Career Based Intervention

Empowering career readiness in Ohio

ACCEL
CAREER TECHNICAL
EDUCATION

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Introduction

The Office of Career-Technical Education collaborates with multiple education stakeholders to develop a system of supports for Accel schools and students. Staff are available to provide technical assistance, information and resources to help successfully implement career-technical education programs.

5+
Years of operations

12+
States Served

8,500+
Students

Career Technical Education provides courses that integrate technical training and academics to help students develop the knowledge and skills needed for transitioning to career training, post-secondary education and the workforce. This educational philosophy balances academics with real-world problem solving and relevance in multiple industry sectors.

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At its heart, Career and Technical Education is about giving every student a real chance to discover their purpose and their potential. Our team believes in meeting students where they are, equipping them with the skills and confidence to change the trajectory of their own story.

-Teren Jackson

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The Basics

Career Based Intervention (CBI)

- Serves students in grades 7–12

- Flexible program: can be run as an elective or as part of homeroom or interverntion period. Can utilize teacher of record

- CBI courses must be correctly coded in EMIS for state funding and compliance (252525)

- Students need a full year worth of education for at least 120 hours

- Curriculum can consist of a variety of topics

Career-Based Intervention (CBI) helps students who face academic, attendance, behavioral, or economic challenges that may affect their success in school or future careers. It provides personalized instruction focused on building confidence, motivation, and responsibility. Students explore different career options while learning essential employability skills like teamwork, communication, and problem-solving. Through work-based learning experiences such as job shadowing or internships, students connect classroom lessons to real-world opportunities. You can learn more at the Ohio CTE website.

Required Checklist

⭐ **Funding**

Ohio CBI programs receive funding through state CTE allocations. Schools earn this funding when their CBI courses are correctly coded and taught by certified CBI teachers, ensuring the program meets Ohio Department of Education standards for career readiness and work-based learning. Your Accel CTE representative can tell you more.

Getting Started

Choose your program

Design & Development

Compliance

Implementation

Step 1

Schools often choose to start a CBI program after identifying student needs and staff interest. With support from your Accel CTE team we can design an innovative, long-lasting program.

Step 2

During this phase schools outline the program's goals to align with Ohio's CBI standards. This stage includes selecting a teacher, developing a curriculum, and building partnerships

Step 3

The compliance phase ensures the program meets all state requirements for funding.This includes verifying course coding, teacher of record, and accurate reporting

Step 4

The implementation phase focuses on putting the CBI program into action by enrolling students, delivering instruction, and coordinating work-based learning experiences.

Create Your Course

Career Clusters

Aligning CBI programs to Ohio's career clusters ensures that students gain relevant skills connected to high-demand industries and future career pathways. **Learn more here.**

What do your staff and students want?

Aligning a CBI program with staff and student interests increases engagement, relevance, and long-term success. **Interest Survey Options**

What partners are available in your area?

Finding local partners connects students to real-world experiences and helps them explore careers within their own community. These partnerships strengthen job placement opportunities,

Choose Your Course

After reviewing local industry partners, staff and student interests, and the most relevant career clusters in the area, schools can select the CBI course that best fits their community's needs. **Accel course options.**

Course Set Up

CBI offers flexible implementation options to fit each school's schedule and student needs. **It can operate as its own elective course or be integrated into homeroom or intervention periods** to provide career readiness instruction and support.

Full Semester Required

CBI **students must be enrolled in both Semester A and Semester B** to complete the full-year program. Each student is required to receive a minimum of 120 hours and up to 240 hours of instruction and work-based learning throughout the year to meet state requirements.

Coding Your Course

It's important to **code the CBI course correctly as 252525 in the district's EMIS** or Student Information System (SIS) so the state recognizes it as an approved Career-Based Intervention program. Accurate coding ensures the course is eligible for CTE funding, proper accountability reporting, and compliance with Ohio Department of Education requirements.

CAREER PATH AHEAD

Teacher Requirements

CBI teachers must hold a valid Ohio teaching license along with the Career-Based Intervention endorsement issued by the Ohio Department of Education. This certification ensures teachers are qualified to deliver career readiness instruction, coordinate work-based learning, and support students facing barriers to academic and career success. **Accel offers two options for schools that do not have a CBI certified teacher.**

Fellows Program

The CBI Fellows Program funded by Accel helps cover costs for teachers to complete the CBI endorsement through the University of Toledo.

- Online graduate program through the University of Toledo for the Ohio CBI endorsement.

- Flexible online format to complete the three course, 9 credit hour program.

- Focuses on career readiness, work-based learning, and student support.

Teacher of Record

Accel can provide a certified CBI teacher to serve as the official teacher of record for your program. This allows your current teacher to deliver daily instruction without having to already be certified.

- Allows schools to offer CBI immediately without waiting for a staff member to complete certification.

- Provides ongoing guidance and support from an experienced CBI-certified teacher to strengthen program quality and implementation.

CBI Endorsement

To earn a Career-Based Intervention (CBI) Endorsement in Ohio, a teacher must hold a current Ohio teaching license, complete approved CBI coursework through a university, and have both classroom and work experience outside education.

Compliance

Career-Based Intervention (CBI) is an Ohio-approved Career-Technical Education program for grades 7–12 that helps students facing academic or economic barriers develop employability skills through classroom instruction and supervised work-based learning. Learn more at the Ohio CTE website.

- **Teacher licensure**: Staff must hold (or be completing) the CBI Endorsement on a valid Ohio teaching license.
  - Minimums: bachelor's degree, 2 years successful teaching, and 1 year of full-time work experience outside education.
  - School can also utilize a Teacher of Record

- **Required course & EMIS coding**: Every CBI student must be scheduled into the CBI Related Instruction "anchor" course (EMIS subject code 252525)

- **Minimum instructional time**: ODE's CBI guidance ties all CBI students to the anchor (related instruction) course each year; districts commonly schedule a minimum of 120 instructional hours.

- **Work-Based Learning (WBL)**: CBI students can accumulate WBL hours (job placement, internship, school-based enterprise, entrepreneurship, simulated work).
  - For Ohio graduation competency, 250 cumulative WBL hours in high school is a recognized option

- **Student identification & documentation**: Keep evidence that participants meet CBI criteria (academic/economic disadvantage and/or disability/other barriers), plus a student portfolio displaying CBI work.

On Going Meetings Required

Schools will participate in ongoing meetings with their Accel CTE team member to ensure full compliance with Ohio CBI requirements, EMIS reporting, and program standards. These regular check-ins will help the school review course coding, licensure, documentation, and work-based learning procedures.

Curriculum Options

CTE Bundle

6 Courses
Click to find out more

- ✓ 7th/8th Grade Career Development
- ✓ Three CBI programs: Career Explorations, Career & Life Skills, and Leadership & Teamwork
- ✓ Two Certification Programs: Rise Up and Ohio Boutique License

Individual Courses

AMP
Click to find out more

- ✓ Pick and choose courses available in the AMP catalog
- ✓ Large variety of programs included with AMP Premium
- ✓ Engaging and updated content, ask your Accel CTE representative for more information

Curriculum Resources

Resource Hub
Click to find out more

- ✓ A central, one-stop hub for career exploration tools and industry-credential resources, helping students build real-world skills and certifications.
- ✓ Free enhancements and subject-specific tools that support both CTE and core instruction
- ✓ Continuous updates and support from the Accel CTE team

Work Based Learning

Discovery & Planning

CBI coordinators collaborate with local employers, workforce partners, and community organizations to identify safe, meaningful partnerships that align with student career interests and program goals.

Documentation

Schools maintain detailed records of student hours, evaluations, and reflections—students can count up to 250 verified hours toward Ohio's graduation competency requirement.

Real World Experience

Students participate in paid or unpaid positions, internships, or school-based enterprises that connect classroom instruction with real job skills.

Accel Team Support

The Accel CTE team provides guidance, resources, and templates to help schools design, document, and manage work-based learning experiences in compliance with Ohio CBI standards.

Middle School WBL

No paid employment or off-site placement is permitted for 7th and 8th grade students. Middle school students can participate in WBL-related activities, but only at the career awareness or career exploration level. Activities may include guest speakers, career fairs, simulations, classroom projects, or short-term job shadowing.

Implementation

1 Initial Consultation

During the initial consultation, the Accel CTE team meets with school leaders to review program goals, outline CBI requirements, and create a clear roadmap for successful implementation and compliance.

2 Application Process

The Accel CTE team manages the entire CBI program application process, ensuring all required documentation, approvals, and supporting the EMIS setup steps are completed for state submission.

3 Training and Mentorship

The Accel CTE team provides ongoing training and mentorship to help new CBI coordinators build confidence, understand compliance requirements, and deliver high-quality career-based learning experiences.

4 Curriculum Selection

Curriculum selection is completed at the school level, allowing districts to choose CBI-aligned materials that best meet their students' needs while ensuring alignment with Ohio CTE standards and program requirements.

5 Course Registration

During course registration, schools work with their Accel and EMIS teams to ensure the CBI anchor course (252525) and any related classes are correctly coded and scheduled in accordance with Ohio CTE reporting requirements.

6 Ongoing Support

The Accel CTE team provides ongoing support through regular check-ins, compliance reviews, and technical assistance to help schools maintain program quality and meet all state requirements year-round.

Application Information

The Accel CTE team oversees the full CBI program application process, ensuring all required forms, documentation, and approvals are accurately prepared and submitted to the school's CTPD for state review. Applications are typically due in December prior to the school year of implementation, allowing time for staffing, course setup, and EMIS alignment before classes begin.

Contact Us

Website

accelcteresourcehub.com

E-mail

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We're excited to help new schools get started with Career-Based Intervention and guide them through each step of implementation. Schools are encouraged to contact the Accel CTE team to schedule an introductory consultation and begin building a compliant, high-quality CBI program.

✓ CREATING A STRONG CTE/CBI IDENTITY

PROGRAM VISION AND PURPOSE

What is your school's mission or core vision?

How do you want CTE or CBI to support this mission?

What outcomes are you hoping to achieve for students?

PROGRAM OPTIONS

Which Ohio-approved programs are a good fit (e.g., CBI, CTE Pathways, credential programs)?

Which grade levels will be served?

What delivery model works best (in-person, virtual, hybrid)?

✓ FIND YOUR NICHE

DESIGNING WITH PURPOSE

What industries or career fields are in demand in your area?

What industries have a strong presence or demand in our area?

What certifications, skills, or training are valued by local employers?

What careers or industries are students expressing interest in?

What are the biggest needs or gaps for students in terms of career readiness?

CAREER TECHNICAL EDUCATION

CTE IDENTITY AND BRANDING

What would make your program attractive to students and families?

What existing strengths can we build upon?

How will you market or promote your new or growing program?

IMPLEMENTATION PLAN

What staff will you need (CTE teachers, CBI coordinators or even just a TOR)?

What facilities, materials, or equipment are required?

FUNDING AND SUSTAINABILITY

How will you ensure long-term sustainability?

What will you require funds to be used for?

COMPLIANCE AND QUALITY ASSURANCE

What state regulations or approval steps must you follow?

How will you track progress and document program success?

NEXT STEPS

What are your immediate next steps after today's session?

Who will be involved in finalizing your plan?

What is your ideal timeline for launching or growing your program?