**2024 – 2025 Professional Development Activities**

# *Counseling & Career Development*

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| Name |  | Content Area |
|  |  |  |
| School/ Institution |  | Home Address, City, State, Zip Code |
|  |  |  |
| Email Address |  | School Address, City, State, Zip Code |
|  |  |  |
| Home Phone |  | Number of Credits Requested *(Maximum 5 credits- no half credits)* |

*Important Information:*

* Activities to be completed July 1, 2024 – June 30, 2025
* **Due Date is July 15, 2025**
* 1 credit = 15 hours of professional development
* Only whole credits may earned

Send this form and Needed Documentation to:

Lauren Jones (Austin)

CTE in Colorado/CCCS

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Denver, CO 80230-6011

[Lauren.jones@cccs.edu](mailto:Lauren.jones@cccs.edu)

## Counseling & Career Development (CCD) Activities

| X | Dates Offered | Complete Date | Activity | Number of Credits | Requested Hours | Documentation Needed | Resources |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | School Year 2024-2025 |  | Attend ICAP, MCC or PWR Playbook Trainings & Events – including the annual ICAP Book Study, PWR Regional Tours, Capstone Convenings | 1 |  | Proof of attendance. Submit 1 page summary of the sessions attended at the symposium.  OPTIONAL - present learnings + findings at local and state regional meetings, professional development days, CSCA annual conference and/or CACTE C & CD Division Day. | [ICAP Trainings](https://www.cde.state.co.us/postsecondary/icap)  &  <https://www.cde.state.co.us/postsecondary/careerconversationtraining>  Email [Lauren Jones](mailto:lauren.jones@cccs.edu) |
|  | School Year 2024-2025 |  | Participate in a Meaningful Career Conversation Training (CEI and/or facilitated trainings) | 2 |  | Proof of attendance. Submit 1 page summary of the sessions attended at the symposium.  OPTIONAL - present learnings + findings at local and state regional meetings, professional development days, CSCA annual conference and/or CACTE C & CD Division Day. | [Meaningful Career Conversations Trainings | The Colorado Education Initiative (coloradoedinitiative.org)](https://www.coloradoedinitiative.org/Events/meaningful-career-conversations-trainings/)  Email [Lauren Jones](mailto:lauren.jones@cccs.edu) |
|  | School Year 2024-2025 |  | Become a Train the Trainer for the Meaningful Career Conversation Trainings (CEI) | 2 |  | Proof of Trainer designation. 1 page summary of the experience  OPTIONAL - present learnings + findings at local and state regional meetings, professional development days, CSCA annual conference and/or CACTE C & CD Division Day. | Email [Lauren Jones](mailto:lauren.jones@cccs.edu) |
|  | School Year 2024-2025 |  | Participate in a Colorado Career Advising Tool Training | 1 |  | Proof of participation. Submit 1 page summary of the sessions attended at the symposium.  OPTIONAL - present learnings + findings at local and state regional meetings, professional development days, CSCA annual conference and/or CACTE C & CD Division Day. | [CCA Tool Training | CO Career Advising (coloradocareeradvising.com)](https://www.coloradocareeradvising.com/colorado-career-advising-tool-training)  Email [Lauren Jones](mailto:lauren.jones@cccs.edu) |
|  | School Year 2024-2025 |  | Attend CCDA Fall Conference & Spring Symposium | 1 |  | Proof of attendance. Submit 1 page summary of the sessions attended at the symposium.  OPTIONAL - present learnings + findings at local and state regional meetings, professional development days, CSCA annual conference and/or CACTE G & CD Division Day. | [Colorado](http://www.coloradocareerdevelopment.org/) Career Development Website  Email [Lauren Jones](mailto:lauren.jones@cccs.edu) |
|  | October  2024 |  | Attend CSCA Conference – specifically the Career Conversations/Career Development Tracks | 1 |  | Proof of attendance. Submit 1 page summary of the sessions attended at the symposium.  OPTIONAL - present learnings + findings at local and state regional meetings, professional development days, CSCA annual conference and/or CACTE G & CD Division Day. | [Colorado](http://www.coloradoschoolcounselor.org/) School Counselors Website  Email [Lauren Jones](mailto:lauren.jones@cccs.edu) |
|  | December  2024 |  | Attend CCHS/CR Conference – specifically the PWR or Graduation Guidelines sessions | 1 |  | Proof of attendance. Submit 1 page summary of the sessions attended at the symposium.  OPTIONAL - present learnings + findings at local and state regional meetings, professional development days, CSCA annual conference and/or CACTE G & CD Division Day. | [Colorado Council on High School and College Relations Website](http://www.coloradocouncil.org/)  Email [Lauren Jones](mailto:lauren.jones@cccs.edu) |
|  | January - June 2025 |  | Serve as a Judge at at least 1 CTSO event this Spring Semester | 1 |  | Proof of participation. Send a brief email to Lauren about how your judging experience and how School Counselors can get more involved | [Colorado](http://www.coloradostateplan.com/ctso.htm) CTSO Informational Webpage  Email [Lauren Jones](mailto:lauren.jones@cccs.edu) |
|  | February  2025 |  | Celebrate & Promote Nat’l CTE Month. Nat’l School Counseslor Week and any CTE/CSCA and CCHS/CR Day at the Capital (if applicable) | 1 |  | Send a brief email to Lauren re: a promotional statement or item to promote CTE in Colorado that can be sent to legislators/decision makers or students/families or colleagues/ Including ideas for planning and delivering a CTE Month event for your school. | Colorado Counselors Trainings Calendar  Email [Lauren Jones](mailto:lauren.jones@cccs.edu) |
|  | February 2025 |  | Attend the 1st annual Colorado Career Advising Summit | 1 |  | Proof of attendance. Submit 1 page reflection of take-aways. | [CO Career Advising Summit | Business & Education](https://www.businessandeducationalliance.org/cocareeradvisingsummit)  Email [Lauren Jones](mailto:lauren.jones@cccs.edu) |
|  | March  2025 |  | For Nat’l Middle Level Education Month: Attend Middle Level events happening statewide – including serving as a taskforce member for the new Scope & Sequences of courses for MS CTE | 1 |  | Proof of attendance. | [MS CTE Webpage](file:///C:/Users/ljones/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/5JYPRDSS/MS%20CTE%20Webpage)  Email [Lauren Jones](mailto:lauren.jones@cccs.edu) |
|  | School Year 2024-2025 |  | Participate and complete homework required for the **CTE in Colorado course** tailored to School Counselors obtaining the **CTE Specialist Endorsement** | 2 |  | Registration confirmation for course, homework evidence submitted including multiple summaries and reflections from teacher interview, administrator interview and programs of study observation. Certificate gained. | <http://coloradostateplan.com/cte-specialist-credential/>  Email [Lauren Jones](mailto:lauren.jones@cccs.edu) |
|  | School Year 2024-2025 |  | Participate and complete homework required for the CTE in Colorado course tailored to School Counselors obtaining the **WBL Coordinator Endorsement** | 2 |  | Registration confirmation for course, homework evidence submitted including multiple summaries and reflections from teacher interview, administrator interview and programs of study observation.  Certificate gained. | [WBLCoordinatorGuidance3.7.19.pdf (coloradostateplan.com)](https://coloradostateplan.com/wp-content/uploads/2019/03/WBLCoordinatorGuidance3.7.19.pdf)  Email [Lauren Jones](mailto:lauren.jones@cccs.edu) |
|  | School Year 2024-2025 |  | Review and help build a Program of Study for your school/district programs highlighting intentional career goals and outcomes to exhibit ICAP meaningfulness + PWR going cultures | 1 |  | 1 page reflection of this POS review. Submit 1 lesson plan on integrating a Meaningful Career Conversation with students and parents utilizing this POS in your guidance lessons. | Colorado Career Clusters Webpage  Email [Lauren Jones](mailto:lauren.jones@cccs.edu) |
|  | School Year 2024-2025 |  | Create, Build and submit an exemplar Promising Practice - one you would utilize yourself for [Meaningful Career Conversation](https://www.cde.state.co.us/postsecondary/pwrplaybookmeaningfulcareerconversations) (MCC) or ICAP implementation within the [PWR Playbook.](https://www.cde.state.co.us/postsecondary/pwrplaybookwelcome) Or participate in the annual **ICAP Book Study** | 1 |  | Proof of participation. Submit brief reflection of experiences/ideas to Lauren  OPTIONAL - present learnings + practices at local and state regional meetings, professional development days, CSCA annual conference and/or [CACTE G & CD Division](http://www.cacte.org/home/gcdd/) Day. | [Colorado Department of Education Postsecondary ICAP Webpage](http://www.cde.state.co.us/postseocndary/icap)  [Guidance & Career Development Division (CACTE)](http://www.cacte.org/home/gcdd/)  Email [Lauren Jones](mailto:lauren.jones@cccs.edu) |
|  | School Year  2024-2025 |  | Submit a proposal for conference workshop/training to promote CTE and innovative Career Development efforts - paying special attention to CTE/Counselor Collaboration | 1 |  | 1 page summary of the workshop, including the experience delivering it.  Plus, present learnings + practices at local and state regional meetings, professional development days, CSCA annual conference and/or [CACTE G & CD Division](http://www.cacte.org/home/gcdd/) Day. | Email Lauren and tell her where you were and when: [lauren.jones@cccs.edu](mailto:lauren.jones@cccs.edu) |
|  | Anytime  2024-2025 |  | Attend an Equity Ambassador or Equity in CTE presentation, workshop, professional development (i.e. Brave Dialogues, CTE Without Limits, OGA/Data summit, SpEd and CTE projects, etc…) | 1 |  | Proof of attendance. Submit 1 lesson plan on integrating a Equity in CTE strategies with students and you school community. | [Equity in CTE Webpage](file:///C:/Users/ljones/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/5JYPRDSS/Equity%20in%20CTE%20Webpage)  Email [Lauren Jones](mailto:lauren.jones@cccs.edu) |
|  | Fall-Spring 2024-2025 |  | Attend/Participate in any Sector Partnership endeavor, Sector Summit or Work Based Learning (WBL) professional development such as the WBL incubator | 1 |  | Proof of attendance. Submit 1 page summary of the endeavor attended, including the learnings + findings and wonder.  OPTIONAL - present learnings + practices at local and state regional meetings, professional development days, CSCA annual conference and/or CACTE G & CD Division Day. | [WBL Website](http://coloradostateplan.com/educator/work-based-learning/)  Email [Lauren Jones](mailto:lauren.jones@cccs.edu) |
|  | 2024-2025 School Year |  | Hold a leadership position on the Counseling & Career Development Division (CCD) Board | 2 |  | Evidence of leadership role held | [Counseling & Career Development Division (CACTE)](http://www.cacte.org/home/gcdd/)  Email [Lauren Jones](mailto:lauren.jones@cccs.edu) |
|  |  |  | Other-Must be approved by the Program Director before applying for credit |  |  |  | Please email [Lauren Jones](mailto:lauren.jones@cccs.edu) |