

Career Assessment Center

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CAREER ASSESSMENT REFERRAL PROCESS

STEP 1

Application is completed by the school district in which the student is enrolled. Applications are available on the CEVEC website: <http://www.mayfieldschools.org> → Consortium Schools → CEVEC → Forms → Career Assessment

1. A. Referral application is completed by school contact person (VOSE / WSC / Case Manager), and signature is obtained from administrator of student's *District of Residence*.
1. B. Parents should read and sign-off on "Permission to Test" form
1. C. Case manager or a classroom teacher should complete the "Learning Behavior Checklist"
1. D. School contact person is responsible for gathering the remaining paperwork on the checklist, and submit a *completed* application to the Career Assessment Secretary.

STEP 2

Career Assessment secretary will review application, confirm that it is complete, date stamp application and place student on the testing waiting list. Incomplete applications will be returned.

STEP 3

3. A. Career Assessment staff will contact school contact person approximately 3 weeks in advance of planned testing dates. All efforts will be made to coordinate dates for post-assessment meetings at this time.
3. B. School contact person is responsible for informing parents, other school personnel, and arranging transportation for testing dates.

STEP 4

At the time of assessment, a letter will be sent home with students reminding parents that the student participated in testing, and asking parents to contact us to set-up meeting at student's home school.

- If parent is unavailable on date at home school, alternative days / times will be discussed for meeting at the Career Assessment Center.
- CAC staff will make three attempts to schedule meeting with parents / guardians. If unsuccessful, Evaluator will meet with student, and send report home with student.

STEP 5

Once post-assessment conference is scheduled, school contact person invites all other participants. If applicable, CEVEC enrollment process begins.

This program is part of the Cuyahoga East Vocational Education Consortium serving the school districts of:
Aurora · Beachwood · Bedford · Chardon · Chagrin Falls · Cleveland Heights / University Heights · East Cleveland · Euclid
Kenston · Kirtland · Mayfield · Orange · Richmond Heights · Shaker Heights · Solon · South Euclid / Lyndhurst
Streetsboro · Warrensville Heights · West Geauga · Wickliffe · Willoughby/Eastlake