



*College and Career Pathway Endorsement  
IWAS System User Guide*

November 2024



## Overview

This document is a guide to walk you through the online College and Career Pathway Endorsement submission process. The sections covered include:

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If you have programmatic questions or if there are issues with system functionality, please contact ISBE's CTE Department at (217) 524-4832 or [cte@isbe.net](mailto:cte@isbe.net). Please include the RCDT code, a description of the issue, and a screen shot(s) in an email. If you have IWAS access issues, please contact ISBE's Call Center at (217) 558-3600.

# Access Levels and Accessing the System

## Accessing Levels

### What does the Access Level mean?

<b>ROE Admin</b>	View only rights. The ROE superintendent can assign other ROE personnel as the ROE Admin for view-only purposes.
<b>District Admin</b>	District superintendent for communicating with District Admin to assist them in completing this application or assign other district personnel as the District Admin for completion. District Administrators are responsible for completing the Endorsement Pathway Plans.
<b>ISBE Admin</b>	ISBE staff only: ISBE users will approve/deny components of the Career Pathway Endorsement plan applications.
<b>ISBE Call Center</b>	View only rights ISBE's Call Center Team.

- District Admin:
  - District superintendent
    - Can delegate others to serve as District Admin.
    - Will be the only one who can delegate District Admin duties; delegates will not be able to assign rights to the system to others.

## Accessing the System

- Sign into [ISBE Web Application Security \(IWAS\)](#)
- Click on System Listing; then Reporting – Annual – Career Pathway Endorsement Plan



## IWAS User Access

- Existing IWAS users:
  - Go to System Listing. Click on [Want to Signup for Other Systems?](#) at bottom right.
  - Go to Reporting – Annual – Career Pathway Endorsement Plan.
  - Click the  button next to it.
  - Complete the necessary information, including justification for access.
  - Click 
- New IWAS users:
  - Please refer to the [IWAS User's Guide](#) to find information about how to create an account.
  - Go to System Listing – Reporting – Annual – Career Pathway Endorsement Plan.
  - Click the  button next to it
  - Complete the necessary information, including justification for access.
  - Click 

**Please note: There is not a limit on the number of individuals who can have District Admin access.**

## District Admin or Business Manager – Granting User Access to Complete Application

- Process for granting access:
  - Login to IWAS.
  - Go to the Career Pathway Endorsement Plan system request.
  - Select District Admin for the correct district representative.
  - Approve access.

## Getting Started

**Step 1:** Log into the Career Pathway Endorsement Plan.

**Step 2:** When you login, the landing page displays information regarding the College and Career Pathway Endorsement (CCPE) process, including Updates, News, and Other Information pertinent to the CCPE. Click [Continue](#) to enter the CCPE Plan submission system.

**Step 3:** Upon entering the CCPE Plan dashboard, you will see a listing of the District Pathways.

The status of each Pathway is indicated under the Status column:

- *Draft* indicates the Pathway plan has been started and is in draft format.
- *Submitted* indicates the Pathway plan has been submitted for ISBE approval.
- *Needs Resubmission* indicates changes need to be made to the Pathway plan.
- *Approved* indicates the Pathway plan has been approved by ISBE.

The Action column indicates the actions a user can take for the Pathway plan:

- *Edit* allows you to edit a plan needing resubmission.
- *View* is a view-only option for approved plans.
- *Edit/Delete* are options for plans that are in draft mode.

The Last Updated Date and Updated By Date are also provided.

The option to *Add* the Individual Career Plan or *Request* for Opt Out is in the top right corner above the Pathway listings.

- When first entering the system and prior to entering any plans, both buttons will be green.
- After submitting either Individual Career Plan or Opt Out, the button(s) will be blue (Submitted).
- Upon approval, either Individual Career Plan or Opt Out button(s) will be green (Approved).
- *Please note:* Once the ICP or Opt Out is approved, they are view only and no changes can be made.

Select Year:  [Search](#)

[Request for Opt Out](#) [Add Individual Career Plan](#)

Career Pathways [Add New Pathway](#)

Program Year	Pathway Name	Status	Last Updated By	Last Updated Date	Action
There are no recorded Career Pathways for Payson CUSD 1. Please work on Individual Career Plan to get started.					

➤ *Note the system menu allows you to easily access the User Guide for additional information.*

## Individual Career Plan

**Step 1:** If this is your first-time entering information for the Pathways, click on [Add Individual Career Plan](#) to begin the CCPE submission process.

**Step 2:** To earn a College and Career Pathway Endorsement, a student shall develop and periodically update an individualized plan for postsecondary education or training, careers, and financial aid. The school district must outline how students will be supported with comprehensive postsecondary and career planning; develop a method to collect and store the student's information regarding the individual plan; and identify who is responsible for work in career exploration/development, postsecondary education exploration/preparation/selection, and financial aid and literacy.

Using the provided textboxes, answer questions 1-7. If the form is ready to be submitted for ISBE Admin's approval, click [Save & Submit](#). If the progress needs to be partially saved, click [Save](#). If no changes are required, click on [Go Back](#) to open the Pathway listings.

1. How are students supported with comprehensive postsecondary and career planning? \*

2. Where are you collecting and storing information regarding the students' Career Goals? \*

3. What are the various roles that are responsible (role/position not the name) for the work related to students' Career Goals? (Multiple positions should be included) \*

4. Where are you collecting and storing information regarding the students' Postsecondary Plans? \*

5. What are the various roles that are responsible for the work related to students' Postsecondary Plans? (Multiple positions should be included.) \*

6. Where are you collecting and storing information regarding students' Financial Aid and Literacy Planning? \*

7. What are the various roles responsible for the work related to students' Financial Aid and Literacy Planning? (Multiple positions should be included) \*

**Step 3:** Once the Individual Career Plan (ICP) has been submitted, the status on the pathway dashboard indicates

[View Individual Career Plan \(Submitted\)](#)

- If the ICP request has been *declined*, refer to the ISBE Feedback section at the bottom of the page and address the concerns. Once changes have been made, click [Save & Submit](#).
- Once the ICP has been approved, it is in view-only status. Click the [Go Back](#) button to return to the Pathway listings.

## Career Pathways

### District Information

**Step 1:** After the ICP has been approved, use the Pathway listing page to access your Pathway plans.

The status of each Pathway is indicated under the Status column:

- *Draft* indicates the Pathway plan has been started and is in draft format.
- *Submitted* indicates the Pathway plan has been submitted for ISBE approval.
- *Needs Resubmission* indicates changes need to be made to the Pathway plan.
- *Approved* indicates the Pathway plan has been approved by ISBE.

**Step 2:** To add a new plan, click on [Add New Pathway](#) to begin.

**Step 3:** The top portion of the first section contains district information which is pulled from ISBE's Entity Profile System. The bottom portion of the first section should be filled/replaced with the name and contact information of the person completing the Pathway plan. Once the information has been entered and reviewed, click [Save](#). Then click [Next](#) to move to the new section.

**Please note: The contact information in the bottom portion will be prepopulated and should be replaced (if needed) to indicate the correct contact person.**

**College and Career Pathway Endorsement Contact Information**

\* **Contact Name:**

\* **Contact Email:**

\* **Contact Phone:**

\* Please review and save contact information.

➤ **Note the Pathway menu located on the left side of the page allows you easily switch between the sections of the Pathway components. However, the Overview Information must be completed to do so.**

District Information - Complete

**Overview Information - Incomplete**

Course Sequence - Incomplete

Professional Learning Experience ▾

Career Exploration Activities - Incomplete

Team - Based Challenges - Incomplete

Career Development Experience/Internship -  
Incomplete

Submit/Review

## Overview Information

**Step 1:** Select the Endorsement Area for the Pathway.

**1. Endorsement Area \***

- Agriculture, Food and Natural Resources
- Arts and Communications
- Finance and Business Services
- Health Sciences and Technology
- Human and Public Services
- Information Technology
- Manufacturing, Engineering, Technology and Trades

**Step 2:** Enter the specific career Pathway name (i.e. Nursing, Education, Elementary Education, IT, Networking, Accounting).

**2. Specific Career Pathway (i.e., Nursing, Education, Elementary Education, IT, Networking, Accounting) \***

**Step 3:** Broadly describe labor market/workforce needs for this Pathway.

**3. Labor Market/Workforce Needs - Broadly describe labor market/workforce needs for this Endorsement \***

**Note:** You can expand the text box area by clicking on the bottom right corner of the text box.

**Step 4:** The Pathway plan must be aligned with one or more postsecondary institutions. This alignment allows students to continue their Pathway in a seamless and deliberate manner toward a postsecondary credential. Be specific about the credential (e.g., Associate in Applied Science in Cyber Security/Information Assurance).

Use the drop-down box to select the postsecondary partner then enter the credentials associated with the program. *If the program has multiple credentials, separate each credential with a comma in the Eligible Credentials text area.*

Click **Add Credential** once all information has been entered. If applicable, continue to add postsecondary institutions and eligible credentials.

**4. List the eligible credentials that could result from this Endorsement. Be specific about the credential (e.g. Associate in Applied Science in Cyber Security/Information Assurance) \***

Click the "Add Credential" button after entering each Postsecondary Partner and Eligible Credential.

Postsecondary Partner	Eligible Credentials	Action
<input type="text" value="--Select--"/>	<input type="text"/>	<b>Add Credential</b>

Upon the completion of the overview section, click on **Save** in the bottom right hand corner of the page, to save your information and move to the next section. You will receive a confirmation message that your information has been saved.

➤ **You can now use the pathway menu on the left side of the page to easily switch between all sections of the Pathway components.**

## Course Sequence

Refer to the bottom of the page to view the current number of courses/credits that have been entered.

Number of semesters still required: **4**

Number of early college credits still required: **6**

ISBE SIS Course Code & Course Name	Number of Semesters	Course Location	Early College Credit?	Number of Credits	Grade	Course Schedule	Action
No data found.							

*A minimum of four semesters (two years) with six early college credit opportunities is required for submission.*

**Step 1:** There are two options for selecting ISBE course codes for the courses in the course sequence.

1. Subject Area & ISBE SIS Course Code \*

--Select Subject Area--

Start search with Course Name or Course Code

2. Local Course Name

Option 1: Use the dropdown feature to select one of the 24 subject areas. Upon selecting a subject area, the course name dropdown displays only those courses within the selected subject area.

1. Subject Area & ISBE SIS Course Code \*

--Select Subject Area--

- 01 - English Language And Literature
- 02 - Mathematics
- 03 - Life and Physical Sciences
- 04 - Social Sciences and History
- 05 - Fine and Performing Arts
- 07 - Religious Education and Theology
- 08 - Physical, Health, and Safety Education
- 09 - Military Science
- 10 - Information Technology
- 11 - Communication and Audio/Visual Technology
- 12 - Business and Marketing
- 13 - Manufacturing
- 14 - Health Care Sciences
- 15 - Public, Protective, and Government Service
- 16 - Hospitality and Tourism
- 17 - Architecture and Construction

1. Subject Area & ISBE SIS Course Code \*

10 - Information Technology

2. Local Course Name

3. How is this Course offered? \*

--Select--

4. Number of Semesters \*

--Select--

6. Early College Credit \*

Yes  No

Start search with Course Name or Course Code

- 10001A000 - Introduction to Computer Technology
- 10001A001 - Introduction to Computer Technology
- 10002A000 - Computing Systems
- 10003A000 - Computer and Information Technology
- 10003A001 - Computer and Information Technology
- 10004A000 - Computer Applications
- 10004A001 - Computer Concepts and Software Applications
- 10005A000 - Business Computer Applications
- 10005A001 - Information Processing I

Option 2: Use the  search option by clicking in the box and typing in the name of the course.

**Step 2:** Enter the local course name (optional).

2. Local Course Name

**Step 3:** Use the dropdown to select how the course is offered from the three options – the course is offered as regular period course, part of a block schedule, or part of an extended time/period. This information will be used to determine if the course content covers more than the typical credits of a regular period course.

3. How is this Course offered? \*

--Select--

- Select--
- Regular Period Course
- Block Schedule
- Extended Time

**Step 4:** Use the dropdown to select the number of semesters for the course. **Please note that if Extended Time is selected, you can only select from 2-4 semesters.**

4. Number of Semesters \*

--Select--

--Select--

1

2

3

4

**Step 5:** Use the dropdown to select the location of the course.

5. Location at which course is delivered \*

--Select--

--Select--

Career Center

High School

Community College

**Step 6:** Indicate if the course is eligible for Early College Credit. If Yes, complete 6a, 6b, 6c, and 6d. If No, continue to Step 7.

6. Early College Credit \*

Yes  No

**Step 6a – 6d:** Enter the college course code, college course name, early college credit type, and number of credits.

6a. College Course Code\*

6b. College Course Name\*

6c. Early College Credit Type\*

6d. Number of Credits\*

7. Typical Grade Course Offered \*

8. Course Description \*

**Note:** *If Advanced Placement is selected and you are not aware of the corresponding College Course code/name, please work with your postsecondary partner or use [this tool](#) to determine the information. For International Baccalaureate courses, work with your postsecondary partner or use [this site](#) for additional information.*

**Step 7:** Select the grade during which a student would normally take this course.

7. Typical Grade Course Offered \*

--Select--

--Select--

Grade 09

Grade 10

Grade 11

Grade 12

Grade 09/10

Grade 11/12

**Step 8:** Provide a basic course description.

8. Course Description \*

*Note: You can expand the text box area by clicking on the bottom right corner of the text box.*

**Step 9:** Respond to the question prompt on how the course helps students learn what the actual work is like in the workplace and helps them to determine if the work aligns with their interests.

9. How does the course help students learn about what the actual work is like and help them to determine if this type of work aligns with their interests? \*

*Note: You can expand the text box area by clicking on the bottom right corner of the text box.*

**Step 10:** Respond to the question prompt on how the course teaches students the skills and/or content that is needed to be successful in the career Pathway.

10. How does the course teach the students skills and/or content that they need to use for entry-level employment and/or career-focused postsecondary courses in the Career Pathway? \*

*Note: You can expand the text box area by clicking on the bottom right corner of the text box.*

**Step 11:** Once all of the course information is completed, click Save. Continue to add courses to the course sequence that are being used to meet the requirements of this component. Once all courses have been entered and the requirements have been met, click Next to move to the next component.

Number of semesters still required: 2    Number of early college credits still required: 3

ISBE SIS Course Code & Course Name	Number of Semesters	Course Location	Early College Credit?	Number of Credits	Grade	Course Schedule	Action
11004A001 - Social Media	2	Career Center	Yes	3	Grade 11/12	Regular Period Course	<span style="background-color: #f1c40f; padding: 2px 5px;">✎</span> <span style="background-color: #a63d3d; color: white; padding: 2px 5px;">✖</span>

*Note: Refer to the bottom of the page to view the current number of courses/credits that have been entered and ensure all requirements have been met. The Action buttons allow you to either edit ✎ or delete ✖ your entry. If any edits need to be made, be sure to click Update once the edits have been made.*

## Professional Learning Experience – Career Exploration Activities

To earn a CCPE, a student shall complete a minimum of two career exploration activities or one intensive career exploration experience. For purposes of the CCPE, activities taking place in grades through 12 may be included as a career exploration activity, with at least one activity taking place within grades 9 through 12.

Examples of a career exploration activity include, but are not limited to, worksite tours, job shadowing, career-related services, or mentorship. Intensive career exploration activities are structured student experiences, such as a career exploration camp/day (minimum of 5 hours), that provides students with the opportunity to explore various occupations relating to a specific Endorsement area with hands-on training and orientation activities.

Refer to the bottom of the page to view the current number of career exploration activities that have been entered. *You may add up to six total career exploration activities.*

Number of Career Exploration Activities still required: 2

Activity Name	Activity Description	Name(s) of the Partner(s)	Intensive Activity	Action
No data found.				

**Step 1:** Enter the career exploration activity name.

1. Activity Name \*

Job shadowing at hospital

**Step 2:** Describe the career exploration activity. For recording/monitoring purposes it is suggested to indicate if the activity occurs during a course within the course sequence.

2. Activity Description \*

*Note: You can expand the text box area by clicking on the bottom right corner of the text box.*

**Step 3:** Enter the name(s) of the industry partner(s) associated with the career exploration activity.

3. Name(s) of the Partner(s) \*

*Note: You can expand the text box area by clicking on the bottom right corner of the text box.*

**Step 4:** Indicate if this is an intensive career exploration activity. *To earn a CCPE, a student shall complete a minimum of 2 career exploration activities or one intensive career exploration experience.*

4. Is this an Intensive Career Exploration Activity? \*

Yes  No

**Step 5:** Once all of the career exploration information is completed, click  . Continue to add career exploration activities that are being used to meet the requirements of this component. Once all career exploration activities have been entered and the requirements have been met, click  to move to the next component.

Number of Career Exploration Activities still required: **1**

Activity Name	Activity Description	Name(s) of the Partner(s)	Intensive Activity	Action
Job Shadowing	Students in the Health Occupations course visit local hospitals throughout the semester. The stu...	St. Johns' Hospital, Memorial Hospital	No	 

**Note:** Refer to the bottom of the page to view the current number of career exploration activities that have been entered and ensure all requirements have been met. The Action buttons allow you to either edit  or delete  your entry. If any edits need to be made, be sure to click  once the edits have been made.

## Professional Learning Experience – Team-Based Challenges

To earn a CCPE, a student shall complete a minimum of two team-based challenges. For more information and examples of TBCs, please reference the [TBC library](#) or use the [companion guides](#) available in all seven endorsement areas.

Refer to the bottom of the page to view the current number of team-based challenges that have been entered. *You may add up to six total team-based challenges.*

Number of team challenges still required: 2

Challenge Name	Problem Description	Technical Competencies Assessed	Cross-Sector Competencies Assessed	Final Product Description	Adult Mentor/ Industry Partner	Action
No data found.						

**Step 1:** Enter the name of the team-based challenge.

1. Name of the Team-Based Challenge \*

**Step 2:** Enter the authentic problem including approximate team size. For recording/monitoring purposes it is suggested to indicate if the team-based challenge occurs during a course within the course sequence. *Additional resource:* [Authentic Problem vs. Authentic Task](#)

2. Authentic Problem including Approximate Team Size \*

**Note:** You can expand the text box area by clicking on the bottom right corner of the text box.

**Step 3:** Click in the box to select one (maximum two) technical competency from the endorsement area selected in the Overview Information section.

3. Career Pathway Technical Competencies Assessed (Information Technology Technical Competencies) \*

- Basic Principles of Information
  - Technology Concepts, Systems
  - Platforms & Tools
  - Security
  - Logic & Fundamentals of Computer Languages
  - Routing & Network Configuration
  - User & Customer Support
  - Basic Principles of Hardware
  - Risk Management & Information Assurance
  - Basic Principles of Software Development

**Step 4:** Click in the box to select one (maximum two) essential employability competencies.

4. Cross-Sector Essential Employability Competencies Assessed \*

- Teamwork & Conflict Resolution
- Communication
- Problem Solving
- Decision Making
- Critical Thinking
- Adaptability & Flexibility
- Initiative & Self-Drive
- Reliability & Accountability
- Cultural Competence

**Step 5:** Enter the list of Potential [Final Solution Products](#).

5. List of the Potential Final Solution Products \*

**Note:** You can expand the text box area by clicking on the bottom right corner of the text box.

**Step 6:** Provide the name and/or role of the adult mentor or industry partner who will be working with the teams during the team-based challenge. If multiple partners are possible, separate entries with a comma.

6. Adult Mentor/Industry Partner \*

**Step 7:** Once all of the team-based challenge information is completed, click Save. Continue to add team-based challenges that are being used to meet the requirements of this component. Once all team-base challenges have been entered and the requirements have been met, click Next > to move to the next component.

Number of team challenges still required: 1

Challenge Name	Problem Description	Technical Competencies Assessed	Cross-Sector Competencies Assessed	Final Product Description	Adult Mentor/ Industry Partner	Action
IT TBC	In the IT course, student teams of 3-4 students are given the following prompt: A local business ...	Security	Decision Making	Presentation by student teams	IT Staff at school , ABC Security	<span style="background-color: #f1c40f; padding: 2px 5px; border-radius: 3px;">✎</span> <span style="background-color: #e74c3c; padding: 2px 5px; border-radius: 3px;">🗑️</span>

**Note:** Refer to the bottom of the page to view the current number of team-based challenges that have been entered and ensure all requirements have been met. The Action buttons allow you to either edit ✎ or delete 🗑️ your entry. If any edits need to be made, be sure to click Update once the edits have been made.

## Professional Learning Experience – Career Development Experience/Internship

To earn a CCPE, a student shall complete at least 60 cumulative hours of participation in one or more supervised career development experiences. At least 60 hours of participation completed by the student can be within a single experience or across two experiences; however, one individual experience may not be less than 20 hours.

Refer to the bottom of the page to view the components of the career development experience/internship that have been entered. *A maximum of two experience records are allowed.*

Number of hours still required: **60**

Experience/ Internship Name	Student Role Description	Name(s) of the Partner(s)	Collaboration between school and partners	Professional skills assessment	Course/ CDE hours	School Credits given?	Paid Internship/ Experience?	Action
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No data found.

**Step 1:** Enter the name of the career development experience/internship.

1. Career Development Experience/Internship Name \*

**Step 2:** Provide a description of the authentic working conditions or student role in the partner organization. *What will the student be doing during their career development experience/internship?*

2. Description of the students' Roles in the Partner's Organization \*

*Note: You can expand the text box area by clicking on the bottom right corner of the text box.*

**Step 3:** Provide the name(s) of the partner(s) involved in the career development experience/internship.

3. Name(s) of the Partner(s) \*

*Note: You can expand the text box area by clicking on the bottom right corner of the text box.*

**Step 4:** Describe the collaboration between the school and business partner in developing and monitoring the career development experience.

4. Collaboration between school and business partners \*

*Note: You can expand the text box area by clicking on the bottom right corner of the text box.*

**Step 5:** Describe how students are assessed or provided feedback through a professional skills assessment on the relevant career Pathway technical competencies and cross-sector essential employability competencies (frequency, monitoring, skill checklist, etc.). Additionally, how the assessment tool is created, including those involved in the process would be appropriate.

5. Professional skills assessment (technical competencies and employability skills) \*

*Note: You can expand the text box area by clicking on the bottom right corner of the text box.*

**Step 6:** Indicate how many hours the students will be completing during the career development experience/internship. *No individual experience may be less than 20 hours (40/20 or 30/30 split across two).*

6. How many Career Development Experience hours assigned to this work? \*

0

**Step 7:** Indicate if the students earned high school course credit for the experience/internship. If Yes, enter the required information in question 8. If No, continue to question 9.

7. Did students earn high school course credit for the experience/internship? \*

Yes  No

**Step 8:** If Yes was selected above, enter the respective subject area and ISBE course code.

8. If your response to Q7 is Yes, please select respective Subject Area and ISBE Course Code. \*

--Select Subject Area--

Start search with Course Name or Course Code

**Option 1:** Use the dropdown feature to select one of the 24 subject areas. Upon selecting a subject area, the course name dropdown displays only those courses within the selected subject area.

8. If your response to Q7 is Yes, please select respective Subject Area and ISBE Course Code. \*

--Select Subject Area--

- 01 - English Language And Literature
- 02 - Mathematics
- 03 - Life and Physical Sciences
- 04 - Social Sciences and History
- 05 - Fine and Performing Arts
- 07 - Religious Education and Theology
- 08 - Physical, Health, and Safety Education
- 09 - Military Science
- 10 - Information Technology
- 11 - Communication and Audio/Visual Technology
- 12 - Business and Marketing
- 13 - Manufacturing
- 14 - Health Care Sciences
- 15 - Public, Protective, and Government Service
- 16 - Hospitality and Tourism

Start search with Course Name or Course Code

Start search with Course Name or Course Code

10001A000 - Introduction to Computer Technology

10001A001 - Introduction to Computer Technology

10002A000 - Computing Systems

10003A000 - Computer and Information Technology

10003A001 - Computer and Information Technology

10004A000 - Computer Applications

10004A001 - Computer Concepts and Software Applications

10005A000 - Business Computer Applications

10005A001 - Information Processing I

10005A002 - Information Processing II

**Option 2:** Use the

Start search with Course Name or Course Code

search option by clicking in the box and typing in the name of the course.

**Step 9:** Indicate if the students were paid for their experience/internship.

9. Were students paid for their experience/internship? \*

Yes  No

**Step 10:** Once all of the career development experience/internship information is completed, click [Save](#). Continue to add career development experience/internships that are being used to meet the requirements of this component. Once all career development experience/internships have been entered and the requirements have been met, click [Next](#) to move to the Submit/Review section.

Number of hours still required: 0

Experience/ Internship Name	Student Role Description	Name(s) of the Partner(s)	Collaboration between school and partners	Professional skills assessment	Course/ CDE hours	School Credits given?	Paid Internship/ Experience?	Action
IT Department	Students will be working with the district IT department to repair computers, address networking	ABC District 100 IT Department	The IT Department works with the HS to establish workhours either within the course period or	In additional to monitoring hours, the IT Department has developed a skills assessment which	60	Yes	No	 

**Note:** Refer to the bottom of the page to view the current number of career development experiences/internships that have been entered and ensure all requirements have been met. The Action buttons allow you to either edit  or delete  your entry. If any edits need to be made, be sure to click [Update](#) once the edits have been made.

## Submit/Review

Upon completion of the required components, the next step is to submit the plan for ISBE approval.

Application Status: **Draft**

Previous

Submit Plan

Section	Validation Status	ISBE Feedback
<b>District Information</b>		Not Applicable
Completion of required fields	Complete	
<b>Overview Information</b>		
Completion of required fields	Complete	
<b>Course Sequence</b>		
Total Semester Work >= 4	Complete	
Total Credits >= 6	Complete	
<b>PLE - Career Exploration Activities</b>		
A minimum of one intensive OR two regular Activity entries required	Complete	
<b>PLE - Team-Based Challenges</b>		
A minimum of two Team-Based Challenge entries required	Complete	
Technical Competencies are in accordance with the selected Endorsement Area	Complete	
<b>PLE - Career Development Experience/Internship</b>		
A maximum of two Experience/Internship entries required	Complete	
Total Course Hours >=60	Complete	

Previous

Submit Plan

**Please note: The [Submit Plan](#) button will not be active unless all sections are complete.**

Use the [Previous](#) button to review/return to previous sections or toggle through the various components from the left side menu.

Once all components have been entered and reviewed, click the [Submit Plan](#) button to submit your Pathway plan to ISBE for review/approval. Upon submission, your Pathway plan is read-only.

Program Year	Pathway Name	Status	Last Updated By	Last Updated Date	Action
2023-2024	Engineering	<a href="#">Submitted</a>	ISBE Test	7/15/2024 8:03:00 AM	<a href="#">View</a>

## Making Changes to Plans that Need Resubmission

**Step 1:** Upon entering the CCPE Plan dashboard, you will see a listing of the District Pathways.

The status of each Pathway is indicated under the Status column:

- *Draft* indicates the Pathway plan has been started and is in draft format.
- *Submitted* indicates the Pathway plan has been submitted for ISBE approval.
- ***Needs Resubmission* indicates changes need to be made to the Pathway plan.**
- *Approved* indicates the Pathway plan has been approved by ISBE.

The Action column indicates the action's user can take for the Pathway plan:

- ***Edit* allows you to edit a plan needing resubmission.**
- *View* is a view only option for approved plans.
- *Edit/Delete* are options for plans that are in draft mode.

Career Pathways						<a href="#">Add New Pathway</a>
Program Year	Pathway Name	Status	Last Updated By	Last Updated Date	Action	
2023-2024	Engineering	<b>Needs Resubmission</b>	ISBE Test	7/15/2024 8:39:41 AM	<a href="#">Edit</a>	

Showing 1 to 1 of 1 entries

**Step 2:** Click on to [Edit](#) make changes to the plan that needs resubmission.

**Step 3:** The Pathway menu located on the left side of the page allows you to easily switch between the sections of the Pathway components that need to be revised or you can click [Next](#) to move through the sections. **Please note: Sections that do not need revisions are view-only.**

District Information - **Not Applicable**

Overview Information - **Approved**

Course Sequence - **Declined**

Professional Learning Experience -

Career Exploration Activities - **Approved**

Team - Based Challenges - **Declined**

Career Development Experience/Internship - **Approved**

Submit/Review

**Step 4:** Sections marked *Declined* are those that need revisions for full approval. Refer to the ISBE Feedback section located on the bottom portion of the component page to view recommended changes or areas of clarification. Refer to the section(s) in this guideline that explain how to navigate the component page that needs revisions.

ISBE Feedback

Approved  Declined

Please provide more details for questions 9 and 10 for the Social Media course *07/15/2024 08:37:30 AM by ISBE Test*

**Step 5:** Once all declined components have been reviewed and revised, click the **Submit Plan** button to submit your Pathway plan to ISBE for review/approval. Upon submission, your Pathway plan is read-only.

Program Year	Pathway Name	Status	Last Updated By	Last Updated Date	Action
2023-2024	Engineering	<b>Submitted</b>	ISBE Test	7/15/2024 8:03:00 AM	<b>View</b>

## Opt Out Process

**Step 1:** If this is your first-time entering information for the Pathways, click on  to begin the Opt Out submission process.

**Step 2:** A school district electing to opt out of the Endorsement system, in accordance with Section 10-20.84(d) or 34-18.80(c) of the School Code, must submit the following information to the State Board, via the College and Career Pathway Endorsement application portal, no later than July 1, 2025:

- 1) the reasoning for opting out that corresponds with the items listed in Section 10-20.84(d)(1)(6) or 3418.80 (c)(1)-(5) of the School Code; and
- 2) copies of the board’s meeting agenda, board findings, and board meeting minutes.

A school district electing to opt out of implementation may reverse its decision in whole or in part at any time.

Review the items in questions 1 through 6 to determine which finding or findings are to be included within the request for opting out. *Please note that at least one response must be marked “yes”.* When the response is marked “yes”, please provide a narrative response in the textbox that is populated.

Which of the following findings are contained in your report that require you to request to opt-out of the College and Career Pathway Endorsement provisions of Section 10-20.84(d) or 34-18.80(c) of the School Code?

1. The school district's current systems for college and career readiness \*

Yes  No

2. The school district's cost of implementation balanced against the potential benefits to students and families through improved postsecondary education and career outcomes \*

Yes  No

3. The willingness and capacity of local businesses to partner with the school district for successful implementation of pathways other than education \*

Yes  No

4. The willingness of institutions of higher education to partner with the school district for successful implementation of the pathway and whether the district has sought and established a partnership agreement with a community college district incorporating the provisions of the Model Partnership Agreement under the Dual Credit Quality Act \*

Yes  No

5. The availability of a statewide database of participating local business partners, as provided under the Postsecondary and Workforce Readiness Act, for the purpose of career readiness and the accessibility of those work experiences and apprenticeships listed in the database to the students of the school district. Please note that this statewide database is publicly available on the ISBE website at: [Work-Based Learning Employer Champions\\*](#)

Yes  No

6. The availability of properly licensed teachers or teachers meeting faculty credential standards for dual credit courses to instruct in the program required for the endorsement areas \*

Yes  No

**Step 3:** Question 7 requires an upload of the Agenda from the Board of Education Meeting in which the CCPE Opt-Out was approved.

7. Please upload the Agenda from the Board of Education Meeting in which the College and Career Pathway Endorsement Opt-Out was approved.\*

  
Drag and drop file(s) or  
Click to upload

List of files uploaded:  
No files uploaded yet.

*You can upload a maximum of 3 files per question.  
Supported file formats are .doc, .docx, and .pdf, with a size limit of 5MB per file.*

**Step 4:** Question 8 requires an upload of the Board Findings approving the CCPE Opt-Out from the Board of Education Meeting in which the Opt-Out was approved.

8. Please upload the Board Findings approving the College and Career Pathway Endorsement Opt-Out from the Board of Education Meeting in which the Opt-Out was approved.\*

  
Drag and drop file(s) or  
Click to upload

List of files uploaded:  
No files uploaded yet.

*You can upload a maximum of 3 files per question.  
Supported file formats are .doc, .docx, and .pdf, with a size limit of 5MB per file.*

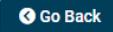
**Step 5:** Question 9 requires an upload of the Approved Board Meeting Minutes from the Board of Education Meeting in which the CCPE Opt-Out was approved.

9. Please upload the Approved Board Meeting Minutes from the Board of Education Meeting in which the College and Career Pathway Endorsement Opt-Out was approved.\*

  
Drag and drop file(s) or  
Click to upload

List of files uploaded:  
No files uploaded yet.

You can upload a maximum of 3 files per question.  
Supported file formats are .doc, .docx, and .pdf, with a size limit of 5MB per file.

**Step 6:** If the form is ready to be submitted for ISBE Admin’s approval, click  . If the progress needs to be partially saved, click  . If no changes are required, click on  to return to the Pathway listings.

Once the Opt Out request has been submitted, the status on the pathway dashboard indicates submitted.

- If the Opt Out request has been *declined*, refer to the ISBE Feedback section at the bottom of the page and address the concerns. Once changes have been made, click  .
- Once the Opt Out request has been approved, it is in view-only status. Click the  button to return to the Pathway listings.