



Postsecondary Workforce Readiness Handbook



COLORADO COMMUNITY
COLLEGE SYSTEM

CTE: For Earning, Learning and Living
A Guide for Career, Academic and Personal Success
January 2012

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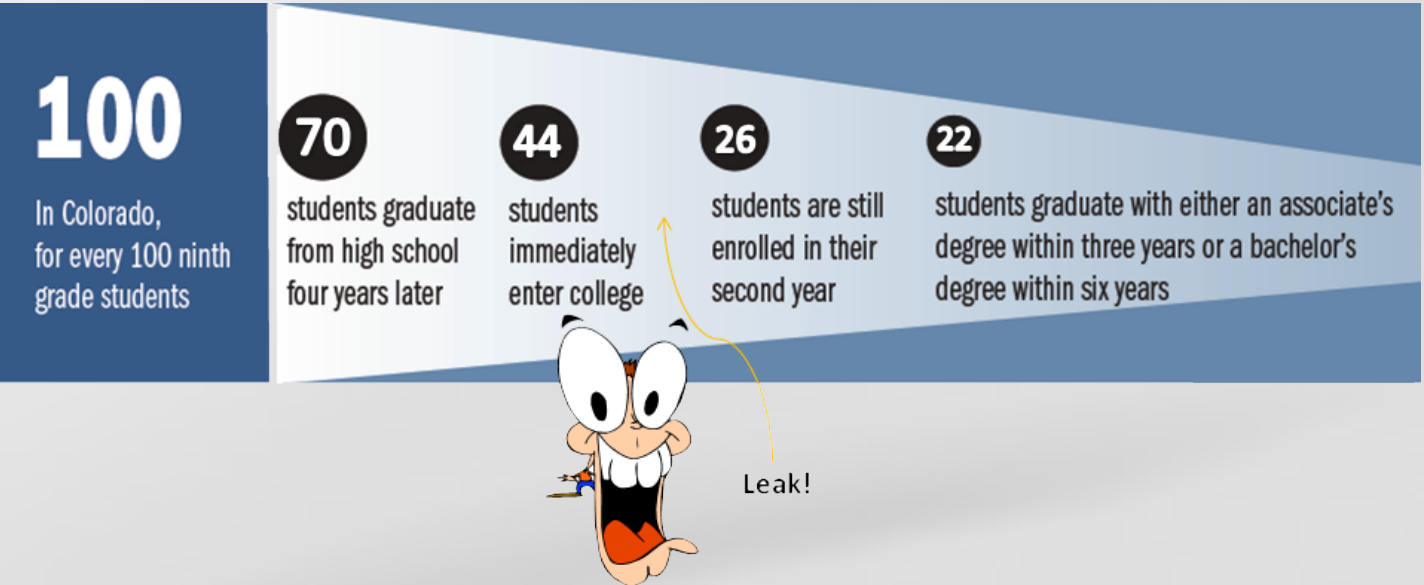
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All of us want our students to be successful in academics and also be prepared for the future.

Successful adults have:

- **Rigorous** Education & Training
- **Relevant** Life Experience
- **Responsive** Guidance
- **Relationships** to Workforce, Business & Industry
- Unnecessary **Remediation**
- **Intentional Registration** of Course
- Ability to be Lifelong Career Managers!

Colorado Education Pipeline



Colorado’s answer to this leak is to invest in Comprehensive Guidance for **Postsecondary Workforce Readiness** (PWR). Comprehensive Guidance means investing in *seamless transitions* from Preschool through Doctorate degrees (p-20):

- P-20 Council: P-20 Focus
- Continuum of Career and Academic Success
- Providing Access to and assistance with Career and Academic planning for **all** students
- Investing in Career & Technical Education programs
- Supporting Lifelong Career Management and Lifelong Learning

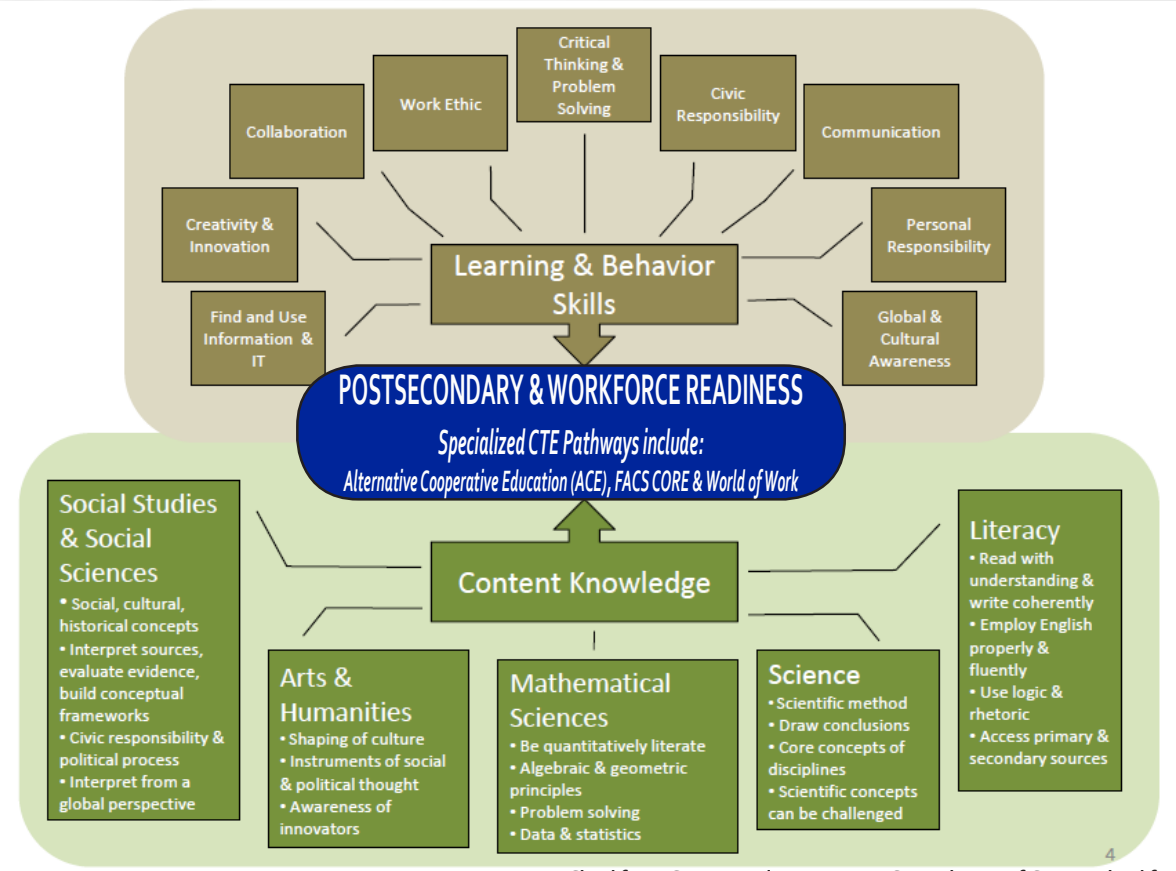
“The work being done here at the Department of Higher Education in collaboration with the Colorado Department of Education on the Postsecondary and Workforce Readiness definition can only give our students more tools and preparation essential for them to leave college with the skills and knowledge to compete in the global economy.”

~ Dawn Taylor Owens, Executive Director, College in Colorado



“Postsecondary and Workforce Readiness” (PWR)

- Describes the knowledge, skills, and behaviors essential for high school graduates to be prepared to enter college and the workforce and to compete in the global economy
 - Employability
- Innovative process for career success
 - It is PoWeRful!
 - Aligns to ICAP (Individual Career & Academic Plan) processes, the new TCAP (Transitional Colorado Assessment Process) assessment & enriches student development, engagement and retention
- To be designated as Postsecondary & Workforce Ready, students shall demonstrate that the (shown below) content knowledge and learning and behavior skills have been achieved through increasingly challenging, engaging and coherent academic work and experiences
 - Student Engagement
 - Invest in Career & Technical Education (CTE)
- A body of evidence serving as an indicator that students have been engaged in Comprehensive Guidance includes: Postsecondary & Workforce Readiness assessments, their ICAP and other relevant portfolio-like pieces as determined by CDE, district, building and other personnel

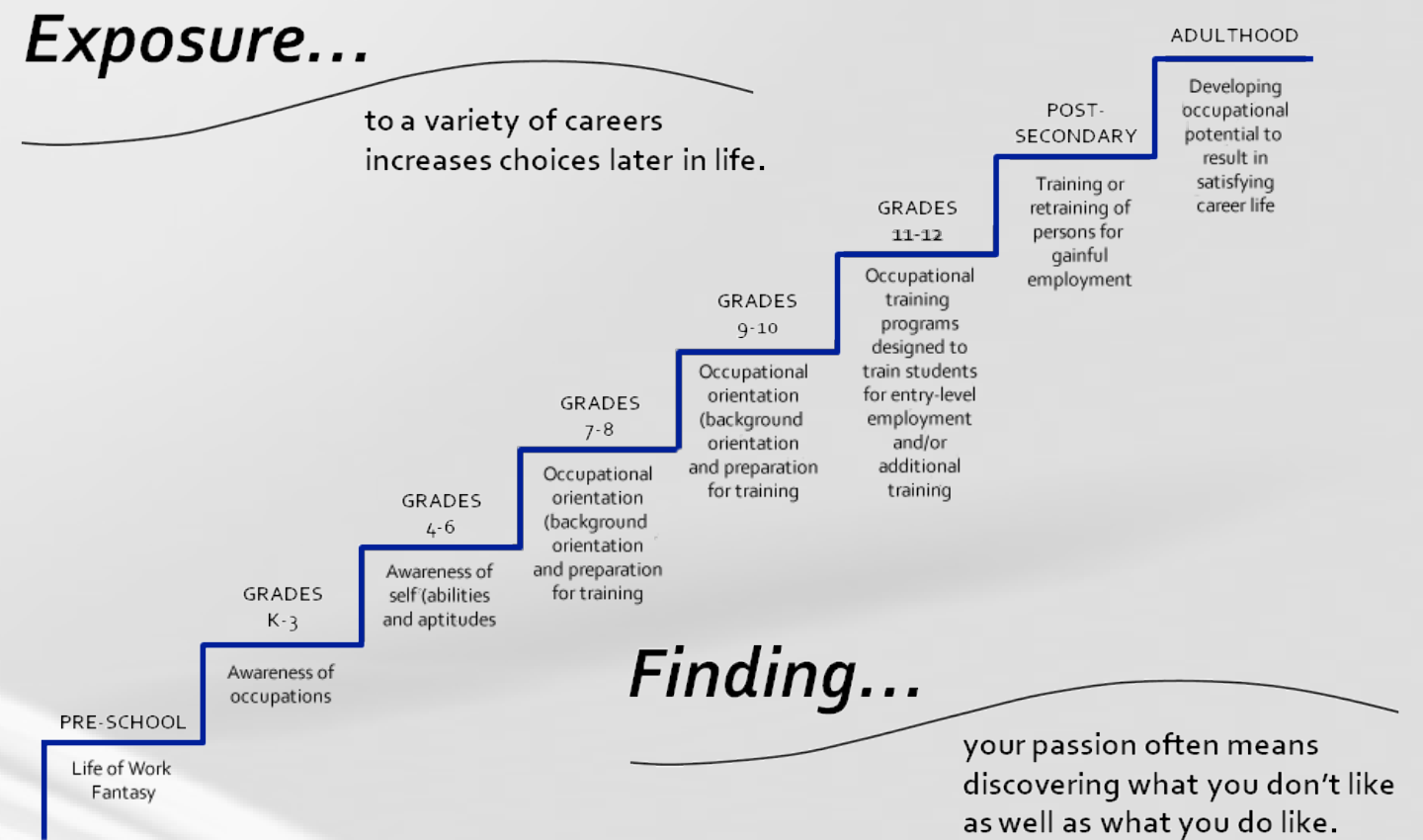


Cited from CAP4K and Assessment Committees of CDE, revised for CTE June 2011

For more on ICAP, PWR and Comprehensive Guidance visit: www.coloradostateplan.com/Counselors.htm

Career Guidance for Career Development

Career development is a process. The stages of career development overlap and are ongoing throughout one’s lifetime. The appropriate time for initiating each of the stages of career development for students will depend more upon the developmental level versus the student’s grade level. There are certain activities that should be addressed at Elementary, Middle School, High School and beyond. The following diagram shows the progression of career development.



“We owe it to the people of Colorado to provide high quality and accessible higher education and we owe it to Colorado’s employers, businesses and communities to develop the next generation of leaders and highly skilled employees.”

~ Governor John Hickenlooper

- Colorado Career & Technical Education (CTE) delivers proven pathways to lifelong career and academic success utilizing and building Plans of Study!
- Career Planning makes a difference: Students whose desire was to “Explore courses to decide on a career path” had a 21% graduation rate; this compares to a graduation rate of 78% for students who intend to “Prepare to change careers”. (Cited: Rossol & Byers, Johnson County Community College Nebraska)
- Individual Career and Academic Plans (ICAPs): 2009 Legislation intended to decrease dropout rates and increase graduation rates by mandating that students grade 9-12 have access to and assistance with developing and maintaining a personalized postsecondary and workforce plan. ICAP provides the avenues for our students becoming Postsecondary and Workforce Ready (PWR).
- Comprehensive Guidance = assisting individuals in making informed decisions based on their competencies in career, academic and personal/social exploration, planning and preparedness.

“Comprehensive Guidance equals collaboration with all school officials. It takes a ‘village’; it takes everyone within a school district to help a student with their Career and Academic Planning.”

~ Charles E Dukes, CDE Senior Consultant for Secondary Initiatives

Experts in Learning, Earning and Living*

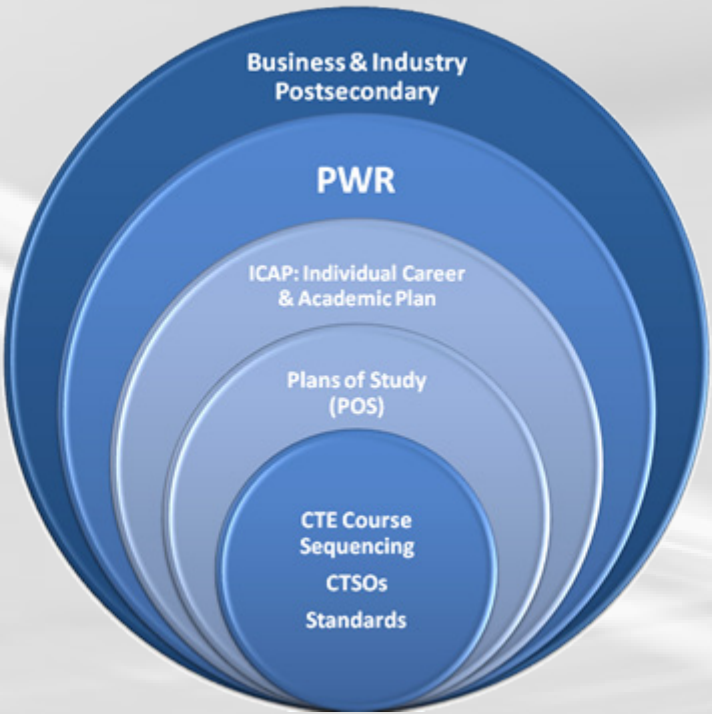
- **Professional School Counselors** are trained in the ASCA National Model whose three components are Career, Academic and Personal/Social. They are vital in Career Guidance.
- **CTE instructors**, directors and program coordinators have the scope of career readiness, industry wants and needs, building and utilizing Plans of Study. They are vital in Career Guidance.
- **Transition Coordinators** of all kinds are trained in various personal and future planning tools. They are vital in Career Guidance.
- **Postsecondary Advisors** bridge the seamless transitions of our high school students. They are vital in Career Guidance.
- **Parents** understand that beginning Career Exploration in childhood results in establishing a career pathway. Each career pathway has entrances and exits throughout and is just as flexible as the students lifestyle permits. Parents are vital in Career Guidance.
- All others who collaborate, share resources and participate in Comprehensive Guidance are vital.

*see page 7 for more detailed information

Colorado Career and Technical Education (CTE) is:

- Provides more than 120,000 Colorado students with the education they need to learn, earn and live.
- Ensures a thriving Colorado economy by providing relevant and rigorous education that is *connected, responsive and real*.
- Collaborates with local, statewide and national business and industry to obtain *For Real* insight directly from high demand, high wage, and high skill career fields.
- Emphasizes core academic content, **Postsecondary Workforce Readiness** competencies, technical skills and seamless transition to further education or employment and better prepare all students to meet challenges of the workforce, economic development and emerging occupations.
- Colorado CTE has 6 Industries, 17 Clusters, 82 Pathways.
- Colorado CTE=200+ Postsecondary Plans of Study and 31 Middle School program approvals as of 1-2012.
- **The Career Pathway Framework** is a method of searching for a career that fits a student’s interests and lifestyle and then allows the student to build academic courses around it. The Pathway, utilizing the Plans of Study, recommends individual courses – both academic and career related – to concentrate on which are specifically geared toward the student’s chosen career. All of this planning begins as early as middle school and continues as the student advances through high school and beyond. (Cited: http://www.schools.utah.gov/cte/guidance_pathways.html)

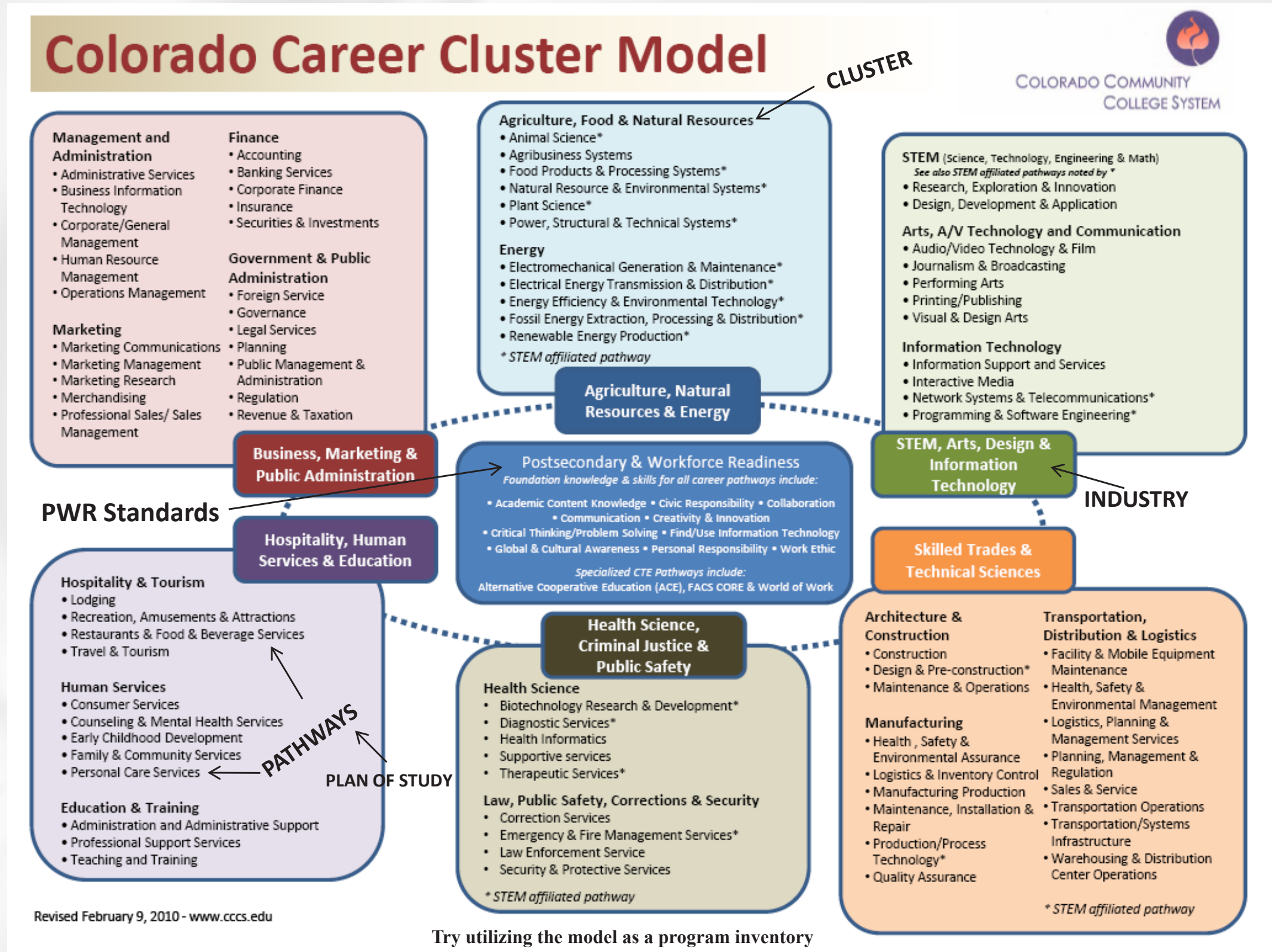
For more information, resources, tools and other CTE information, please visit: www.coloradostateplan.com.



“Setting high expectations for all students requires schools to establish a career- and college-going culture. All Colorado students must have an opportunity to explore multiple and rigorous pathways because a college-prepatory curriculum is the same curriculum that will prepare students for a successful career.”

~ Geri Anderson, CCCS Vice President

Career Cluster Model
and CTSOs



Program Directors:

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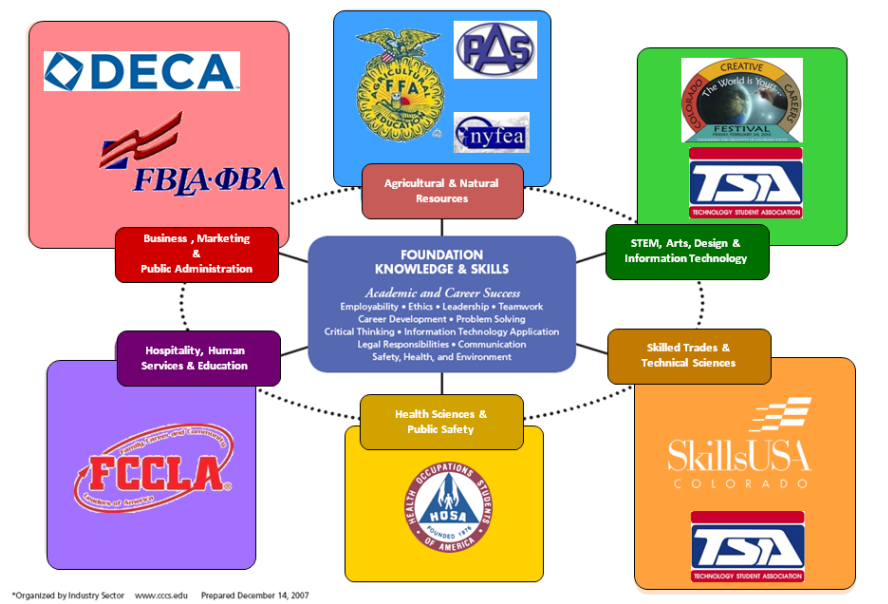
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Colorado Career & Technical Student Organizations (CTSO's)

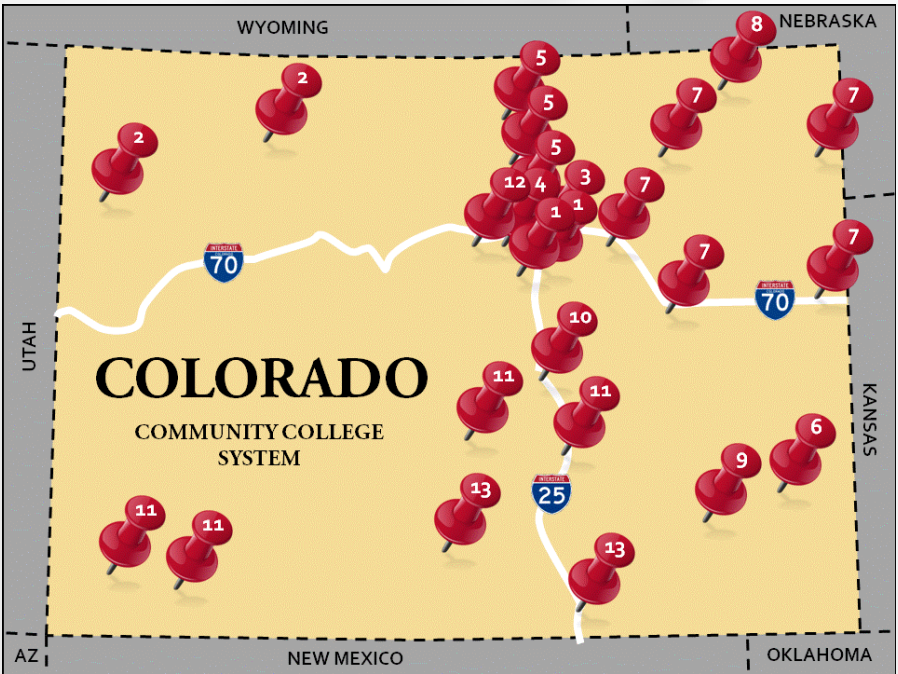


Career & Technical Student Organizations (CTSOs)

- Help students build leadership skills
- Promote positive work values
- Reinforce the CTE Curriculum (career and academic planning)
- Ten nationally recognized Career and Technical Student Organizations, including the two new CTSOs, Creative Careers Student Association (CCSA) and ACE

Visit: <http://www.coloradostateplan.com/ctso.htm>

Spanish version of the Colorado Career Cluster Model can be found:
<http://www.coloradostateplan.com/Counseling/ClustersSpanish.jpg>



- Key:**
- 1. Arapahoe Community College
 - 2. Colorado Northwestern Community College
 - 3. Community College of Aurora
 - 4. Community College of Denver
 - 5. Front Range Community College
 - 6. Lamar Community College
 - 7. Morgan Community College
 - 8. Northeastern Junior College
 - 9. Otero Junior College
 - 10. Pikes Peak Community College
 - 11. Pueblo Community College & Southwestern Colorado Community College
 - 12. Red Rocks Community College
 - 13. Trinidad State Junior College

Statewide:

Colorado Community College Online

Area Vocational Schools/Technical Colleges:

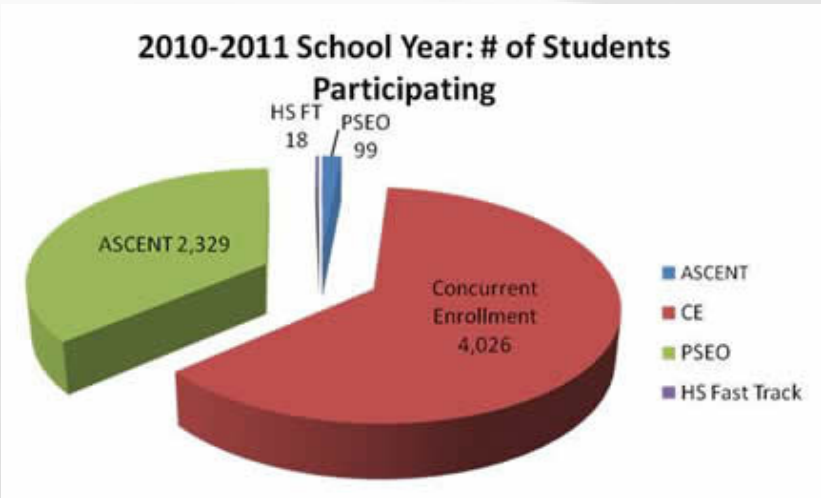
Delta-Montrose Technical College
Emily Griffith Technical College
Pickens Technical College

Local District Colleges:

Aims Community College
Colorado Mountain College
Western Colorado Community College

For more information, please visit: www.cccs.edu.*+

*CTE and CCCS can be found in Colorado’s K-12 school districts, too.
+ Click on “For Potential Students” for Cluster aligned program/college matrix.



*important to note: 2011-2012 data is a higher projection

Career Guidance is Comprehensive:

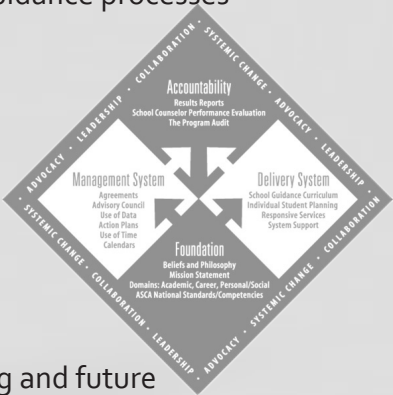
- Enhances the opportunities for students and their parents to understand the full range of high school and postsecondary education and career options
- Students are supported in the development of a plan (ICAP) that helps connect their personal characteristics (e.g. interests, aptitudes, work values, top cluster) with education and workforce goals that can help them maximize their potential

CTE and Comprehensive Career Guidance:

- Requires career development and activities in all programs (for special populations, in particular)
- Promotes counselor educator, administrator training
- Encourages elimination of gender bias and stereotyping (Non-Traditional Career Guidance)
- Utilizes Plans of Study (both Secondary and Postsecondary) as tools to enrich guidance processes
- Focuses on three components: *Learning, Earning and Living*

School Counselors and Comprehensive Career Guidance:

- Use the Career Pathways Framework to help students explore options for the future
- Are trained in the ASCA National Model (seen here)
- Serve as liaisons between students, families and the school system
- Promote positive growth in individual students and in the school culture
- Collaborate with those who can also positively impact students’ growth, learning and future success (i.e. CTE programs, instructors, postsecondary advisors, pre-collegiate service providers, transition specialists and more)
- Focuses on three components: *Academic, Career and Personal/Social*





Collaboration & Resource Sharing in Comprehensive Career Guidance (it takes a “village”):

- Administrators, *the school leaders*
- Professional School Counselors: *ASCA model-guidance and Career Development*
- CTE instructors/directors: *Pathways and Plans of Study*
- Gifted/Talented (GT) coordinators/instructors
- Special Education (SpEd)/Transition Coordinators: IEPs (Individual Education Plans)
- IT Specialists: *data sharing, student information sharing experts*
- Academic Core/AVID/IB/Elective instructors: *time, relevance and relationship*
- Policy makers
- *May we suggest:* student(s), librarians, school board, Postsecondary partners, workforce rep, parent(s), SAC members, PTA/PTOs, pre-collegiate providers, business & industry reps, BOCES and tools already in place but not expanded on

Plans of Study

A Road Map for students of all ages, serving as a guide for Career, Academic and Personal success.

- Allows flexibly for students to explore and update endlessly
- High School and Postsecondary levels all have access to building Plans of Study
- 2011-2012 school year marks the beginning of Middle School CTE programs
- Guides and prepares our students for high wage, high skill, and high demand careers in our 21st Century
- Serves as a robust tool in building Individual Career and Academic Plans (ICAPs)

		Pathway: Insert Pathway Name Here Plan of Study: Insert Plan of Study Name Here		
Career Goal (O*Net Code): Insert Career Options and O*Net Codes Here				
Suggested High School Courses				
High School Admission Requirements <small>* Default includes CDE: High Education</small>	9 th	Core Academic Courses*: English I, Algebra I, Earth or Environmental Science, State History/Civics Career Path Courses: Insert Core Career Courses Here	Suggested Electives: Insert Recommended Electives Here	
	10 th	Core Academic Courses*: English II, Geometry, Biology, US History, Foreign Language I Career Path Courses: Insert Core Career Courses Here	Suggested Electives: Insert Recommended Electives Here	
	11 th	Core Academic Courses*: English III, Algebra II or other, Chemistry Career Path Courses: Insert Core Career Courses Here	Suggested Electives: Insert Recommended Electives Here	
	12 th	Core Academic Courses*: English IV, Trigonometry or other Math, Botany or other lab based science Career Path Courses: Insert Core Career Courses Here	Suggested Electives: Insert Recommended Electives Here	
	Secondary to Postsecondary Linkages & Certifications			
	Postsecondary Credit Options: Insert Options Here: ACP, Dual Credit, PSEO, Fast College-Fast Jobs, Articulated Credit			
	Industry Recognized Certificate(s) or License(s): Insert Certification Options			
				
Postsecondary Education Opportunities	Colorado Postsecondary Programs Available		Colorado Institutions	Entrance Exams/ Requirements
	Certificate	Insert Options Here	www.collegeincolorado.org Highlight Specific Colleges Here	Insert Entrance Requirements Here
	Associate Degree	Insert Options Here	www.collegeincolorado.org Highlight Specific Colleges Here	Insert Entrance Requirements Here
	Bachelor Degree	Insert Options Here	www.collegeincolorado.org Highlight Specific Colleges Here	Insert Entrance Requirements Here
	Graduate Degree	Insert Options Here	www.collegeincolorado.org Highlight Specific Colleges Here	Insert Entrance Requirements Here

What is my Postsecondary Workforce Goal?

What classes will I take (9th-12th Grade) to intentionally lead me to achieve my goal? (eventually 6th-12th with MS programs)

What various levels of education can I obtain after I graduate high school?

What other parts of my experience while in High School are related to achieving my goal?

How much money can I make depending on my level of education as I'm on my path to achieve my goal?

How will my career differ according to my level of education and experience?

Cluster Overview: The **Agricultural, Food and Natural Resources** cluster focuses on careers in the planning, implementation, production, management, processing, and/or marketing of agricultural commodities and services.

Extended Learning Experiences																
Curricular Experiences: Insert Available Student Organization Opportunities or Other Co-Curricular Experiences Here	Extracurricular Experiences: Insert Extracurricular Experiences Here															
Work-Based Learning Experiences: Career Preparation – Paid and Unpaid, Job Shadowing, Internships	Program Accreditation and/or Professional Association(s): Insert Accreditation Boards or Professional Organizations Here															
Service Learning Experiences: Insert Service Learning Opportunities																
Career Options:																
<table border="1"> <thead> <tr> <th></th> <th>Career Options</th> <th>Salary Range:</th> </tr> </thead> <tbody> <tr> <td>Certificate</td> <td>Insert Career Options</td> <td>Insert Salary Range*</td> </tr> <tr> <td>Associate Degree</td> <td>Insert Career Options</td> <td>Insert Salary Range*</td> </tr> <tr> <td>Bachelor Degree</td> <td>Insert Career Options</td> <td>Insert Salary Range*</td> </tr> <tr> <td>Postgraduate Degree</td> <td>Insert Career Options</td> <td>Insert Salary Range*</td> </tr> </tbody> </table>		Career Options	Salary Range:	Certificate	Insert Career Options	Insert Salary Range*	Associate Degree	Insert Career Options	Insert Salary Range*	Bachelor Degree	Insert Career Options	Insert Salary Range*	Postgraduate Degree	Insert Career Options	Insert Salary Range*	
	Career Options	Salary Range:														
Certificate	Insert Career Options	Insert Salary Range*														
Associate Degree	Insert Career Options	Insert Salary Range*														
Bachelor Degree	Insert Career Options	Insert Salary Range*														
Postgraduate Degree	Insert Career Options	Insert Salary Range*														

* \$ = \$15-25,000; \$\$ = \$25-55,000; \$\$\$ = \$55-90,000; \$\$\$\$ = Above \$90,000

Insert Institution Name Here does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Please direct inquiries to: Insert name, address and telephone number of AA/EEO officer

Career & Technical Education is delivered through the Colorado Community College System
www.cccs.edu

Individual Career and Academic Plans (ICAPs)

Intention:

1. Decrease the dropout rates and increase graduation rates by assisting students, grades 9-12, in developing and maintaining a personalized postsecondary and workforce plan
2. Assist parents and students in exploring the postsecondary career and educational opportunities available to the student
3. Intentional alignment of course work and curriculum to the students' postsecondary and workforce readiness and goals
4. Meets the requirements of legislation passed in Colorado in 2009 (SB09-256)
 - Elements: Interest Inventories, Career Plan & Goals, Work Experience, Academic Progress, Intentional Course Sequence, College exploration & applications in: FAFSA financial aid and service contextual co-curricular learning experience, as well as Personal Financial Literacy

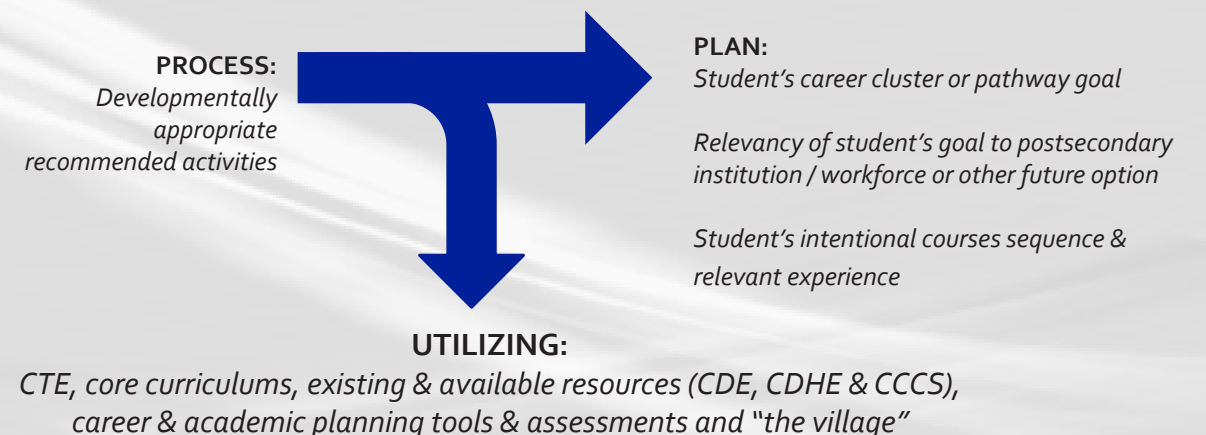
Colorado's ICAP evolution



What is ICAP really?

~ Gully Stanford, CiC Director of Partnerships

The ICAP, or Career & Academic Plan of Study is a process in which students participate to develop an actual plan.





CTE ensures a thriving Colorado economy by providing relevant and rigorous education that is connected, responsive, and real. Colorado CTE is designed to help students choose a career path, choose the learning needed, and build the right skills and knowledge for that career. Programs, organized around 17 career clusters and 81 career pathways, open opportunities for all students to pursue their passions.
www.ColoradoStatePlan.com



The Colorado Department of Education (CDE) supports and serves 178 school districts and their work to provide quality education for more than 800,000 students statewide. CDE’s mission is to provide all Colorado children equal access to quality, thorough, uniform, well-rounded educational opportunities in a safe and civil environment. www.cde.state.co.us



CollegInColorado.org is a free, comprehensive career and higher education planning tool, featuring:

- Education planning to meet career aspirations
- Scholarship search engines
- Financial aid information and calculators
- High school coursework planner
- ACT/SAT and GRE test preparation
- Virtual campus tours and college comparisons
- Online college applications
- Information about the College Opportunity Fund (COF)
- Career exploration and planning for individuals of all ages

www.collegeincolorado.org



The Colorado School Counselor Association (CSCA) is a state division of the American School Counselor Association (ASCA). The mission of the Colorado School Counselor Association is to promote excellence in professional school counseling.
www.coloradoschoolcounselor.org

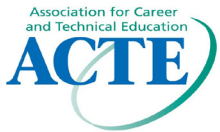


The American School Counselor Association (ASCA) supports school counselors’ efforts to implement the ASCA National Model to help students focus on academic, personal/social, and career development. ASCA provides professional development, advocacy, publications, and other research resources.
www.schoolcounselor.org



- Encourage further development of Career & Technical Education by cooperating with and influencing local communities, schools and state agencies
- Connect with local, state and national legislative groups which affect Career and Technical Education
- Maintain active state leadership in the promotion of Career and Technical Education
- Render service to local communities and schools in promoting Career and Technical Education

www.cacte.org



The strength of ACTE is reflected in its diverse membership composed of more than 27,000 career and technical educators, administrators, researchers, guidance counselors and others involved in planning and conducting Career and Technical Education programs at the secondary, post-secondary and adult levels.
www.acteonline.org/



The Colorado Council on High School & College Relations (CCHS/CR) is a volunteer member organization comprised of Colorado high school counselors and college admission staff who work together to help educate and assist students in achieving their higher educational goals.
www.coloradocouncil.org

Additional Free
Resources

- CDE – Secondary Initiatives: www.cde.state.co.us/secondaryinitiatives
- CDE – CAP4K and PWR: www.cde.state.co.us/ASMTRev/Resources.htm
- Transition Services (CDE): www.cde.state.co.us/cdesped/transition.asp
- College In Colorado Partnership Wiki Site: www.cicpartnernetwork.org
- Occupational Outlook Handbook (online): www.onetonline.org
- Student/younger person version of Occupational Outlook Handbook: www.mynextmove.org
- Colorado Career Development Division: www.coloradocareerdevelopment.org
- Guidance and Career Development Division of CACTE: www.cacte.org/html/about/GCDD.php
- Personal Financial Literacy: www.educationcents.org
- CTE Terms & Acronyms: <http://www.coloradostateplan.com/documents/Acronyms.pdf>

Accountability – answers the question: “How are students different as a result?”

ACCUPLACER – admissions/entrance exam used for various higher education institutions (2 year and community college emphasis). ACCUPLACER is an adaptive test. This means that the questions are chosen for you on the basis of your answers to previous questions.

Action Plan – how the counselor or others, intend to achieve the desired result or competency; items include: standard, activity, timeline, data used, evaluation, expectation of result and roles played.

Advisory Council – representation of all elements of the school and community appointed to prioritize the program goals and make recommendations to the department, the administration, school board, BOCES etc...

ASCENT - Accelerating Students through Concurrent Enrollment Program: permits eligible students to participate in a “5th year” of high school while enrolled concurrently. Districts with ASCENT students will receive a fixed amount of “per-pupil operating revenue.” ASCENT program participants shall not be considered a high school graduate until he or she has completed his or her participation in the ASCENT program and any remaining graduation requirements.

CAP4K - Senate Bill 08-212, also know as “Colorado’s Achievement Plan for Kids”: education reform initiative that creates for the first time in Colorado a truly aligned preschool to postsecondary educational system.

Career Cluster – a category or subject that might assist a student in learning what classes to take, what school to attend and what is their best fit career. Career Clusters are groupings of occupations and industries. These groupings are used as an organizing tool for: Curriculum design, Instructional and Guidance Model, and Seamless transition.

Colorado Paradox – Colorado ranks in the top five states nationwide for the greatest number of degree holders per capita, yet only one in five Colorado ninth-grade students will earn a college degree, ranking the state in the bottom quartile nationally. College In Colorado was initiated as a statewide effort to improve college access and change expectations about college for all Colorado students.

Colorado Counselor Corps – members serve to increase the availability of effective school counseling, increase the state graduation rate, and increase the percentage of students who appropriately prepare for, apply to and continue into post-secondary education.

Concurrent Enrollment - a student is simultaneously enrolled in a local education provider and in an institute of higher education or career and technical courses.

Contextual and Extended Learning – opportunities that bring relevance and real-world context to a curriculum. Accelerated learning can be found at www.coloradostateplan.com

Guideway – A series of assessments, journal entries, forms and searches that assist a student with working through a website independently.

Non- Traditional (non-trad) - non-biased manner in which to conduct career guidance as well as fit reverse genders occupied career roles (ex. Males in nursing, females in auto mechanics etc.)

Pathway - A Career Pathway represents a grouping of occupations within a cluster that share a base level of common knowledge and skill.

Perkins - The Carl D. Perkins Career and Technical Education Act of 2006 provides federal support for CTE programs in all 50 states and the territories. The law focuses on the academic and technical achievement of CTE students, strengthening the connections between secondary and postsecondary education, and improving accountability. Perkins includes a new requirement for programs of study (POS), which is intended to seamlessly link academic and technical content across secondary and postsecondary education. Perkins is due for reauthorization in 2012.

Plans of Study - will incorporate and align secondary and postsecondary education elements. It will also include opportunities for obtaining post-secondary credit. Plans of Study can help students and parents in outlining courses the student will take during his or her high school years.

Portfolio – either online (electronic) or as a hard copy “future file”, a portfolio is a saved record of what a student has viewed, added, uploaded and recorded (personal, career and academic goals).

Postsecondary Workforce Readiness - describes the knowledge, skills and behaviors that are essential for preparation to enter College and the Workforce so to compete in our global economy.

Professional School Counselor – state-certified school counselor (may be credentialed or licensed depending on the state). Most hold a Master’s degree.

Systemic Change – change affecting the entire system; transformational; change affecting more than an individual or series of individuals; focus is upon the environment not the individual.



COLORADO Career & Technical Education

For Real

*The contents of this guide are available online at
www.coloradostateplan.com/counselors.htm*

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*This document was developed using funds authorized under the
Carl D. Perkins Career and Technical Education Improvement Act of 2006.
The Colorado Community College System does not discriminate on the basis of race,
color, national origin, sex, disability, or age in its programs or activities.
Please direct inquiries to the CCCS AA/EEO officer, 720-858-2791.*



COLORADO COMMUNITY
COLLEGE SYSTEM

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www.cccs.edu

www.coloradostateplan.com