

PWR Platform Guidebook

College and Career Pathway Endorsements

INTRODUCTION

This document outlines the following sections of the PWR web-based tool. The sections are listed in a recommended order in which to upload information on your pathway.

- [Creating/Updating Your Organization](#)
- [Adding Additional Users](#) (under construction)
- [Adding Employers](#)
- [Adding Postsecondary Institutions](#)
- [Creating your Endorsement Pathway Plan](#)
 - **General Plan Info**
 - **Resources**
 - **In-Demand Occupations**
 - **Pathways**
- [Review and Submit Your Plan](#)

Creating/Updating Your Organization

Add yourself as a user by creating a log-in password from the link sent by ISBE. Upon login, your organization from your application should be automatically tied to your account.

Adding Additional Users (*ISBE access only*)

You can request additional users to your organization, if necessary, by contacting Heather Lueken (hblueken@isbe.net)

SYSTEM RESOURCES

Adding Employers

It is strongly recommended that, before adding pathways courses or plans, you upload as much information as possible pertaining to your existing pool of employer partners. Employers should be listed for any type of partnership, from something as small as job shadows and career explorations to high-level partnerships like internships and apprenticeships. Adding all employer partners here will make it a lot easier to tag them in your endorsement pathway later.

Enter information on your employer partners in the following manner:

- 1) Click on the drop-down arrow “System Resources,” then click on “Employers.”
- 2) Confirm your employer partner doesn’t already exist! Click on “Filter” and search for your employer partner(s).



- 3) Use the Employer Name search box to see if your employer partner(s) are already in the system.

Employer Name

- a) If not, click on



- b) Complete the information for your employer partner:

- Name
- Address
- City
- State
- ZIP Code
- Main Phone

- c) Click on  to save your employer partner information.

Adding Postsecondary Institutions

The Career Pathway Endorsement Plan must be aligned with one or more postsecondary institutions in the Career Pathway regionally, with or without a formal partnership. This alignment allows students to continue their pathway in a seamless and deliberate manner toward a postsecondary credential. Eligible credentials include bachelor’s degree, associate degree, apprenticeship, college certificate, and industry credential. If the program has multiple credentials, please list them.

Enter information on your postsecondary institution and credentials in the following manner:

- 1) Click on the “System Resources” dropdown arrow, then click on “Institutions.”
- 2) Confirm your postsecondary institution partner doesn’t already exist! Click on “Filter” and search for your postsecondary institution partner(s).



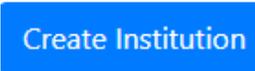
- 3) Use the Institution Name search box to see if your postsecondary partner(s) are already in the system

Institution Name

- a. If not, click on



- b. Complete the information for your postsecondary partner. Be specific with the campus title. Also add the following detail regarding your institution so we can differentiate between colleges and universities that have similar names (e.g., University of Illinois Chicago, University of Illinois Springfield, University of Illinois Urbana-Champaign).
- i. Name
 - ii. Address
 - iii. City
 - iv. State
 - v. ZIP Code
 - vi. Main Phone

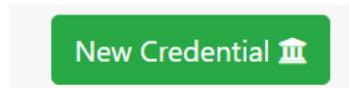
- c. Click on  to save your institution information.

- 4) Add at least one program to an institution affiliated with your pathway (if not already listed) and its relevant credentials

- a. Click on the institution (*you can use the filter feature to search for your institution*) and scroll down to



- b. Add the program name as listed on that institution's website. See examples of programs that would be aligned to the Health Sciences endorsement area for reference: [Example 1](#), [Example 2](#).
- c. Save the program and then add a credential (if not already listed) by clicking on



Eligible credentials include bachelor's degree, associate degree, apprenticeship, college certificate, and industry credential. *If the program has multiple credentials, please list them under the program.* For example, some programs in early childhood or manufacturing have stackable and increasing credentials. *See example below.*

Credentials

[Basic Certificate in Computer-Aided Design \(CAD\) Technology](#)

[Advanced Certificate in Computer-Aided Design \(CAD\) Technology](#)

[Associate in Applied Science \(AAS\) in Computer-Aided Design \(CAD\) Technology](#)

- d. Click on  to save your credential information.

Creating Your Endorsement Pathway Plan

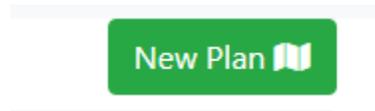
Enter information in this section after you have uploaded or inserted information regarding Employers and Postsecondary Institutions.

This section will contain the bulk of the information regarding your pathway plan. It is subdivided below.

- **General Plan Info**
- **Resources**
- **In-Demand Occupations**
- **Pathways**

Enter information on your endorsement pathway plan in the following manner:

- 1) Click on “Plans” dropdown at the top of the screen, click on “Plans” again, and then click the green button that says



Please note: *All new plans start in draft mode. These plans start with the original organization (the one that created it) as a required internal approver; other partner organizations can be added for approval. The "approval" by the original and the partner organizations refers to internal organizational approvals and does not refer to final ISBE approval. For internal and external approval, the drafted plan must be in a valid state as determined by the system. When all the partner organizations that are required to approve do so, the plan status automatically changes from "Draft" to "Validated" and the plan can then be submitted to ISBE.*

Create Plan

 Reset

General Plan Info 

Name *

School

Approval *

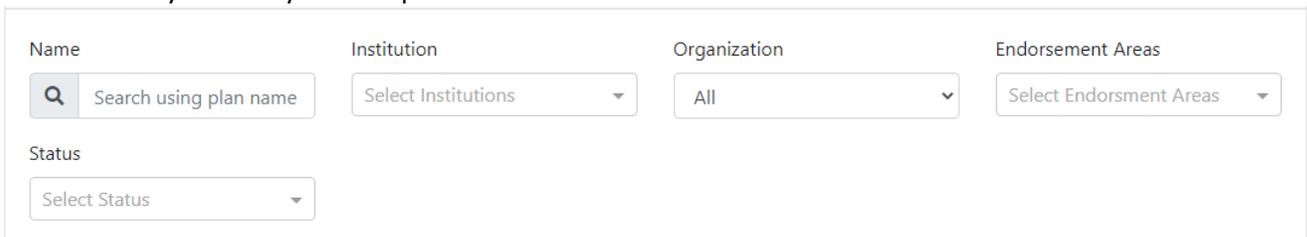
Endorsement Area *
 

2) Enter in the information for the general plan:

- **Name:** Name for this specific career pathway plan, not the endorsement area.
- **School:** Type the name of and subsequently select/tag all schools where the pathway is being implemented. (School names are already prepopulated within the system.) List all applicable schools that can grant diplomas to graduating students. Do not list other schools, such as career centers or community colleges, in this section.
- **Approval:** Select “Draft.”
- **Endorsement Area:** Use the drop-down menu item to select the state identified pathway endorsement area to which your career pathway aligns.

3) Click on  to create your plan.

You then will be returned to the Plans page. If needed, click on the plus sign next to “Filter” to search for the name of your newly created plan.

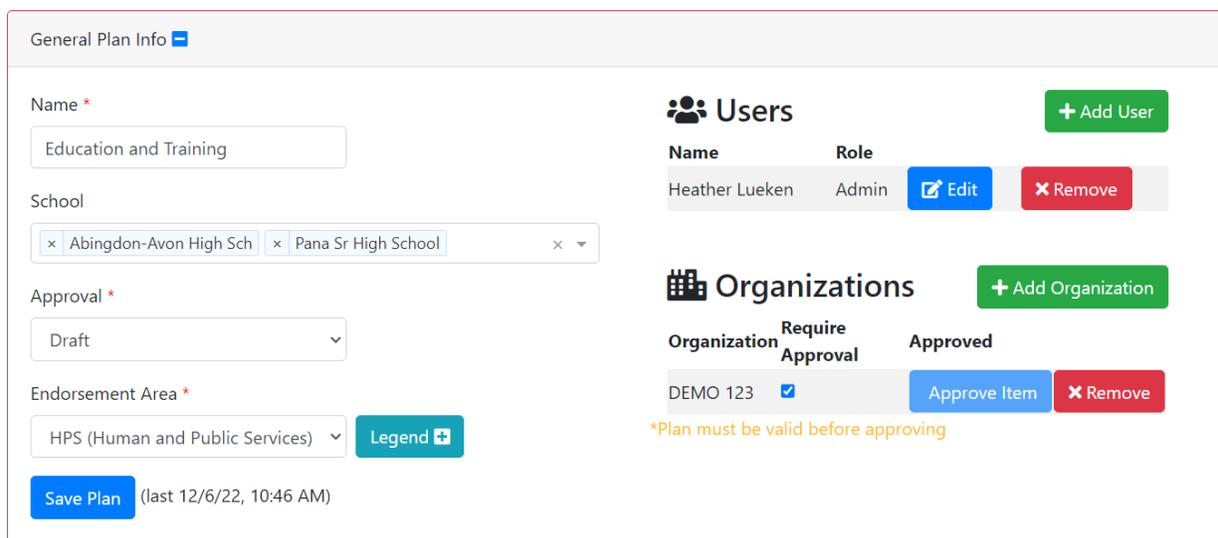


The filter panel includes the following fields:

- Name:** Search using plan name (with a search icon)
- Institution:** Select Institutions (dropdown menu)
- Organization:** All (dropdown menu)
- Endorsement Areas:** Select Endorsment Areas (dropdown menu)
- Status:** Select Status (dropdown menu)

Once you have found your plan, click on the plan name to begin completing the following components.

General Plan Info



The General Plan Info form contains the following sections:

- Name:** Text input field with value "Education and Training".
- School:** Multi-select field with values "Abingdon-Avon High Sch" and "Pana Sr High School".
- Approval:** Dropdown menu with value "Draft".
- Endorsement Area:** Dropdown menu with value "HPS (Human and Public Services)" and a "Legend" button.
- Save Plan:** Button with timestamp "(last 12/6/22, 10:46 AM)".
- Users:** Table with columns "Name" and "Role".

Name	Role		
Heather Lueken	Admin	Edit	Remove
- Organizations:** Table with columns "Organization", "Require Approval", and "Approved".

Organization	Require Approval	Approved	
DEMO 123	<input checked="" type="checkbox"/>		Approve Item Remove

*Plan must be valid before approving

(Similar to above, make sure all information is correct in the new screen.)

- **Name:** Name for this specific career pathway, not the endorsement area.
- **School:** Type the name of and subsequently select/tag all schools where the pathway is being implemented. List all applicable schools that can grant diplomas to graduating students. Do not list other schools, such as career centers or community colleges, in this section

- **Approval:** Select “Draft.”
- **Endorsement Area:** Use the drop-down menu item to select the state identified pathway endorsement area to which your career pathway aligns.
- **Organizations:** The organization (school district) affiliated with your plan should be shown here

Labor Market Information Review

There are three components to the next section of your endorsement pathway plan.

- **Resources** – *You will need to provide one link or one attachment that demonstrate the demand for occupations or skillsets.*
- **In-Demand Occupations** – *You will need to provide at least one example of an in-demand occupation that is affiliated with the endorsement area.*
- **Pathways** – *This is where you build your school career pathway by identifying postsecondary programs, pathway courses, related electives, transitional support, and professional learning experiences.*

Resources

To complete this section in current platform, you will need to provide one link or one attachment that demonstrate the demand for occupations or skillsets in this career cluster in your region. **This item will not be required in the new ISBE platform in the same format. Instead, a summative response will be required; by selecting a file upload/description in this section, schools will have the information they need when transitioning to the new ISBE platform. which can be recorded with a file upload/description rather than the URL**

- 1) You can use the following resources to research demand:
 - a. 60 by 25 Network: These communities can use the [Cradle to Career Community Dashboard](#). Select your leadership community from the top tab and then click on “Supply and Demand.”
 - b. County-Based Information: Use information generated by your Local Workforce Innovation Board (LWIB). These boards are funded by the state and federal government and normally provide their own analysis of the labor market in their county or set of counties.
 - c. Illinois Department of Employment Security (IDES) Labor Market Information: IDES has statewide information on labor market patterns and demand and can disaggregate by local LWIB. See the information [here](#).
- 2) Click 
- 3) Select an *URL* (i.e., a web link) or *file* (an attachment of a Microsoft Office document or PDF).
 - a. *For URL:* Give the link a title, paste the actual URL in the designated box, and click to share with network and public webpage. Add description of the URL, if desired. If struggling, consider saving that webpage as a PDF and uploading based on instructions in number two below.
 - b. *For a file:* Upload file from your computer by “Choose file,” give the file a name or title, and click to share with network and with public webpage. It is strongly encouraged that you add a description of the file.

File upload option in this section: You have the option to complete the required components for entry into the new ISBE Platform for both *Individual Plan Summary and Labor Market Resources*. Follow this procedure for file uploads:

- 1) Create a word document and answer the following prompt:
 - a. Broadly describe labor market/workforce needs for this career pathway in which an Endorsement is being offered.
- 2) Save the file and upload from your computer by clicking on “Choose file”. It is important to name the file with the endorsement area following by Labor Market Resources (i.e., HPS Labor Market Resources).
- 3) Copy the text from your word document into the description for easy viewing and copy/paste options from current platform into the new ISBE platform.

- 1) Follow the same procedure for uploading Individual Plan Summaries:
 - a. Create a word document and answer the following questions:
 - i. How are students supported with comprehensive postsecondary and career planning?
 - ii. Where are you collecting and storing information regarding the students’ Career Goals?
 - iii. What are the various roles that are responsible (role/position not name) for the work related to students’ Career Goals? (Multiple positions should be included.)
 - iv. Where are you collecting and storing information regarding students’ Postsecondary Plans?
 - v. What are the various roles responsible for the work related to students’ Postsecondary Plans? (Multiple positions should be included.)
 - vi. Where are you collecting and storing information regarding student’s Financial Aid and Literacy Planning?
 - vii. What are the various roles responsible for the work related to student’s Financial Aid and Literacy Planning? (Multiple positions should be included.)
- 2) Save the file and upload from your computer by clicking on “Choose file”. It is important to name the file with the title Individual Plan Summary.
- 3) Copy the text from your word document into the description for easy viewing and copy/past options from current platform into the new ISBE platform.

Name	Type	Is In Network	Is Public		
HPS Labor Market Resources		✗	✗	Edit	Remove
Individual Plan Summary		✗	✗	Edit	Remove

- 5) Click on  for each entry (URL or file upload) and repeat entries as necessary
- 6) Click on  at the bottom left of the General Plan Info section to save your progress.

In-Demand Occupations

You must provide *at least one example* of the in-demand occupations affiliated with the cluster.

- 1) Click on 
 - a. Enter the name of typical job affiliated with this endorsement pathway (Soc Code is not needed)
 - b. Click to share with network and public webpage (optional).
 - c. Add description of the occupation, if desired.
 - d. Click on 
- 2) Repeat as necessary.
- 3) Click on  at the bottom left of the General Plan Info section to save your progress.

Pathways

The pathway should be named the same as the General Plan listed on this page.

To begin creating your pathway, click on . Then name your pathway and click on “Create Pathway.”

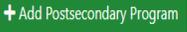
Pathway Name *



Click “Edit” to begin entering information on your pathway(s).

Pathways	
Name	Pathway Valid
Education and Training	  



- 1) Regional Postsecondary Program: You must add at least one regional postsecondary program. This section builds upon and is related to the information previously uploaded in the “[Adding Postsecondary Institutions](#)” section. Regional postsecondary programs you will link here could be universities, community colleges, or apprenticeships.
 - a. Click on 
 - b. Under institution, program name, and credential (s), select the options from the drop-down menu.
 - i. Program name will show program options based on the programs tied to the institution name you select.
 - ii. Credential name(s) are tied to the program name you select in the Postsecondary Partner section.

- iii. CIP Code is not needed
- c. Math Gateway and English Gateway entries are not needed for approval. Please enter "N/A" for the College Course# in each area.

Math Gateway ¹	English Gateway ¹
College Course # <input type="text" value="N/A"/>	College Course # <input type="text" value="N/A"/>
Title <input type="text"/>	Title <input type="text"/>

- d. Click on  to save your information

2) **Pathway Courses:** Pathway courses are understood as the career-focused instructional sequence that the school district requires or recommends for all students completing that pathway. You need a minimum of two years (four semesters) of courses, some of which yield an opportunity to earn early college credit to a minimum of six college credit hours¹. Click on  to begin entering the required information. For each course listed you must provide the following:

- a. **Course Name**
- b. **ISBE Code:** ISBE code information is searchable OR you can enter the number manually.
 - i. Click on 
 - ii. In the new pop-up screen, click on  and start typing in the search box for either a course name or course code that may be like what you are looking for. Select from the available options.
 - iii. **Please note: The course selections have not been updated within the current platform; therefore, you should double check the accuracy of the state course codes for each of your career pathway courses.**
- a. **Local Code:** This may be the course code for your district locally or in your student handbook or course guide.
- b. **CIP Code:** This is not needed.
- c. **Course Description:** If applicable, copy/paste course description from your local student handbook or course guide as a starting point. All course descriptions **must** address the following questions:
 - i. **How does this course teach students skills and/or content that is needed to be successful in the Career Pathway?**
 - ii. **How does this course help students learn what the actual work is like in the workplace and help them to determine if this work aligns with their interests?**
- d. **Number of Semesters:** Is the course for one semester or yearlong (two semesters)?
- e. **Early College:** If the course is eligible for early college credit, please click this box.

Number Semesters *



Typical Grade *

¹ Typically speaking, most Dual Credit/enrollment courses are worth between two and four credit hours, and most passed AP exams are three-plus credits.

You will then be prompted for which type of early college credit (Advanced Placement [AP], International Baccalaureate [IB], Dual Credit/enrollment, Articulated Credit, etc.).
For Dual Credit/enrollment, you will have to select the postsecondary partner, specify the college course name, college course code, and number of college credits to be earned.

Select Partner

College Course Name *

ex: English Literature

If Course is Articulated Placement or Dual Credit / Dual Enrollment College Course Name Is Required

College Course Code *

ex: Eng 101

If Course is Articulated Placement or Dual Credit / Dual Enrollment College Course Code Is Required

Number Of College Credits *

If Course is Articulated Placement or Dual Credit / Dual Enrollment Number of Credits Is Required

- f. **Typical Grade:** Select the grade during which a student would normally take this course.
 - g. **How Course is Offered:** Please select from one of the three options - the course is offered as a regular period course, part of block schedule, or part of an extended time/period. This information may be used to determine if the course content covers more than the typical credits of a regular period course.
 - h. **Course Provider:** This question refers to the location of the course. Is the course being offered at a high school, local college, or university (such as in an off-campus Dual Credit experience) or local career center? The option of “Other” may also apply.
 - i. **Required or Recommended Course in the Pathway:** Click which one applies.
- 3) **Related Electives:** This section may be blank. Related electives are courses not included within the career-focused instructional sequence of a pathway but are suggested by the school district to complement the instruction within the sequence. They will often address articulated program prerequisites or requirements. For each course listed, you must provide similar information as provided in the previous section.
- 4) **Transitional Support:** Please note: this section will be referred to as Academic Readiness and IS NOT a part of the plan approval process. Districts will be responsible for certifying that each student earning a CCPE has met at least one (1) English Language Arts Indicator and at least one (1) Mathematics indicator from the College and Career Readiness Indicators.
- To complete this section, click on **+ Add Transitional Support** to begin entering information. For each course listed, you must provide the following:
- a. **Transitional Support:** No selection is required and can be left blank
 - b. **Course Name:** Enter “N/A”
 - c. **ISBE Course Code:** Enter “N/A”
 - d. **Local Code:** Can be left blank
 - e. **Number of Semesters:** Select “1” semester from the drop down
 - f. **Description:** Enter “N/A”

Transitional Support

Transitional Math

Early College Credit Math

Transitional English

Early College Credit English

None

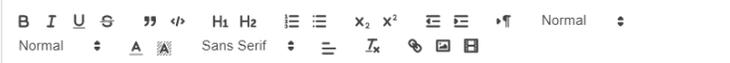
Course Name *

ISBE Code *

Local Code

Number Semesters *

Description *

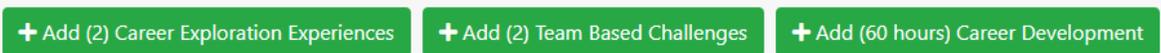


Click on [Create Transitional](#) to save the information and complete this section.

- 5) **Professional Learning Experiences.** You must list the Professional Learning Experiences linked to your pathway. You must list:
- a. *At least two Career Exploration Activities.*
 - i. For purposes of the College and Career Pathway Endorsement, activities that can be included as documented for this requirement can take place in grades six through twelve. At least, one of these required Career Exploration Activities must take place in grades nine through twelve. These activities provide for direct student contact with employers or other partners for the purpose of gaining knowledge of one or more industry sectors or occupations.
 - ii. Examples of Career Exploration Activities include, but are not limited to: Worksite Tour, Job Shadowing, Career-Related Service Learning, and Mentorship.
 - b. *At least two Team-Based Challenges.*
 - i. Team-Based Challenges must include the following components:
 - a. Authentic problem or challenge identified from and/or in collaboration with a community or business partner
 - b. Through their work in the Team-Based Challenge, students must interact in a meaningful way with an adult mentor with expertise in a field related to the Team-Based Challenge that is someone other than an assigned classroom teacher. Meaningful interactions between the adult mentor and students center on the mentor providing feedback to students on their efforts.
 - c. Students demonstrate at least one pathway-specific technical competency
 - d. Students demonstrate at least one cross-sector essential employability competency (Essential Skill)
 - e. Students work in collaborative groups to solve the problem
 - f. A final product or a final presentation on the outcome of the Team-Based Challenge
 - c. *At least 60 hours of Career Development Experience/Internship.*
 - i. A Career Development Experience must include:

- a. Course transcription and corresponding school credit for the experience or compensation for students' work hours in the workplace or both credit and compensation.
 - b. A workplace with authentic working conditions and tasks, including but not limited to: timekeeping, evaluation of work, responsibility to adhere to safety protocols, following standard operating procedures of the organization, etc
 - c. Collaboration between the school district and the community and business partners in developing and monitoring the career development experiences
 - d. Feedback through a Professional Skills Assessment on the relevant Career Pathway Technical Competencies and Cross-Sector Essential Employability Competencies
 - e. 60 hours of time completed by the student in the authentic working environment either through a single Career Development Experience or which may occur across two Career Development Experiences, provided that no individual experience can be less than 20 hours
- ii. A Career Development Experience can include:
- a. Workplace settings that are based in the school district so long as they are authentic and that the district employee serving as a supervisor is fulfilling that role of an industry mentor or supervisor rather than the role of a traditional classroom teacher
 - b. Workplace settings that are virtual, if they are authentic to virtual working conditions, there is an assigned mentor/supervisor from the workplace who is an employee of that organization, and all of other criteria of the Career Development Experience are met

d. When adding a Professional Learning Experience: Click on the appropriate green button:



- e. For each experience
- i. Add a **Title**.
 - ii. Add a **Description** which includes the components mentioned above.
 - iii. **Indicate the year the student will complete the experience** and all employers associated with the experience. (More than one employer can be listed)
 - iv. *Career Development Experiences* will also require the minimum number of hours for the experience.
 - v. *Career Exploration Activities* do not allow identification of grades 6-8. Any activity that occurs in that grade span should be marked as grade 9 and then clarified in the description of the activity.
 - vi. Click on  to save your entry.

Once all General Pathway Info has been entered or as you complete each section, scroll to the top of the page and click on Save Pathway on the at the bottom left of the General Plan Info section to save your progress.

Review and Submit Your Plan

Upon completion of all the previous sections, you can review your plan in the following manner.

- Clean Listing of All Elements of the Plan

Click on the tab “Plans.” Find your plan and click on it under the column labeled “Name.” A green check mark will appear for every section that has the minimum required elements listed and included. If those minimums have not been met, you will see a red X mark; that section requires your attention.

Name	Type	Is In Network	Is Public	Actions
HPS Labor Market Resources		X	X	✔ Edit ✖ Remove
Individual Plan Summary		X	X	✔ Edit ✖ Remove

+ Add Resources

Has Resources ✓

Name	Is In Network	Is Public	Actions
Elementary Teacher	X	X	✔ Edit ✖ Remove
Secondary Teacher	X	X	✔ Edit ✖ Remove

+ Add Occupations

Has Occupation ✓

Name	Pathway Valid	Actions
Education and Training	X	✔ Edit ✖ Remove

+ Add Pathway

Pathways Valid ✖

- Submitting to ISBE

All new plans start in draft mode. These plans start with the original organization (the one that created it) as a required internal approver. The "approval" by the original and the partner organizations refers to internal organizational approvals and does not refer to final ISBE approval. For internal and external approval, the drafted plan must be in a valid state as determined by the system. When all the partner organizations that are required to approve do so, the plan status automatically changes from “Draft” to “Validated” and the plan can then be submitted to ISBE.

You can click on "Submit Plan to ISBE" and the plan status will change to "Submitted." ISBE approval of the plan would change the status to “Approved.” ISBE denial of the plan or manually changing the status back to draft or rejected would undo those organizational approvals and move it back to a draft or rejected status, so it can undergo changes and enter in the process again.