

Accountability Report for July 2010–June 2011

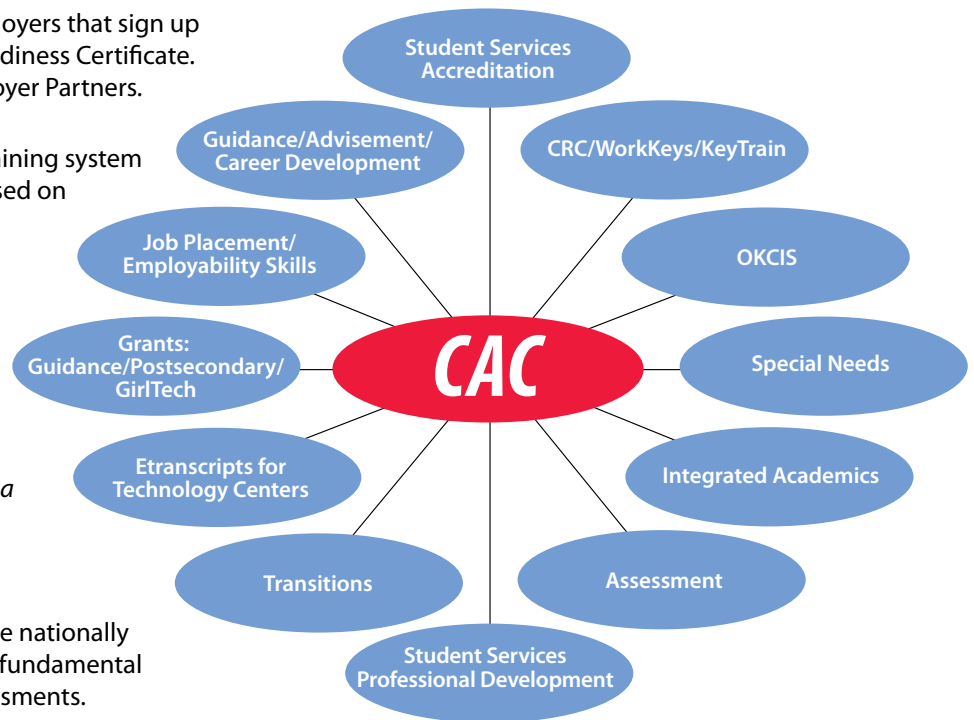
MISSION STATEMENT

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

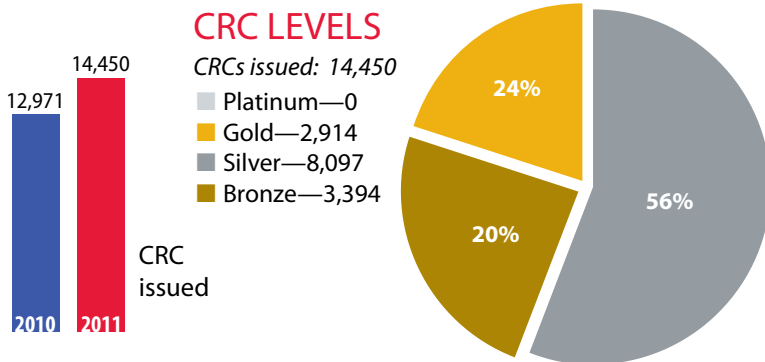
Oklahoma Employer Partners are employers that sign up to recognize, request, or require the Career Readiness Certificate. Oklahoma has more than 100 Oklahoma Employer Partners.

KeyTrain/CR101 is an online, interactive training system used to teach foundational workplace skills based on the ACT's WorkKeys assessments.

- 16,875 students used KeyTrain during this period
- 78,219 hours worked on the main three tests—Locating Information, Reading for Information, and Applied Math
- 39,244 lesson levels passed—which means competence increased as students advanced to a higher level than the level at which they started.



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



E-transcripts allow technology centers that partner with the Oklahoma State Regents for Higher Education to receive high school transcripts electronically from participating partner schools.

- 3,915 e-transcripts received by 45 technology center sites

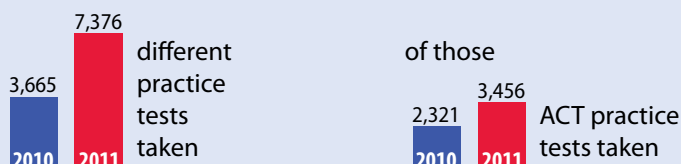


OKCIS by the Numbers . . .

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.

- 262,585 eportfolios created
- 5,599 students worked on an OKCIS plan of study

Practice Tests



OKCIS App: The okcis.org iPhone App is a tool to find occupational, financial aid, scholarship, educational, and career training information on the go. The okcis.org App provides one-touch access to job and career information. It also performs scholarship searches and provides details about Oklahoma schools and colleges.

- More than 400 downloads recorded

Saving Time and Money: During 2009-2011, staff members in Career and Academic Connections reduced the miles they traveled by 11,008 and saved 200 travel hours by using video conferencing. This saved the agency more than \$5,600.

CAREER AND ACADEMIC CONNECTIONS (CAC)

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:

- *Chisholm Trail Technology Center*
- *Eastern Oklahoma County Technology Center*
- *High Plains Technology Center*
- *Metro Tech*
- *Moore Norman Technology Center*
- *Pioneer Technology Center*
- *Red River Technology Center*

Professional Development

The CAC Division offered 265.25 hours of professional development to 2630 staff in the field, resulting in 11,614.5 total contact hours.

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

MAJOR ACHIEVEMENTS

Partnered with Oklahoma State Regents for Higher Education on e-transcripts and GEAR UP grant.

Conducted CAC Chats, one-hour informal video conferences with student services staff in selected technology centers, to stay current on events in the field.

Sent monthly Career Advisor e-newsletter to 1100 high school, middle school, and technology center counselors in Oklahoma.

Developed an accreditation tool to help technology centers improve career guidance for students.

Established and secured www.okworkkeys.org as Oklahoma's official CRC website.

Led merger process for two national organizations—America's Career Network Association and the Association of Computer-Based Systems for Career Information. Both are now part of the Alliance of Career Resources Professionals (ARCP).

Initiated OKCIS blog, which currently has 410 readers throughout the state.

Planned and presented professional development institute for national NCDCA conference in San Antonio.

Served on two national CIS committees that developed new features for OKCIS.

Increased number of ACT Authorized WorkKeys Job Profilers in state from five to 11, a 50 percent increase from last year.

Through the Governor's Council for Workforce and Economic Development partnership, Oklahoma became the first state to license KeyTrain/CR101 work skills software for general statewide use. CAC assisted with promoting and helping sign up entities.

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.

Tech Now Grant—supports the implementation of Tech-Now classes for students with varying types of disabilities to explore careers in science, technology, engineering, and mathematics (STEM).

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.

Keeping You Informed

- Blogs—*Career Readiness Certificate, OKCIS*
- CAC Website
 - Unique visitors to the site = 32,643
 - Average visits per day = 122
 - Number of countries = 131; Top 5: USA, Canada, India, Phillipines, U.K
 - New visitors = 70.56%
- Newsletters
 - Career Advisor Newsletter
 - Ability Advisor
 - Student Services

Staff

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