

DUTCH BOCES CAREER AND TECHNICAL INSTITUTE SPOTLIGHT

March 2015



Navigating the CDOS Credential

Career and Technical Institute to Assist Districts with CDOS Credential

CTI's Successful Work-Based Learning Service

Last year, the New York State Education Department developed an exit credential for high school students with Individual Education Programs (IEP) requiring special education support. In response, Dutchess BOCES Career and Technical Institute is offering a new Work-Based Learning (WBL) service starting in the 2015-2016 school year.

Students seeking this alternate graduation path must meet specific requirements that include a minimum of 54 hours in work-based learning, developing an employability profile/career plan, and other criteria to meet the Career Development Occupational Studies (CDOS) credential requirements under an approved WBL coordinator.

Due to its proven success in providing thousands of special education students with work-based learning opportunities, this new itinerant service will bring WBL coordination expertise right to our component school districts. CTI will soon be supporting districts as they navigate their way to establishing their own work-based learning programs. In this way, students who are not part of the district-based services or in attendance at CTI can still get the necessary hours for this credential.

As part of New York State's requirement to track all of this work, our program will provide the districts with the proper documentation needed to support a WBL experience, including how to make sure the

students are covered under the correct liability insurance. We will also review steps to ensure the 54-hour requirement is met in a timely manner.

In addition to the working directly with the students and parents, our new service will provide professional development to teachers running current WBL programs to make sure we all meet current CDOS credential requirements.

"Districts send some students to CTI where they can meet the CDOS requirements. However, our goal with this service is to provide professional development for the school districts that are creating programs to support the CDOS credential," said Roberto Bonefont, Sr., CTI coordinator of work-based learning programs/job placement specialist. "There are many components to a successful

work-based learning program and we want to share our expertise to help them organize and manage requirements so their students can meet those exit credential requirements."



WBLP student interning at Axe Guitar Shop

CTI's Success at a Glance

According to Susan Gubing, a retired teacher and work-based learning guru in New York State, experience is the best teacher.

At CTI, work-based learning allows high school students to experience the world of work while still in high school. All of CTI's programs are structured to teach students skills in the classroom and then arrange for them to use those skills in a real work environment. Students, while supervised, experience what happens on a job and have a chance to hone their skills.



WBLP student interning at Big Lots

Work-based learning has many different faces in how it's delivered to CTI students. For example, a student can be placed outside of the school setting with a local employer in a paid or non-paid internship. There is a partnership that is developed between the employer, student, parents, and CTI as the student benefits from the work experience. There are

strict labor laws and safety regulations that apply to the employment of youth.

The work-based learning coordinator assigned to facilitate the internship monitors all of the legal and safety issues. In fact, only a New York State certified WBL coordinator is permitted to facilitate a New York State education internship program.

In addition to work skills, students are taught pre-employment skills that will help them develop and maintain a healthy work ethic during their internship. An internship can last as long as 20 weeks, or be as short as a week. It becomes a true "partnership" between the employer and the student and some times leads to employment after graduation.

Paid and non-paid internships are not the only way to obtain "real work experience" for CTI students. Other forms of work-based learning include:

- Co-Op Programs (paid or non-paid)
- Work Experience and Career Exploration Program (WECEP)
- Career Exploration Internship Program (CEIP)
- General Education Work Experience Programs (GEWP)
- Career counseling services, career fairs, career focused field trips, career guidance, career interviews, career research projects, community service, community-based work programs, entrepreneurship, job shadowing, and on-site projects.



CTI student in Auto Trades

CTI students have worked throughout Dutchess County. In fact, last year culinary students were selected to prepare, transport and serve refreshments at the Millbrook Winery's Annual Harvest Festival. Local automobile dealerships, the IBM Corporation, private contractors and other business and industry partners have all sponsored educational internships for CTI students.

"All of the components need to work in unison to have a successful program," said Mr. Bonefont. "It's more difficult than it appears to ensure that the required hours of work-based experience are completed by the students. It's critical to have students gain experience so they may continue to be successful after they complete school. We look forward to helping districts fine tune their programs."

Professional development focusing upon risk management, scheduling, transportation, establishing appropriate work-based learning partnerships, and recordkeeping is expected to be available for districts in the 2015-16 school year.