



SUNY Buffalo State Work-Based Learning Program Extension Courses

Obtain Your Work-based Learning Extension to Your Current Teaching License

Work-based learning (WBL) is the “umbrella” name used to identify activities which collaboratively engage employers and schools in providing structured learning experiences for students. These experiences focus on assisting students develop broad, transferable skills for postsecondary education and the workplace.

The Work-Based Learning Coordinator extension is awarded to those who successfully complete Organization of Diversified Cooperative Work Study Programs (CTE450 or CTE550), and Operation of Diversified Cooperative Work Study Programs (CTE 455 or CTE55). The skills and knowledge you will master in these courses will transform you into a 21st Century work-based learning coordinator. The two courses may be taken in any order.

CTE 450 or CTE 550 **Organization of Diversified** **Cooperative Work Study Programs** *Spring 2018 and/or Summer Semester 2017 (3 credits)*

CTE 455 or CTE 555 **Operation of Diversified** **Cooperative Work Study Programs** *Fall Semester 2017 (3 credits)*

- Philosophy of Work-Based Learning Programs
- Types of Work-Based Learning Programs
- CDOS Commencement Credential Placement
- New York State Common Core Standards and Career and Technical Education Endorsements
- CDOS Commencement Credential Skill Training
- The 21st Century Educator and Workplace □
The role of the Work-Based Learning Coordinator
- Networking Techniques
- Creating an Industry Advisory Board
- The role of the work-based learning coordinator
- Making our students “Workforce Ready”
- 21st Century Resumes
- Social Media and Work-based learning Programs
- LinkedIn, Google websites
- Applying for grant monies or a career and technical education program approval
- Criteria for Approved Work-Based Learning Programs
- CDOS Commencement Credential Placement Marketing your program to students, parents, employers and colleagues
- Employment certificates
- Discovering your students “Career DNA” and career counseling techniques
- Pre-employment Instruction
- Counseling and Coaching Techniques
- Job Success Skills
- New York State Child Labor Laws
Essential forms: Memorandum of Agreement, Enrollment, Training plans, Time Cards, Work Readiness credentials.
Related instruction for training site.
- Safety Training/Hazardous Occupations □
Student Resumes
- Calculating your program’s return on investment.

How to Apply:

Please visit <http://continuingstudies.buffalostate.edu/registration> to complete an application. The Work-Based Learning course work can be completed at the undergraduate or graduate level depending on your own situation and career objectives. Also: Please email sgubing@gmail.com to make the connection with Sue Gubing for receiving course start up materials.

Continuing Education Course Fees:

	Undergraduate	Graduate
Summer & Fall 2017	\$ 960.00	\$ 1,446.00

*Please note: The rates listed are subject to review and may change without prior notice.

Billing/Invoices: An invoice will be sent to you when your registration is completed.

Certification Information:

Two Work-Based Learning Certifications

Coordinator of Work-based Learning Programs for Career Awareness - #8981

Coordinator of Work-based Learning Programs for Career Development - #8982

(e) Requirement for the extension in coordinator of work-based learning programs for career awareness.

- (1) The extension shall authorize the candidate to coordinate work-based learning programs for career awareness, such as programs providing extended shadowing experiences, the:
- GEWEP (General Education Work Experience Program) – paid, 16+ years of age
 - WECEP (Work Experience Career Exploration Program) - paid - age 14+ years of age
- (2) The candidate shall meet the requirements in each of the following paragraphs:
- (i) The candidate shall hold a valid provisional, permanent, initial or professional certificate for classroom teaching service or counseling.
- (ii) The candidate shall complete a program registered pursuant to section 52.2 1(b)(4)(vi) of this Title, or its equivalent.
- (iv) The candidate shall have completed **300 clock hours*** of work experience outside of classroom teaching.
Note: a. This extension may be obtained by any teacher (including special education teachers) or guidance counselors possessing at least grade 7 or above certification.
b. The required outside work experience hours can be validated through paid, legal employment other than teaching (e.g., work experience while in college or during a previous career).

(f) Requirements for the extension in coordinator of work-based learning programs for career development.

- (1) The extension shall authorize the candidate to coordinate work-based learning programs for career development, such as the **Cooperative Occupation Education Work Experience Program (COOP), the Career Exploration Internship Program (CEIP), programs of youth-run enterprises, and internship and youth apprenticeship/pre-apprenticeship programs.**
- CEIP (Career Exploration Internship Program) - non paid, age 14+ years of age
 - Co-op (Cooperative Occupational Program) – paid, 16+ years of age and CAP (Cooperative Apprenticeship Program) – paid, 16+ years of age
- (2) The candidate shall meet the requirements in each of the following subparagraphs:
- (i) The candidate shall hold a valid provisional, permanent, initial or professional certificate for classroom teaching service authorizing instruction in career and technical education.
- (ii) The candidate shall complete a program registered pursuant to section 52.2 1(b)(4)(vi) of this Title, or its equivalent.
- (iii) The candidate shall have completed **600 clock hours*** of work experience outside of teaching in the classroom teaching service.

Specific questions about the courses

Contact Online Instructor: Susan Gubing, sgubing@gmail.com, 631-979-6452

For registration call: Continuing Professional Studies, Buffalo State College

Phone: (716) 878-5907 Fax: (716) 878-5930

1300 Elmwood Ave.; Cleveland 210, Buffalo, NY 14222

Website: <http://continuingstudies.buffalostate.edu/>

DO NOT REGISTER THROUGH THE ONLINE COURSE CATALOG

Work-based Learning Certification Courses Buffalo State College