

## What are the CDOS standards?

The Career Development & Occupational Studies (CDOS) standards are a set of general employability learning standards. These standards are the framework upon which the new CDOS Commencement Credential is built. The CDOS learning standards are broken down into the following:

### Standard 1: Career Development

Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions.

### Standard 2: Integrated Learning

Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.

### Standard 3a: Universal Foundation Skills

Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.

### Standard 3b: Career Majors

Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in post secondary programs.

## CDOS Checklist

For a student to be eligible to obtain a CDOS Commencement Credential through Option 1, the student must have:

- Developed a **Career Plan** within the last year of HS
- Demonstrated achievement of commencement level **CDOS Learning Standards 1, 2 & 3a**
- Successfully completed **216 Hours of CTE coursework and / or Work Based Learning** (of which at least 54 hours are in WBL)
- At least one completed **Employability Profile**

## Non-Discrimination Statement of SWBOCES

The Southern Westchester Board of Cooperative Educational Services, its officers and employees, shall not discriminate against any individuals, including but not limited to students, employees or applicants on the basis of age, religion, race, creed, color, gender expression or identity, national origin, sex, disability, marital status, veteran or military status, sexual orientation, or predisposing genetic characteristics.

This policy of nondiscrimination includes access by students to educational programs; counseling services for students; course offerings and student activities; recruitment, appointment and pro-motion of employees; and employment pay and benefits, and it is required by Title IX of Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, as amended and then promul-gated thereunder, not to discriminate in such a manner. This policy also provides equal access to the Boy Scouts and other designated youth groups.

Any citizen, student or employee who feels that s/he or her/his rights under Title VI, VII, IX/EEO, Section 504/Americans with Disabilities Act (ADA) or the Boy Scouts of America Equal Access Act have been violated by the BOCES or its officials should direct all complaints to the Compliance Officer at :

### Southern Westchester BOCES

17 Berkley Drive  
Rye Brook, NY 10573  
Phone: (914) 937-3820

### Contact Us

For additional information about the Center for Career Services, or the new CDOS Support Services provided through the CCS, please contact us at: (914) 761-3400.

or visit us on the web at: <http://careers.swboces.org>

# Center *for* Career Services



Career **D**evelopment &  
Occupational **S**tudies  
*Support Services*

2018—2019

## Vocational Assessment

Districts requiring in-depth vocational assessments for students may obtain them through the Center for Career Services. The vocational assessment includes a career-interest inventory, a work-readiness assessment, measures vocational strengths and weaknesses. Examples of the aptitudes measure include: manual dexterity, finger dexterity, hand-eye-foot coordination, clerical perception, and color discrimination. This service includes a detailed post-assessment report that offers students, districts, and parents insight into potential career paths that best match an assessed students' vocational interests and aptitudes.



## WBL Coordination

A certified work-based learning coordinator is available as a shared service to assist our component districts in their design and implementation of programs related to the CDOS or Skills and Achievement Commencement Credentials. Through this service, the WBL coordinator works collaboratively with component school district personnel to support existing or emerging in-district CDOS programming. Examples of supports available through this service include, but are not limited to: consulting on current curriculum, integrating CDOS standards into current instruction, assistance in the tracking and maintenance of data related to CDOS, and completing the required NYSED documentation for a district to grant the CDOS / Skills Commencement Credential. Also, the WBL plays a key role in development of additional supports designed to meet the specific needs of each individual district in relation to CDOS.

## Itinerant CTE Teacher

The Center for Career Services is offering a service designed to support our districts in the delivery of the CTE instructional hours which count towards the 216 hour NYSED requirement for a student to be eligible to receive a CDOS Commencement Credential. According to NYSED regulations:

*...locally developed CTE courses must also be taught by CTE teachers. Unless also certified as a CTE teacher, a special and/or general education teacher cannot teach courses required for award of this credential. However, the CTE teacher and special and/or general education teacher may work together to co-plan and/or deliver the coursework.*

The Itinerant CTE Teacher service is designed to support component districts without a NYSED Certified CTE teacher on staff or to supplement existing special education curricula and instruction.

## Job Shadowing Road Trips\*

District students (CDOS) may elect to sign up through their local school district to shadow several different employees and/or occupations in a single comprehensive field trip coordinated by the Center for Career Services. The hours accumulated during each of these Job Shadowing Road Trips (*approximately 10 hours in total for each experience*) can be applied to the Work-Based Learning requirement (*216 hours of CTE and/or WBL, of which at least 54 are in WBL*) for a student to be granted a CDOS Commencement Credential. Potential job sites might include a hospital, a corporate office, a hotel, etc. Additional information on each of these experiences will be sent to our component districts as they develop (*date, location of experience, etc.*). Each Job Shadowing Road Trip will culminate with a summative project.

## Service Learning Projects\*

Students electing to participate in a Service Learning Project as a WBL activity would be involved in all aspects of a 3-5 day project occurring on the CCS campus in Valhalla, in their local school district, and/or in the local community. Participating students would gain the associated WBL hours for each of these projects to add to their CDOS portfolio as they pursue their CDOS Commencement Credential.



## \*New for 2018-19

Districts are now given the option to work collaboratively with the Center for Career Services staff to design customized Job Shadowing Road Trips and/or Service Learning Projects to meet their specific needs. In many cases, these projects can be arranged to take place in, or depart from the home school building to avoid additional transportation costs. To arrange a custom Job Shadowing Road Trip or Service Learning Project, please contact us at (914) 761-3400.

## National Work Readiness Credential Testing Option 2 [CASAS]

Students who are pursuing a CDOS credential will also have the benefit of participating in CASAS or Comprehensive Adult Student Assessment Systems at the Career Services campus in Valhalla. Districts that have students who are CDOS credential eligible but are not on the SWBOCES campus will be able to have their students tested at Valhalla. When they meet the standard they will receive the Workforce Skills Certificate and be eligible for Option 2 for the NYS CDOS credential requirement.

## Life Skills Training Room

The CCS is proud to offer a life skills training room for district use. This newly renovated 'classroom' space is a support to our districts ongoing life skills instruction. Our newly renovated 'apartment' has a functioning kitchen, bathroom, bedroom and laundry services where students can apply and refine real-world life skills in a simulated setting. The front of the classroom serves as our School Store, giving participating students the opportunity to sell items and gain experience with customer service, money skills, etc. This classroom is available to our districts by reservation only, and can be used as a one-time 'field trip' or on a more regularly scheduled basis, according to district need.

## District Pricing

### Vocational Assessment

**Fee:** \$750 per student / report

### Work Based Learning Coordination

**Fee:** \$1150 per day (*in one day increments*)

### Itinerant CTE Teacher

**Fee:** \$20,000 per 0.1 FTE

### Job Shadowing Road Trips

**Fee:** per student / trip rate TBD

### Service Learning Projects

**Fee:** per student / trip rate TBD

### National Work Readiness Credential Testing

#### Option 2 - CASAS

**Fee:** per student rate TBD

### Life Skills Training Room

**Fee:** \$200 per half day session  
(Up to 15 students / visit)

## Did you Know?

The **Center for Career Services** provides Career & Technical Education to students from approximately 33 school districts located mostly in Southern Westchester county. For additional information on our programming, please contact us at (914) 761-3400 or visit our website at: <http://careers.swboces.org>