

Monroe 2-Orleans BOCES Career and Technical Education ENROLLMENT GUIDE

October 2023

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CAREER AND TECHNICAL EDUCATION OVERVIEW

Career and Technical Education (CTE) has been a part of the United State’s framework for more than a century and centers can be found throughout the country. The New York State Education Department (NYSED) defines CTE as “an umbrella term for instruction that introduces students to career opportunities and requirements and helps them obtain technical skills, apply academic skills, and develop career-related behaviors.”

In “Guidelines for Career and Technical Education Administrators and School Counselors” (June 2020), NYSED states that the elements of an effective NYSED approved CTE program are:

- appropriately certified CTE teachers who remain current within their profession
- a sequence of courses that prepares students for employment or postsecondary study
- a work-based learning opportunity
- a business and industry consultant committee that provides input into the program
- an opportunity to apply academic concepts to real-world situations
- the opportunity to earn college credit for college-level high school programs
- preparation for industry-standards based student assessments
- an opportunity to use the most current business/industry-based technologies
- an opportunity to achieve the career majors standard (CDOS Standard 3b)
- an active CTE student leadership organization (CTSO) to promote leadership and service

More than 1,000 students in Western Monroe and Orleans Counties annually participate in CTE programs and courses through Monroe 2-Orleans BOCES Career and Technical Education. The majority of these programs take place at WEMOCO Career and Technical Education Center, located at 3589 Big Ridge Road, Spencerport, NY, 14559.



Monroe 2-Orleans BOCES

CAREER AND TECHNICAL EDUCATION PURPOSE STATEMENT

Monroe 2-Orleans BOCES Career and Technical Education develops tomorrow’s workforce through programs that strengthen the technical, academic and career-readiness skills of today’s high school students.

Everything You Need to Know About **STUDENT ELIGIBILITY FOR CTE**

Students in NYSED Approved Programs

NYSED Approved Programs are only for students in grades 11 and 12. Refer to district criteria for determining grade level to ensure students requesting enrollment have met the requirements to be in grades 11 and/or 12.

Students Placed Out of District

Students attending programs outside of their home district (BOCES 2 Department of Exceptional Children Programs, Norman Howard, etc.) are enrolled through their home district, not their program, and should be included on district priority lists. Districts are responsible for ensuring students have transportation to and from WEMOCO CTE Center, including students in out-of-district placements.

Non-Public School Students

Students enrolled in non-public schools (private or parochial) are entitled to CTE programming, excluding New Visions. These students are enrolled through their home district and should be included on district priority lists. See New York School Law (39th Edition) 4:10 for more guidance. Districts are responsible for ensuring students have transportation to and from WEMOCO CTE Center, including non-public school students.

Home-Schooled Students

Students who are home-schooled are not entitled to CTE programming and therefore can't be enrolled. See New York School Law (39th Edition) 48:54 for more guidance.

Grade 12 Students as First-Year CTE Students

Grade 12 students may be enrolled in the first year of a NYSED-Approved Program as just one year of career explorations and technical skills development is beneficial. These students will not be considered course completers, but will be recognized for their participation at the annual end-of-the-year recognition ceremony.

ACCES-VR Students

In some instances, ACCES-VR may enroll a student with disabilities (SWD) in year two of a NYSED Approved Program to complete the program the year after graduation. Enrollment is not guaranteed and depends on a variety of factors including eligibility/discretion of ACCES-VR and the CTE enrollment review process.

Transition-Age SWD

Enrollment requests for SWD in transition programs will be discussed with enrolling partners individually. In most instances, we recommend that SWD begin their CTE program before they reach transition age.

Adult Students

BOCES 2 CTE does not provide career training for adult students. However, BOCES Center for Workforce Development offers a variety of adult career training programs.

Everything You Need to Know About **CTE EVENTS PRIOR TO ENROLLMENT**

EXPO Night

EXPO Night is for grades 8-10 students and their families. District staff and industry partners are also invited to attend. Attendees gain a better understanding of CTE and applied learning as all WEMOCO CTE Center classrooms are open for visits and demonstrations. This includes Locally Approved Courses (Foundations and Introduction) and NYSED Approved Programs. New Visions does NOT participate in this event. CTE staff are available to answer questions. Industry, post-secondary and community partners often participate to share information about their field or organization. Families are highly encouraged to attend as it is the **ONLY OPPORTUNITY** for families to visit WEMOCO prior to enrollment.

Tour Day

Tour Day is an annual event during the school day for students (typically in grade 10) anticipating CTE enrollment in the next school year. This event assists students in making an informed decision about CTE. Prospective students sign up with their high school counselor and counselors provide CTE with student names and program choices prior to the event. Districts transport students to WEMOCO CTE Center, where they visit two programs and participate in modified class sessions.

This includes Locally Approved Courses (Foundations and Introduction) and NYSED Approved Programs. New Visions does NOT participate in this event.

This event is also open to district staff (counselors, special education teachers, English Language Learner teachers, case managers, pupil personnel service staff, etc.). These vital collaborators are highly encouraged to attend. While students are participating in the program visits, district staff can join the student(s) the classroom or attend a tour that provides information on all programs and courses.

Make-Up Visits

Districts should prioritize/encourage student participation in EXPO Night and Tour Day as make-up visit availability is not guaranteed. If extenuating circumstances occur that result in students/districts being unable to attend Tour Day, there may be times when CTE will choose to offer a make-up visit opportunity for select students or districts. In these rare circumstances, the number of students that can be accommodated will be very limited.



Everything You Need to Know About **ASSISTING WITH CTE COURSE SELECTION**

BOCES 2 CTE **2024-25 OFFERINGS**

Continuum of Services

CTE at WEMOCO is one option for career programming. When a student is requesting CTE and/or career-related programming, (ex., Work-Based Learning), it is recommended that the entire continuum of services be considered.

- **In-District Offerings:** Many districts offer locally and/or NYSED-approved CTE electives internally. These electives can help prepare students for a BOCES 2 CTE course and/or help them focus their career interests.
- **Community-Focused Offerings:** Some districts offer WBL, Work Study or CEIP programs, etc. These may be appropriate for students that are looking for a community-based experience with less traditional classwork.
- **Special Education Offerings:** The Monroe 2-Orleans BOCES Department for Exceptional Children offers students with disabilities work-based learning and a range of career readiness classes that can be taken in preparation for CTE at WEMOCO or as a stand alone.

Resources for Discussing CTE with Students

CTE provides the following resources for district staff to use when discussing CTE options with students and families:

- Website
- Counselor Portal on CTE website
- Promotional and outreach documents
- CTE Offering Comparison
- Enrollment Guide



Locally Approved Courses

Courses that are created to meet the needs of students who thrive with additional support and flexibility. There are two categories of Locally Approved Courses offered at WEMOCO.

Foundations Courses

Heavily focused on career exploration and career-readiness skills to prepare students for independence

- Building and Grounds Maintenance
- Life and Career Foundation
- Food Services

Introduction Courses

Greater focus on technical skills than Foundations Courses with increased rigor. Units are aligned to basic content knowledge and skills related to industry.

- Introduction to Construction Trades
- Introduction to Transportation Trades

NYSED Approved Programs

NYSED Approved Programs go through a complex approval process by the state. These programs provide rigorous curriculum on industry-aligned technical and academic skills, include work-based learning opportunities, and allow students to earn industry certifications.

- Advanced Manufacturing
- Auto Body and Collision Repair Technology
- Automotive Technology
- Baking
- Careers in Agriculture
- Carpentry
- Child and Family Development
- Computer Technology
- Cosmetology
- Criminal Justice
- Culinary Arts
- Dental Assisting
- Digital and Visual Communication
- Exercise Science
- HVAC
- Heavy Equipment Operation and Maintenance
- Medical Laboratory Assisting and Phlebotomy
- Nurse Assisting and Associated Health Careers
- Outdoor Powersports Technology
- Residential and Commercial Electrical
- Welding

New Visions

New Visions is an immersive career exploration program. It is intended for college-bound seniors and is not a CTE program.

- New Visions Health Professions

Monroe 2-Orleans BOCES

CTE OFFERING COMPARISON

	Locally Approved Courses		NYSED Approved Programs	New Visions
	Foundations	Introductions		
Grades 9-12 students	✓			
Courses can accommodate needs of most Skills and Achievement Commencement Credential students	✓			
Focus on career-readiness skills with minimal technical skill exposure	✓	✓		
Flexible curriculum allows for more modification and differentiation	✓	✓		
Curriculum allows for repetition as needed	✓	✓		
NGLS-aligned reading, writing, speaking and listening, math tasks differentiated by student's ability level	✓	✓		
Aligned to CDOS credential requirements (216 hours of CTE with at least 54 hours of WBL)	✓	✓		
Designated classroom aide or student behavior assistant (SBA)	✓	✓		
Smaller class size and adult-to-student ratio	✓	✓		
Grades 11-12 students		✓	✓	
Industry-aligned curriculum			✓	
Focus on technical skills with embedded career-readiness skills			✓	
NGLS commencement level reading, writing, speaking and listening instruction aligned to industry standards			✓	
NGLS commencement level math and science instruction aligned to industry standards			✓	
Opportunity to enroll in English 12			✓	
Opportunities for academic credit			✓	
Opportunity to earn Career and Financial Management credit			✓	
End-of-program Technical Assessment			✓	
4+1 graduation pathway option			✓	
Average ratio of 24 students to 1 teacher (Numbers double or triple in programs that have shared spaces)			✓	
Opportunities to earn paid and unpaid co-op experiences			✓	
Opportunities to earn industry credentials			✓	
Opportunity to earn technical endorsement on high school diploma			✓	
Opportunities for dual enrollment aligned to technical content			✓	
Additional requirements for participation in shadowing or clinical experiences may be dictated by industry partners (ex. COVID vaccine in health care settings)			✓	✓
Grade 12 students only				✓
Application and acceptance process (different timeline)				✓
Class size differs from year-to-year based on number of applicants/acceptances				✓
Focus on career exploration with shadowing experiences provided in a variety of professional locations				✓
High school academic credit for Government/Economics and elective credit				✓
Curriculum includes dual enrollment coursework with local colleges and aligned to SUNY General Education requirements				✓

CAREER AND TECHNICAL EDUCATION ENROLLMENT PHILOSOPHY

Monroe 2-Orleans BOCES Career and Technical Education believes that career exploration and readiness is essential for all students, as knowing what you don't want to do is just as valuable as finding your ideal career path.

As a result, BOCES 2 CTE aims to collaborate with districts to explore all career-related options to determine if a CTE option is the best fit for the student based on their interests, abilities and goals.

Students who successfully complete CTE programs will be able to make informed decisions about their future and be well prepared for life after high school.

Everything You Need to Know About **CTE ENROLLMENT TEAM**

Support from the Enrollment Team

Prior to submitting an enrollment request, members from the CTE Enrollment Team are available to provide guidance on CTE programming and the enrollment process. Team members can answer questions about specific CTE programs or students that are considering enrollment. Team members can also meet with district enrolling partners to give updates on significant changes to CTE programs/options or to collaboratively review students requesting CTE enrollment. Members of the enrollment team may also be available to participate in CSE meetings or informal meetings with students/families upon request.

Examples:

- Meeting with individual counselors that are new to CTE and/or the enrollment process
- Discussion about a student with unique and/or significant needs to proactively review documents (Medical Plan, FBA/BIP, etc.) and discuss needs, accommodations and supports. This may also include contacting healthcare providers for additional information or setting up visits prior to entry to coordinate healthcare needs of students.
- Scheduling a visit for district staff to tour a specific program and discuss a specific student

Enrollment Team Members

Assisting with and processing enrollment requests is a collaborative effort. The following team of BOCES 2 staff are all part of the enrollment process.

BOCES 2 Career and Technical Education

Counselors

- Lisa McConville
- Katie Miller
- Jennifer Newhart
- Leanne Knitter

Instructional Specialists

- Justin Tese
- Melissa Doherty
- Ally Sharpe
- Linda Crist

Administration

- Paula Boughton
- Jill Slavny

BOCES 2 Department for Exceptional Children

Transition Specialists

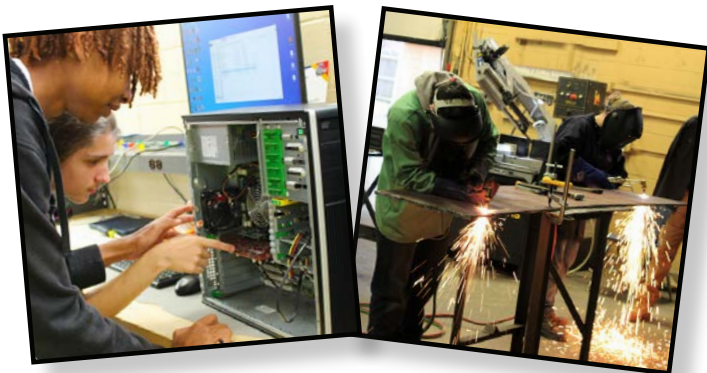
- Lisa Bayer
- Mike Linehan

Administration

- David Liesegang

Additional Specialists (as needed)

- Assistive Technology
- Autism Consultant
- Behavior Specialists
- English Language Learners



Everything You Need to Know About **CTE COURSES AND PROGRAMS GENERAL ENROLLMENT TIMELINE**

School Year Prior to Enrollment

October

- Course offerings for the next year and enrollment process updates begin to be shared with districts
 - Newly approved courses will be included, if applicable
- Information may be shared in a variety of ways, including counselor liaison meetings and emails to all enrolling partners

November

- CTE EXPO Night takes place, the **ONLY OPPORTUNITY** for families to visit WEMOCO. More info on page 3.

December

- Tour Day is held, the **PRIMARY OPPORTUNITY** for students to visit NYSED Approved Programs and Locally Approved Courses. More info on page 3.

January - February

- Online CTE registration opens.
- Possible make-up visit date for students with extenuating circumstances. More info on page 3.

March

- Online CTE registration closes March 1.
- District priority lists are also due at this time.
- Requests submitted on time will be processed first.
- As enrollment requests are reviewed, CTE Enrollment Team may contact districts for more information regarding students.
- Enrollment requests may continue to be submitted, but they will not be processed until after class lists are communicated in May.

April

- CTE notifies districts of alternate enrollment recommendations and/or declined enrollment requests for students registered **prior to March 1**.

May

- Deadline for districts to accept or decline alternate enrollment recommendations.
- Deadline for students to request program/course changes for the following year.
- CTE notifies districts of class lists and waitlists
- Enrollment requests submitted **after March 1** will begin to be processed.

June

- CTE notifies districts of alternate enrollment recommendations and/or declined enrollment requests for students registered **after March 1**.
- CTE notifies districts of updated class lists and waitlists

School Year of Enrollment

July and August

- Limited staff availability to process enrollment requests
- CTE Enrollment Team may not be able to process additional requests until late August/early September

End of August

- CTE notifies districts of updated class lists and waitlists

September

- CTE assists students with scheduling issues and works with students on requested enrollment changes

October

- Deadline for NYSED Approved Program enrollment changes (requests for enrollment in or transfer between)

BOCES 2 CTE

ENROLLMENT FOR 2024-25 YEAR

October 2023

- Oct. 3 CTE Counselor Advisory Board Meeting
- Oct. 23 Tour Day sign up opens

November 2023

- Nov. 16 CTE EXPO Night
- Nov. 17 Tour Day sign up closes

December 2023

- Dec. 1 Tour Day

January 2024

- Jan. 2 Online CTE registration opens
- Jan. 12 Make-up visit sign up and justification
- Jan. 19 Make-up visit for approved students

March 2024

- March 1 Online CTE registration closes
- March 15 District priority lists are due

April 2024

- April 19 Alternate enrollment recommendations sent for requests submitted before March 1

May 2024

- May 1 Deadline to accept/decline recommendations
- May 1 Deadline for student course change requests
- May 17 Class lists and waitlists sent (tentative)
- May 31 Alternate enrollment recommendations sent for requests submitted after March 1

June 2024

- June 14 Deadline to accept/decline recommendations
- June 21 Updated class lists and waitlists sent



Everything You Need to Know About

ENROLLMENT FOR LOCALLY APPROVED COURSES AND NYSED APPROVED PROGRAMS

Online Registration

Districts must submit all enrollment requests online, including registration for students in out-of-district placements. (See Page 3)

Submit enrollment requests at

<https://www.monroe2boces.org/CTEregistration>

- Returning User: Your email and last password is valid
- Password Assistance: Email Rick Muscarella
- New User: Use Request Access! link on login page

A two-step authentication process has been added for increased security. A PIN will be emailed to you upon login.

The offering list is alphabetized with NYSED Approved Programs first, followed by Foundations and Introductions.

Changes cannot be made after selecting an offering and session, including drops and session changes. Email the respective CTE counselor with any changes.

Supporting Information and Documentation

- Provide supporting documentations for enrollment requests. Share IEP and 504 files via Frontline. Email the following if applicable: BIP, health plans, safety plans, custody papers, etc.
- If a student has unique and/or significant needs, contact a CTE counselor to discuss the student's needs at the time of, or prior to, submitting the enrollment request. Send all applicable documentation (ex: FBA, BIP, Medical Plan). Medical care plans written for a school setting may not include information needed for CTE labs or WBL sites. A follow up with healthcare providers may be necessary. Additional district support for students may also be requested at this time.
- Notify a CTE counselor if the CDOS credential is needed as the only high school credential or diploma pathway.
- It is vital that demographic information is complete and accurate. This is the only way CTE receives important information such as parents/guardians, addresses, phone numbers, etc. If there is a change, contact CTE as soon as possible with the updated information.

Foundations and Introduction Courses ONLY

You will notice the following note

Choose your preferred session (AM or PM), then indicate in comment section whether the unselected session is a viable option. Be aware that the preferred session may not be available.

Foundations and Introductions enrollment requests tend to heavily skew towards the PM. If possible, please consider requesting the AM session for these courses.

Priority Lists

Each high school/district is required to submit a list that prioritizes the order that all their students should be enrolled in each offering, including students with out-of-the-district placements. If a priority list is not submitted, the CTE Enrollment Team will use the date/time of the enrollment request to prioritize students. Students not on the priority list will automatically be placed at the end.

Enrollment Review Process

The CTE Enrollment Team reviews requests and supporting documentation. Team members may contact districts to better understand the student and/or enrollment request.

Class Size and District Enrollment Per Class

CTE program maximum enrollment varies due to factors such as safety and supervision concerns; physical size and location of the space; number of teachers; curriculum and/or industry requirement changes; and clinical hours/rotations. Maximum enrollment may change annually. Additionally, NYSED states that best practice is for a single CTE class roster to have fewer than 50% SWD.

Districts do not have a guaranteed number of spots per program; enrollment requests are the only access to roster spots. Enrollment requests prior to the March 1 deadline are most likely prioritized over late enrollment requests.

Cross Contracts

Component district requests are accommodated before cross-contract student enrollment is evaluated. Non-Component districts must initiate cross-contract paperwork after the CTE enrollment review process is completed. Cross-contract paperwork must be signed by both the enrolling district's BOCES and Monroe 2-Orleans BOCES. This paperwork is required to be on file with CTE to confirm enrollment.

Rochester City School District

Cross-contract paperwork is not necessary. However, RCSD students must have transportation to WEMOCO (for the appropriate time period) documented in the Special Transportation section of the IEP.

Class Lists

The CTE Enrollment Team considers the following information when creating initial class lists: percentage of students from a district, percentage of students with IEPs, student demographics and other individual student information shared by districts.

Waitlists

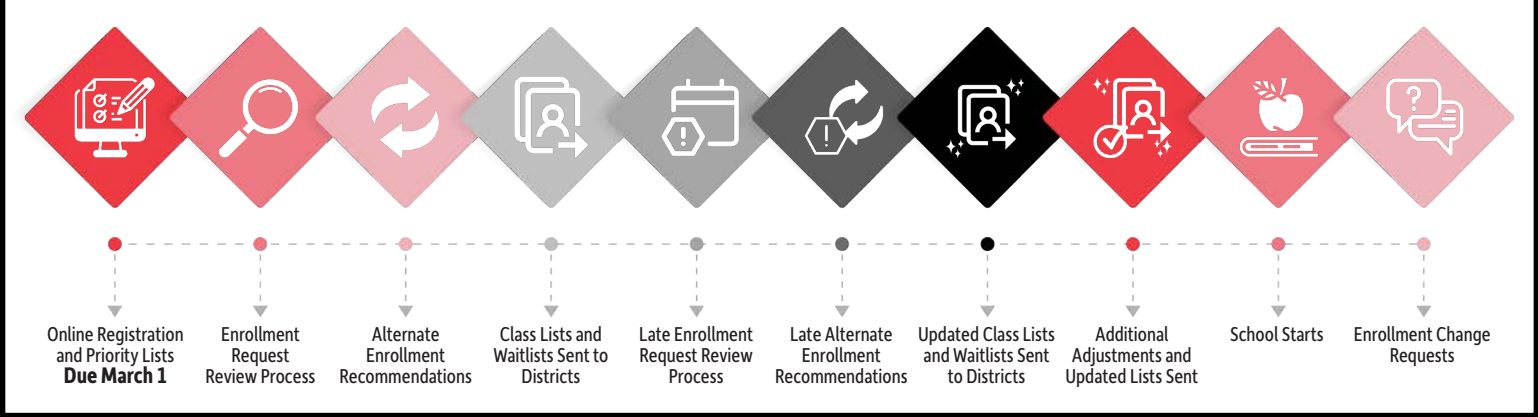
Students cannot be on more than one waitlist. Multiple factors contribute to waitlist movement and filling a roster spot, if one becomes available. A drop from a district student does not equate to a student from the same district filling that spot. CTE counselors will contact the district if a spot for a waitlist student becomes available.

Recently, the longest waitlists have been for Welding and Residential and Commercial Electrical.

Processing Enrollment Requests after Enrollment Deadline

Late enrollment requests may be submitted by paper or separately in the online system after the March 1 deadline. These late requests will not be processed until after initial class lists and waitlists are complete. As a result, enrollment status for the late requests may not be communicated until late June.

Locally Approved Courses and NYSED Approved Programs Enrollment



ENROLLMENT CHANGE REQUESTS

Prior to the Start of the School Year

Enrollment change requests to initial requests made prior to March 1 can be requested until April 30. Email the associated CTE counselor and copy the WEMOCO Counseling and Career Center secretary. This allows the initial class lists to be as accurate as possible. Additional change requests can be submitted after initial class lists are sent in mid May.

In September after the School Year Begins

Enrollment change requests can be made beginning the first Monday of the school year.

Student-Led Enrollment Change Request Process

1. Student requests meeting with CTE counselor to express desire in enrollment change. Meetings are in high demand at the beginning of the year, so students may need to return to their originally enrolled program until a CTE counselor is available to meet with them.
2. When the student meets with the CTE counselor, they will discuss the reason for the enrollment change, alternate programs they are interested in and the possible necessity of a visit. If the student is interested in a program with a waitlist, the process will pause. The CTE counselor will contact the student if the waitlist is exhausted and an additional spot becomes available. If this occurs, the process resume.
3. The CTE Change Request Form will be started.
4. If the student decides to switch, the form needs to be signed by a parent/guardian and the district.
5. Once the form is returned to CTE, enrollment is changed.
6. The day after the form is returned to CTE is the first day for the student in the new program.

Students are responsible for completing all essential safety, tool and equipment content that occurred before their enrollment.

Deadlines for Current Student Enrollment Changes

- To another NYSED Approved Program: End of Quarter 1
- To a Locally Approved Course (Foundations or Introductions): First 15 weeks

This process is the same as above with one exception: Requests to change to a Locally Approved Course do not have to be initiated by only the student.

New Enrollments to CTE

New enrollment requests are accepted only in the first quarter. Enrollment processes remain in place. If successfully enrolled, the student must begin their CTE program/course prior to the end of the first quarter. Students are responsible for completing all essential safety, tool and equipment content that occurred before their enrollment.

Dropping Enrollment after School Year has Started

Students no longer attending CTE will not be dropped until the district communicates the drop to CTE. District staff need to email the CTE counselor and WEMOCO Career and Counseling Center secretary to inform CTE of the drop. Be sure to include the effective date.

Transfers from Another BOCES CTE Center

If a student is currently enrolled in a CTE Center through another BOCES, contact the CTE counselor prior to requesting enrollment. The CTE counselor will request information about the CTE program the student is currently enrolled in (syllabus, employability profile, etc.), as well as student information (grades, attendance, WBL and/or clinical hours). The previously described enrollment process will apply.



Everything You Need to Know About **CTE ALIGNMENT TO NEW YORK STATE REQUIREMENTS**

Academic Credits

Each NYSED Approved Program offers academic credits. Credits offered are dependent upon appropriate teacher certifications and NYSED Approval. The BOCES 2 CTE Course Offerings document includes updated information regarding the credits offered in each NYSED Approved Program. Students requesting Math or Science credit through CTE must have already successfully completed Regents requirements for Math and Science. Students requesting ELA 12 credit through CTE must have successfully completed ELA 11. Academic credit must be requested at the time the initial enrollment request is made. CTE cannot guarantee that accommodations can be made for academic credit requests after the student has started in the program.

Career and Financial Management Credits

All NYSED Approved Programs include CFM credit: 0.5 credit offered over the duration of the program. This does not need to be requested when completing the enrollment request.

Awarding Credits

BOCES 2 CTE does not award credits. The sending district awards all credits. Recommendations for credits are made based on the length of the course and the content included. Typically, a one-year NYSED Approved Program is four (4) credits and a two-year NYSED Approved Program is eight (8) credits. Academic credits are deducted from these totals. For example, a student completing Carpentry may be eligible for 0.5 credit for CFM, one (1) credit for ELA 12 and 6.5 CTE credits.

Locally Approved Courses (Foundations and Introductions) are one-year in length and only provide CTE credit.

Technical Endorsement

Students in NYSED Approved Programs may be eligible for Technical Endorsement on their diploma if they pass the three-part Technical Assessment for their program. BOCES 2 CTE does not award this endorsement. As a student completes their program, CTE will provide technical endorsement information to qualifying students' home districts based on technical assessment scores.

CDOS Credential

All Locally Approved Courses and NYSED Approved Programs are aligned to the requirements of the Career Development and Occupational Studies (CDOS) Credential as they include commencement level CDOS standards, provide at least 216 hours of CTE content, offer opportunities for students to participate in 54 hours of WBL and assess students on an employability profile. However, completing a CTE program does not automatically mean a student is eligible to earn a CDOS credential.

In addition, students in NYSED Approved Programs are assessed on the NOCTI 21st Century Skills for Workplace Success assessment. This assessment is approved for the CDOS credential through Option 2.

If a student needs the CDOS credential as their only credential upon exiting high school or as a pathway to a diploma, notify a member of the CTE Enrollment Team prior to submitting an enrollment request.

WEMOCO does not award the credential, but staff members can monitor student progress towards meeting CDOS credential requirements through their CTE program and provide documentation upon request.

CTE Recognition Ceremony

BOCES 2 CTE celebrates student achievement each June during the CTE Recognition Ceremony. Students are recognized for receiving scholarships, being a member in WEMOCO Student Organizations such as SkillsUSA and National Technical Honor Society, participating in a Locally Approved Course and completing NYSED Approved Programs. Grade 12 students who are first-year students in a NYSED Approved Program are also recognized for their participation.

BOCES 2 CTE welcomes all family, friends and district staff to celebrate the accomplishments of CTE students. Be on the lookout for more details as the event gets closer.



Everything You Need to Know About **THE NEW VISIONS ENROLLMENT PROCESS**

New Visions: Health Professions

New Visions is a one-year career exploration program for highly motivated, college-bound seniors. The program gives students the opportunity to gain insight into various careers in healthcare and has a required shadowing component. This is not a skills development program. Students do not provide services to clients or patients. Districts are responsible for transporting students to the learning environment at the University of Rochester Medical Center at Strong.

Enrollment Requirements

Academic requirements include successful completion of three years of New York State Regents-level Math and Science. Specific Regents Exam and/or SAT scores may be required based on integrated dual enrollment credit pre-requisites. Students cannot have behavior, discipline or attendance concerns during junior year. Students must also be able to successfully complete industry requirements for shadowing. These requirements may include a background check, drug test and/or vaccinations.

New Visions Application

Acceptance into New Visions is done through an application process. Online applications become available in December. The application process includes short answer responses, recommendations and required documents (transcripts, discipline, attendance). Applications are initiated by students, but require follow up from the district counselor.

This application system is NOT the same as the CTE online registration system.

Application deadline is in February.



District Presentations

In November and December, CTE counselors visit districts, by request, to present information about the New Visions Program to interested grade 11 students. Student attendance at these presentations is dictated by the district, keeping in mind the rigor, demands and format of the New Visions program. Current New Visions students may be asked to assist with the presentation.

New Visions is NOT part of EXPO Night or Tour Day.

New Visions Information Night

New Visions Information Night is held in January. Interested students and families can hear about the program from New Visions staff and current students prior to completing their applications.

Acceptance

Information regarding New Visions acceptance is mailed to the student and district counselor in April. Not all students who apply are accepted into the program.

New Visions Family Meeting

This event is for accepted students and their families and takes place in May. The focus is on preparing for the start of the school year and completing any requirements for shadowing in a healthcare setting.

New Visions **GENERAL ENROLLMENT TIMELINE**

School Year Prior to Enrollment

November and December

- CTE counselors visit districts by request to discuss the New Visions opportunity

December

- New Visions applications open

January

- New Visions Information Night

February

- New Visions applications close

April

- Acceptance notification letters are sent to students and their district counselors .

May

- New Visions Family Meeting is held to prepare for the upcoming school year.

Reminder: New Visions is NOT a part of EXPO Night or Tour Day. Students interested in New Visions should attend a district presentation and/or New Visions Information Night.

Monroe 2-Orleans BOCES Career and Technical Education

ENROLLMENT AT A GLANCE

CTE is an acronym for
**Career and
Technical
Education**



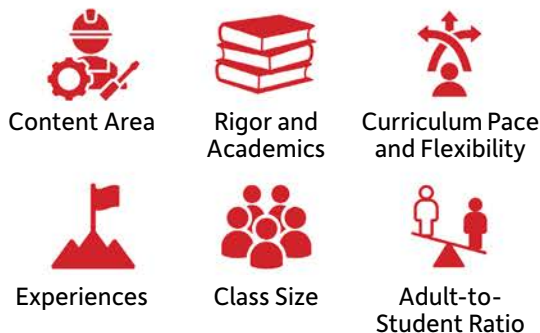
is the primary location for
Monroe 2-Orleans BOCES
Career and Technical
Education

27

learning experiences in three
different categories are
offered by BOCES 2 CTE

See Page 4 for a full list of offerings

Offerings differ in many ways such as



See Page 5 for a CTE Offering Comparison

Three main factors should
be considered before
student enrollment



There are two enrollment processes:
CTE Online Enrollment and the New Visions Application Process

CTE Online Enrollment



New Visions Application Process



2023-24 CTE Enrollment Team Contact Information

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See Page 6 for a full list of the CTE Enrollment Team



CTE Online
Enrollment Deadline:
March 1

Submit CTE Online Enrollment at
www.monroe2boces.org/CTEregistration

See Pages 7-9 for additional information about CTE enrollment



Visit the CTE website for additional
information and materials
www.monroe2boces.org/cte