

Office Use Only
-----------------

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

**Transcript Review Worksheet**

**Endorsement # 11-73 Career and Technical Education School Counseling Coordinator**

**Instructional Level: Grades 9-12**

*The holder is authorized to coordinate and provide career and technical education school counseling services in grades 9-12.*

**In order to qualify for this endorsement, the candidate shall demonstrate the following:**

Content Topic	College/ University	Course Number	# of Credits	Course Title
Adolescent Development				
Purposes and strategies for developmental guidance programs				
Principles, theories, and techniques of individual, group, and family counseling				
Knowledge of laws related to youth employment and vocational education				
Knowledge of contemporary concepts in vocational technical education (i.e., foundations, principles, issues and trends, organization, etc.)				
Career development theories and practices, strategies for guiding students to explore career and lifestyle choices, and decision-making skills relative to education and work				
Changes in technology and the impact of these changes on learning and work				
Range of post-secondary college and training opportunities, and resources available to support students' choices				
Knowledge of how to administer and interpret student interest, aptitude, and ability tests				

<p>Knowledge of how to plan, organize, implement and evaluate school guidance programs</p>				
<p><b>Additional Requirements:</b></p> <p>Two years of work experience in education, preferably in career and technical education or school guidance and counseling</p> <p>Two years of work experience outside the field of education (<b>please provide a current resume</b>)</p>				