documentation, website documentation, student future behavior
Dual Enrollment Sign up Sessions	13.1.11.C, D, E, F 13.3.11.F, G	Enrollment Packets for HACC, Penn College	September and January/February	10 th - 12 th 255	Classroom	Counselor	Brenda Kimple Stefanie Shipe Jenna Carlson	Completed class roster, course documented on transcript
Individual Career Session	13.1.11.A, B, C, D, E, F, G, H 13.2.11.D	Ongoing Career Plan Document, printed career assessment, portfolio	December/ January and May	10 th 346	Session in Classroom	Counselor	Brenda Kimple	Career Plan completed, action list created, goals obtained, career interested indicated
Individual Career Session	13.1.11.C, D, E, F, G, H 13.2.11.B.E 13.3.11.A, F, G 13.4.11.A, B	Ongoing Career Plan Document, handouts in counseling office (financial	November/ December March/April	11 th 337	Session in Counseling Suite	Counselor	Brenda Kimple	Career Plan completed, action list created, goals obtained, career interest indicated

		aid, SAT, registration, etc.)						
Individual Career Session	13.1.11.C, D, E, F, G, H 13.2.11.B.E 13.3.11. A, F, G 13.4.11.A, B	Ongoing Career Plan Document, handouts in counseling office (financial aid, SAT registration, etc.)	September/ October/ November/ and February/ March	12 th 325	Session in Counseling Suite	Counselor	Brenda Kimple	Career Plan completed, action list created, goals obtained, career interested indicated
Career Portfolio	13.1.11.A, B, C, D, E, F, G 13.2.11.C, D	3 Ring binder, sheet protectors, tabs, printed documents, computer, programs	September – May	10 th - 12 th 1008	Classroom	Instructor, Instructor Assistant	Instructors Assistants	Digital Portfolio created, hard copy portfolio created, feedback at mock interview, resume and career interested indicated
CareerScope Assessment, Interest and Abilities, Extensive	13.1.11.A, B, C, D, E, F	Computer, paper, pens	September to May	10 th - 12 th as needed (50 approx.)	Counseling Suite, classroom, home	Counselor, Counselor Assistant	Brenda Kimple Emma Grove	Career Scope in student folder, student career direction enhanced
Scholarship Writing Session	13.1.11.D	Available Scholarship listing, applications, computer, pens, envelopes	January and February	11 th - 12 th 645 (optional)	Counseling Suite	Counselor, Counselor Assistant	Brenda Kimple Emma Grove	Sign In sheet, completed scholarships
Post-Secondary Visits and Speakers	13.1.11..B, C, D, F, H 13.3.11.F, G	Brochures, Information Sheets, Smart Board	September – May	10 th - 12 th 1008	Cafeteria, classroom, LGI room, computer lab	Post-Secondary Rep	Instructors Emma Grove	Sign In sheet, feedback from student, career interest formed
Post-Secondary Tours	13.1.11.B. C, D, F, H 13.3.11.F, G	Student transportation, brochures	September – May	10 th - 12 th 1008	Penn College HACC, IUP, Triangle Tech, HCC, etc.	Post-Secondary Rep	Brenda Kimple Instructors	Student roster completed, feedback from student, career interest formed
Franklin County College/ Career Fair	13.1.11.B, C, D, F, H 13.3.11.F, G	Gymnasium Tables Handouts	October	10 th - 12 th 1008	Chambersburg High School	Post-Secondary and Business Reps	Chambersburg Counselor	Host Feedback, student feedback, career interest formed
Open House with Colleges, Military, Employers, and Community Agencies	13.1.11.B, C, D, F, H 13.3.11.F, G	Cafeteria Tables Handouts	November	10 th - 12 th 1008	Cafeteria	Post-Secondary and Business Reps	Kathy Estep Brenda Kimple	Attendance taken, student feedback, career interest formed

Job Shadowing	13.1.11.A, B, C, D, E, F 13.2.11.B, E	Student transportation	September – May	10 th - 12 th 1008	Businesses	Employers	Instructors	Attendance taken, student/parent feedback, career interest formed
Cooperative Education Placement/ Externship	13.1.11.A, B, C, D, F 13.2.11.A, B, C, E 13.3.11.A, B, C, D, E, F, G 13.4.11.A, B, C	Student transportation, work materials	September – May	12 th 125	Businesses	Employers, Cooperative Education Coordinator	Kathy Estep	Roster, conversation at individual career session, employer feedback, full time job offered, career interest solidified
Senior Surveys	13.1.11.H	Surveys, pens	January and May	12 th 319	Classroom	Instructors	Instructors Emma Grove	Report created, students career decision documented
Life Tracks Survey	13.1.11.H	Surveys, pencils	January and May	12 th 319	Cafeteria	Counselor, Counselor Assistant	Brenda Kimple Emma Grove	Report created, by Life Tracks
11 th grade Career Safe Interview Skills course	13.1.11. B, D 13.2.11.B, C, D, E	Computer, Career Safe program	October and April	11 th 337	Computer	Cooperative Education Coordinator	Kathy Estep	Mock interview performances, interviewers document feedback on score sheets
Mock Interviews	13.1.11.D, E, G 13.2.11.A, B, C, D, E 13.3.11. A, B, C	Tables, chairs, resumes, application, cover letter, portfolios, interviewer packet, pens	November and April	11 th 337	LGI Room, offices, classrooms	Students Instructors Parents Business/ Community	Kathy Estep	Interviewers score sheets, students conversations, heightened confidence
Statewide Articulation Training, SOAR	13.1.11.F	Guides for Learning, POS electronic documents, college transfer.net	Fall and Spring	10 th - 12 th 1008	Classroom	Counselor, Instructors	Instructors Brenda Kimple Terry Miller	Check for understanding, number of students requesting packets
Statewide Articulation Agreement Completion, SOAR	13.1.11.F	Guides for Learning, POS electronic documents, college transfer.net	Fall and Spring	12 th 325	Classroom	Instructors Counselor	Instructors Brenda Kimple Admin	Packets sent to post-secondary school and/or provided to student
NIMS Preparation and Testing	13.1.11.D 13.2.11.E	Computer, Computer Integrated	Scheduled as students are ready	11 th - 12 th 12	FCCTC	Instructor, Instructor Assistant	Bryan Alleman Teacher Assistant	Test scores, scores reported,

		Manufacturing Classroom						scored listed on transcripts
NOCTI Preparation and Testing	13.1.11.D 13.2.11.E	Computer Lab, program area, materials, equipment, judge	November/December and March/April	10 th - 12 th 1008	FCCTC	Instructor, Assistant Director	Instructors Lesli Shuman	Test Scored, scored reported to sending schools to list on transcript
Certifications in each of the 24 programs	13.1.11.D, F, H 13.2.11.E	Classroom, computer, materials, equipment	September – May	10 th - 12 th 1008	FCCTC	Instructors Instructor Assistants	Instructors	Certificates documented on end of year report and provided to sending school for transcripts, career interest formed
Membership, conferences and competitions: SkillsUSA, DECA, HOSA, FFA	13.1.11.A, B, D, E 13.2.11.E 13.3.11.A, B, C, E	Classroom, travel sites, program materials	September – May	10 th - 12 th 1008	FCCTC, hotels, conference centers	Organization Reps	Instructors	Documented on Resume, participation listed on certificate, scholarships and places won, participation documented, career interested formed
Essential Workplace Skills/Knowledge, Workforce 101	13.2.11.E	CareerLink curriculum, computer, documents, program	October – December, February - April	10 th – 12 th 20	FCCTC	Instructors, Cooperative Education Coordinator	Instructors Kathy Estep	Confidence built, interview successful and score sheet positive, co-op held, full time job offered
Work habits, attitudes, team member roles, workplace conflict resolution skills	13.3.11.A, B, C	Variation by classroom: team projects, school store, co-op meeting, production critiques, sous chef mgmt., weekly reflections	Semester 1 and 2, Daily	10 th – 12 th 1008	FCCTC or co-op placement	Instructors	Instructors	Confidence built, good work ethic grades in system, positive student environment

8. Annual Program Goals:

LEVEL: HIGH SCHOOL

Smart Format	Academic	Career	Social/Emotional
SPECIFIC: What is the specific issue based on your schools' data?	Students will have the opportunity to attend the Career Expo which includes local business representatives and post-secondary schools/military.	Share and expand the weekly/bi-monthly career opportunity email to students, rather than to only instructors. Event announcements include scholarships, speakers, and upcoming programming	Increase the percentage of students who can identify at least one person in their life in which they can trust in and confide.
MEASURABLE: How will we measure the effectiveness of our interventions?	The Expo will be expanded to after school hours prior to the open house and attendance will be documented.	Identifying the increased number of students at post-secondary/guest speaker events, as well as receiving an increased number of students completing scholarships.	In classroom workshops, we will gather initial information in year one and compare it to year two counselor workshop.
ATTAINABLE: What outcome would stretch us but is still attainable	Increase student interaction by 95% with representatives in an area of interest.	An increase of 25% of students at speaking events, 50% more applications completed, and less confusion about upcoming events.	An increase of 30% during year two workshops.
RESULTS: Is the goal reported in results-oriented data (process, perception, and outcome?)	Outcome will result in students gaining direction and connection.	Students will be well advised in order to attend events in order to make better career decisions.	The outcome for this goal will be students increased sense of connection and support.
TIMELINE: When will our goal be accomplished?	2023-24	2023	2022-2024

9. Individualized Academic & Career Plan Process and Portfolio

Section One: Career Development Intervention Chart: Tier One Interventions

Grade	CEW 13.1: Career Awareness	CEW 13.2: Career Acquisition	CEW 13.3: Career Retention	CEW 13.4: Entrepreneurship
10	<ul style="list-style-type: none"> -New Student Orientation -Classroom Resource Session: SAT dates, SAT prep guide, Futures Magazine, Career Cruising site review, pocket resume, Financial Aid Awareness, scholarship listing, earning college credits in high school opportunities, dual enrollment & articulation agreement awareness, programming over three years at FCCTC, etc. -Career Objective completion and review -Classroom Computer Lab Career Session: Career Cruising assessment with Learning Styles/career plan session -Announcements: Post-Secondary open house announcements, Franklin County Career & College Night, Franklin County Athlete Scholarship Night post-secondary schools open houses, employer and military visits -Individual Career Planning Session: grade review, schedule review, Career Cruising assessment review, 	<ul style="list-style-type: none"> -New Student Orientation -Classroom Resource Session: SAT dates, SAT prep guide, Futures Magazine, Career Cruising site review, pocket resume, Financial Aid Awareness, scholarship listing, earning college credits in high school opportunities, dual enrollment & articulation agreement awareness, programming over three years at FCCTC, etc. -Career Objective completion and review -Classroom Computer Lab Career Session: Career Cruising assessment with Learning Styles/career -Announcements: Post-Secondary open house announcements, Franklin County Career & College Night, Franklin County Athlete Scholarship Night post-secondary schools open houses, employer and military visits -Individual Career Planning Session: grade review, schedule review, Career Cruising assessment review, career pathway review, 	<ul style="list-style-type: none"> -New Student Orientation -Classroom Resource Session: SAT dates, SAT prep guide, Futures Magazine, Career Cruising site review, pocket resume, Financial Aid Awareness, scholarship listing, earning college credits in high school opportunities, dual enrollment & articulation agreement awareness, programming over three years at FCCTC, etc. -Career Objective completion and review -Classroom Computer Lab Career Session: Career Cruising assessment with Learning Styles/career -Announcements: Post-Secondary open house announcements, Franklin County Career & College Night, Franklin County Athlete Scholarship Night post-secondary schools open houses, employer and military visits -Individual Career Planning Session: grade review, schedule review, Career Cruising assessment review, 	<ul style="list-style-type: none"> -New Student Orientation -Classroom Resource Session: SAT dates, SAT prep guide, Futures Magazine, Career Cruising site review, pocket resume, Financial Aid Awareness, scholarship listing, earning college credits in high school opportunities, dual enrollment & articulation agreement awareness, programming over three years at FCCTC, etc. -Career Objective completion and review -Classroom Computer Lab Career Session: Career Cruising assessment with Learning Styles/career -Announcements: Post-Secondary open house announcements, Franklin County Career & College Night, Franklin County Athlete Scholarship Night post-secondary schools open houses, employer and military visits -Individual Career Planning Session: grade review, schedule review, Career Cruising assessment review,

	career pathway review, learning style review, certification attainment, goals	learning style review, certification attainment, goals	learning style review, certification attainment, goals	career pathway review, learning style review, certification attainment, goals
11	-Classroom Resource Session: SAT dates, SAT prep guide, Futures magazine, Career Cruising site review, pocket resume, Financial Aid Awareness, planner, scholarship listing, earning college credits in high school opportunities -Career Objective completion and review -Career Portfolio Creation: resume, mock cover letter, mock job application, mock thank you letter, certifications, project pictures, etc. -Announcements: Post-Secondary open house announcements, Franklin County Career & College Night, Franklin County Athlete Scholarship Night post-secondary schools open houses, employer and military visits -Career Safe Interview Skills course -Mock Interview Day -Scholarship Writing Session	-Classroom Resource Session: SAT dates, SAT prep guide, Futures magazine, Career Cruising site review, pocket resume, Financial Aid Awareness, planner, scholarship listing, earning college credits in high school opportunities -Career Objective completion and review Career Portfolio Creation: resume, mock cover letter, mock job application, mock thank you letter, certifications, project pictures, etc. -Announcements: Post-Secondary open house announcements, Franklin County Career & College Night, Franklin County Athlete Scholarship Night post-secondary schools open houses, employer and military visits -Career Safe Interview Skills course -Mock Interview Day -Scholarship Writing Session	-Classroom Resource Session: SAT dates, SAT prep guide, Futures magazine, Career Cruising site review, pocket resume, Financial Aid Awareness, planner, scholarship listing, earning college credits in high school opportunities -Career Objective completion and review Career Portfolio Creation: resume, mock cover letter, mock job application, mock thank you letter, certifications, project pictures, etc. -Announcements: Post-Secondary open house announcements, Franklin County Career & College Night, Franklin County Athlete Scholarship Night post-secondary schools open houses, employer and military visits	-Classroom Resource Session: SAT dates, SAT prep guide, Futures magazine, Career Cruising site review, pocket resume, Financial Aid Awareness, planner, scholarship listing, earning college credits in high school opportunities -Career Objective completion and review Career Portfolio Creation: resume, mock cover letter, mock job application, mock thank you letter, certifications, project pictures, etc. -Announcements: Post-Secondary open house announcements, Franklin County Career & College Night, Franklin County Athlete Scholarship Night post-secondary schools open houses, employer and military visits
12	-Classroom Resource Session: SAT dates, SAT prep guide, Futures magazine, Career Cruising site review, pocket resume, Financial Aid awareness, scholarship listing,	-Classroom Resource Session: SAT dates, SAT prep guide, Futures magazine, Career Cruising site review, pocket resume, Financial Aid awareness, scholarship listing,	-Classroom Resource Session: SAT dates, SAT prep guide, Futures magazine, Career Cruising site review, pocket resume, Financial Aid awareness, scholarship listing,	-Classroom Resource Session: SAT dates, SAT prep guide, Futures magazine, Career Cruising site review, pocket resume, Financial Aid awareness,

earning college credits in high school opportunities -Career Objective completion and review -Individual Career Planning Session: grade reviews, graduation review, certification attainment, resume building, college credit acquisition review, goals, career options, parents' expectations -Scholarship Writing Session -Announcements: Post-Secondary open house announcements, Franklin County Career & College Night, Franklin County Athlete Scholarship Night post-secondary schools open houses, employer and military visits -Career Portfolio Finalization -Cooperative Education, Externship, or Internship Experience	earning college credits in high school opportunities -Career Objective completion and review -Individual Career Planning Session: grade reviews, graduation review, certification attainment, resume building, college credit acquisition review, goals, career options, parents' expectations -Announcements: Post-Secondary open house announcements, Franklin County Career & College Night, Franklin County Athlete Scholarship Night post-secondary schools open houses, employer and military visits -Career Portfolio Finalization -Cooperative Education, Externship, or Internship Experience	earning college credits in high school opportunities -Career Objective completion and review -Individual Career Planning Session: grade reviews, graduation review, certification attainment, resume building, college credit acquisition review, goals, career options, parents' expectations -Announcements: Post-Secondary open house announcements, Franklin County Career & College Night, Franklin County Athlete Scholarship Night post-secondary schools open houses, employer and military visits -Career Portfolio Finalization -Cooperative Education, Externship, or Internship Experience	scholarship listing, earning college credits in high school opportunities -Career Objective completion and review -Individual Career Planning Session: grade reviews, graduation review, certification attainment, resume building, college credit acquisition review, goals, career options, parents' expectations -Announcements: Post-Secondary open house announcements, Franklin County Career & College Night, Franklin County Athlete Scholarship Night post-secondary schools open houses, employer and military visits -Cooperative Education, Externship, or Internship Experience
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Section Two: Academic and Career Plan Process

1. Demographics	Process Description
<ul style="list-style-type: none"> What grade will the Plan and Portfolio Start? 	Each student plan begins in 10 th grade and the Portfolio begins in 11 th grade at FCCTC. Some teachers choose to have their students begin creating their portfolio in 10 th grade. Sending school may begin the student's portfolio in elementary school
<ul style="list-style-type: none"> Will the plan/portfolio be electronic, hard copy or both? 	The plan is in hard copy and is built upon each year. The Portfolio may be electronic, hard copy of both. Each teacher/program may choose to create their portfolio differently depending on their industry and preference.

<ul style="list-style-type: none"> Who will be responsible for maintaining the portfolio? 	A variety of individuals are responsible for maintaining the Portfolio including the classroom teacher, the student, the school counselor, the cooperative education coordinator, and support staff.
<ul style="list-style-type: none"> What demographic information will be included in the student portfolio? 	The demographic information included for each portfolio will be the student's name, address, and year of graduation.
2. Interventions, Assessments & Decisions	Process Description by Grade based on when the plan starts. What the students can know and do at each grade level and in each strand of the Career Education and Work Standards. Student Development of their Plan: Interventions and decisions by students and families during each grade.
<p>We begin the career planning process during the first month of school when we meet in the classroom of each program for the first planning session in a group format. With all 10th, 11th, and 12th grade students, we discuss what will be accomplished over the year and provide important information such as SAT dates, the SAT prep guide, the Financial Aid planner, the Scholarship listing, and earning college credits in high school opportunities. We review the website and learn about the career plan, how to create the portfolio, and what should be in the portfolio. The next session is also as a group in the computer lab by class with all 10th grade students to begin the career plan form and take the Career Cruising Interest, Skills, and Learning Styles assessment. The next step is individual planning for each student which occurs towards the end of the semester for each 10th grade student. These sessions occur to review the assessments, determine/confirm the career path, file in the career portfolio, and cover all career topics listed below on the template below. The 11th grade sessions are held mid-semester and cover all areas listed on the template below. The 12th grade sessions are held at the beginning of the semester. The career plan is in hard copy that we complete each year and is expected to be built upon as students are exposed to skills and experiences through the years. The career portfolios are created in the classroom beginning in 11th grade and are mostly in hard copy while some instructors utilize electronic versions. The files are maintained by students, instructors, and counselors combined.</p> <p>We use Career Cruising for all individual career assessments for each 10th grade student. It is also used for post-secondary research, industry research, and career research. For a deeper assessment, we use CareerScope for a different description of career recommendations for a student needing further career direction while in any grade. In our career sessions we utilize the career plan to discuss areas such as courses completed, scheduling future courses, goals for the year, review of sports, honors, accomplishments, and activities. We discuss the value of certifications obtaining in the classroom, membership in a CTSO, as well as work and shadowing experiences. We discuss options after high school that best suits the student's needs and the steps needed to accomplish that post-secondary goal. We talk about post-secondary schools, different testing including SAT testing, military, scholarships and make plans to apply, schedule shadowing, visiting schools, and/or employers. These conversations lead to better resume revisions that are included in the career portfolio located in the classroom. Other items in the career portfolio are an example application, mock interview materials, thank you letter, certifications, and project pictures.</p>	

The career plan provides a basis to build and monitor student's objectives regarding academic, career, and personal goals. The sessions provide students with information and documents needed to share with parents to collectively accomplish tasks such as registering for SAT's, applying for financial aid, completing scholarship applications, and applying for employment. Information such as scholarship listings and college credit acquisition while in high school is listed on the FCCTC website. In addition, we have FCCTC student information listed on the website for families to review and we review student career planning information with families at new student orientations and open houses.

We meet with instructors prior to conducting individual career sessions to discuss areas such as the level of student, recommendations for students, competencies completed, certifications, and concerns. This ensures career sessions are productive and suited for the level of each student. The instructors receive a copy of the assessment and learning styles of each student to assist in understanding each student on an individual basis.

The career plan is built upon each year. The previous year is reviewed with the student, and we expand upon their current interests to more precisely follow their career path. The year of academic courses, CTC programming, and the exposure in industry/post-secondary will assist in creating their more solid plan and forward thinking. The career plan allows for counselors, instructors, and other team members to gain information from the student and consolidate it in one location. The form can be referred to when preparing for IEP meetings, transition meetings, and conferences. The one-on-one conference provides an opportunity to check on areas such as the student's progress in all courses, post-secondary planning, financial aid applications, co-op opportunities, resume progress, portfolio progress, and job searches.

3. Parental & Guardian Engagement	What strategies will be used to inform parents/guardians to engage them in the Academic/Career Plan and Portfolio process for their children?
Level of Parent & Guardians	Awareness and Engagement Strategies
High School Parents & Guardians	A presentation at New Student Orientation introducing the FCCTC Career Plan as listed on the school website. We also provide summer letters with information and automated phone messages about upcoming events. Career Objective Forms are reviewed by the teacher and the student at the beginning of each semester documenting the career goal for the year, certification of focus for the year, and most interested post-secondary option for employment, college, or military branch. The parent then signs along with the counselor. We also provide career updates on the school Facebook and Instagram pages. We give programming information at open houses for all.

4. Faculty/Administrator Engagement:	What strategy will be used to inform teachers/administrators in the process of development, maintenance and presentation of the plan and portfolio in elementary, middle and high school?
Level of Educators & Administrators	Awareness and Engagement Strategies
High School	Presentations at building staff meetings and email information is provided to instructors and support staff. Website reviews are conducted at faculty meetings. Conversation at Academy Rep meetings are conducted. Career Plan and Portfolio templates and requirements are posted on the website for staff to utilize.
5. Plan/Portfolio Sustainability and Review	What strategies will be developed to assist students with updating and sustaining the plan/process?
<ul style="list-style-type: none"> How will the plan and portfolio be revisited each year while in middle school and high school? 	The program instructor and academy assistant will guide the students in developing the plan and building on the plan yearly. The school counselor will review yearly with the class of where the portfolio templates and requirements are kept and what to expect for working on the career plan each year. The students are advised to prepare the mock interview prep materials for the mock interview day with guest community employers. The students will prepare to be evaluated with their portfolio during their interview to prepare for the future co-op interview, scholarship interview, or fulltime position. During the senior year we review the final plan and portfolio before the students take the finished items home after graduation. In addition, more advanced resumes and letters are kept on the website for students to utilize after graduation for future employment purposes. These resources are reviewed in a classroom lesson.
<ul style="list-style-type: none"> What process will be used for the student to present the information on their plan at various times (i.e. Exit Interview or other events)? 	The students are advised to prepare the mock interview prep materials for the mock interview day with guest community employers. This includes their resume, cover letter, mock employment application, project pictures, and certifications that are placed in their portfolio. The students will prepare to be evaluated with their portfolio during their interview and obtain feedback. In addition, students are advised to use it for graduation projects at their sending schools.

Section Three: Student Academic and Career Portfolio Images

- See the Career Plan below that is followed from 10th to 12th.
- See examples below of Career Portfolios in different programs.

CareerTech - Student Career Plan, 10TH Grade

Name:	Grade in Program:	GPA:
Date:	Graduation Date:	Career Cluster/Pathway:
Program:	School District:	Learning Style:
LIST CAREERS THAT INTEREST ME AFTER GRADUATION:		
CHECK ALL OPTIONS CONSIDERING AFTER HIGH SCHOOL AND EXPLAIN (List Field, Employer, School, Major, etc.):		
<input type="checkbox"/> Workforce: _____ <input type="checkbox"/> Apprenticeship: _____ <input type="checkbox"/> Diploma or Certificate Program: _____ <input type="checkbox"/> 2 Year University or College/Associates Degree: _____ <input type="checkbox"/> 4 Year University or College/Bachelor's Degree +: _____ <input type="checkbox"/> Military: _____ <input type="checkbox"/> Other - Explain: _____		
LIST ACADEMIC SUBJECTS TAKING NEXT SEMESTER OR TOOK LAST SEMESTER:		
LIST GOALS, PLANS OR THINGS I NEED TO DO TO PREPARE FOR MY FUTURE:		
LIST ACTIVITIES, HOBBIES, CLUBS, SPORTS I PARTICIPATE IN:		
LIST CERTIFICATIONS WORKING TOWARDS:	LIST HONORS AND AWARDS I HAVE ACHIEVED:	
LIST DUAL ENROLLMENT COURSES TAKING:	LIST DIRECT & STATEWIDE ARTICULATIONS OF INTEREST:	

Notes: _____

Sign up to receive text message counseling office announcements: Text @bkimpl to 81010 _____

CareerTech - Student Career Activities, 11TH Grade

COMPLETED:
<input type="checkbox"/> Resume: _____
<input type="checkbox"/> Cover Letter: _____
<input type="checkbox"/> Mock Job Application: _____
<input type="checkbox"/> Mock Interview: _____
<input type="checkbox"/> Career Portfolio: _____
<input type="checkbox"/> Sign up to receive text message counseling office announcements: Text @bkimpl to 81010: _____
<input type="checkbox"/> Other: _____

Notes: _____

CareerTech - Student Career Plan, 12TH Grade

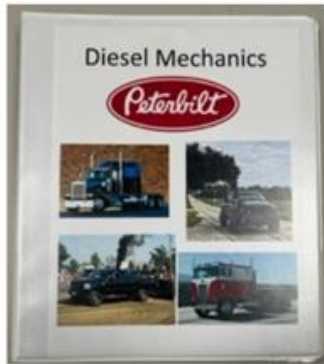
Name:	School District: GPA:
Date:	Program: Grade in Program:
CAREERS THAT INTEREST ME/PLAN AFTER GRADUATION:	
CO-OP, INTERNSHIP, EXTERNSHIP? PART-TIME JOB, SHADOWING? DRIVERS LICENSE?	
OPTIONS AFTER HIGH SCHOOL:	
<input type="checkbox"/> Workforce: _____ <input type="checkbox"/> Apprenticeship: _____ <input type="checkbox"/> Apprenticeship, Diploma, or Certificate Program: _____ <input type="checkbox"/> 2 Year or 4 Year Degree: _____ <input type="checkbox"/> Graduate or Professional Degree: _____ <input type="checkbox"/> Military: _____ ASVAB? _____ <input type="checkbox"/> Other: _____	
COLLEGE VISITS/REP/CAREER NIGHT? COLLEGE APPLICATIONS COMPLETED? WAIVER?	
PSAT's, SAT's, FEE WAIVER: FINANCIAL AID NIGHT, FAFSA, GRANTS, SCHOLARSHIPS:	
I AM CURRENTLY TAKING THESE ACADEMIC SUBJECTS. GRADUATION REQUIREMENTS MET?	
CERTIFICATIONS I AM WORKING TOWARDS:	HONORS AND AWARDS I HAVE ACHIEVED:
DUAL ENROLLMENT:	DIRECT & STATEWIDE ARTICULATIONS:
PORTFOLIO COMPLETE, RESUME UPDATED:	PARENTS EXPECTATIONS, LIVING ARRANGEMENTS:

Notes: _____


Sign up to receive text message counseling office announcements: Text @bkimpl to 81010 _____

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DIESEL PORTFOLIO CONTENT



IST PORTFOLIO CONTENT

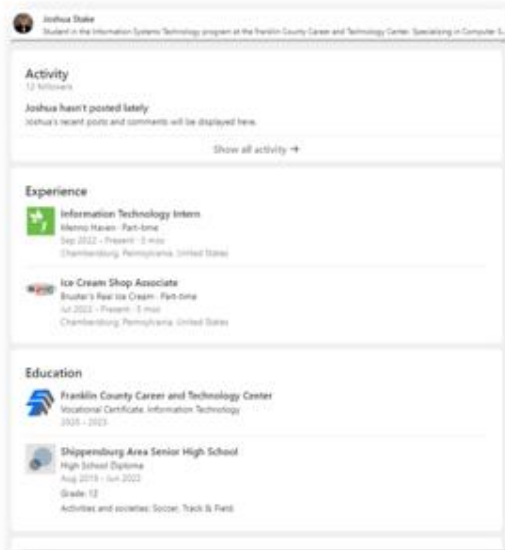


Joshua Stake ^{3rd}
Student in the Information Systems Technology program at the Franklin County Career and Technology Center. Specializing in Computer Science.
Chambersburg, Pennsylvania, United States · [Contact info](#)
12 connections

[Connect](#) [Message](#) [More](#)

Highlights
You both studied at Franklin County Career and Technology Center
Joshua started at Franklin County Career and Technology Center after you started
[Message](#)

About
I am currently an attending student at the Franklin County Career and Technology Center in the IST field. I have gained knowledge in hardware, computer troubleshooting and repair, basic programming, HTML, CSS, and basic command line knowledge. I have also gained network troubleshooting and basic server knowledge which includes virtual machines and hypervisors, DHCP, FTP, Routing. I strive to help as many people as I can with their questions. ...see more



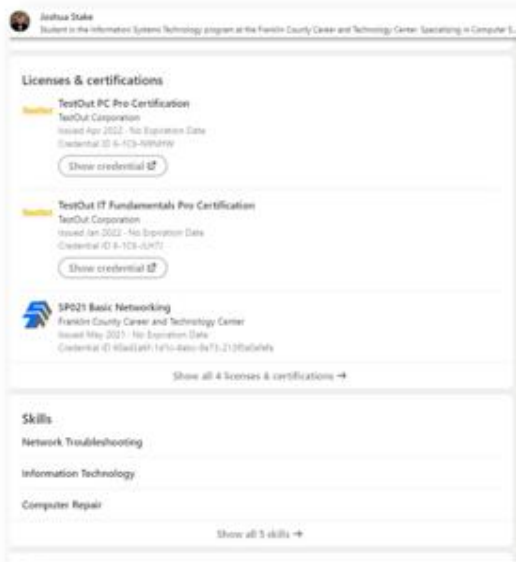
Activity
12 Network
Joshua hasn't posted lately
Joshua's recent posts and comments will be displayed here.
[Show all activity](#)

Experience

- Information Technology Intern**
Menno Haven · Part-time
Sep 2022 - Present · 2 mos
Chambersburg, Pennsylvania, United States
- Ice Cream Shop Associate**
Bruster's Real Ice Cream · Part-time
Jul 2022 - Present · 3 mos
Chambersburg, Pennsylvania, United States

Education

- Franklin County Career and Technology Center**
Educational Certificate: Information Technology
2025 - 2023
- Shippensburg Area Senior High School**
High School Diploma
Aug 2019 - Jun 2022
Grade 12
Activities and societies: Soccer, Track & Field



Licenses & certifications

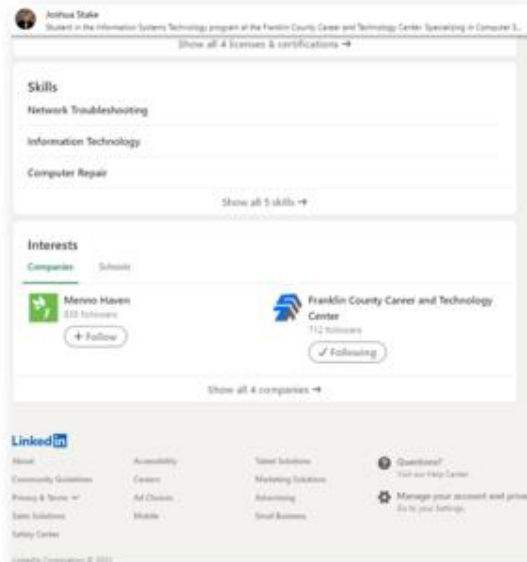
- TestOut PC Pro Certification**
TestOut Corporation
Issued Apr 2022 · No Expiration Date
Credential ID 6-1C3-99N4W
[Show credential](#)
- TestOut IT Fundamentals Pro Certification**
TestOut Corporation
Issued Jan 2022 · No Expiration Date
Credential ID 6-1C3-L4T71
[Show credential](#)
- SP021 Basic Networking**
Franklin County Career and Technology Center
Issued May 2021 · No Expiration Date
Credential ID 60ad2481-1ef0-4800-b473-2135fab46461

[Show all 4 licenses & certifications](#)

Skills

- Network Troubleshooting
- Information Technology
- Computer Repair

[Show all 3 skills](#)



[Show all 4 licenses & certifications](#)

Skills

- Network Troubleshooting
- Information Technology
- Computer Repair

[Show all 3 skills](#)

Interests

Companies

- Menno Haven**
102 followers
[Follow](#)
- Franklin County Career and Technology Center**
112 followers
[Following](#)

[Show all 4 companies](#)

LinkedIn

About Accessibility Talent Solutions
Community Guidelines Careers Marketing Solutions
Privacy & Terms Ad Choices Advertising
Sales Solutions Mobile Small Business
Safety Center

Questions? Visit our Help Center
Manage your account and privacy Go to your Settings

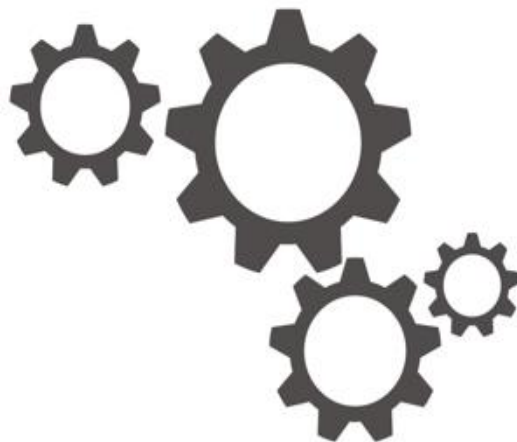
LinkedIn Corporation © 2022



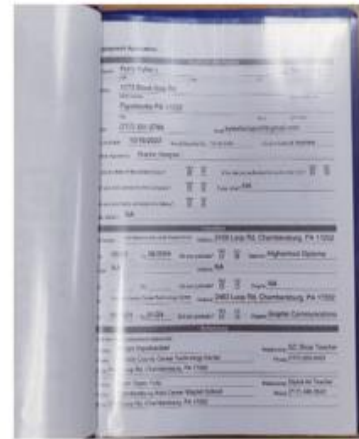


Veternary Task 6		Score
Level 1		
Level 2		
Level 3		
150	Orientation and Safety	
151	Office and Hospital Procedures	
151	Open charts	
151	Check vaccine appointments	
151	Administer a gelatin	
151	Provide, fill, and collect payment on account procedures	
151	Answer and direct phone calls	
160	Communications and Client Relations	
161	Pharmacy and Pharmacology	20
161	Read & Fill Syringes	
161	Examination Room Procedures	
161	Put and remove coat and gloves from gloves	A
161	Place and remove small animal on table and floor	B
161	Place coat over and underneath animal	C
161	Place dog on exam table	D
161	Place cat on exam table	E
161	Place small animal on table	F
161	Place small animal on table	G
161	Place small animal on table	H
161	Place small animal on table	I
161	Place small animal on table	J
161	Place small animal on table	K
161	Place small animal on table	L
161	Place small animal on table	M
161	Place small animal on table	N
161	Place small animal on table	O
161	Place small animal on table	P
161	Place small animal on table	Q
161	Place small animal on table	R
161	Place small animal on table	S
161	Place small animal on table	T
161	Place small animal on table	U
161	Place small animal on table	V
161	Place small animal on table	W
161	Place small animal on table	X
161	Place small animal on table	Y
161	Place small animal on table	Z
161	Place small animal on table	AA
161	Place small animal on table	AB
161	Place small animal on table	AC
161	Place small animal on table	AD
161	Place small animal on table	AE
161	Place small animal on table	AF
161	Place small animal on table	AG
161	Place small animal on table	AH
161	Place small animal on table	AI
161	Place small animal on table	AJ
161	Place small animal on table	AK
161	Place small animal on table	AL
161	Place small animal on table	AM
161	Place small animal on table	AN
161	Place small animal on table	AO
161	Place small animal on table	AP
161	Place small animal on table	AQ
161	Place small animal on table	AR
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161	Place small animal on table	BQ
161	Place small animal on table	BR
161	Place small animal on table	BS
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161	Place small animal on table	CE
161	Place small animal on table	CF
161	Place small animal on table	CG
161	Place small animal on table	CH
161	Place small animal on table	CI
161	Place small animal on table	CJ
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161	Place small animal on table	CL
161	Place small animal on table	CM
161	Place small animal on table	CN
161	Place small animal on table	CO
161	Place small animal on table	CP
161	Place small animal on table	CQ
161	Place small animal on table	CR
161	Place small animal on table	CS
161	Place small animal on table	CT
161	Place small animal on table	CU
161	Place small animal on table	CV
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AG MECHANICS PORTFOLIO CONTENT



GRAPHICS PORTFOLIO CONTENT



C. Stakeholder Engagement Items of the Plan 10-11

10. Stakeholder Engagement: High School

HIGH SCHOOL STUDENTS	How Students benefit from the K-12 Guidance Program	How Students assist with the delivery of the K-12 Guidance Program
	By creating a comprehensive Guidance Program, our students will benefit by gaining an awareness of a wide range of career opportunities, and by identifying resources available to them which can help them determine a career pathway best suited to their academic and personal strengths. Students will benefit by building skills, knowledge, and attitudes necessary to become healthy, productive adults. Students will graduate with valuable certifications and specific industry skills that are needed in Franklin County. Students will be prepared for employment and post-secondary education.	In collaboration with stakeholders, students can share their experience and expertise with other students and supplement their peers' education and exposure to various career pathways. Students can participate in counselor meetings, advisory meetings, as a tour guide, program ambassador, and classroom mentor.

HIGH SCHOOL EDUCATORS	How Educators benefit from the K-12 Guidance Program	How Educators assist with the delivery of the K-12 Guidance Program
	Teachers, administrators, and school board members will be educated about career standards and career options available to students through their participation on the advisory council, information sessions during professional development days, emails, the school counseling page on FCCTC website, and Franklin County Counselor, Principal, Superintendent, and JOC meetings. The six sending schools from Chambersburg, Fannett-Metal, Greencastle, Shippensburg, Tuscarora, and Waynesboro represent the districts with who we share our students and they provide support in the areas of academics, personal/social, and career support services. We are in constant collaboration with one another for improving our programs and services offered to our shared students.	Teachers, administrators, and sending school counselors will be members of the advisory council. They will support the school counseling program mission, goals, delivery, and role of the school counselor. As a result, they will help promote the school counseling program through classroom instruction, meetings with parents, students, community members, postsecondary institutions, and attending and participating in school counseling programs. Educators will also become advocates for our students by working as a team to discover student needs to prepare them to be successful learners.

Develop the Action Planning Chart to Engage the Stakeholders to Support the K-12 Guidance Plan for all Students

STAKEHOLDER: HIGH SCHOOL, EDUCATOR

"Big Idea"	Program Goal "Smart Format"	CEW Standard	Grade Level	Activities Interventions	Data	Timeline
Increase sending school educator tour participation.	Increase the number of sending schools in which FCCTC conducts an interactive program tour by one each school year.	13.1.3-11.A, B, C, D, E, F 13.3.3-11.F, G 13.4.3-11.A, B	All	Tour and interact with all FCCTC programs during a school day when our students are participating in the program area.	Observations, number of teachers/educators in attendance, attendance sheet	2022-26

HIGH SCHOOL PARENTS	How Parents/Guardians benefit from the K-12 Guidance Program	How Parents/Guardians assist with the delivery of the K-12 Guidance Program
	Parents will be informed of opportunities and options for their children, so they can be advocates in communicating and encouraging existing opportunities to their children to help in planning their future and the choices they make. Parents will be made aware of ongoing school counseling programs and services throughout the school year through parent conferences, mailings, advertising, and the school website. The Program will expand the knowledge base of parents by their understanding how they can best help students experience a successful education while remaining engaged in the process and exploring future planning as their students discover the “spark.”	Parents will work with their children and school staff in an effort to increase awareness with regards to academic course selections, college and career exploration, development, and planning. This will ensure students are aware of the opportunities that are available to them regarding their future. Parents will have the on-going opportunity to provide their own input into the school counseling program through advocating for their children, participating in school career programs and services, meetings, and serving on the advisory council.

Develop the Action Planning Chart to Engage the Stakeholders to Support the K-12 Guidance Plan for all Students

STAKEHOLDER: HIGH SCHOOL, PARENTS

“Big Idea”	Program Goal “Smart Format”	CEW Standard	Grade Level	Activities Interventions	Data	Timeline
Share and expand the weekly/bi-monthly career opportunity email to parents and students, rather than to only instructors.	Increased number of students at post-secondary/guest speaker events, as well as receiving an increased number of students completing scholarships.	13.1.11.A, B, C, D, E, F, H 13.2.11.A, B, D, E 13.3.11.A, F, G 13.4.11.A, B	10 - 12	Create a no response group email for parents/students advising of weekly/monthly programming with important and timely links.	Increased number of students at events, scholarships received, and reduced amount of negative feedback.	2023

BUSINESS & COMMUNITY	How Business/Community partners benefit from the K-12 Guidance Program	How Business/Community partners assist with the delivery of the K-12 Guidance Program
	Students will become connected with business and community members through opportunities such as career fairs, career portfolios/mock interview days, opportunities to visit local businesses, tours and open house opportunities at FCCTC, job shadowing, and establishing an earlier connection through activities and opportunities with FCCTC. Businesses and community agencies will benefit from the program through collaboration and sharing of resources, in turn, students will be more prepared for the world of work in the future.	Members of the business community will provide students with the opportunity to job shadow and tour their facilities. They will conduct presentations to students regarding the work force, conduct mock job interviews, attend career expos, and provide support any way possible to help the school to carry out its program goals. They have the opportunity to serve on the advisory council/committee. Each of our programs has an advisory council/committee (AC) comprised of members of business and industry in our local Workforce Investment Region. The AC's process impacts our school counseling program by advising, mentoring, and employing our students in their career areas. At these meetings our OAC members discuss the needs of the program in areas such as skill, equipment, employment, and curriculum. We also partner with human service agencies in helping our students who need more assistance with personal/social issues. Finally, we also partner with local organizations, clubs, and alumni who offer scholarships and employment for our students.

Develop the Action Planning Chart to Engage the Stakeholders to Support the K-12 Guidance Plan for all Students

STAKEHOLDER: HIGH SCHOOL, BUSINESS & COMMUNITY

"Big Idea"	Program Goal "Smart Format"	CEW Standard	Grade Level	Activities Interventions	Data	Timeline
Reestablish LifeTracks Alumni tracker for graduates, 2 year post-graduates, and 5 year post-graduates.	Track what graduates are doing after high school in their chosen field and obtain ratings in all educational areas of FCCTC. This allows the school to best analyze the areas of success and areas which need improvement to best prepare our learners in the community.	13.1, 11.C, D, F, G 13.3.11.A	Benefits All Levels	Complete scantron at graduation and online after graduation.	Reports generated by LifeTracks to share with stakeholders.	2023

POST SECONDARY	How Postsecondary partners benefit from the K-12 Guidance Program	How postsecondary partners assist with the delivery of the K-12 Guidance Program
	Post-secondary representatives will be connected to students at FCCTC. Students will become aware of various options after high school. They can attend the visits and presentations, and meet staff and instructors at the university level. They can visit the campus and interact with college students and professors. In addition, students will be able to participate in co-ops outside of the building, as well as real life work experiences while in the school setting. Four-year, two-year, career and technical, apprenticeship partners, and military are resources the students use to transition into the next level of training and education. Our post-secondary partners impact our school program by consulting with our regional consortiums in developing POS technical curriculums and providing articulated credits to our students who meet the POS requirements. Our post-secondary partners contract with our teachers, so that our students can earn college in the high school credits in their career and technical programs.	Representatives from post-secondary institutions from community colleges, four-year universities, and technical schools will become active members on the advisory council. They will help guide the school counseling program in the post-secondary education to help our students become more knowledgeable and prepared for post-secondary success. They may participate in our open houses, career expos, speaking in the program, providing dual enrollment, and helping create articulation agreements. These offerings provide students with direct access to knowledge regarding expectations for success at these institutions as well as employability in their chosen career.

Develop the Action Planning Chart to Engage the Stakeholders to Support the K-12 Guidance Plan for all Students

STAKEHOLDER: HIGH SCHOOL, POSTSECONDARY

"Big Idea"	Program Goal "Smart Format"	CEW Standard	Grade Level	Activities Interventions	Data	Timeline
Expand the Career Expo for an additional hour for our 10 th – 12 th students so they may visit with local business representatives and post-secondary/ military on open house night.	100% of 10 th to 12 th grade students will be invited to visit with the expo representatives by offering an after school hour.	13.1.11.A, B, C, D, E, F, H 13.2.11.A, B, D 13.3.11.A, F, G 13.4.11.A, B	10 - 12 th	Students will be invited to visit with post-secondary representatives and employers prior to the beginning of the open house. Cafeteria will be open and parents and students will be able to visit each table.	Career Interest sheet completed for drawing, catalogs, business cards	2023

11. School Guidance Program Advisory Council:

Fall Meeting Date: October 13, 2022

Spring Meeting Date: May 4, 2023

Stakeholder Group	Name	Title & Organization
STUDENT		
	Kimberly XXXXXXX	Student Semester 1, HVAC
	Bryce XXXXX	Student Semester 2, Mechatronics
PARENT & GUARDIAN		
	Tracy Hershey	Parent, Chambersburg Magnet School
EDUCATOR & ADMINISTRATOR		
	Brenda Kimple	School Counselor, FCCTC
	Georgia Wenger	Intake Coordinator, FCCTC
	Justin Sholes	Principle, FCCTC
	Brenda Ford	Secondary School Counselor, JB
	David Lindenmuth	Secondary School Counselor, SHIP
	Jamie McMillen	Secondary School Counselor, Chambersburg
	Rosemary Junkin	Middle School Counselor, SHIP
	Tammy Lee	Middle School Counselor, JB
	Pam Shoap	Middle School Counselor, Waynesboro
BUSINESS & COMMUNITY		
	Dawn Mentzer	Liaison, Healthy Comm Partnership
	Tara Kellam	Owner, Help-U-Sell Keystone Realty
	Brooke Schellhase	Human Resources Director, Chambersburg Hospital
	Georgina Cranston	Business Consultant, Ship Univ Small Bus Dev Center
	Sarah Maines	Senior Recruiter, People Share
	Cesar Vasquez	HR Representative, Manitowoc Cranes
POSTSECONDARY		
	Jenna Carlson	Coordinator of High School Partnerships, Harrisburg Area Community College
	Tanya Berfield	AD, College Transitions & First Year, Penn College of Technology

FCCTC Counseling Office & Sending Schools Counseling Department Plan Collaboration

The chart summarizes the PDE 339 comprehensive plan workshops and local counselor meetings that took place over the last two years in order to update our plans in Franklin County. Counselors, Social Workers and Supervisors from FCCTC, Chambersburg, Fannett-Metal, Greencastle, Shippensburg, Tuscarora, and Waynesboro participated. In addition, we developed writing sessions that some schools utilized to complete their plan. We also collaborated via email and phone conversations.

Date	Location	Purpose
April 15, 2021	Virtual	Conference - Betty Holmboe, Toolkit Workshop
October 7, 2021	Virtual	Franklin County Counselor Meeting
December 9, 2021	Virtual	Franklin County Counselor Meeting
January 2022	Virtual	Career Readiness, LIU
March 10, 2022	FCCTC	Franklin County Counselor Meeting
April 21, 2022	FCCTC	Franklin County Counselor Meeting
October 6, 2022	FCCTC	Franklin County Counselor Meeting
October 21, 2022	FCCTC	Franklin County Collaboration Work Session
October 28, 2022	FCCTC	Franklin County Collaboration Work Session
November 4, 2022	FCCTC	Franklin County Collaboration Work Session
November 11, 2022	FCCTC	Franklin County Collaboration Work Session
November 18, 2022	FCCTC	Franklin County Collaboration Work Session
December 7, 2022	FCCTC	Franklin County Collaboration Work Session
December 15, 2022	FCCTC	Franklin County Counselor Meeting

D. Career Pathway Awareness Items of the Plan 12-13

12. Career and Postsecondary Resources Supporting the CEW Standard Strands and Career Pathways (or Clusters)

CEW Strands	Sixteen Career Clusters https://www.acteonline.org/career-clusters-2/	
13.1 Career Awareness & Planning 13.2 Career Acquisition 13.3 Career Retention 13.4 Entrepreneurship	Agriculture, Food & Natural Resources Architecture & Construction Arts, A/V Technology, & Communications Business Management & Administration Education & Training Finance Government & Public Administration Health Science	Hospitality & Tourism Human Services Information Technology Law, Public Safety, Corrections, & Security Manufacturing Marketing Science, Technology, Engineering, & Mathematics Transportation, Distribution, & Logistics

ORGANIZATIONS AND AGENCIES

Intermediary Organizations: <i>Connecting, Collaborating, Convening Organizations</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
American School Counselor Association	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters Workforce, Post-Secondary Educ., Military
PACTA	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters Workforce, Post-Secondary Educ., Military
Pennsylvania School Counselor Association	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters Workforce, Post-Secondary Educ., Military
TechLink	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters Workforce, Post-Secondary Educ., Military

Umbrella Organizations: <i>Organizations that represent a large group of business organizations with a common mission</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Chamber of Commerce, Chambersburg	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Healthy Communities Partnership/SAP	13.1, 13.2, 13.3	Workforce, Post-Secondary Educ., Military
Lincoln Intermediate Unit #12	13.1, 13.2, 13.3	Workforce, Post-Secondary Educ., Military
Scholarship Organizations – full list: www.franklinctc.com	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
VFW, Chambersburg	13.1, 13.2, 13.3	Workforce, Post-Secondary Educ., Military
Wellspan Health	13.1, 13.2, 13.3	Agriculture, Food & Natural Resources Architecture & Construction Arts, A/V Technology, & Communications Business Management & Administration Education & Training Finance Health Science Human Services Information Technology Law, Public Safety, Corrections, & Security STEM Transportation, Distribution, & Logistics

Community & State Organizations: <i>Agencies representing community and state initiatives, service to communities</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Aerotek	13.1, 13.2, 13.3, 13.4	Workforce
AHEDD	13.1, 13.2, 13.3, 13.4	Workforce
Arc of Franklin and Fulton Counties	13.1, 13.2, 13.3, 13.4	Workforce
Franklin County School Boards (6 sending schools)	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters Workforce, Post-Secondary Educ., Military
Franklin County Transitions Council	13.1, 13.2, 13.3, 13.4	Workforce, Post-Secondary Educ., Military
Job Corps	13.1, 13.2, 13.3	Workforce, Post-Secondary Educ., Military
Manito, Inc.	13.1, 13.2, 13.3	Workforce, Post-Secondary Educ., Military
Military Representatives	13.1, 13.2, 13.3	Workforce, Post-Secondary Educ., Military
Office of Vocational Rehabilitation	13.1, 13.2, 13.3, 13.4	Workforce, Post-Secondary Educ., Military
OSI	13.1, 13.2, 13.3, 13.4	Workforce, Post-Secondary Educ., Military
PA CareerLink	13.1, 13.2, 13.3	All 16 Career Clusters Workforce, Post-Secondary Educ., Military
PA Dept. of Educ.	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters

		Workforce, Post-Secondary Educ., Military
PeopleReady	13.1, 13.2, 13.3	All 16 Career Clusters Workforce, Post-Secondary Educ., Military
PeopleShare	13.1, 13.2, 13.3	All 16 Career Clusters Workforce
PHEAA	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters Workforce, Post-Secondary Educ., Military
Public Opinion	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Salvation Army	13.1, 13.2, 13.3	Workforce
Service Access & Management	13.1, 13.2, 13.3, 13.4	Workforce
The Record Herald	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
United Way	13.1, 13.2, 13.3, 13.4	Workforce, Post-Secondary Educ.
YMCA	13.1, 13.2, 13.3, 13.4	Workforce, Post-Secondary Educ., Military

NETWORKING OPPORTUNITIES

Individual Contacts: <i>Contacts acquired through networking and interaction</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Angie Austin, Wellspan Health	13.1, 13.2, 13.3	Education & Training
Betty Holmboe, PA Career Consultant	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Bill Chenille, AMP	13.1, 13.2, 13.3, 13.4	Arts, A/V Technology, & Communications
Bill Washabaugh, Shippensburg University	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Carolyn Hart, Wilson College	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Charlie Travato, IU 12	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Dan Wray, PHEAA	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Diona Brown, PHEAA	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Christina McLaughlin, IU 12	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Dawn Mentzer, Healthy Communities Partnership	13.1, 13.2, 13.3, 13.4	Human Services
Dr. Del Hart, Pennsylvania Department of Education	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Faye Caster, FCCTC Adult Education	13.1, 13.2, 13.3, 13.4	Architecture & Construction Education & Training Finance Health Science Human Services Information Technology Manufacturing STEM

		Transportation, Distribution, & Logistics
Ian Stoeckl, Thaddeus Stevens College	13.1, 13.2, 13.3, 13.4	Architecture & Construction Arts, A/V Technology, & Communications Business Management & Administration Information Technology Manufacturing Marketing STEM Transportation, Distribution, & Logistics
John Pulver, PACTA	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Kathleen Rundquist, FCCTC Licensed Practical Nursing Program	13.1, 13.2, 13.3	Health Science
Kevin Crawford, Hagerstown Community College	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Lisa DeLorenzo, HACC	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Mark Perna, TFS Results	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Nathan Rotz, Community Connection	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Sara Maines, People Share	13.1, 13.2, 13.3	Workforce
Shawn Wiley, Penn State Mont Alto	13.1, 13.2, 13.3, 13.4	Agriculture, Food & Natural Resources Business Management & Administration Education & Training Finance Health Science Human Services Information Technology STEM Transportation, Distribution, & Logistics
Stefanie Shipe, Pennsylvania College of Technology	13.1, 13.2, 13.3, 13.4	Agriculture, Food & Natural Resources Architecture & Construction Arts, A/V Technology, & Communications Business Management & Administration Finance Government & Public Administration Health Science Hospitality & Tourism Human Services Information Technology Law, Public Safety, Corrections, & Security Manufacturing STEM Transportation, Distribution, & Logistics

Community & Business Meetings: <i>Meetings, which bring cross/community members together to promote growth to further a cause</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Greencastle School District Career Advisory Council	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters Workforce, Post-Secondary Educ., Military
PACTA, Counselor Annual Conference	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters Workforce, Post-Secondary Educ., Military
Penn College Dual Enrollment Meetings	13.1, 13.2, 13.3, 13.4	Workforce, Post-Secondary Educ.
SASD Career Advisory Council	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters Workforce, Post-Secondary Educ., Military
Network Meetings, IU 12	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters Workforce, Post-Secondary Educ., Military
Tuscarora Career Advisory Council	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters Workforce, Post-Secondary Educ., Military

ONLINE & OTHER RESOURCES

Internet Based Links: <i>Websites educating others and promoting career development and related topics</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Asvabprogram.com	13.1, 13.2, 13.3, 13.4	Workforce, Post-Secondary Educ., Military
Bls.gov/k12, Bls.gov/ooh	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Careercruising.com	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Careerscope.com - education and career assessment	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters Workforce, Post-Secondary Educ., Military
Careertech.org	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Careertechpa.org	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Collegeboard.org	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Collegetransfer.net (SOAR)	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Education.pa.gov/K-12/Career%20and%20Technical%20Education/Pages/default.aspx#tab-1	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Educationplanner.org (PHEAA)	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Fafsa.gov	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters

Indeed.com	13.1, 13.2, 13.3	All 16 Career Clusters
HSCounselorweek.com	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Keystoneedge.com	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Linkedin.com	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Money.usnews.com/careers/best-jobs/rankings	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Nths.org	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Onetonline.org	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Onlinecolleges.net	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Pacareerlink.pa.gov	13.1, 13.2, 13.3	All 16 Career Clusters
PACareerstandards.com	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
PACareerZone.org	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
PHEAA.org	13.1, 13.2, 13.3, 13.4	Post-Secondary Educ.
Starttheconversationhere.com	13.1, 13.2, 13.3, 13.4	Post-Secondary Educ.
Techlinkpa.com (SOAR)	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Todaysmilitary.com	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Tfsresults.com	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Media & Advertising: <i>Various marketing methods that provide contacts, career awareness, ideas and workforce information</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Facebook Posts	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
FCCTC Website - digital catalog, program videos	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Instagram Posts	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Mix 95.1 Ads	13.1, 13.2, 13.3, 13.4	Workforce, Post-Secondary Educ.
News Talk Radio, 103.7	13.1, 13.2, 13.3, 13.4	Workforce, Post-Secondary Educ.
Publication & Documents: <i>Hard copy materials that offer contacts and career/workforce information</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Choices	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Creative Outlook	13.1, 13.2, 13.3, 13.4	Architecture & Construction Arts, A/V Technology, & Communications Education & Training
FCCTC Bookmark	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
FCCTC Course Brochure	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
FCCTC Course Catalog	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Futures Magazine	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
PA Career Guide, Explore Your Options	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
PHEAA Financial Aid Materials	13.1, 13.2, 13.3, 13.4	Post-Secondary Educ.
Post-Secondary Resources	13.1, 13.2, 13.3, 13.4	Post-Secondary Educ., Military

Teaching Tolerance	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
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Post-Secondary Options

Postsecondary Options: <i>Colleges, Apprenticeships, Military, Vocational Training</i>		
Resources	CEW Strand(s) 13.X	Career Cluster or District Pathway
Academy for Media Production (AMP)	13.1, 13.2, 13.3, 13.4	Arts, A/V Technology, & Communications
Automotive Training Center	13.1, 13.2, 13.3, 13.4	Transportation, Distribution, & Logistics
Blue Ridge Community and Technical College	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
California University of PA	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Central Penn	13.1, 13.2, 13.3, 13.4	Arts, A/V Technology, & Communications Business Management & Administration Health Science Information Technology Law, Public Safety, Corrections, & Security Marketing STEM
Culinary Institute of America	13.1, 13.2, 13.3, 13.4	Agriculture, Food & Natural Resources Hospitality & Tourism
FCCTC Adult Education	13.1, 13.2, 13.3, 13.4	Architecture & Construction Education & Training Finance Health Science Human Services Information Technology Manufacturing STEM Transportation, Distribution, & Logistics
FCCTC Practical Nursing Program	13.1, 13.2, 13.3	Health Science
Full Sail University	13.1, 13.2, 13.3, 13.4	Arts, A/V Technology, & Communications Business Management & Administration Information Technology Marketing STEM
Gettysburg College	13.1, 13.2, 13.3, 13.4	Architecture & Construction Arts, A/V Technology, & Communications Business Management & Administration

		Education & Training Finance Government & Public Administration Health Science Human Services Information Technology Law, Public Safety, Corrections, & Security STEM
Hagerstown Community College	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Harrisburg Area Community College	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Harrisburg University of Science & Technology	13.1, 13.2, 13.3, 13.4	Agriculture, Food & Natural Resources Architecture & Construction Arts, A/V Technology, & Communications Business Management & Administration Finance Health Science Information Technology Law, Public Safety, Corrections, & Security Manufacturing Marketing STEM
Independent Electrical Contractors, Central PA Chapter	13.1, 13.2, 13.3	Architecture & Construction
Indiana University of PA	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Lebanon Valley College	13.1, 13.2, 13.3, 13.4	Arts, A/V Technology, & Communications Business Management & Administration Education & Training Finance Government & Public Administration Health Science Human Services Information Technology Law, Public Safety, Corrections, & Security Marketing STEM
Lincoln Technical Institute	13.1, 13.2, 13.3, 13.4	Agriculture, Food & Natural Resources Architecture & Construction Health Science Human Services Manufacturing

		STEM Transportation, Distribution, & Logistics
McCann School of Business and Technology	13.1, 13.2, 13.3, 13.4	Business Management & Administration Health Science Hospitality & Tourism Human Services Transportation, Distribution, & Logistics
Mount St. Mary's University	13.1, 13.2, 13.3, 13.4	Agriculture, Food & Natural Resources Arts, A/V Technology, & Communications Business Management & Administration Education & Training Human Services Information Technology Law, Public Safety, Corrections, & Security STEM
Ohio Technical College	13.1, 13.2, 13.3, 13.4	Manufacturing STEM Transportation, Distribution, & Logistics
Pennsylvania College of Technology	13.1, 13.2, 13.3, 13.4	Agriculture, Food & Natural Resources Architecture & Construction Arts, A/V Technology, & Communications Business Management & Administration Finance Government & Public Administration Health Science Hospitality & Tourism Human Services Information Technology Law, Public Safety, Corrections, & Security Manufacturing STEM Transportation, Distribution, & Logistics
Penn State University, Mont Alto Campus	13.1, 13.2, 13.3, 13.4	Agriculture, Food & Natural Resources Business Management & Administration Education & Training Finance Health Science Human Services Information Technology

		STEM Transportation, Distribution, & Logistics
Pittsburgh Institute of Aeronautics	13.1, 13.2, 13.3	Transportation, Distribution, & Logistics
Pittsburgh Technical College	13.1, 13.2, 13.3, 13.4	Agriculture, Food & Natural Resources Architecture & Construction Arts, A/V Technology, & Communications Business Management & Administration Government & Public Administration Health Science Hospitality & Tourism Human Services Information Technology Law, Public Safety, Corrections, & Security Manufacturing Marketing STEM
Shippensburg University	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
Thaddeus Stevens School of Technology	13.1, 13.2, 13.3, 13.4	Architecture & Construction Arts, A/V Technology, & Communications Business Management & Administration Information Technology Manufacturing Marketing STEM Transportation, Distribution, & Logistics
US Air Force & Air National Guard	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
UA Air Force Reserves	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
US Army	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
US Army National Guard - Pennsylvania	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
US Coast Guard	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
US Marines	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
US Navy	13.1, 13.2, 13.3, 13.4	All 16 Career Clusters
University of Northwestern Ohio	13.1, 13.2, 13.3, 13.4	Agriculture, Food & Natural Resources Architecture & Construction Business Management & Administration Education & Training Finance Health Science

		Hospitality & Tourism Law, Public Safety, Corrections, & Security Marketing
Universal Technical Institute	13.1, 13.2, 13.3, 13.4	Architecture & Construction Manufacturing STEM Transportation, Distribution, & Logistics
Wilson College	13.1, 13.2, 13.3, 13.4	Business Management & Administration Education & Training Finance Health Science Hospitality & Tourism Human Services Law, Public Safety, Corrections, & Security
York Technical Institute	13.1, 13.2, 13.3, 13.4	Agriculture, Food & Natural Resources Architecture & Construction Health Science Hospitality & Tourism Information Technology Law, Public Safety, Corrections, & Security Manufacturing

FCCTC Programs

Program	Cooperative Education Employers	Additional Classroom Resources/Partners
Agricultural Mechanics	Fayetteville Contractors Hoover, Inc. Schaeffer Equipment Stoneham's Power Sports Truck Mounts	Delaware Valley University Truck Mounts Volvo
Allied Health	Golden Heart Home Healthcare Menno Haven Shook Home SpiriTrust Lutheran	Chambersburg Senior Center Harrisburg Area Community College HOSA Keystone Health Merritus Health

		PDE Nurse Aide Training Program Penn College of Technology Wellspan Wilson College
Automotive Technology	Abe's Auto Service, Inc. Blaise Alexander Chevrolet/Volvo Forrester Lincoln Greencastle Lube H & H Chevrolet Keystone Ford Metcalf's Garage Shively Motors	UNOH
Automotive Collision & Repair	Blaise Alexander Collision Forrester's Auto Body Shoop Manitowac Martin's Pastries Tom Shockey Collision Truck Mounts Volvo	Henson's Collision
Building Construction Trades	B&D Masonry Bradley Angle DLG Plumbing & Heating Ed Twine Construction McLaughlin Energy Services Mike Green Nitterhouse Concrete Sam Gardner Stouffer Mechanical Contractor	Harrisburg Area Community College Thaddeus Stevens
Carpentry	Brechbill and Helman Brian Zoeller Delbert A. Rotz Building and Masonry	Penn College of Technology

	Dwayne Wenger GRC General Contractor Jocelyne Melton/Baxter Group LCSI Michael Benedict Construction Nitterhouse Masonry Products TimberWright Creations	
Cosmetology	Fabulash Graceful Beauty Great Clips Hair Cuttery Holiday Hair Iris Moon Lash and Lacquer Lavender Salon Meraki Salon and Spa Smart Style So Fresh Spa	State Board of Cosmetology
Culinary	Aroogas Chambersburg Country Club Cracker Barrel Menno Haven Milky Way Presbyterian Senior Living Red Robin Sage Dining	CFeesers Culinary Institute of America Johnnies Mercersburg Academy Sysco
Dental Assisting	Adamson Family Dental Miller Family Dentistry Potomac Dental Zeger Dental	Cumberland Valley Dental Care DANB Keystone Dental
Diesel Mechanics	Abe's Auto Service Antrim Diesel	Chambersburg Power Plant Mack Truck

	B&M Diesel Services/Mary Kline Buchanan Trail Auto and Tire C&H, Inc. Chambersburg Waste Paper Clouse Trucking, Inc. Dave's Truck Repair Forrester Lincoln Hoobers, Inc. Interstate Truck Jennings Chevrolet, Buick, GMC Karper Trucking Letterkenny Rick's Auto Rife Motor Co., Inc. Watson's Truck and Equip. Repair	UNOH Volvo
Electronics	ATA Security Danfoss Letterkenny Army Depot Niche Electronics Technologies	Arduino Electronics Technicians Association Hagerstown Community College Project Lead the Way
Engineering Technology	NA	American Micro Industries Loudon Industries, Inc. Penn College of Technology Project Lead the Way
Electrical Occupations	AAIM Controls Conner Electrical Co. Inc. Edwin L Heim Co. Ellsworth Electric Frank B Leshner Co., Inc. Glen L. Myers Letterkenny Army Depot Tele-Plus Corporation	ABC Harrisburg Area Community College IBEW Local 143

Graphic Communications	Advanced Graphix Art Sign Company C-Ely Signs CopyQuik Graphics Universal Printaway	Academy of Media Productions Adobe Creative Cloud BrainBuffet Certiport Printing United Alliance Specialty Graphic Imaging Association
HVAC	C.V. Wenger Environmental Comfort James Craft & Son Martin's Refrigeration, Inc. MC Plum McCleary Heating & Cooling McCrea Equipment Co. Shanks Refrigeration and HVAC Stouffer Mechanical The Baxter Group Village of Laurel Run Wadel's Heating & Cooling	Harrisburg Area Community College UNOH
Information Systems & Technology	NA	ATS CompTIA Global Data Hagerstown Community College Penn College of Technology
Landscaping & Horticulture	CV Tree Service Hornbakers Landscaping Klenzing's Landscaping Musselman Wholesale Greenhouses Snavelly's	FFA Nitterhouse Concrete Penn College of Technology
Marketing	Abel Castro Insurance Klenzing's Landscaping Kmart Distribution PA Municipal Code Alliance	DECA Penn College of Technology The Pet Store Verizon, Mary Bokeko

	Pictures Plus Proctor & Gamble The Beistle's Company	
Mechatronics	JLG Volvo	Fed Ex Ground Harrisburg Area Community College Specialty Granules Ventura Foods
Medical Assisting	Greencastle Family Practice Orthopedic Associates Phoenix Wellness Premier Eye Care Richard's Orthopedics and Sports Medicine Summit Physicians Services Waynesboro Family Medical	Chambersburg Med. Assoc. Health Career Institute HOSA Wellspan
Early Childhood Education	NA	Council for Professional Recognition Hagerstown Community College
Precision Machining	APX Burnside America Dawson Performance Leshner Machine Olympic Steel	CNC Custom Machine Manitowoc Penn College of Technology
Veterinary Assisting	Cumberland Valley Animal Shelter Franklin Vet Association Marsh Run Kennels Michelle's Grooming & Boarding North Paws Animal Hospital	California University of P Chambersburg Animal Hospital Cumberland Valley Animal Shelter Emily Brown, LVT: equine experience Franklin Vet Associates Harcum College Michelle Gossard Grooming NAVTA accredited North Paws Animal Hospital Stephanie Barrick, LVT: clinical assistance

		Sue Thompson: boarding/training Two Top Dairy Farm Wilson College
Welding	APX Enclosures Burnside America Inc. Cam Superline JLG Manitowac Olympic Steel Shippensburg Pump Co Volvo YB Welding	AWS Cam Superline Linde/Praxair Manitowac Penn College of Technology Triangle Tech Valley Weld Services Volvo

13. Career and Technology Center Strategies:

STUDENT AWARENESS:

Grade	Intervention, Program, or Event	Start & End Dates	# of Students Taught	Location	Stakeholder Delivering	Indicator	Contact Person
5 th	Elementary Roadshows and Tours	March/April	1683	FCCTC and 20+/- elementary schools	FCCTC	Observation, feedback, number of schools visited, number of bookmarks/my 1 st resumes distributed	Lori Ebersole
8 th	Classroom Visits	Sept/Oct	1735	7 county school middle schools	FCCTC	Observation, feedback from students and sending schools, recruitment feedback form completed at interview	Lori Ebersole

8 th and other interested middle school students	Middle School Open House	November	230	FCCTC	FCCTC	Number of digital registrations completed before and during event, emails generated from attendance, observation, recruitment feedback form completed at interview, attendance record	Lori Ebersole
9 th	FCCTC Auditorium Assembly or Classroom Visits at Sending School	September/October	1896	7 sending school high schools	Sending School and FCCTC	Number of tour applications completed, recruitment feedback form completed at interview, attendance took	Lori Ebersole
9 th	FCCTC Tour	October/November	580	FCCTC	FCCTC	Tour survey, online applications received, recruitment feedback form completed at interview, attendance recorded	Lori Ebersole
9 th and other interested high school students	High School Open House	November	200	FCCTC	FCCTC	Number of digital registrations completed before and during event, emails generated from attendance, observation, number of online applications received,	Lori Ebersole

						recruitment feedback form completed at interview, attendance taken	
9 th and other interested high school students	Student Shadowing/individual tour	September-March	15	FCCTC	FCCTC	Feedback, recruitment feedback form completed at interview, attendance recorded	Lori Ebersole
9 th - 12 th	Interviews at Sending School	Jan/February	600	7 sending school high schools/virtual for second round	FCCTC and Sending School	Number of students placed in program as prioritized and those not able to attend	Justin Sholes
All Grades	FCCTC Course Catalog	Always in print and on the website	Na	Online	FCCTC	Feedback from all stakeholders, recruitment feedback form completed at interview, amount distributed	Justin Sholes
All Grades	FCCTC Brochure	Always available in print	Na	In Print	FCCTC	Feedback from all stakeholders, amount distributed	Lori Ebersole
5 th	FCCTC Bookmark, Career Adventure Map, My First Resume	Spring, given at roadshow	Na	In Print	FCCTC	Feedback from all stakeholders, amount distributed	Lori Ebersole
All Grades	Facebook and Instagram Posts	Posts throughout year, keys enrollment times	Na	Online	FCCTC	Number of stakeholders liking and clicking on ads/videos/sites, recruitment feedback form completed at interview	Lori Ebersole

All Grades	Ads on bulletin boards and on Mix 95.1	Throughout year at key enrollment times	Na	Chambersburg locations	FCCTC	Feedback from all stakeholders, recruitment feedback form completed at interview	Neil Rotz
All Grades	FCCTC Website with Academy and Program Videos	Always available	Na	Online	FCCTC	Number of visits, feedback from stakeholders, recruitment feedback form completed at interview	Lori Ebersole
All Grades	FCCTC Facebook and Instagram Account	Always available	Na	Online	FCCTC	Number of stakeholders liking, recruitment feedback form completed at interview	Lori Ebersole
All Grades	Holiday Parade - advertising programs, promoted in Public Opinion before and after event	November	Na	Chambersburg Downtown	FCCTC	Feedback from Community Partner, observation/number of students in attendance	Brenda Kimple Brian Yeager
All Grades	Guest on News Talk Radio 103.7 highlighting programs, instructors, and projects.	Throughout year.	Na	On morning radio	FCCTC	Feedback from all stakeholders	Terry Miller

PARENT AWARENESS:

Grade	Intervention, Program, or Event	Start & End Dates	# of Parents	Location	Stakeholder Delivering	Indicator	Contact Person
	Elementary School Road Show and Tour	Spring	25	FCCTC or 20 +/- sending school elementary schools	FCCTC	Observation, number of schools visited, amount of parents attending class with child	Lori Ebersole
	Middle School Open House	November	230	7 sending school middle schools	FCCTC	Number of digital registrations completed before and during event, emails generated from attendance, observation, parent conversations	Lori Ebersole
	High School Open House	November	200	FCCTC	FCCTC	Number of digital registrations completed before and during event, emails generated from attendance, observation, number of online applications received, conversations with parents held	Lori Ebersole
	FCCTC Individual Tour	Varies	15	FCCTC	FCCTC	Number of families scheduling a private tour	Lori Ebersole
	FCCTC Course Catalog	Always in print and on the website	Na	Online	FCCTC	Feedback from all stakeholders, amount distributed	Justin Sholes

	FCCTC Brochure	Always available in print	Na	In Print	FCCTC	Feedback from all stakeholders, amount distributed	Lori Ebersole
	FCCTC Bookmark, Career Adventure Map, My First Resume	Spring, Given at Elementary Roadshows	Na	In Print	FCCTC	Feedback from all stakeholders, amount distributed	Lori Ebersole
	Digital Ads/E-Blasts on Facebook and Instagram	Posts throughout year, key enrollment times	Na	Online	FCCTC	Number of stakeholders liking and clicking on ads/videos/sites	Lori Ebersole
	Ads on bulletin boards and on Mix 95.1	Throughout year at key enrollment times	Na	Chambersburg locations	FCCTC	Feedback from all stakeholders	Neil Rotz
	FCCTC Website with academy and program videos	Always available	Na	Online	FCCTC	Number of visits, feedback from stakeholders	Justin Sholes
	Holiday parade, advertising programs	November	Na	Chambersburg downtown	FCCTC	Feedback from Community Partner, observation/number of families in attendance, Public Opinion posting	Brenda Kimple
	Guest on NewsTalk Radio 103.7 highlighting programs, instructors, and projects.	Throughout year.	Na	On morning radio	FCCTC	Feedback from all stakeholders	Terry Miller

EDUCATOR AWARENESS:

Grade	Intervention, Program, or Event	Start & End Dates	# of Educators	Location	Stakeholder Delivering	Indicator	Contact Person
	FCCTC Monthly Counselor Meeting	4 times during the school year	15 In person 50 with minutes	FCCTC	FCCTC/Sending Schools	Group feedback, minutes created, improvement of understanding of programs and processes, explore programs and try projects/assignments, receive presentations by students from programs, collaboration	Brenda Kimple
	FCCTC Occupational Advisory Committee/ Advisory Council	Twice each school year, Fall/Spring	15	FCCTC	FCCTC, each program as well as Counseling and Coop	Group feedback, minutes created, improvement of understanding of programs and processes, collaboration	Brenda Kimple
	FCCTC Principal Meetings	6 times during the school year	10	FCCTC	FCCTC/sending school	Group feedback, minutes created, improvement of understanding of programs and processes, collaboration	Justin Sholes
	Superintendent Meetings	Monthly meetings	10	FCCTC	FCCTC/sending schools	Group Feedback, minutes created, improvement of understanding of programs and processes, collaboration	Terry Miller

	FCCTC Joint Operating Committee Meetings	Monthly during the year	20	FCCTC	FCCTC/sending schools	Group Feedback, minutes created, improvement of understanding of programs and processes, collaboration	Terry Miller
	FCCTC Tour, certain schools or groups may participate	Tour with group or as an individual tour	10 – 50	FCCTC	FCCTC	Feedback	Lori Ebersole
	FCCTC Course Catalog	Always in print and on the website	Na	Online	FCCTC	Feedback from all stakeholders, amount distributed	Justin Sholes
	FCCTC Brochure	Always available in print	Na	In Print	FCCTC	Feedback from all stakeholders, amount distributed	Lori Ebersole
	FCCTC Bookmark, Career Adventure Map, My First Resume	Spring, Given at Elementary Roadshows	Na	In Print	FCCTC	Feedback from all stakeholders, amount distributed	Lori Ebersole
	Digital Ads/E-Blasts on Facebook and Instagram	Posts throughout year, keys enrollment times	Na	Online	FCCTC	Number of stakeholders liking and clicking on ads/videos/sites	Lori Ebersole
	FCCTC Website with academy and program videos	Always available	Na	Online	FCCTC	Number of visits, feedback from stakeholders	Justin Sholes
	Ads on bulletin boards and on Mix 95.1	Throughout year at key enrollment times	Na	Chambersburg Locations	FCCTC	Feedback from all stakeholders	Neil Rotz
	Holiday parade, advertising programs	November	Na	Chambersburg Downtown	FCCTC	Feedback from Community Partners,	Brenda Kimple

						number of educators in attendance	
	Guest on NewsTalk Radio 103.7 highlighting programs, instructors, and projects.	Throughout year.	Na	On morning radio	FCCTC	Feedback from all stakeholders	Terry Miller