



Supporting Career and College Readiness



California Career Resource Network Resource Handbook



Table of Contents

- **Introduction**

- **Resources**

1. California Career Resource Network (CalCRN)
2. California CareerZone
3. California Career Center
5. Career Surfer Mobile Application
6. Support Personnel Accountability Report Card (SPARC)

I'm career ready!
I have a plan, and I
know how to get there.

plan

occupations

goals

steps



Introduction

The California Career Resource Network (CalCRN) offers a variety of career and college readiness resources. This handbook is designed to help you select and use the resources that work best for your students.

Use these resources to help your students start developing effective career self-management skills. This process begins with your students learning about themselves through assessments, exploring careers that correspond to their interests and values, culminating in creating a reality-based Career Action Plan.

You can use these tools to help your students develop a viable reality-based plan, known as a Career Action Plan, through a process that includes:

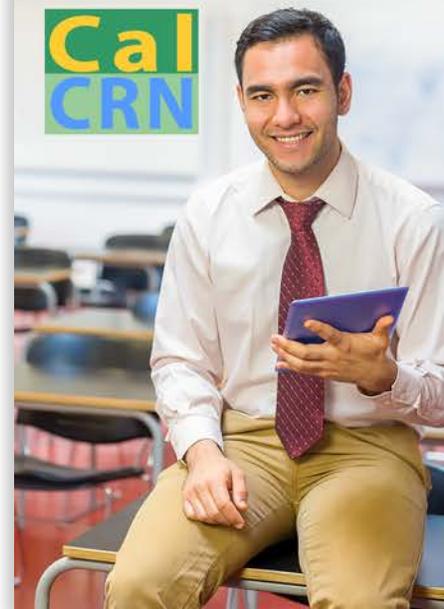
- Identifying occupational goals
- Identifying interests and occupations/careers that match those interests
- Developing financial literacy skills
- Developing job search skills
- Applying to college/military/apprenticeship/trade school
- Learning how to select an appropriate Academy/Pathway while in high school

The CalCRN's resources address standards, guidelines, and Local Control Accountability Plan requirements that focus on career and college readiness including:

- American School Counselor Association: Mindsets and Behaviors for Student Success
- California Common Core State Standards: College and Career Readiness Anchor Standards
- California Career Technical Education Anchor Standards
- California Standards for Career Ready Practice
- English Language Development Standards
- International Society for Technology in Education Standards
- National Career Development Guidelines

These resources provide tools to help students connect their current educational experience with their desired post-high school goals. As you use these tools, you will be equipping them with the knowledge and skills necessary so they can develop and implement an effective Career Action Plan.

The CalCRN program, in the California Department of Education, is established in California *Education Code* Section 53086. The primary duty of the CalCRN is to distribute career information, resources, and training materials to middle school and high school counselors, educators, and administrators in order to ensure that middle schools and high schools have the necessary information available to provide a pupil with guidance and instruction on education and job requirements necessary for career development.



California Career Resource Network (CalCRN) www.californiacareers.info



The starting point for exploring CalCRN's resources is on the home Web site where you can access content using the following navigation tabs:

Quick Starts: Overviews of CalCRN resources, guides, and activities for engaging students in the Career Center, the CareerZone, and the Career Surfer mobile application. It includes the additional resources

Find and Get the Right Job, Succeed at Work, and the California Career Planning Guide.

Lessons: Career and College Readiness Lesson Plans Series. There are 45 Lesson Plans that span grades five through twelve, with five or six lessons per grade. They are organized by grade level but can be used in any grade. The Lesson Plan content includes all the lessons, start-up videos, an Educator Guide and Career Readiness Glossary (in English and Spanish). All the student handouts are available in English, Spanish, and accessible PDF.

Training Videos: Introduce CalCRN's resources and supports the implementation of the Career and College Readiness Lesson Plans which are available to help schools, community-based organizations, and parents and guardians use CalCRN resources.

Related Resources: Career exploration and planning Web sites developed using public funds can easily be used in conjunction with CalCRN's resources.

In addition to the navigation tabs, you will find brief descriptions and links to CalCRN's core resources that are highlighted in this handbook:

- California Career Center Web site
- California CareerZone Web site
- Career Surfer mobile app
- Support Personnel Accountability Report Card (SPARC) Web site

🔊 Get started now!

Check out the [CalCRN Lesson Plans!](#)





The California CareerZone Web site provides four effective, easy-to-use career assessment tools that connect users with information on California occupational and postsecondary education and training options. Both students and educators can set up a free account.

Assessments

- The **Quick Assessment** and **Interest Profiler** link students' interests to occupations.
- The **Work Importance Profiler** helps students match their work values to occupations.
- The **Skills Profiler** links current skills to occupations.

Key Features

- **Make Money Choices** links lifestyle goals to occupational salary projections
- **My Classes** makes the connection between academics and occupations
- **Resume Creator**
- **Business Letter Creator**
- **Reference List Creator**

Educator Accounts

- Track student progress
- Create reports on student activity

Details for all 900 Occupations

- About the Job
- It Is Also Called
- Things They Need to Know
- Things They Need to be Able to Do
- Preparation Required
- Wages
- Outlook

⚡ Check it out!

- Try the **Quick Start Activity**.
- Get instructions for setting up student accounts.
- Create an educator account! **Learn how.**





The California Career Center (Career Center) Web site is a virtual counselor for California students, their families, and educators. The Career Center's purpose is to help students graduate from high school, plan their postsecondary education and training, and prepare for the work world. Students accomplish this by going through the process of creating a reality-based Career Action Plan.

For Students

- The **Quick Start** gives students a place to start exploring the Career Center. They will find crisis information, a user's guide, and frequently asked questions that are divided into six content sections.
- Students can set up a free "**My Stuff**" account where they can develop and save a High School Plan and a Career Action Plan. With an account, students can bookmark pages and upload their own career-related documents. Developing career and college readiness is a process, so it is important for students to have one place to save their work because it will be continually updated.
- The content is divided into the following six sections and includes a variety of career-related videos, many produced by students:
 - Middle & High School
 - Career Options
 - Getting A Job
 - Education & Training
 - Challenges
 - Money Management



"I love your site, and I am so excited to share it with our students and parents."

- Toni, School Counselor

For Educators

- In addition to the resources listed above, you have a unique tool called the Lesson Plan Creator. It helps you create and assign activities to engage your students in exploring the Web site's career and college information.
- There are resources for you to help students address challenges; learn the knowledge, skills, and abilities required to succeed; and develop career literacy skills.
- Handbooks in multiple languages are available to help you engage parents in their students' career development and college planning.

For Parents and Guardians

In addition to the resources listed above, the following content was developed specifically for parents and guardians:

- Career Development and College Planning Parent Handbooks (multiple languages)
- Helping Your Child Address Challenges
- Quick Guide to Exploring Career Options
- Quick Guide to Postsecondary Education and Training
- Quick Guide to Paying for College

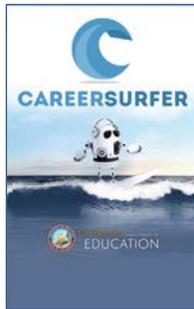
California Career Center User's Guide provides an overview of the entire site.

Get started now!

- Get up and running fast with the [Career Center Quick Start Activity](#).
- Save time with the [Lesson Plan Creator tool](#).



Career Surfer Mobile Application



This one-of-a kind app makes it possible for students to explore careers using any mobile device, no longer restricted by library hours or available equipment.

Get **Career Surfer** free at the [App Store](#)® and [Google Play](#)® and easily explore 23 Job Families and 900+ occupational snapshots. The occupational information comes from the Federal O*NET system and the California Employment Development Department.

View videos of more than 300 occupations!

The snapshot profile for every occupation includes:

- Job Title
- Description
- Tasks
- Salary
- Preparation required

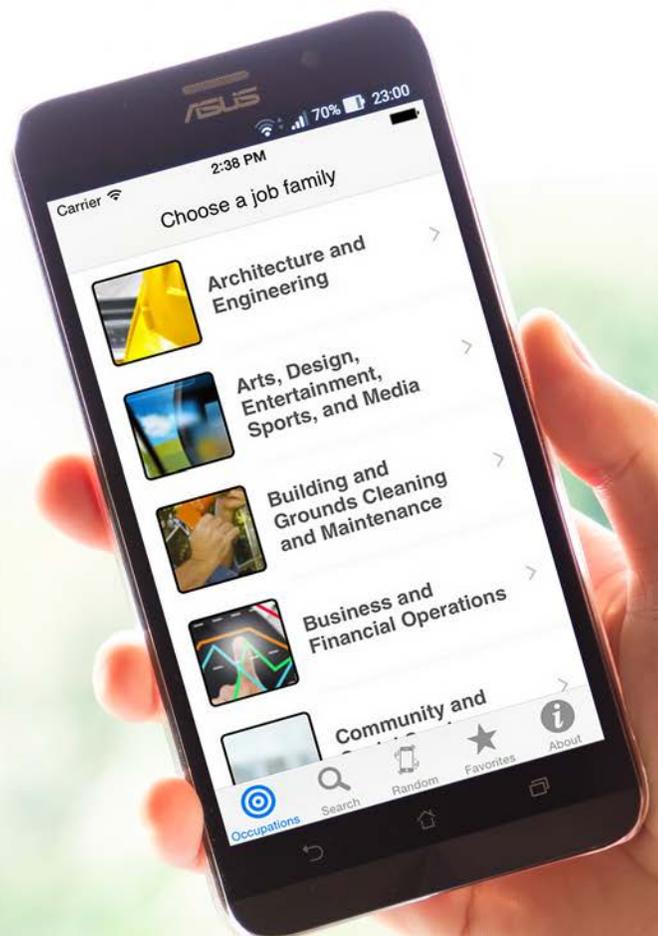
Search by:

- Job Family
- Keyword
- Salary
- Educational Requirements
- Shake your phone and see what pops up

When you find an occupation you're interested in, you can go to the CareerZone to get detailed information.

🔊 Ready to try it?

Get the app, then try the [Career Surfer Quick Start Activity](#).



Support Personnel Accountability Report Card (SPARC) www.sparconline.net



The SPARC Online tool is a quick and easy way for schools' student support teams to demonstrate their successful career and college readiness programs. SPARC is a voluntary, continuous improvement process for California schools and provides an opportunity to document key student outcomes achieved through collaborative work and to publicize the school's plans for continued success.

All grade levels—elementary, middle, high, and adult—can participate and use their SPARCs to:

- Present a snapshot of the school's student support system's success
- Publicly demonstrate commitment to students' career and college readiness
- Promote your program proactively to your school administration, school board, parents/guardians, community partners, businesses, and legislators
- Document alignment with California and national standards and frameworks
- Prepare reports for school accreditation, grants, local control accountability plan, or award recognitions

Schools submit their report card to CalCRN for review and recognition.

Create your SPARC!

Find [instructions](#) and [login](#).



Contact Us

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California Career Resource Network

California Department of Education

www.californiacareers.info



The California Department of Education's California Career Resource Network (CalCRN) provides career exploration and planning resources to strengthen the career readiness skills of California's middle and high school students.

The CalCRN website hosts the **Career and College Readiness Lesson Plans** and has links to all CalCRN resources, which include the following:

The **California Career Center** is a comprehensive "virtual counselor" with career and college resources and tools to help students begin their career journey. Free student account feature. The Career Center's focus is on students, but it contains resources for counselors, teachers, parents, and guardians. Includes a Lesson Plan Creator for educators.

The **California CareerZone** is a career exploration system providing four easy-to-use career assessment tools. It connects users with information on more than 900 California occupational options and colleges across the country. The "Make Money Choices" budgeting tool helps students make the connection between lifestyle choices and occupations that can financially support those choices. Free student account and educator account features.

Career Surfer

This mobile application is a tool for beginning career exploration and planning. Students can explore careers on their mobile devices by viewing snapshots of the more than 900 occupations detailed on the California CareerZone. Career Surfer is a free download from the Apple App Store or Google Play.

Apple App Store



Google Play



The **Support Personnel Accountability Report Card (SPARC)** online tool enables school site student support teams to create a unique, publishable document highlighting the impact their staff and programs are having on student career and college readiness.

Join the **CalCRN e-mail list!** Write to John Merris-Coots at the e-mail address below or go to the "About" tab at www.californiacareers.info.

Resource Snapshots

<p align="center">California Career Resource Network</p> <p align="center">http://www.californiacareers.info/</p>	<p align="center">California Career Center</p> <p align="center">Virtual Counselor Web Portal www.calcareercenter.org</p>	<p align="center">California CareerZone</p> <p align="center">Career Exploration and Planning www.cacareerzone.org</p>
<p>Home</p> <ul style="list-style-type: none"> • Links to CalCRN resources <p>About</p> <ul style="list-style-type: none"> • Contact information • Education Code • Partner Agencies • Quarterly meeting dates • Listserv sign-up <p>Quick Starts</p> <ul style="list-style-type: none"> • Quick Start activities • California CareerZone Workbooks • California Career Planning Guide (English and Spanish) <p>Lesson Plans</p> <ul style="list-style-type: none"> • Career and College Readiness Lesson Plans <ul style="list-style-type: none"> ○ 45 lessons for grades 5-12 with 5 or 6 lessons per grade ○ Lesson Start-Up Videos <p>Training Videos</p> <ul style="list-style-type: none"> • CalCRN Resources • Lesson Plans Overview • Lesson Plans Grade Levels <p>Related Resources</p> <ul style="list-style-type: none"> • Additional publicly funded career exploration resources 	<p>Students</p> <ul style="list-style-type: none"> • Middle and High School Planning • Exploring Career Options • Getting a Job • Postsecondary Education and Training • Addressing Challenges • Money Management • Career Related Videos • “My Stuff” Accounts <ul style="list-style-type: none"> ○ High School Plan ○ Career Action Plan ○ Upload and save documents <p>Educators</p> <ul style="list-style-type: none"> • Educator Resources • Parent Handbooks in eight languages <ul style="list-style-type: none"> ○ College Planning ○ Career Development • Helping Students Address Challenges • Lesson Plan Creator • Educator to Educator Resource Sharing <p>Parents/Guardians</p> <ul style="list-style-type: none"> • Parent Handbooks in eight languages <ul style="list-style-type: none"> ○ College Planning ○ Career Development • Helping Your Child Address Challenges • Quick Guides to: <ul style="list-style-type: none"> ○ Exploring Career Options ○ Postsecondary Education and Training ○ Paying for College • California CareerZone Workbook • Make Money Choices Workbook 	<p>Students</p> <ul style="list-style-type: none"> • Career Related Assessments: <ul style="list-style-type: none"> ○ Quick Assessment ○ Interest Profiler ○ Work Importance Profiler ○ Skills Profiler • Assessment results link to database of 900+ occupational profiles, 300+ with videos (from O*Net and EDD) • Occupational profiles link to postsecondary education options with 7,000+ schools (NCES College Navigator) • Training information includes California Apprenticeship programs • Make Money Choices links desired lifestyles with job earning potential • Career exploration, college application, and job application templates • Job Application Tools to create resumes, job search letters, and job references list • Decide/Additional Resources <ul style="list-style-type: none"> • California CareerZone Workbook • Student Accounts • User guides <p>Educator Accounts</p> <ul style="list-style-type: none"> • Track student progress • Create reports of student activity