

Career Technical Training Grade Level Checklists

9th Grade

- Explore CTE Courses: Take a variety of to see what you enjoy
- Math, Science, and Technology courses are necessary in trades/apprenticeship programs – do your best
- Learn to type – build speed and accuracy
- Build your computer skills: web-based knowledge, computer programs (MS Office/Google Suites)
- Start building your experience: volunteer/part-time work (consider looking for opportunities in a field of interest)

10th Grade

- Work on your time management and multi-tasking skills
- Punctuality and staying on top of your classwork can build good habits that will cross over into being a strong worker
- Explore careers – start researching careers of interest
 - How much education is required? Is there an [apprenticeship](#) opportunity?
 - What is the annual salary?
 - What skills are important to develop to be successful in this line of work?
- Attend college/career fairs
- Informational Interviews/Job Shadow Opportunities are great ways to learn more about careers
- Get your Driver's Learning Permit/ consider taking Driver's Ed
- Attend summer camps and explore interests

11th Grade

- Create a professional email address – to use on college/employment applications and resumes
- Take the [ASVAB Test](#) – A well-respected career aptitude test to determine strengths and potential success in careers.
- Take the [Myers-Briggs Personality Assessment](#) – Helps determine what types of careers and occupations are most suitable for your personality type
- Get your driver's license (many careers/trades/apprenticeships require employees to have a valid driver's license)
- Narrow down your top career interests – start exploring specific pathways to enter the field
- Continue to build your work experience – employment/volunteer
- Create an activities chart and/or begin your resume
- Plan experiences for the summer -- paid work, internship, job shadow, volunteer
- Keep developing professional skills – If offered at your HS, consider taking:
 - Business course
 - Computer skills/Programming class
 - Communication course

12th Grade

- Visit Career Technical Trade Schools/Community colleges with programs that interest you
- Continue to build your work experience – employment/volunteer
- Participate in Career/Industry fairs – come prepared, dress professionally, & bring copies of your resume
- Launch pathway options for college and career:
 - Apply to college/technical programs
 - Apply for Financial Aid: FAFSA/ORSAA
 - Apply for the Oregon Promise Grant (students with 2.0+ GPA – by the end of SR year)
 - Apply for the OSAC Scholarship & other local scholarships – available for university, community college, trade schools, etc.
- Interview preparation/Mock interview opportunities
- Finalize your resume, ask others to review it
- Finish your high school/GED career and celebrate your successes