

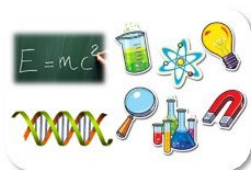


OKLAHOMA  
CareerTech

STEM

Science, Technology,  
Engineering & Mathematics

# Guide to CareerTech Science, Technology, Engineering and Mathematics Programs 2025 - 2026



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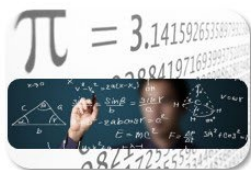
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**OKLAHOMA**  
**CareerTech**

**STEM**

Science, Technology,  
Engineering & Mathematics  
TSA student organizations

## Student Benefits

- STEM high school courses lead to college or national certification
- STEM middle school courses build student self-awareness and learn about potential careers.
- Oklahoma's Promise credit for science, math and computer technology
- Increased opportunity for employment and greater earning potential in chosen occupation
- Job skills to help defray the cost of college
- Pathways to guide students into college or work
- Opportunity for college credits
- Internship opportunities
- Training to become life-long learners
- Local, state, and national leadership development through Technology Student Association (TSA)  
<https://www.oktsa.org/>
- TSA scholarship awarded to student members annually

## Teacher Benefits

- \$2,200 salary supplement for full-time funded programs or \$1,100 for part-time (code 411)
- Conferences and workshops for technical updates/program improvements
- Technical training for new and upcoming occupations
- Assistance and resources available from state STEM staff
- New teacher training and support from STEM staff
- Free access to Moodle-powered classroom/learning management system <https://ctyou.org/>
- Scholarships available for teacher certification <https://oklahoma.gov/careertech/educators/stem.html>
  - ACTE (Association of Career and Technical Education) professional organization offering support for areas such as insurance options; legal representation and advice; leadership development; resources; political representation on key educational issues

## School Benefits

- ICAP Work Based Learning Resources
  - <https://oklahoma.gov/careertech/educators/work-based-learning/express-wbl-partnership.html>
- Industry Certifications & Digital Badges
- Free CareerTech Employability Skills Certification & Digital Badge
- \$9500 (STEM) program assistance funds for full-time funded programs (can vary due to budget shortfall)
- The finance project code for program assistance is 412
- Curriculum Guidance
- Career Guidance <https://okcareerguide.kuder.com/landing-page>
- Oklahoma's Promise credits are available for science, math and computer technology
- A capstone course can earn one point on a school report card
- Program and teacher support from state staff
- Program alignment for smooth transitions for students throughout educational experience
- Funding and grants (Perkins, Lottery, Innovative)
  - <https://oklahoma.gov/careertech/educators/stem/funding-grants-and-scholarships.html>

## Community Benefits

- Input into education and training of future employees
- Workforce development
  - Express Partnership: <https://oklahoma.gov/careertech/educators/work-based-learning/express-wbl-partnership.html>
- Partnerships for live-work projects related to training programs
- Youth involved in the community through classroom and TSA activities
- Promotes responsible citizenship through TSA

## STEM Action Items

- <https://oklahoma.gov/careertech/educators/stem/resources/careertech-director-action-items.html>



## Program Changes

- Submit a Form 2 for any *CareerTech* program change (e.g., add, change of location, or drop a program).
  - <https://oklahoma.gov/careertech/educators/stem/funding-grants-and-scholarships/new-programs.html>
- STEM Teacher Changes notify Karsyn Bradshaw 405.743.6817 or [Karsyn.bradshaw@careertech.ok.gov](mailto:Karsyn.bradshaw@careertech.ok.gov)

## Incentive Fund (412 Project Code and Program Code 315)

Incentive money is what the Science, Technology, Engineering and Math (STEM) Division of the Oklahoma Department of Career and Technology Education provides for your program to spend on technology and supplies. Currently, the amount is \$9500 per year for full-time funded programs. Incentive money is divided into quarterly payments that are sent to your school in **September, December, March, and May**.

This money is for you and your program only. It cannot be shared with other teachers or programs.

A 412 Expense Report must be submitted to our office each year that identifies how the incentive money has been spent for your program.

An additional \$2,200 is provided to the full-time funded program instructors for salary supplement (CT Extra Duties) 411 is sent to schools in **December and May**.

### Items that can be purchased with Incentive Money

Funds can be used for equipment/technology, curriculum, resources, and professional development. All must be used/placed in the program being funded.

Website: <https://oklahoma.gov/careertech/educators/stem/funding-grants-and-scholarships/incentive-funds.html>

The following are some examples of items that can be purchased:

- Computers for students or instructors
- Printers, Projectors, Smartboards, GPS devices, Graphics tablets
- iPads and tablets
- Other computer technology devices
- Software
- Curriculum and Certifications
- Professional Development for the instructor (includes travel expenses to the PD)
- Supplies for your program (ink, paper, etc.)
- Training sites used in the classroom (e.g., Whitebox Learning, LinkedIn Learning)
- Registration and travel for you to TSA conferences (does NOT include students)
- TSA Affiliation Fee (Blue CAP only), TSA official dress (must stay with program)

## School Responsibilities

- Offer programs/courses that meet state guidelines
- STEM Courses transcribed and reported to SDE with the approved 8000 level OCAS Codes
- Instructional Level Code for CareerTech 73044
  - Middle School Course for High School Credit 00579
- Follow prerequisite requirements for class offerings
- Facility must meet program needs
- Equipment must meet industry standards
- Each student must have their own individual workstation with necessary software installed
- Courses are available for students from grades 5<sup>th</sup> – 12<sup>th</sup>
- Program assistance monies are designated for computers/equipment (including supplies), software, and curriculum. Professional development approved for instructor only.
  - Items purchased must be located in the instructor's classroom/lab, not placed in the school's common area.
  - Instructor should control/monitor expenditures.
- Submit a Form 2 for any *CareerTech* program changes (add, change or drop a program).
- STEM Teacher Changes notify Karsyn Bradshaw 405.743.6817 or [Karsyn.bradshaw@careertech.ok.gov](mailto:Karsyn.bradshaw@careertech.ok.gov)

## Teacher Certification Questions

Teacher certification is based on the OCAS code of the course, use the link below to determine certification once the STEM courses have been determined.

- HS OCAS Codes: <https://oklahoma.gov/careertech/educators/stem/course-information/course-codes.html>
- MS OCAS Codes: <https://oklahoma.gov/careertech/educators/stem/course-information/middle-school-courses.html>
- Certification by OCAS Code: <https://oklahoma.gov/careertech/educators/certifications/forms-and-resources.html>
- Contact Laurie Richison [Laurie.richison@careertech.ok.gov](mailto:Laurie.richison@careertech.ok.gov) or 405-743-5482
- <https://oklahoma.gov/careertech/educators/stem/about/teacher-certification.html>

## Teacher Responsibilities

- Appropriate certification for courses taught:
  - <https://oklahoma.gov/careertech/educators/certifications/forms-and-resources.html>
  - Contact Laurie Richison [Laurie.richison@careertech.ok.gov](mailto:Laurie.richison@careertech.ok.gov) or 405-743-5482
- Offer state-approved STEM courses and provide students with approved syllabi
  - Part-time programs require a minimum of 3 state-approved STEM courses
- Conduct at least one Advisory Committee meeting per year
- Submit *CareerTech* reports by due date
- Attend Oklahoma Summit Conference yearly
- Seek professional development that aligns with courses taught
- Work with local technology center to align curriculum and provide occupational outcomes for students
- Prepare for 5-year accreditation (TC) or evaluation of program (grades 5-12) as scheduled
- Maintain an active TSA chapter includes but is not limited to the elections of an officer team, a program of work that is planned and executed yearly by the TSA chapter, chapter students attend TSA Fall Leadership Conference, and chapter students compete in TSA competitive events at the TSA State Leadership Conference. Full-time STEM instructors shall have no other extracurricular duties or responsibilities other than those required through the TSA student organization and normal school supervisory duties.
  - Chapter Success Guide <https://www.oktsa.org/new-advisors>

## Funded & Unfunded Program Opportunities

### STEM Grants, Awards and Scholarship

PLTW, National Board, OkACTE, and more

<https://oklahoma.gov/careertech/educators/stem/funding-grants-and-scholarships.html>

### Funding and Grants

Financial aid funding, and grant opportunities related to school educators and administrators. Including Lottery Grants, Carl Perkins, Supplemental Grants, Grant Opportunities Announcements, Form 2 Program Requests

Innovative Grants: <https://oklahoma.gov/careertech/educators/perkins/innovation-grants.html>

Lottery Grants: <https://oklahoma.gov/careertech/educators/funding-and-grants.html>

Perkins: <https://oklahoma.gov/careertech/educators/perkins.html>

New Programs Form 2: <https://oklahoma.gov/careertech/educators/stem/funding-grants-and-scholarships/new-programs.html>

### CareerTech Scholarships and Financial Aid

Paying for an education might seem like a challenging task, but it doesn't have to be. You may apply for several types of aid including scholarships, grants, long-term loans, and work-study assistance.

#### All CareerTech Scholarships

<https://oklahoma.gov/careertech/students/scholarships.html>

#### Lottery Fund College Scholarship for CareerTech Educators

These scholarship dollars are provided by the Oklahoma Education Lottery Trust Fund. The purpose of the funds is to help students obtain their teaching credentials.

Additional Information: <https://oklahoma.gov/careertech/students/scholarships/lottery-funds-scholarships.html>

# OKCAREERGUIDE leads all Oklahomans through a proven career development process



## HB 2155 – The ICAP Bill



### Oklahoma Career Guide - Free

Oklahoma Career Guide an easy online tool available for all Oklahoman's to explore and guide their future. You can take assessments, identify occupations, establish education plans and, ultimately, connect with employers. Whether you are a student searching for career and college options or an adult looking for a new career path, OK Career Guide is the powerful tool to provide all the career and educational resources you will need to chart your course for the future.

### Capstone

Oklahoma Career and Technology Education defines capstone as the final course within a CTE program of study which has a minimum course equivalency of 360 hours of instruction, including the capstone course. The project-based capstone prepares students for an industry credential and provides relevant technical skill training and mentorship or work experience. (8716 PLTW Capstone, 8719 Biomedical Innovation, 8705 STEM Capstone, 8883 Aerospace Capstone)

### Work-Based Learning Suggested Timeline

Resources: <https://ctyou.org/mod/folder/view.php?id=598984>

WORK-BASED LEARNING		6 GRADE	7 GRADE	8 GRADE	9 GRADE	10 GRADE	11 GRADE	12 GRADE	13 GRADE
COMPLETION CRITERIA									
WBL Awareness	Tours/Field Trips	✓	✓	✓	✓	✓			
	Guest Speakers	✓	✓	✓	✓				
	Career Exploration Days/Fairs			✓	✓	✓			
	Interviews			✓	✓	✓			
WBL Exploration	Mentoring		✓	✓	✓	✓	✓		
	Service Learning	✓	✓	✓	✓	✓	✓	✓	
	Community Service/Volunteer Work	✓	✓	✓	✓	✓	✓	✓	✓
	CareerTech Program of Study [PBL, Co-Op, etc.]				✓	✓	✓	✓	✓
WBL Preparation	Job Shadow			✓	✓	✓	✓	✓	✓
	Internship						✓	✓	✓
	Clinical						✓	✓	✓
	Pre-Apprenticeship/ Youth Apprenticeship					✓	✓	✓	✓
	Apprenticeship							✓	✓
	Employee Development							✓	✓

Science, Technology, Engineering, Mathematics Grades 9 – 12 CESI Pathways: SC001 Engineering and Technology or SC002 Science and Math			
OCAS	Course	CESI	Oklahoma's Promise
2535	AP Computer Science A (Post-Secondary Point)	ST00208	Computer Science
2536	AP Computer Science Principles (Post-Secondary Point)	ST00200	Computer Science
8149	Desktop Publishing and Graphic Design	ST00313	Computer
8150	Multimedia & Image Management Techniques	ST00314	Computer
8153	Fundamentals of Web Design (embedded art)	ST00315	Computer Science
8160	Advanced Programming	ST00316	Computer Science
8169	Fundamentals of Technology	ST00317	Computer
8191	Digital Media Production	ST00318	Computer
8255	Internet of Things (IoT) Fundamentals	ST00319	Computer Science
8256	Cybersecurity Basics	ST00320	Computer Science
8257	Fundamentals of Project Management	ST00338	
8260	Drone Technology	ST00329	Computer
8559	Medical Terminology	ST00301	
8701	Survey of Biotechnology	ST00025	
8702	Biotechnology I	ST00017	
8703	Biotechnology II	ST00018	Science
8704	Advanced Biotechnology I	ST00026	
8705	STEM Capstone (Capstone Credit)	ST00027	
8706	PLTW Principles of Biomedical Science	ST00003	Science
8707	PLTW Human Body Systems	ST00001	Science
8708	PLTW Medical Interventions	ST00004	Science
8709	Intro to Engineering Design	ST00023	Computer
8710	Principles of Engineering	ST00024	Computer
8711	PLTW Digital Electronics	ST00021	Math
8712	PLTW Computer Integrated Manufacturing	ST00041	Computer
8713	PLTW Civil Engineering and Architecture	ST00019	Computer
8715	PLTW Aerospace Engineering	ST00013	Science
8716	PLTW Capstone	ST00022	
8717	Advanced Biotechnology II	ST00040	Science
8718	Biomedical Health Careers	ST00060	
8719	PLTW Biomedical Innovation (Capstone Credit)	ST00005	Science
8720	Crime Scene Investigation	ST00278	Science
8721	STEM Internship	ST00328	
8722	Quantum Computing	ST00302	
8825	Advanced Technological Applications	ST00191	
8826	Advanced Design Applications	ST00125	
8827	Engineering Design	ST00192	
8828	Technology Foundations	ST00134	
8833	Robotics Engineering	ST00142	Computer Science
8847	Technology and Society	ST00187	
8848	Technological Design	ST00136	
8849	Science and Technical Visualization I	ST00188	
8850	Science and Technical Visualization II	ST00189	
8852	Computer Science Essentials	ST00248	Computer Science
8854	PLTW Environmental Sustainability	ST00213	Science
8855	Nature of Science & Technology (SREB)	ST00243	
8856	Core Applications of Science & Technology (SREB)	ST00244	
8857	Impacts of Science & Technology (SREB)	ST00245	
8858	Creativity & Innovations (SREB)	ST00247	
8860	Computer Science Principles	ST00249	Computer Science
8861	PLTW Cybersecurity	ST00250	Computer Science
8862	Advanced Technology for Design Production (SREB)	ST00251	
8863	Systems of Advanced Technology (SREB)	ST00252	
8864	Mechatronic Systems for Advanced Production (SREB)	ST00253	
8865	Design for the Production of Advanced Products (SREB)	ST00254	
8866	Advanced Robotics Engineering	ST00255	Computer Science
8867	Computer Science Discoveries	ST00256	Computer

## Science, Technology, Engineering and Math Core Courses Grade 9 – 12

### CESI Pathways: SC001 Engineering and Technology or SC002 Science and Math

OCAS	Course	CESI	Oklahoma's Promise
8868	Aeroponics/Hydroponics/Aquaponics	ST00257	
8869	STEM Core	ST00258	
8870	Space Engineering Concepts	ST00259	Computer
8871	Python	ST00260	Computer Science
8872	Renewable Energy	ST00261	
8873	Google Tools	ST00262	Computer
8874	Aviation I	ST00263	
8875	Aviation II	ST00264	Computer
8876	Aviation III – Pilot	ST00265	Computer
8876	Aviation III – UAS	ST00267	Computer
8877	Aviation IV	ST00266	
8878	Engineering Essentials	ST00268	Computer
8879	Mechanical Design Engineering	ST00272	Computer
8880	Architecture Design	ST00273	Computer
8881	Virtual Reality (VR) Coding (embedded art)	ST00274	Computer
8882	Advanced Mechanical Design Engineering	ST00275	Computer
8883	Aerospace Capstone	ST00284	
8884	Regulations and Ground Operations	ST00279	
8885	Aircraft Material and Corrosions Control	ST00280	
8886	Applied Science of Aircraft Maintenance	ST00282	Computer
8887	Basic Electricity	ST00281	Computer
8888	Drone Applications	ST00297	Computer
8889	Introduction to AI	ST00337	TBD
8903	Architecture Computer Aided Drafting and Design	ST00321	Computer
8904	Engineering Computer Aided Drafting and Design	ST00322	Computer
8905	Fundamentals of Computer Aided Drafting and Design	ST00323	Computer
8953	Introduction to Manufacturing	ST00324	
8990	Work-Based Learning I - STEM	ST00303	
8991	Work-Based Learning II – STEM	ST00304	

**CareerTech Certifications by Course** <https://www.okcareertech.org/educators/certifications/forms-and-resources>

**Oklahoma Promise Approved Courses:** [https://secure.okcollegestart.org/College\\_Planning/Prepare\\_for\\_College/course\\_guidelines.aspx](https://secure.okcollegestart.org/College_Planning/Prepare_for_College/course_guidelines.aspx)

**CESI Pathway: SC000 Science, Technology, Engineering and Mathematics Exploratory****Instructional Level Code: 73044****\*Instructional Level Code** (middle school courses that count of high school credit): 00579

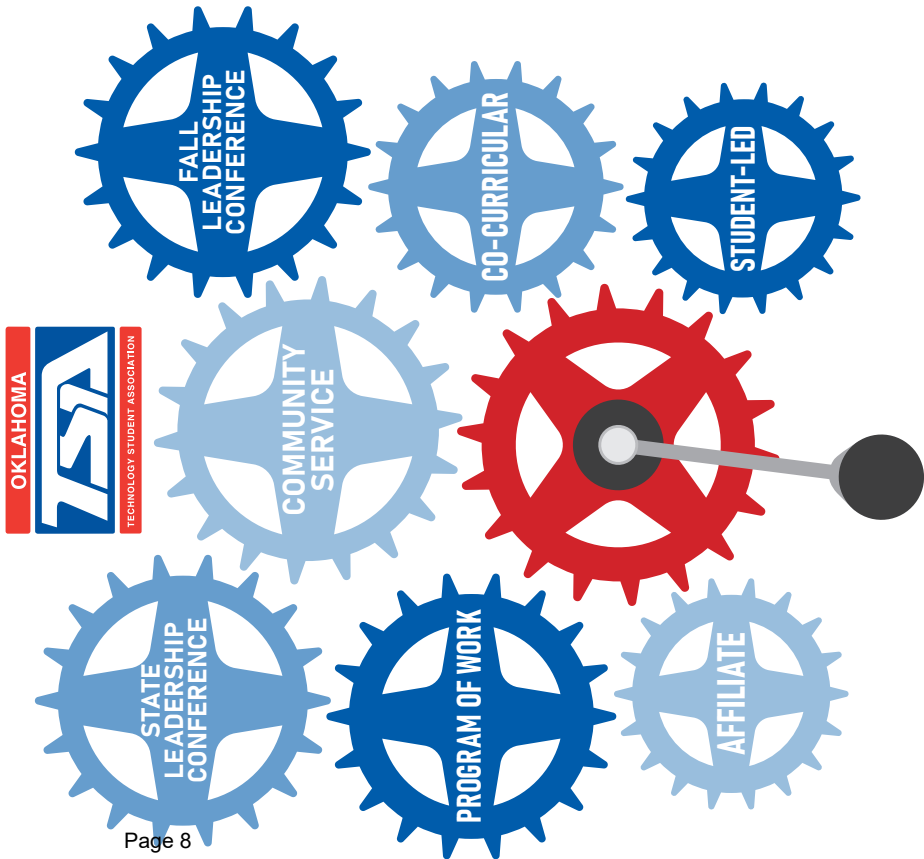
<b>Science, Technology, Engineering and Math Courses Grade 5 – 8</b>		<b>Pathway: SC000 STEM Exploratory</b>
OCAS	Course Titles	CESI Course Codes
8830	Engineering Exploration	ST00289 or choose one below
8830	Automation and Robotics (Gateway)	ST00088
8830	Design and Modeling (Gateway)	ST00085
8830	Gateway Exploration	ST00276
8830	Magic of Electrons (Gateway)	ST00086
8830	Robotics Exploration	ST00336
8830	STEM Career Exploration	ST00288
8830	Tech Engineering Exploration I	ST00230 (Year), ST00229 (Semester), ST00228 (9 Week)
8830	Tech Engineering Exploration II	ST00236 (Year), ST00235 (Semester), ST00234 (9 Week)
8830	Tech Engineering Exploration III	ST00242 (Year), ST00241 (Semester), ST00240 (9 Week)
8835	Health Science Exploration	ST00286 or choose one below
8835	Medical Detectives Ex. (Gateway)	ST00090
8838	Information Technology Exploration	ST00287 or choose one below
8838	App Creator Ex. (Gateway)	ST00091
8838	CS for Inn. & Makers Ex (Gateway)	ST00095
8838	Computer Science Exploration	ST00096
8838	Cybersecurity Exploration	ST00334
8838	Science of Technology Ex. (Gateway)	ST00087
8867	Computer Science Discoveries (Grades 8-12) *	ST00256
8971	Architecture & Construction Exploration	ST00292 or choose one below:
8971	Green Architecture Ex. (Gateway)	ST00139
8972	Arts, A/V Technology & Communication Exploration	ST00293
8874	Google Tools (Grades 8-12) *	ST00262
8976	Natural Resources Exploration	ST00294 or choose one below:
8976	Energy and the Environment Exploration (Gateway)	ST00138
8976	Renewable Energy Exploration	ST00277
8977	Manufacturing Exploration	ST00295
8978	Transportation Exploration	ST00296 or choose one below:
8978	Flight and Space (Gateway)	ST00089
8874	Aviation I (Grades 7-12) *	ST00263
8875	Aviation II (Grades 8-12) *	ST00264
8878	Engineering Essentials	ST00268





**STEM** Science, Technology, Engineering & Mathematics  
TSA student organization

# Program Requirements

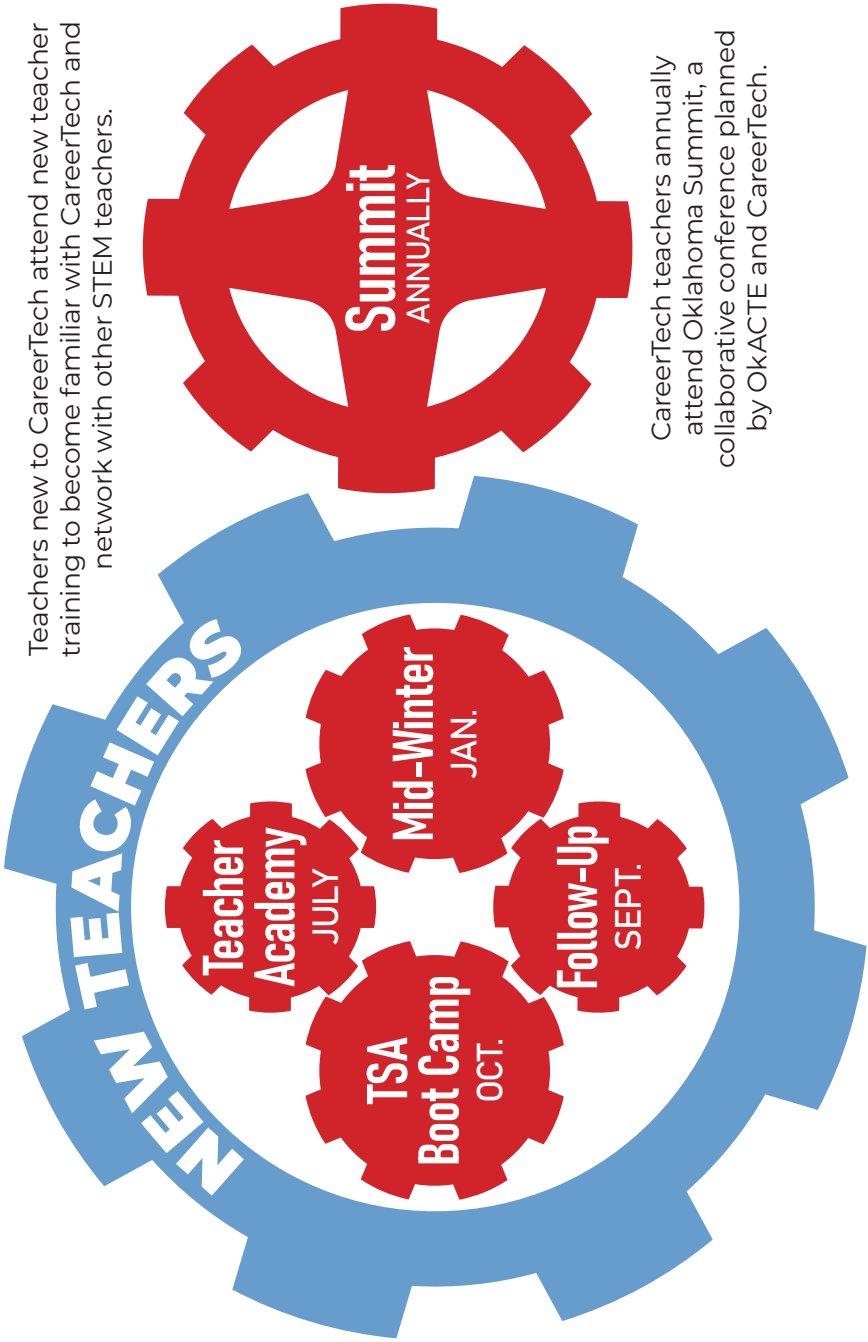


## CAREERTECH STUDENT ORGANIZATIONS

All CareerTech teachers must have an active CareerTech Student Organization. TSA is the student organization that aligns to STEM.

## PROFESSIONAL DEVELOPMENT

Teachers new to CareerTech attend new teacher training to become familiar with CareerTech and network with other STEM teachers.



CareerTech teachers annually attend Oklahoma Summit, a collaborative conference planned by OkACTE and CareerTech.

## STEM COURSES

CareerTech STEM programs teach STEM-approved courses and schools report all courses using 8000 level codes.



## FUNDING

- **STEM Program 412 annual funding**  
*Equipment, supplies, professional development*
- **STEM Teacher 411 annual stipend**
- **Lottery grants** *Receive every other year*
- **Innovative grants** *Opens every two years*



## REPORTS

- **412 funding** *STEM 315*
- **Salary and schedule** *September*
- **CESI** *Student enrollment, October*
- **Student completion** *Seniors follow-up, November*
- **OCAS codes** *8000*
- **CTIMS** *<https://ctims.okcareertech.org/CTBDSWeb/>*

## ADVISORY COMMITTEE

CareerTech Programs must hold at least one advisory committee meeting each year. The committee should help with curriculum and equipment decisions.

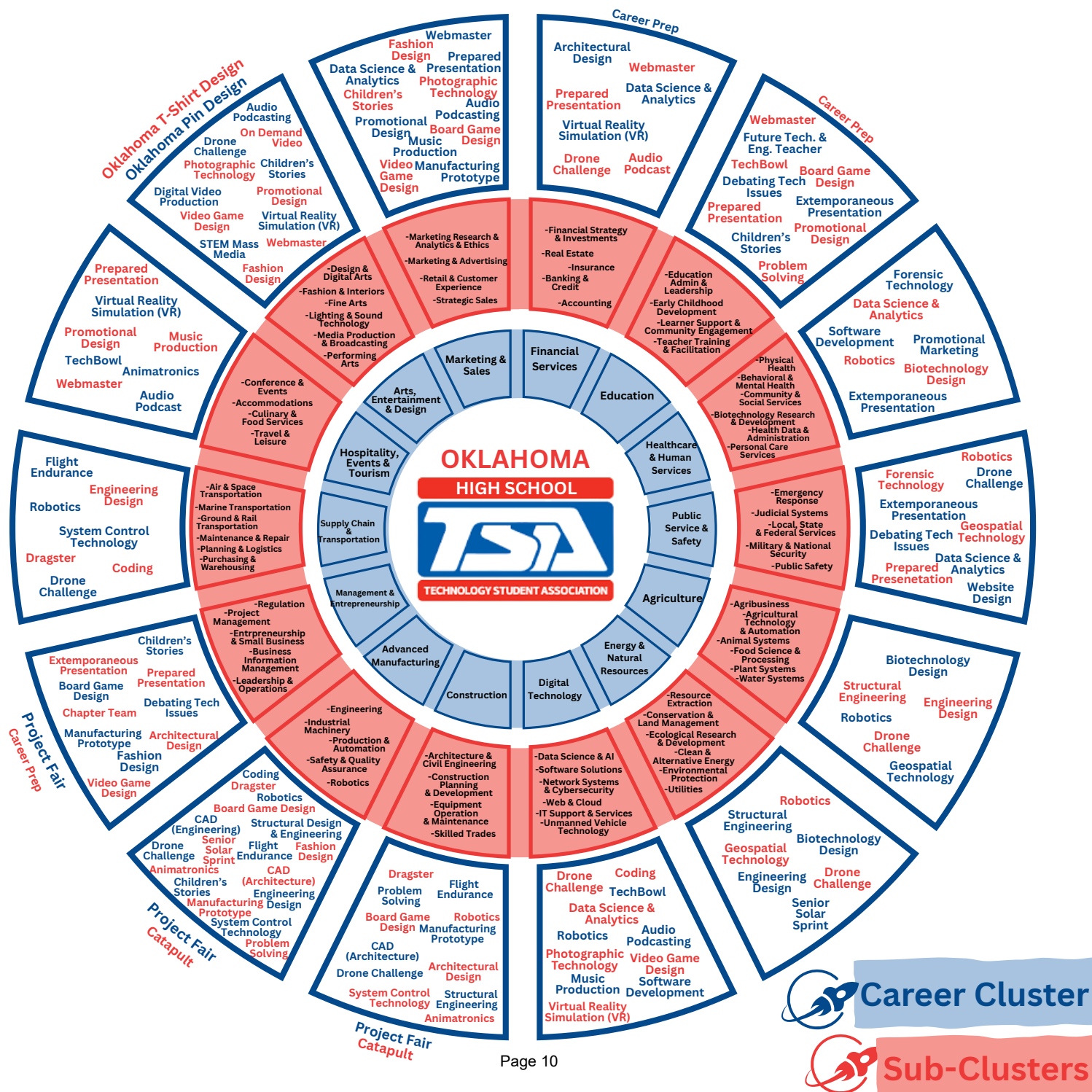


# STEM

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Oklahoma TSA is more than just a student organization—it is a launchpad for workforce development across the state. By engaging in TSA competitions, students gain critical skills that directly align with high-demand industries and career pathways. This wheel clearly illustrates the interconnectedness between individual TSA events and the National Career Clusters Framework. Advisors and members can use this wheel as a tool to help students explore future careers, make informed decisions, and develop personalized plans to achieve their goals through TSA competitive events. Many TSA competitions also incorporate annual themes and real-world challenges, often aligning with multiple clusters, groupings, and sub-clusters—further reinforcing TSA’s role in preparing the next generation of Oklahoma’s workforce.



# STEM

**SCIENCE,  
TECHNOLOGY,  
ENGINEERING and  
MATHEMATICS**

**365+**  
TOTAL PROGRAMS  
FOR  
GRADES 5-12

**40+**  
OKLAHOMA'S  
PROMISE  
COURSES

**4**  
CAPSTONE  
COURSES

**51K+**  
**STUDENTS  
IMPACTED**

**60+**  
TECH CENTER  
PROGRAMS

## STEM PROGRAMS

*Grades 5-12*

- Aerospace
- Biotechnology
- Computer Science
- Pre-Engineering
- Robotics Engineering
- Technology Engineering

## HOW DO I SUPPORT STEM EDUCATION?

- ⊗ Volunteer your time.
- ⊗ Establish a scholarship.
- ⊗ Internship.
- ⊗ Mentor TSA students.
- ⊗ Sponsor a TSA event.
- ⊗ Judge a TSA competitive event.
- ⊗ Host business and industry tours.
- ⊗ Serve on a school advisory committee.

To get involved, scan the QR code or go online to

**<https://forms.office.com/g/hNhU5v6a0f>**



**Tonja Norwood**  
State Program Manager  
Science, Technology, Engineering and Mathematics

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**STEM**

Science, Technology, Engineering & Mathematics  
TSA student organization

**OKLAHOMA  
CareerTech**





**OKLAHOMA**



**TECHNOLOGY STUDENT ASSOCIATION**

# WORKING TOGETHER

to lead in a technical world



## LEADERSHIP AND 21ST CENTURY SKILL DEVELOPMENT

- ⚙ Communication
- ⚙ Collaboration/Social Skills
- ⚙ Initiative
- ⚙ Problem Solving/Risk Taking
- ⚙ Critical Thinking
- ⚙ Relationship Building/Teamwork
- ⚙ Perseverance/Grit
- ⚙ Creativity
- ⚙ Dependability/Integrity
- ⚙ Flexibility/Adaptability

To find out more and get involved,  
scan the QR code or go to

[www.oktsa.org](http://www.oktsa.org)



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## MEMBERSHIP



**34K+**

statewide

**300K+**

nationwide

## STATE CHAPTERS

**127**  
high school

**162**  
middle school

## COMPETITIVE EVENTS



**45+**  
high school

**40+**  
middle school

**Tami Redus**

State Advisor

Technology Student Association

1500 West Seventh Avenue

Stillwater, OK 74074-4398

405-743-5438 office

Tami.Redus@careertech.ok.gov

[www.okcareertech.org](http://www.okcareertech.org)

# CareerTech WBL Partnership Express Employment Professionals

## About Work-Based Learning

Work-based learning is a tool that allows the Oklahoma CareerTech System to provide a higher level of engagement and relevance for our students. One key to WBL success is the willingness of employers to provide paid internships for students to learn and master their skills at the workplace. For some employers, concerns about liability, workers' compensation insurance and a lack of comfort in the process are barriers to prevent them from participating in WBL.

Express Employment Professionals can remove these barriers and provide additional services to potential WBL employers, students and schools.

## Why Participate?

- Express Employment Professionals is the actual employer of the WBL student and covers the required workers' compensation insurance and liability.  
The onboarding and off-boarding processes are covered by Express Employment Professionals:
  - I-9, W-2, FICA.
  - Drug testing (if required).
  - Termination and unemployment.
- Students can experience multiple employers and even multiple industries during their WBL experiences.
- A poor fit between employer and intern can result in a simple reassignment to another WBL opportunity and not require a termination.
- Both the school and Express Employment Professionals have a vested interest in WBL student success.
- The combined resources of the school and Express Employment Professionals provide a higher level of career development.

The CareerTech – Express WBL process may be statewide in general design, marketing and recruitment, but execution will require local connection and customization to be successful. Each local Express agency will work with the schools in its area to create individualized plans to fit each student, employer and school.





## Process

- **School Determines When Student Is Ready For Work-Based Learning.**
  - Student should have enough foundational technical skills to be successful.
  - Student should be prepared for job search (interview skills and resume).
- **Student, School or Employer Notifies Local Express Office About Desire To Participate.**
- **Students Interview with Employers.**
- **Student/Guardian, School and Employer Complete WBL Agreement.**
  - WBL learning objectives are identified.
  - Evaluation process is identified.
- **WBL Experience Begins.**

## Partner's Roles

### Roles of the School

- Provide structured occupational education and connections with industry to provide career awareness, career exploration and career experiences that prepare students for the world of work.
- For youth under 18 years old, confirm the suitability of the WBL placement by researching federal and state child labor laws.
- Ensure the student has a transportation plan for getting to and from the workplace.
- Encourage technology center adult students to research the staffing agency WBL option as a viable solution for gaining experience.

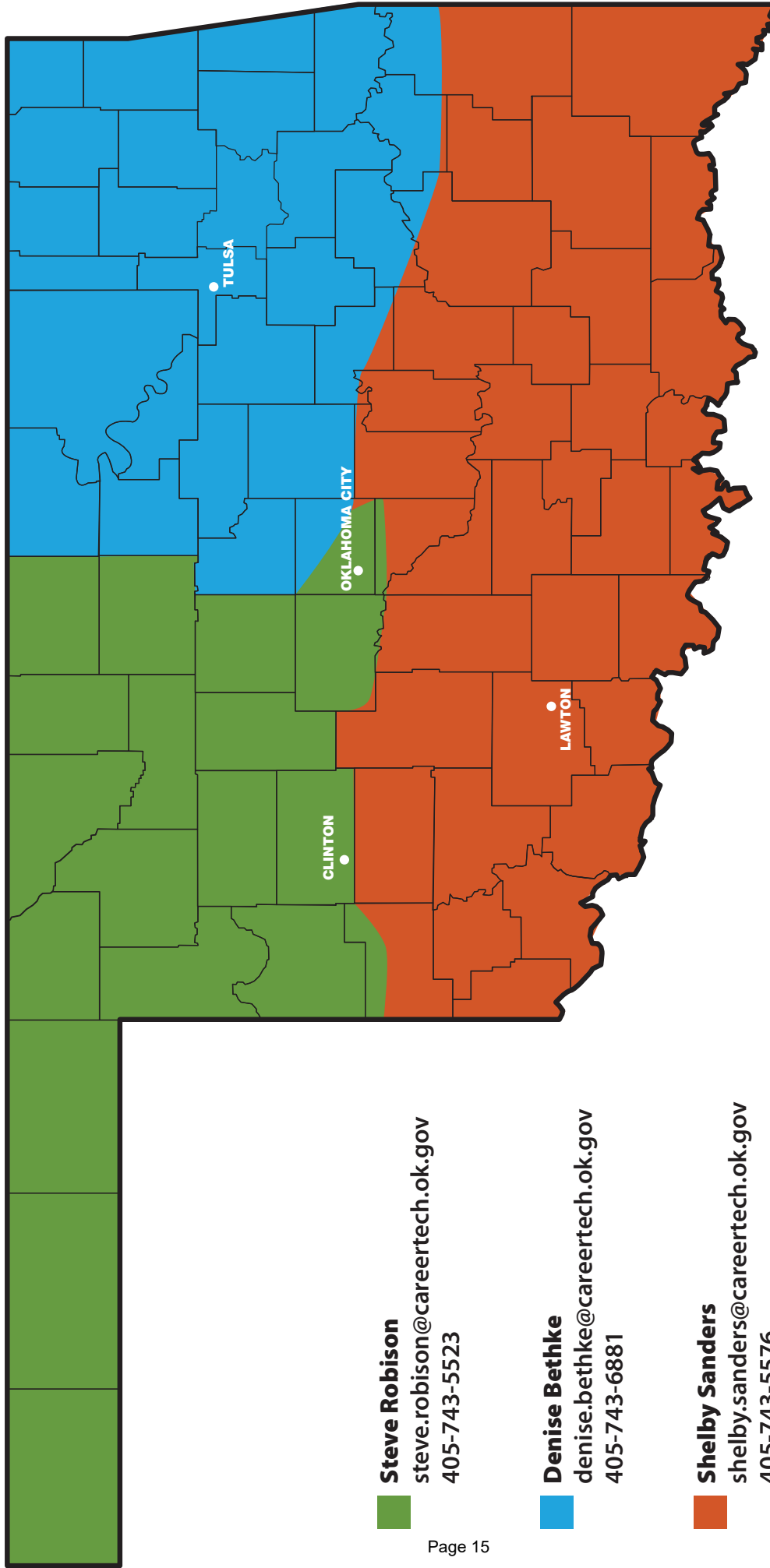
### Roles of Express

- Provide WBL point of contact for schools and students interested in paid internships.
- Provide all customary onboarding and employment services provided to typical employees.
- Serve on local CareerTech advisory boards or business and industry councils.

### Roles in Partnership

- Recruit and identify WBL opportunities with local employers.
- Create individualized WBL agreements identifying the learning objectives targeted during the WBL experience, expected timeline and identified completion criteria for the WBL.
- Participate in marketing and promoting the partnership to students, parents and employers.
- Communicate and report student performance data to document adherence to the WBL agreement.
- Encourage WBL students to pursue and achieve stackable credentials and industry certifications.

# Perkins Region



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STEM Science, Technology, Engineering & Mathematics

# 2025-26 STEM PROGRAMS

