



Opportunity Through Education

Brian Schroeder – *Superintendent of Public Instruction*
Chad Auer – *Deputy Superintendent of Public Instruction*

Wyoming Department of Education
122 W. 25th St., Ste. E200
Cheyenne, WY 82002
307-777-7675

MEMORANDUM NO. 2022–134

TO: School District Superintendents
School Principals
Perkins Coordinators
CTE Teachers

FROM: Shelley Hamel, Chief Academic Officer

DATE: December 19, 2022

SUBJECT: Career Development Facilitator Training

CAREER DEVELOPMENT FACILITATOR TRAINING OFFERED

The Wyoming Department of Education has developed Facilitating Career Development Courses that will provide a complete set of best practices for facilitating career development in multiple settings and for all ages. These courses will support the implementation of more robust career development programs in all Wyoming schools, and to ensure consistency in the delivery of content and best practices in career development.

Course completers will receive a certificate and are eligible to apply for the Global Career Development Facilitator Credential and certification as a Career Services Provider. School staff, counselors, administrators, and teachers whose roles will include coordinating career development and exploration programming in their respective schools are encouraged to attend. This course covers the 12 competencies that are required for Career and Technical Education (CTE) teachers to obtain the work-based learning endorsement, which allows them to award student credit outside of their content area. The orientation and course closing require “in-person” attendance via the Zoom online platform. Register [here](#).

The Winter 2023 schedule:

Zoom “In-Person” Orientation - Monday, February 27, 2023.

Zoom “In-Person” Closing - Monday, May 1, 2023.

Course duration with weekly check-ins during each week beginning the week of February 27 through the week of May 1, 2023

Note: Each attendee must complete their own form. The WDE can accept only one attendee per registration.

For more information, contact Dr. Michelle Aldrich, CTE Supervisor, at 307-777-3655 or michelle.aldrich@wyo.gov or Ilaine Brown, Education Program Consultant, at 307-777-3549 or ilaine.brown1@wyo.gov.