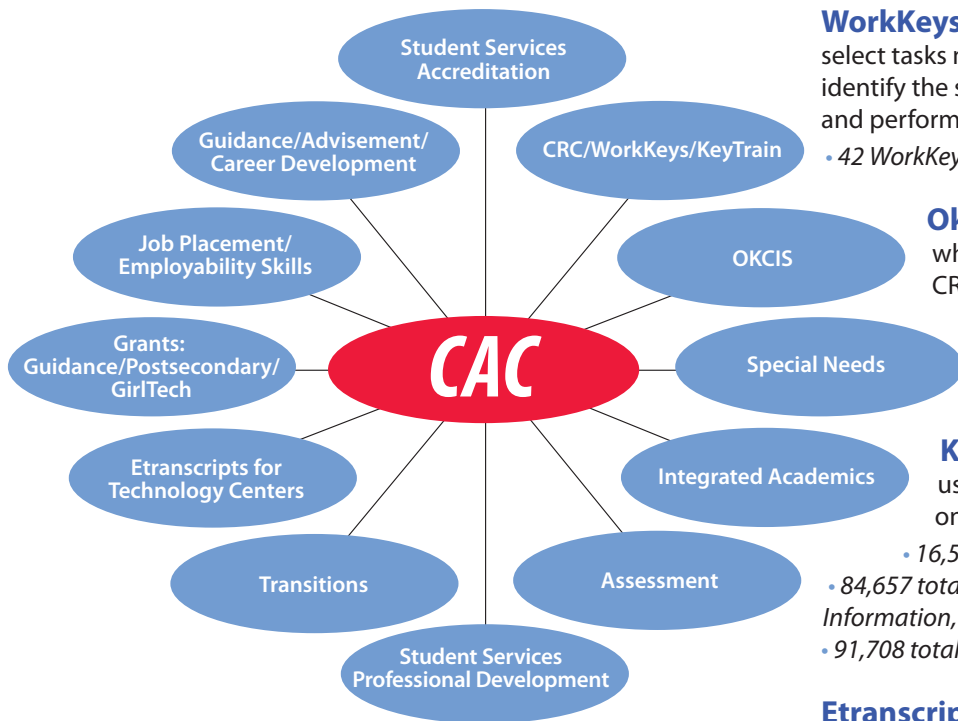


Accountability Report for July 2009-June 2010

MISSION STATEMENT

We provide products, professional development, technical assistance, and leadership for career and academic development.



WorkKeys Job Profiles consist of a task analysis to select tasks most critical to a job and a skill analysis to identify the skills and skill levels required to enter the job and perform effectively.

- 42 WorkKeys Job Profiles completed in FY10

Oklahoma Employer Partners are employers who sign up to recognize, request, or require the CRC. These employers are listed in our online WorkKeys employer directory at <http://www.okcareertech.org/cac/workkeys/champions.htm>

- 75 Oklahoma Employer Partners

KeyTrain is an online, interactive training system used to teach foundational workplace skills based on the ACT's WorkKeys assessments.

- 16,532 students used KeyTrain during this period
- 84,657 total hours spent on the main three tests—Reading for Information, Applied Math, and Locating Information
- 91,708 total hours spent on the KeyTrain system

Etranscripts allow technology centers that partner with the OSRHE to receive high school transcripts electronically from participating partner schools.

- 3424 etranscripts received by 41 technology center sites

Data (All data is from July 2009-June 2010)

OKCIS is an Internet-based, customized career information delivery system for Oklahoma that combines a wealth of career, education and labor market information into one comprehensive, easy-to-use career exploration and job search tool.

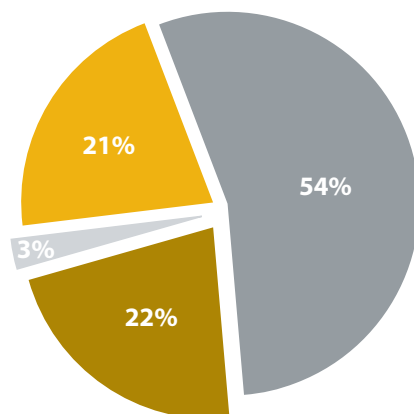
Active OKCIS Sites	618
Test Prep Sites	218 (Test Prep can be added to OKCIS and provides access to online practice tests such as ACT, SAT, AP, CLEP, GED, etc.)
Practice Tests	3,665 students took practice tests on OKCIS 2,321 of those took the ACT practice test

Career Readiness Certificates (CRCs) are nationally recognized, portable credentials that measure fundamental employability skills using ACT WorkKeys® assessments.

CRC LEVELS

CRCs issued: 12,971

- Platinum—353
- Gold—2712
- Silver—7078
- Bronze—2828



MAJOR ACHIEVEMENTS

- 12,971 CRCs were issued in FY10
- 42 WorkKeys Job Profiles completed in FY10
- Active partner with Oklahoma Transitions Council
- Career Advisor e-newsletter sent to over 1100 high school, middle school, and technology center counselors in Oklahoma
- Completion of Earners 2 Learners Toolkit
- Established statewide OKCIS subscription on OKCareerPlanner.com
- Incorporated the CRC Project into Career and Academic Connections Division
- Launch of Oklahoma's Employer Partner Program
- Moved entire WorkKeys website from Commerce to CareerTech and redesigned all pages to include an interactive map for Employer Partners and CRC testing centers
- OKCIS Course Upload implemented and training completed
- Part of executive council of OKAHEAD
- Partnered with OSRHE to allow tech centers to receive etranscripts
- Planned and presented at CIS national user services conference
- Remediation website with remediation resources, info on EOI alternative tests, and credit recovery
- Revised divisional job duties and responsibilities to handle reduction in staff

CAREER AND ACADEMIC CONNECTIONS (CAC)

Partnerships

Agencies/organizations with whom we have worked:

<i>Governor's Council for Workforce and Economic Development</i>	<i>OK Transitions Council</i>
<i>OK Department of Commerce</i>	<i>OK Association of Career and Technology Education (OkACTE)—Educational Services/Special Populations Division</i>
<i>Choctaw Nation</i>	<i>OkACTE—Guidance Division</i>
<i>Cherokee Nation</i>	<i>OK Association on Higher Education and Disability</i>
<i>OK State Regents for Higher Education</i>	<i>OK Association of Career and Employment Professionals</i>
<i>Counselor Educators</i>	<i>OK Association of Career and Employment Professionals</i>
<i>OK State Dept. of Education</i>	<i>OK Employment Security Commission</i>
<i>OK Youth Council</i>	

Accreditation

The CAC staff is responsible for evaluating Standards 4 (Guidance and Training Assistance), 5 (Job Training Assistance), and 6 (Academic Integration) on the Administrative Standards. Technology Center sites visited for evaluation purposes were:

- *Tri County Technology Center*
- *Central Technology Center—Sapulpa and Drumright Campuses*
- *Wes Watkins Technology Center*
- *Meridian Technology Center*
- *Northwest Technology Center—Alva and Fairview Campuses*
- *Indian Capital Technology Center—Tahlequah, Muskogee, Sallisaw, and Stilwell Campuses*
- *Green Country Technology Center*
- *Southern Oklahoma Technology Center*

Professional Development

The CAC Division offered 305.4 hours of professional development to 3612 staff in the field, resulting in 13,260.25 total contact hours.

This professional development included, but was not limited to—GuidanceFest • OKCIS Beginner Training • OKCIS Advanced Training • New Student Services Academy • Teachers As Advisors • Student Services Endorsement Program • Mental Health First Aid • Counselor Conference • WorkKeys/KeyTrain Users Conference • Tech Centers That Work Guidance workshops • Summer Conference Divisional Sessions, presentations, etc.

Keeping You Informed

- Blogs—*Next Step, Career Readiness Certificate, OKCIS*
- CAC Website
 - *Unique visitors to the site = 26,026*
 - *Average Visits per day = 112*
 - *Number of countries = 116; Top 5: USA, Canada, England, Ireland, India*
 - *New visitors = 61.15%*
- Newsletters
 - *Career Advisor Newsletter - 3425 hits, 2701 unique visitors*
 - *Ability Advisor - 374 hits, 289 unique visitors*
 - *Student Services - Sent monthly to over 300 contacts*

Grants/Program

Guidance Grant—\$25,000 grant to assist public schools, technology centers, or higher education institutions in providing more intensive guidance and counseling services to help students improve their career and postsecondary readiness rate.

Postsecondary Transitions Grant—\$25,000 supplemental grant to assist public schools, technology centers, or higher education institutions with programs that will better prepare students for postsecondary transitions into higher education, technical training, or employment.

GirlTech Program—Equips female students with skills to pursue careers in nontraditional areas, including careers in science, technology, engineering, math (STEM) and other current and emerging high-skill occupations.

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Academic/CTE options, Oklahoma Promise, Etranscripts