

## North Dakota Career Resource Network Mission Statement

- The North Dakota Career Resource Network (NDCRN) develops and provides resources in support of career professionals and educators.

## Goals

- Promote career resources for the development of academic and career goals.
- Provide professional development opportunities for educators and career professionals serving the needs of students and the workforce of North Dakota.

## Key Resources and Professional Development Opportunities

- [RUREady.ND.gov](http://RUREady.ND.gov), North Dakota's Career Information Delivery System
- RUREady.ND.gov Lesson Plans
  - Available in the [RUREady.ND.gov Professional Center](#) → Resources → Lesson Plans (professional account required)
- [Career Outlook](#) magazine
- [Career Outlook User's Guide \(COUG\)](#)
- North Dakota Career Resource Network website, [www.cte.nd.gov/educators/career-resource-network-crn](http://www.cte.nd.gov/educators/career-resource-network-crn)

## Workshop Offerings for 2019-20

- RUREady.ND.gov Basics, [pg. 2](#)
- Career Planning Resources: A New Perspective, [pg. 3](#)
- Regional Career Professional In-Service, [pg. 4](#)
- Establishing Balance in a School Counseling Program – On Site, [pg. 5](#)

## Workshop Schedule and Registration

- The workshop schedule and registration are available at [www.cte.nd.gov/educators/career-resource-network-crn](http://www.cte.nd.gov/educators/career-resource-network-crn).
  - There are no registration fees to attend workshops hosted by the CRN.

## Contact the CRN

- Marilyn Orgaard, CRN Supervisor [maorgaard@nd.gov](mailto:maorgaard@nd.gov)
- Laura Glasser, CRN Administrative Assistant [leglasser@nd.gov](mailto:leglasser@nd.gov)
- Phone: (701) 328-9733
- Website: [www.cte.nd.gov/educators/career-resource-network-crn](http://www.cte.nd.gov/educators/career-resource-network-crn)

## RUPrimary.ND.gov Basics

This workshop is an overview of the career and academic tools available through the North Dakota Career Resource Network (NDCRN).

- RUPrimary.ND.gov
  - Student Account Login
  - Career Planning
  - High School Planning
  - College Planning
  - Your Portfolio
  - Lesson Plans
  - Professional Center Accounts
- Other NDCRN Resources

### *Learning Objectives/Targets*

- Participants will work within a student test account to learn the various components of the RUPrimary.ND.gov website.
- Participants will explore the distinction between administrative and professional levels of access in the [RUPrimary.ND Professional Center](#) and review the “ProCenter” resources.
- Participants will develop a plan identifying the parts of the systems most appropriate for use by students in grades 6-12 for college and career planning.

### *Who Should Attend?*

- Those unfamiliar with RUPrimary.ND.gov or those who have not used RUPrimary.ND.gov for some time and would like a reintroduction.
  - Counselors
  - Career Advisors
  - Teachers
  - Administrators
  - Anyone at your school or agency that would like to learn more about RUPrimary.ND.gov!

### *Workshop Details*

- 5 hour workshop
  - Total of 5 hours towards credit – see pages 6-8 for more information regarding credit availability and requirements.
- Visit [www.cte.nd.gov/educators/career-resource-network-crn](http://www.cte.nd.gov/educators/career-resource-network-crn) for workshop locations, dates and additional details and to register.

## Career Planning Resources: A New Perspective

RUReady has been updated with a new look and several new features will be explored during this workshop. Time will also be spent reviewing the work-based learning expectation in the North Dakota Perkins V plan which will go into effect for the 2020-21 school year.

### ***Learning Objectives/Targets***

- Participants will review updated and new materials.
- Participants will determine how to incorporate new resources into their program of work.
- Participants will understand their role in the implementation of Perkins V requirements.

### ***Who Should Attend?***

- Counselors
- New Career Advisors
- Teachers
- Administrators

### ***Workshop Details***

- 5 hour workshop
  - Total of 5 hours towards credit – see pages 6-8 for more information regarding credit availability and requirements.
- Visit [www.cte.nd.gov/educators/career-resource-network-crn](http://www.cte.nd.gov/educators/career-resource-network-crn) for workshop locations, dates and additional details and to register.

## Regional Career Professional In-Service

A counselor in-service will be held for career professionals to provide timely information with upcoming statewide changes and updates.

Topics may include Career Resource Network Updates, Career Development Programming, and the ND Academic and Career and Technical Education Scholarship programs. Featured speakers may include representatives from the Department of Public Instruction, Career and Technical Education, and Area Postsecondary Institutions. The workshop will include a tour of an area industry.

### *Learning Objectives/Targets*

- Participants will learn of upcoming changes relevant to their work, including college admission requirements, Academic and CTE Scholarship data and legislative changes.
- Participants will engage in discussions with relevant post-secondary instructors.
- One or two area businesses will host the participants for a tour. An emphasis on career clusters, the required education needed for entry level positions and the types of work opportunities available are part of the tour agenda.

### *Who Should Attend?*

- This workshop is for all career educators who want to keep informed on upcoming events and changes that may impact their work with students in the area of career development.

### *Workshop Details*

- 5 hour workshop
  - Total of 5 hours towards credit – see pages 6-8 for more information regarding credit availability and requirements.
- Visit [www.cte.nd.gov/educators/career-resource-network-crn](http://www.cte.nd.gov/educators/career-resource-network-crn) for workshop locations, dates and additional details and to register.

## April In-services: Alternative Plan Resources

Due to the extended social distancing guidelines, the face-to-face Career Professional In-service workshops scheduled for April 2020 have been cancelled; however, an alternative plan has been developed and the resources are listed below.

- [Alternative Plan Outline and Instructions](#)
- [PowerPoint](#)
- [Assignment Part 1](#) (required for those who have been accruing CRN workshop hours for credit.)
- [Be More Colorful Activity](#) (includes Assignment Part 2)

## Establishing Balance in a School Counseling Program

School counseling programs focus on the Academic, Career and Personal/Social domains. Developing a Program of Work that is available to all students and maintains a balance between the three domains is a challenge. A review of state counseling requirements, available resources and tools will be included.

- On-site, face-to-face, working session.
  - Uninterrupted work time required.
- Limited number of dates available.

### ***Who Should Participate?***

- School Counselors
- Career Advisors

### ***Workshop Details***

**This session will be at your school site.** It is an opportunity to review current school counseling programming and make adjustments as needed.

- A minimum 5 working hours are required for the session to count towards credit. See pages 6-8 for more information regarding credit availability and requirements.
- Visit [www.cte.nd.gov/educators/career-resource-network-crn](http://www.cte.nd.gov/educators/career-resource-network-crn) to submit your request for this custom session for school. Availability is limited.

## Professional Development Credit

### 1 Credit – NDCRN Academic & Career Planning Strategies 2019-20

One (1) professional development credit will be available from the University of North Dakota (UND) through a **cumulative credit plan** that requires 15 hours of instruction from North Dakota Career Resource Network (NDCRN) workshops. The hours that can be counted are specific to the offerings for the 2019-20 school year.

The following requirements must be met to earn one (1) professional development credit for the **cumulative credit plan**:

- A minimum of 15 hours of instruction from a combination of NDCRN workshops.
- Full attendance at all workshops.
- Class assignments and evaluations must be completed in their entirety in order to be eligible.
  - Participants are asked to complete assignments and evaluations within two weeks of attending a workshop.
- The NDCRN will keep track of the hours of completion but participants are asked to keep their certificates as well in case there is a discrepancy.
- **OPTIONAL:** If you would like to host a workshop related to career information and/or academic & career planning strategies or if another workshop at your school is appropriate for this course title, it can also be added and used as hours towards the credit. You would need to submit materials to the NDCRN for review a minimum of 3 weeks in advance in order to have it approved by UND. Contact the NDCRN office for more information.

### Assignments and Workshop Evaluations

If you will be applying for the professional development credit available for attending the workshops, you will be asked to provide a detailed response to the following questions for each workshop you attend:

- 1. Reflections on New Learning:** “What new concepts, strategies, etc. were most meaningful to you as a learner?”
- 2. Application of New Learning:** Develop a plan for implementation of the new learning into the classroom/work situation. This may include either a lesson plan or creation of a product to be used with students.

Assignments are to be submitted electronically. Visit [www.nd.gov/cte/crn/workshops.html](http://www.nd.gov/cte/crn/workshops.html) for more information and to submit assignments.

Visit <http://www.nd.gov/cte/crn/workshops.html> and click on the link to the [Workshop Evaluation](#) to submit workshop evaluations.

## Applying for Credit

### Cumulative Credit

Near the end of the school year, information will be sent via email to all participants who have a total of 15 hours or more of workshop attendance, and have submitted the required assignments and evaluations, notifying them of their eligibility for credit.

- A fee of \$50 will be charged by the University of North Dakota (UND) for the credit. The fee is not paid until the end of the school year at the time that you apply for the credit.
- Registration and payment for the professional development credit is online through UND. The link to the registration will be provided when registration for the credit opens. **The credit registration window will be open from April 17, 2020 to May 14, 2020.** Please register as soon as possible once registration is available.
  - If you need to register for the credit past UND's deadline, you must obtain prior approval from the instructor of record (Marilyn Orgaard, Career Resource Network Supervisor) and she will notify UND of the request for a late registration. A late fee of \$25 will be assessed by UND.
- After UND receives the grade report from the NDCRN, you will receive an email confirmation (from UND) of course completion and instructions for ordering transcripts. All grades for professional development credits are recorded on official transcripts at UND as continuing education credit. It takes approximately 3-4 weeks from the end of the course date for grades to be posted on transcripts provided registrations and grades are received according to posted due dates.

## Professional Development Cumulative Credit Checklist

Workshop	Date Attended	Date Assignment Submitted	Date Evaluation Submitted	Hours towards Credit <i>(Each workshop is 5 hours.)</i>
Empowering Students to Pursue their Career Goals (Professional Development Conference Bonus Session, August 8, Bismarck Only)				
RUReady.ND.gov Basics				
Career Planning Resources: A New Perspective				
Regional Career Professional In-Service				
Establishing Balance in a School Counseling Program (minimum 5 hours to count towards credit)				
Approved Custom Workshop (minimum 5 hours to count towards credit)				
Full attendance at workshops is required for hours to count towards credit. Partial attendance hours do not apply.				<b>Total Hours:</b>

## Credit FAQs:

Please see pages 7-8 of this document for full details

[www.cte.nd.gov/educators/career-resource-network-crn](http://www.cte.nd.gov/educators/career-resource-network-crn)

### What are the requirements to be eligible for credit?

- A total of 15 hours of workshop attendance (full attendance at 3 workshops) and
- completion of the [assignment](#) and [evaluation](#) for each workshop.

### What is the Assignment?

- The assignment is to provide a detailed response to the following questions:
  1. **Reflections on New Learning:** “What new concepts, strategies, etc. were most meaningful to you as a learner?”
  2. **Application of New Learning:** Develop a plan for implementation of the new learning into the classroom/work situation. This may include either a lesson plan or creation of a product to be used with students.

### When do I apply for the credit?

- The credit registration window will be open from **April 17, 2020 to May 14, 2020.**
- The Career Resource Network will send out more information regarding credit registration when we receive the enrollment details from UND in the spring of 2020.
- Registration and payment for the professional development credit is online through UND.

### How much is the credit and when do I pay?

- The credit fee is \$50 and is paid to UND at the time that you apply for the credit.

### How do I submit assignments and evaluations?

- Visit <https://www.cte.nd.gov/educators/career-resource-network-crn> for instructions for submitting assignments and the link to the workshop [evaluation](#).
  - Evaluation: <https://www.surveymonkey.com/r/NDCRN2019>
  - Assignment: <https://www.cte.nd.gov/educators/career-resource-network-crn> Note below for In-service assignment changes:

### April In-services: Alternative Plan Assignment

- [Assignment Part 1](#)
- [Assignment Part 2](#) Be More Colorful Activity