



Work-based Learning Coordinator Endorsement Renewal

The WBL Coordinator position requires a variety of professional skills and unique abilities. WBL Coordinators develop programs and experiences through collaboration with Community Leaders, Employers, Administrators, Counselors, Career Advisors, CTE Teachers, and Students.

After completing the NDCTE WBL Coordinator Training, individuals can apply for a provisional 2-year WBL Coordinator Endorsement. During this time, WBL Coordinators will receive continued mentorship and participate in monthly state-wide collaboration meetings for professional development. At the end of the 2-year provisional period, WBL Coordinators can renew their endorsement if they have followed the guidelines established by NDCTE and documented the WBL Program impact.

The WBL Coordinators will complete and submit the NDCTE WBL Program Impact Surveys twice each year. Below are essential elements of the WBL Program that must be addressed before a WBL Coordinator can renew the endorsement.

1. Career Ready Practices must be used as part of the WBL evaluation.
2. Customized Competency/Skill evaluations have been created for individual businesses.
3. Data recording the number of students and employers added each year is submitted to NDCTE.
4. End of the year recognition for employers and students is planned.
5. Scheduled site visits are documented.
6. WBL Toolkit is posted on website with approved WBL Policy Guidance to provide information for Parents, Students, and Employers.
7. Documentation for the grading system is posted.
8. Impact and growth are being tracked.
9. Impact Surveys have been completed and submitted to NDCTE.
10. Program is promoted on social media, local media and there is a focus on success stories.
11. Plan for teaching employability skills to prepare students for work experiences has been documented and developed. Include which grade level is allowed to take your employability skills training? If you do not have anyone in your school or center teaching these skills, what are your plans to incorporate employability skills training?
12. A plan has been created to add WBL experiences into each grade level.
13. Open positions filled by students within the community are documented.
14. WBL Coordinator is using Compass to manage opportunities. Students are using www.RUReady.ND.gov and Compass.
15. Employer WBL Opportunities are being added into Compass.
16. WBL Coordinator attends monthly Collaboration Meetings.
17. There will be a one-on-one meeting with Dawn Ulmer to review future goals for WBL.
18. Apply for Renewal with ESPB
 - A. Login to your NDTeach Account and start the renewal process.
<https://apps.nd.gov/dpi/ndteach/login.aspx>
 - B. When you reach the CTE Recommender section, be sure to use the dropdown menu to choose CTE: Work-based Learning Coordinator as your content area.
 - C. Dawn Ulmer will be the recommender.