



CTE



# Getting Started with CBI

Resources for launching your first year of CBI

# NEW SCHOOL PLANNING WORKSHEET

School Name: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CBI/CTE Team:**

Do you have a CBI licensed teacher? YES NO

If no, we have a program to help support any teacher interested in getting licensed.

**Course Name(s):**

**Curriculum:**

**Schedule:**

**Work Based Learning Opportunities:**

**Supports Needed:**

We're here to help:  
[hhalfhill@accelschools.com](mailto:hhalfhill@accelschools.com)

# PLANNING CHECKLIST



## Understand the School's Mission & Vision

- Align your CBI program with the school's overall educational goals.
- Review any existing CBI policies or practices.
- Meet with administrators to clarify expectations and goals.

## Curriculum Development

- Develop or choose a curriculum that blends academic skills with practical, real-world applications.
- Design activities around life skills, vocational training, and job readiness.
- Make sure your curriculum aligns with state and national standards, including Ohio's educational requirements.
- Include hands-on opportunities for learning in community settings (workplaces, volunteer activities, field trips).

## Community Partnerships

- Reach out to local businesses, nonprofits, and community organizations for potential work-based learning opportunities.
- Establish partnerships for internships, mentorships, and volunteer placements.
- Create a network of community stakeholders who can support CBI initiatives.

## Create a Schedule & Logistics Plan

- Set up a weekly or monthly calendar of field trips, workplace visits, and other community-based activities.
- Organize transportation options for students.
- Ensure that there's a safety plan for community outings.

## **Staff Training & Professional Development**

- Provide professional development for teachers and support staff in the areas of CBI.
- Ensure that staff are trained on behavior management, health and safety procedures, and working with diverse learners.

## **Student Preparation**

- Teach students basic workplace skills, such as communication, teamwork, time management, and problem-solving.
- Include lessons on appropriate workplace behaviors, dress codes, and interaction with colleagues.
- Help students set personal and academic goals as part of their CBI experiences.

## **Assessment & Evaluation**

- Develop methods to assess the effectiveness of the CBI program and its impact on students.
- Use pre- and post-program evaluations to measure student progress.
- Solicit feedback from students, families, and community partners to adjust and improve the program.

## **Involve Parents & Families**

- Send home introductory letters explaining the program and its benefits.
- Schedule meetings with parents to set expectations, share progress, and discuss any concerns.

## **Document & Track Progress**

- Set up a system to track individual student progress and achievements.
- Collect data on student growth in skills, work habits, and confidence.
- Regularly update students' portfolios with evidence of their learning (work samples, feedback, photos, etc.).

## Dear Parents,

We are excited to inform you that your child has the opportunity to participate in our **Career-Based Intervention (CBI) Program**. This program is designed to help students build the skills and experiences needed to succeed in the workforce and in life after high school.

### What is the CBI Program?

CBI is a specialized program that blends academic instruction with career exploration and employability skills training. The goal is to support students in developing a strong foundation for future success by connecting classroom learning with real-world applications.

### What Students Will Learn:

- Career exploration and planning
- Workplace readiness and employability skills
- Financial literacy and life skills
- Teamwork, communication, and leadership
- Time management and goal-setting
- Opportunities for job shadowing, internships, or part-time employment (if eligible and applicable)

### Why This Program Matters:

The CBI Program is ideal for students who may benefit from a more personalized learning approach that includes practical, hands-on experiences. It empowers students to discover their strengths, set meaningful goals, and make informed decisions about their future careers.

### Parent Involvement:

Your involvement is key to your child's success. Throughout the year, we may invite you to participate in student conferences, goal-setting activities, or career events. We encourage you to talk with your child about their interests and support their progress in the program.

If you have any questions or would like more information about the CBI Program, please don't hesitate to contact the school. We are looking forward to a successful year filled with growth, discovery, and opportunity.

We're looking forward to an excellent year!

The CBI Team

# Student and Parent Contract – Career-Based Intervention Program

We are excited to inform you that your child has the opportunity to participate in our Career-Based Intervention (CBI) program. This program is designed to help students build the skills and experiences needed to succeed in the workforce and in life after high school.

In order to ensure the best program possible, please complete the following form.

I, \_\_\_\_\_, (student's name) agree to the following conditions:

- Attend class regularly and be on time
- Come prepared with necessary materials and a readiness to learn
- Participate actively in classroom activities and discussions
- Set and work toward academic, personal, and career goals
- Show respect for yourself, classmates, teachers, and workplace partners
- Follow all school rules and CBI program guidelines
- Demonstrate professional behavior and a positive attitude
- Communicate effectively and work well with others
- Complete all assignments, projects, and tasks on time
- Ask questions and seek help when needed
- Monitor your own progress and reflect on areas for improvement
- Represent the CBI program with responsibility and integrity in all settings

We understand and agree with the aims and rules of the Career-Based Intervention Program and will cooperate with the school to accomplish these goals. We, therefore, give our permission for our child to be enrolled in the Career-Based Intervention Program.

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Parent or Guardian's Signature

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Date

# CBI Student Sign-Up Form

Career-Based Intervention Program

Student Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student ID #: \_\_\_\_\_

## Contact Information

Parent/Guardian Name: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

## School Information

School Name: \_\_\_\_\_

Counselor or Case Manager: \_\_\_\_\_

Does the student have an IEP or 504 Plan?

Yes  No If yes, case manager: \_\_\_\_\_

## Student Interests

Why are you interested in joining the CBI Program?

- Learn job and life skills
- Prepare for future work
- Get help with school
- Explore career options
- Other: \_\_\_\_\_

What types of jobs or careers interest you?

What are some things you want to learn in this program?

## Student Agreement

I understand that the CBI program will help me with school, career skills, and real-world experiences. I agree to participate, attend regularly, and follow program expectations.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CBI Career Class – Quarterly Success Tracking Worksheet

Student Name: \_\_\_\_\_

Quarter: \_\_\_\_\_

Date Completed: \_\_\_\_\_

## Goal Progress

Quarterly Goal (Career-related or classroom goal):

What steps did you take to work toward your goal?

Did you achieve your goal?

- Yes
- Partially
- Not yet

Explain:

## Self-Assessment of Career Readiness Skills

Rate yourself from 1 (Needs Improvement) to 4 (Excellent)

| Skill/Behavior                 | Rating | Notes |
|--------------------------------|--------|-------|
| Staying organized and prepared |        |       |
| Completing assignments on time |        |       |
| Working independently          |        |       |
| Participating in discussions   |        |       |
| Collaborating with others      |        |       |
| Showing effort and motivation  |        |       |
| Using professional language    |        |       |

## Learning Reflection

- What was your favorite topic or activity in career class this quarter?
  
- What is one career skill you feel more confident in now?
  
- What is one area where you want to improve next quarter?
  
- How can your teacher help support you in reaching your next goal?

Student Signature: \_\_\_\_\_

Teacher Comments (Optional):

# CBI Student Pre-Evaluation

## Student Information:

- Name: \_\_\_\_\_
- Grade: \_\_\_\_\_
- Date: \_\_\_\_\_

## Personal Goals:

What are your personal goals for this program?  
(Example: improve social skills, develop job readiness)

## Skills Assessment:

Rate your current skill level in the following areas

(1 = No experience, 5 = Highly skilled):

- Communication Skills: 1 2 3 4 5
- Teamwork Skills: 1 2 3 4 5
- Problem Solving Skills: 1 2 3 4 5
- Time Management: 1 2 3 4 5

## Work Experience:

Have you had any previous work or volunteer experience? YES NO

If yes, please describe:

## Expectations:

What do you hope to learn from participating in this program?

# CBI Student Post-Evaluation

## Student Information:

- Name: \_\_\_\_\_
- Grade: \_\_\_\_\_
- Date: \_\_\_\_\_

## Personal Goals:

Did you meet your personal goals for the program?  
Explain how or why not.

## Skills Assessment:

Rate your current skill level in the following areas

(1 = No experience, 5 = Highly skilled):

- Communication Skills: 1 2 3 4 5
- Teamwork Skills: 1 2 3 4 5
- Problem Solving Skills: 1 2 3 4 5
- Time Management: 1 2 3 4 5

## Work Experience:

What work or volunteer experiences did you have during the program?

## Reflection:

What did you learn from this program that will help you in future work or volunteer situations?

# CBI Student Portfolio

Below is a recommended list of items that should be kept for each student to show progress within the CBI program.

## 1. Student Information

Name, grade, contact info, IEP goals, and transition goals.

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## 2. Goal-Setting

Personal, workplace skills, and social/behavioral goals.

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## 3. Initial Assessments

Baseline skills, self-assessment, and teacher/mentor feedback.

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## 4. Fieldwork Log

Dates, locations, tasks completed, supervisor feedback, student reflection, and work samples.

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## 5. Skills Tracking

Workplace and life skills checklist with progress notes.

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## 6. Behavior & Social Interaction

Behavior and social interaction tracking, student self-reflection.

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## 7. Workplace Readiness

Workplace behavior checklist, supervisor evaluations, soft skills progress.

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## 8. Parent/Guardian Involvement

Parent feedback, home activities, and conference notes.

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## 9. Post-Program Reflection

Final self-assessment, teacher evaluation, community partner feedback, and new goals.

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## 10. Achievements

Certificates, awards, and portfolio summary with next steps.