

# Dictionary

career planning & education "terms & definitions"



**Ability to Benefit** A designation given to a student who does not have a high school diploma or GED but has demonstrated the ability to benefit from the education offered by a postsecondary institution by making a passing score on a test approved by the U.S. Secretary of Education so that the student may be awarded federal aid.

**Academic Credit** The unit of measurement an institution awards when the determined course or subject requirement(s) are fulfilled.

**Academically Disadvantaged** Individuals who score at or below the 25th percentile on a standardized achievement aptitude test or whose secondary school grades are below 2.0 on a 4.0 scale (where the grade "A" equals 4.0) or who fail to obtain minimal academic competencies.

**Academy Model** The Academy Model is an industry focused, student centered, performance driven system of integrated instruction. Areas of training of a related nature are combined together offering a more flexible training opportunity, covering more aspects of the skill trade area. The Academy Model integrates related academics, life skills and employability skills into industry standards to ensure a seamless training system. It also includes a definitive pre-assessment component for enrollment, which will ensure that the right student is enrolled in the right academy.

**Accommodation Plan** A plan developed in cooperation with the qualified person with a disability (as defined by the ADA or Section 504) designed to address the reasonable accommodations needed in order for the individual to participate in a career and technology education program.

**Accreditation** Status of public recognition that an accrediting agency grants an educational institution or program that meets the agency's established standards and requirements.

**Accredited Program** A CareerTech program offered in an accredited institution approved by the Oklahoma Department of Career and Technology Education and/or the State Department of Education. Accredited programs are a minimum of 600 clock-hours.

**Accrediting Agency** An agency that establishes operating standards for educational institutions and programs and that determines the extent to

which the standards are met. Its findings are publicly announced.

**ACE CREDIT** The American Council on Education's College Credit Recommendation Service allows students in selected programs to gain a college credit recommendation for CareerTech studies. This recommendation can be used nationally and internationally.

**Achievement Tests** Tests designed to measure the degree of success in a past learning activity and predict probable future academic success.

**ACT** See American College Testing Program

**ADA** Americans with Disabilities Act.

**Adult and Career Development (ACD)** A division of the Oklahoma Department of Career and Technology Education that provides leadership and resources for adult training programs that offer career and professional development, upgrade and skill specific training, continuing education, and personal enrichment training opportunities at technology centers.

**Advanced Placement (AP)** Credit and/or advanced standing in certain course sequences that postsecondary institutions may offer to high school students who have taken high-level courses and passed certain examinations.

**Advanced Standing Agreement** An agreement between the State Regents for Higher Education, a technology center, and a college or university to grant advanced placement.

**Agricultural Education (Ag Ed)** An occupational division of the Oklahoma Department of Career and Technology Education that administers agricultural education programs which prepare students for careers in production agriculture, agribusiness, and other emerging occupations.

**American College Testing Program (ACT)**

Provides measures of educational development and readiness to pursue college-level coursework.

**Aptitude Tests** Tests designed to predict success in future learning activities, particularly in skill areas in which little or no instruction has taken place. They are generally less dependent on past school experience than achievement tests and measure a broader range of capabilities.

**Articulation Agreement** The linking of two or more educational systems to help students make a smooth transition from one level to another

without experiencing delays, duplication of courses, or loss of credit.

**ASE** Automotive Service Excellence.

**Assessment** The use of standardized instruments, interviews, or other means to determine factors that may contribute to the success of students in career and technology programs. These factors may include interest, aptitude, academic achievement, work experience, learning style, work values, and other traits. Assessment may also be administered to determine progress attained by students during training or areas of need to address educationally.

**Average Daily Attendance (ADA)** The aggregate attendance of a school during a report period divided by the number of days school is in session during the period.

**Basic Skills** Basic academic and tutorial services designed to increase literacy levels, upgrade literacy, and improve listening and speaking skills. Also referred to as Pre-CareerTech skills.

**Best Practices** Examples of how high-performing schools, programs, or strategies are achieving success.

**BIA** Bureau of Indian Affairs.

**Business Professionals of America (BPA)** The Career and Technology Student Organization for students enrolled in Business and Information Technology Education.

**Career and Technology Student Organization (CTSO)** Student organizations designed to support the CareerTech goals of students and prepare members to be the leaders of the future.

**Career Awareness** Activities designed to assist students to understand the role of work, one's own uniqueness, and basic knowledge about career clusters and of different occupations within those clusters.

**Career Cluster** Occupations that are grouped together by common job duties and characteristics.

**Career Concentration** Foundation, core, and specialized courses or programs that help students succeed in work and further education.

**Career Counseling** Communication that takes place between counseling professionals and their clients concerning issues of preference, competency, achievement, self-esteem, and the array of factors that facilitate or inhibit personal planning.

**Career Development** A lifelong process involving the development of work values, establishment of a career identity, learning about opportunities, and trying out plans. The process is designed to help individuals understand their relationship to the world of work. Career development is generally accepted as including a person's total lifestyle — occupations, education, social responsibility, family life, leisure activities, etc.

**Career Exploration** Activities designed to assist students in discovering their individual interests, abilities, career values, and needs by exploring occupations and the world of work.

**Career Resource Network (CRN)** The entity of the Oklahoma Department of Career and Technology Education that provides current and comprehensive occupational, career development, and labor market information to Oklahoma in both electronic and printed formats.

**CareerTech** Career and Technology Education.

**Carnegie Unit** Credit that may be given for the successful completion of a course that meets 40 minutes a day, five days a week, for at least 36 weeks, or the equivalent of 120 clock hours within the school year.

**CBI** Computer-Based Instruction.

**CBT** Computer-Based Training.

**CDA** Child Development Associate, a national credentialing program.

**Certificate** The formal acknowledgment of successful completion of a particular program or course of study, particularly in a CareerTech school, trade school, or junior college.

**Certification** Granted to a person who has fulfilled the educational and performance requirements and meets the standards established by a professional organization or government agency that regulates a particular career.

**CEU** See Continuing Education Unit.

**Civil Rights Compliance** Nondiscrimination on the basis of race, color, national origin, sex, age, or disability.

**Clinical Coordination** Planned, supervised work-site learning experiences that are aligned with the curriculum and allow health occupations education students to practice skills.

**Clock Hour** The unit of measurement some institutions give for fulfilling course requirements.

**Coherent Sequence of Courses** A series of courses in which CareerTech and academic education are integrated and directly related to both academic and occupational competencies.

**College-Level Examination Program (CLEP)** A series of examinations demonstrating a student's proficiency in a subject area for which some post-secondary institutions offer credit.

**College Preparatory Program** Courses in academic subjects that stress preparation for college or university study.

**Competency** An underlying, performance-based capability that can be applied to new situations and environments. Competency can be a determination of occupational readiness.

**Competency Assessment** A summative assessment that measures how well occupational skills have been mastered. When used with performance evaluations, competency tests provide useful indicators of occupational readiness.

**Competency-Based Education** A system of education that is founded on industry-identified skill standards and educational outcomes.

**Comprehensive Local Education Plan (CLEP)** A four-year plan for a school that is required by the State Department of Education (SDE). For technology centers, the plan is submitted to the ODCTE and covers school improvement, professional development, and capital improvement. For comprehensive high schools, it must also include alternative education and reading sufficiency and be submitted to the SDE.

**Contextual Learning** Academic content and skills taught by utilizing real-world problems and projects to help students understand the application of knowledge.

**Cooperative Agreement** Agreements between technology centers, the Regents for Higher Education, and junior, community, and four-year colleges. Under a cooperative agreement, institutions grant college credit for technical training received at a local technology center.

**Credit** A quantitative measurement assigned to a course and awarded upon successful completion of the coursework.

**Credit or Credit Hour** A unit of measurement some institutions award for fulfilling course requirements.

**Curriculum Materials** Instructional and related or supportive materials designed to prepare the individual for employment or to upgrade occupational competencies. Appropriate counseling and guidance materials are included.

**DHS** Department of Human Services.

**Displaced Homemaker** An individual who has worked primarily without remuneration to care for a home and family and, for that reason, has diminished marketable skills, has been dependent on the income of another family member but is no longer supported by that income, is a parent whose youngest dependent child will become ineligible to receive assistance under Part A of the Social Security Act, or is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

**Distance Learning** A system and a process that connects learners with distributed learning resources and is characterized by separation of place and/or time between instructor and learner, among learners and/or between learners and learning resources and connectivity, interaction, or engagement between the learner and instructor, among learners, and/or between learners and learning resources and conducted through one or more media.

**Economically Disadvantaged (Including Foster Children)** Any person who is eligible for or receiving Aid to Dependent Children under Part A of Title IV of the Social Security Act, benefits under the Food Stamp Act of 1977, is counted for purposes of Section 1005 of Chapter 1 of Title 1 of the Elementary and Secondary Education Act of 1965, participating in a program assisted under Title II of JTPA, receiving a PELL grant or assistance under a comparable state program, or determined as low-income according to the Department of Commerce or the Department of Health and Human Services' Poverty Guidelines.

**Education Enhancement Center (EEC)** EEC's, located in technology centers, are designed to provide academic instruction at all achievement levels to assist students in their acquisition of technical skills.

**Educational Equity** Activities carried out in the CareerTech educational system to reduce

gender bias, gender stereotyping, and gender discrimination.

**Employability Skills** Skills and ability level needed to perform a given job satisfactorily. It includes not only reading, writing, arithmetic and mathematics, speaking, and listening but also learning to learn, problem solving, creative thinking, goal setting, interpersonal skills, teamwork, etc.

**EPAS** Educational Planning and Assessment System is an integrated series of assessments (PLAN, EXPLORE, and ACT) and reporting services that supports educators as they help students set and reach goals for life after high school.

**Equal Employment Opportunity (EEO)**

Workplace rules, policies, practices, and behaviors that are fair and do not disadvantage people because they belong to particular groups. All workers are valued and respected and have opportunities to develop their potentials.

**Equal Opportunity Employer (EOE)** An agency or institution that practices the belief that customer satisfaction is earned and quality is never compromised, and that an employer-employee relationship is based upon mutual respect, a committed work ethic, and recognition of each individual's importance and value.

**Family Educational Rights and Privacy Act (FERPA)**

Protects the privacy of parents and students regarding access to records and the release of records maintained by educational agencies receiving funds from the U.S. Department of Education. The Act gives postsecondary students and parents of students under age 18 the right to inspect the student's school files and prohibits the release of any information or material in the file without written consent from the parent or student aged 18 and over.

**Feeder School** A comprehensive high school that is a member of a technology center school district.

**Financial Aid** A general term that describes any source of student assistance outside the student or the student's family. Funds awarded to a student to help meet postsecondary educational expenses. These funds are generally awarded on the basis of financial need and include scholarships, grants, loans, and employment.

**Follow-up** The collection of data on students who were enrolled in a CareerTech program that is

used to evaluate the effectiveness of a program, school, and/or system.

**High School (HS)** A secondary school offering the final years of school work necessary for graduation, usually including grades 9,10, 11 and 12.

**High Schools That Work (HSTW)** A framework of goals, key practices, and key conditions that schools implement to raise student achievement and meet higher standards. The primary goals are to raise the mathematics, communication, problem-solving, and technical achievement of students and to blend the essential content of traditional college-preparatory studies with quality career and technical studies.

**In-District Student** One who is a legal resident of a school district and is thereby entitled to reduced tuition charges.

**Individual Planning** A process involving individual advisement, assessment, career guidance, and counseling. Responsive services include consultation, short-term personal and crisis counseling, small-group counseling, and referral.

**Individualized Education Program (IEP)**

A written statement for each child with a disability identified under the IDEA, that is reviewed and revised at least annually and contains information about the child's present levels of performance, measurable goals and benchmarks, and other services needed in order for the child to participate and advance in the general curriculum.

**Individual With a Disability** An individual with any disability as defined by the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act, or the Individuals with Disabilities Education Act (IDEA).

**Interest Inventory** Carefully constructed questionnaires that enable an individual to identify preferred activities that are then correlated to career clusters.

**Internship** Secondary or postsecondary work-based learning in which a three-way partnership is established between the school, an employer or business, and the student for the purpose of providing practical education to the student through productive work opportunities.

Experiences take place in a workplace setting and offer teachers and students the opportunity to see a relationship between school courses and career choices.

**Job Placement Assistance** that is provided to students to obtain employment upon leaving an educational institution.

**Limited English Proficiency (LEP)** Secondary students, adults, or out-of-school youths who have limited ability in speaking, reading, writing, or understanding the English language and whose native language is a language other than English, or live in a family or community environment in which a language other than English is the dominant language.

**Local Application for Ongoing Career and Technology Education Programs** Any comprehensive school district or other eligible recipient requesting funds for CareerTech education programs, services, and/or activities must submit an annual Local Application for Secondary and Full-Time Adult Career and Technology Education Programs, which includes a listing of programs being funded and assurances of compliance.

Approval and return of the assurances of compliance to the Department indicates the school district's intent to form a contract for CareerTech programs and comply with all terms set forth in the local application. The local application gives school districts the opportunity to verify ongoing programs, request new or expanded programs, or request the deletion or reduction of programs.

**Mentor** An experienced person who provides guidance and support by being a role model, guide, tutor, coach, or confidant to the developing novice.

**National Career Development Guidelines (NCDG)** A competency-based approach to career development designed to help plan quality career guidance and counseling.

**No Child Left Behind (NCLB)** Federal education initiative focusing on accountability and quality teaching.

**Nontraditional Training and Employment** Preparation for employment in an occupation or field of work in which individuals from one gender comprise less than 25 percent of those employed in that occupation or field of work.

**Occupation** Job titles that are recognized by business and industry or the other recognized labor market sources.

**Occupational Competency** An industry validated skill within a job.

**Occupational Pathway** A plan of study leading to a specific occupation or job title.

**Occupational Program** A program of study designed to provide the student with sufficient knowledge and skills to perform in a specific job.

**Occupationally Specific Program** An instructional program designed to prepare individuals with entry-level skills and training for employment in a specific trade, occupation, or profession.

**Open Admission** A policy whereby a school accepts any student that applies.

**Open Entry, Open Exit** An education system in which students can enter a program at any point an opening occurs, progress at their own pace, and exit when the content has been successfully completed.

**Portfolio** A lifelong, student-managed collection of achievements and progress toward career goals.

**Postsecondary** Students beyond the compulsory age for high school who are enrolled in an educational program.

**Pre-CareerTech Skills** Basic academic and tutorial services that are provided to increase literacy levels, upgrade literacy, and improve listening and speaking skills. Also referred to as basic skills.

**Pre-Employment Training** Preparation in interviewing techniques, writing resumes, letters of application, follow-up letters, listening techniques, and learning-to-learn skills.

**Priority Academic Student Skills (PASS)** State Department of Education benchmarks of the skills and competencies that must be met in an academic program.

**Professional Development** The growth process of educators learning together to collaboratively find solutions to instructional problems and improve instructional effectiveness and student achievement.

**Program** A combination of courses and related activities organized for the attainment of an educational objective.

**Program Capacity** The number of students the Oklahoma Department of Career and Technology Education approves for enrollment in a Career Tech program.

**Program Standards** Comprehensive benchmarks established by the State Board of Career and Technology Education to identify quality programs. Program funding is contingent upon programs meeting the standards or making satisfactory progress toward meeting those standards.

**ProStart School to Career Program** Family and Consumer Sciences Education's (FACSED) high-quality, industry-relevant curriculum for high school juniors and seniors that includes both school-based and work-based learning.

**Scholastic Aptitude Test (SAT)** An examination to predict the facility with which an individual will progress in learning college-level coursework.

**School Climate** The social system and culture of a school, including the organizational structure of the school and the values and expectations within it.

**School Dropout** An individual who is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.

**School-to-Work (STW) System** Designed to assist young people to progress smoothly from school to work by making connections between their education and career. The system is a cooperative effort of elementary, secondary, Career Tech, and higher education to engage all youth in the life-long acquisition of knowledge, skills, and attitudes necessary to pursue meaningful, challenging, and productive career pathways into high-skill, high-wage jobs.

**Seamless Education** An alignment of educational opportunities to enable students to transition from one level of education to another without loss of time, credit, or repetition.

**Secondary CareerTech Student** A student that is currently enrolled in a CareerTech program at a comprehensive high school or at a technology center with the intent of completing the required objectives or coursework. For financial accounting and accountability in certain categories, additional requirements must be met.

**Self-Paced Instruction** An educational delivery system that allows students to progress at their own rate.

**Skill Assessment** The process of measuring performance against a set of standards (through examination, practical test, performance observation, and/or the completion of portfolios of work and assignments).

**Skill Set** An established group of competencies that lead to entry-level employment or advanced standing.

**Skills Standard** An industry-driven document that lists the skills, knowledge, and abilities needed to perform an occupation successfully. Skills standard lists are used to identify or develop instructional materials and guide competency test development.

**Special Populations** A populace comprised of individuals with disabilities, economically disadvantaged individuals (including foster children), individuals preparing for nontraditional employment, single parents (including single pregnant women), displaced homemakers, and individuals with limited English proficiency.

**SSN** Social Security Number.

**Student Internship** Opportunities for students to practice their skills in an actual work situation that is aligned to the student's career goals and the program. See Internships.

**TABE** Test of Adult Basic Education.

**TDD** Telecommunication Device for the Deaf.

**Teachers-as-Advisors (TAA)** Program that provides educational and career planning with parental involvement for all students by matching student groups with a teacher advisor for a certain period of time.

**TechConnect** Programs within the Technology Education Division that provide hands-on experiences promoting technological literacy. Designed for students in Grades 9-10 in comprehensive schools.

**Technology Education (TE)** The occupational division of the Oklahoma Department of Career and Technology Education that supports programs provided in comprehensive schools in Grades 6-10 that provide hands-on career exploration experiences and improve technological literacy.

**Technology Student Association (TSA)**

The Career and Technology Student Organization for students enrolled in Technology Education.

**Tech Prep (TP)** A program of study, assisted under the Carl Perkins Vocational and Technical Education Act that includes two years of post-secondary education; strengthens the applied academic component of CareerTech programs; provides technical preparation; builds student competence in math, science, and communications; and leads to an associate degree or certificate in a specific career field and to employment.

**Temporary Assistance for Needy Families**

**(TANF)** A program that provides up to one year of vocational training to eligible welfare recipients of Temporary Assistance for Needy Families (TANF). In addition to vocational training, the TANF students have access to intensive support services, basic academic education, life skills, employability skills, employment services, and employment retention services.

**Trade and Industrial Education (T&I)** The occupational division of the Oklahoma Department of Career and Technology Education that oversees the training of students in a wide variety of occupational areas.

**Tuition** The amount of money charged to post-secondary students for instructional services.

**Veteran's Administration (VA)** Some Armed Forces veterans are eligible for education benefits at technology centers. Technology center staff process the application, and benefits are determined and approved by the Department of Veteran's Affairs.

**Work-Based Experience** The purpose is to provide students with work experiences that provide instruction in such things as positive work attitudes, employability skills, and participative skills. These experiences may occur within the classroom or the workplace.

**Work-Site Learning** Planned learning experiences for students, under the guidance of a workplace mentor, to develop specific technical competencies and general workplace competencies. Experiences may also occur in a school-based enterprise, simulation, or special project.

**Work-Study Program** A provision of the Higher Education Act to provide grants to institutions for partial reimbursement of wages paid to post-secondary students who are employed part-time by the institution. The funds are intended to help with educational expenses.