

Preparing for, Accessing and Utilizing New Look On-line Self-Study

The purpose of the New Look On-line Self-Study is to enable educational organizations to identify strengths and challenges in recruiting and retaining learners preparing for nontraditional occupations. The Self-Study is flexibly designed because each CTE program interacts with local educational organizations in a unique way.

In order to focus improvement strategies most closely, local educational entities are invited to input local qualitative and quantitative data. Please follow these steps for a timely and smooth application of the Self-Study.

Step 1

Team Leader requests a password. [Contact us](#) to receive a password.

Step 2

Team Leader collects Core Indicator information.

2000-06 Core Indicators: 3P1 (Placement)
4P1 (Participation in Nontraditional Occupations Courses)
4P2 (Completion of Nontraditional Occupations Courses)

2007 Core Indicators: 5P1 (Participation in Nontraditional Occupations Courses)
5P2 (Completion of Nontraditional Occupations Courses)

Step 3 *(Complete this step online)*

Team Leader logs into [Self-Study](#) and completes Introductory Section, which includes Core Indicator information.

Step 4 *(Complete this step online)*

Team or Team Leader selects Recruitment Path, Retention Path or Placement Path, based on findings in Introductory Section.

Step 5

Team notifies appropriate staff (those who impact CTE students) that they will be receiving an e-mail requesting their assistance.

Please inform staff:

- One-page checklists can be completed in about 10 minutes.
- Checklists will be returned anonymously using a password system.
- It is possible for their invitation and password to be diverted to junk mail. Please ask them to check their junk mail if they have not received the password e-mail an hour after the Team Leader enters their name.

Staff surveyed is based on the path selected. Samples of each checklist are linked below.

Recruitment:

Counselors
Instructors
Administrators
Computer Lab Staff

Retention:

CTE Instructors who teach classes in Nontraditional CIP's
Students enrolled in nontraditional CIP's
Computer lab instructors

Step 6 *(Complete this step online)*

Team Leader inputs staff e-mail addresses into the online Self-Study tool.

Step 7

7a: **Team collects information.** A handy [Information Collector](#) documents assists the Team Leader in organizing the collection assignments.

7b: **Team Leader waits for information** to be collected and for staff to complete one-page, online checklists. These are automatically compiled and the results are available to the Team Leader. It is recommended to wait for 80% of the one-page staff checklists to be returned before proceeding with the rest of the Self-Study.

Step 8 *(Complete this step online)*

Team Leader enters information which team has collected. The Self-Study saves, so you can stop and later return to the place where you stopped. However, you may not go back to previously completed pages and edit because each page draws from the previous pages to allow the Self-Study to complete calculations automatically. Going back and editing completed pages would cause errors on other pages.

Step 9 *(Complete this step online)*

Team Leader continues through Self-Study, consulting as necessary with Team to set goals, accept or reject conclusions.

Step 10 *(Complete this step online)*

Team Leader prints Summary, which is the final concluding page of the Self-Study, and shares findings with Team.

Step 11

Team utilizes Self-Study Summary to formulate plan, and select research-based strategies.