



OFFICE OF SPECIAL EDUCATION  
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**Special Education Advisory**

From: James P. DeLorenzo *James P. DeLorenzo*

Subject: Career Development and Occupational Studies (CDOS) Commencement Credential - Informational Brochures for Parents and Business

The New York State Education Department, Office of Special Education is pleased to provide two brochures that districts may use to disseminate key information to parents and community businesses on the Career Development and Occupational Studies (CDOS) Commencement Credential. These brochures are being issued to assist schools in helping parents and businesses understand and support student attainment of the CDOS Commencement Credential. Both brochures can be accessed on the Office of Special Education's Graduation Requirements page (<http://www.p12.nysed.gov/specialed/gradrequirements/home.html>).

To ensure dissemination to appropriate individuals, I ask Superintendents to please share this memorandum with Principals, Directors of Special Education, School Psychologists, School Counselors, Committee on Special Education Chairpersons, Directors of Pupil Personnel, Parent Teacher Associations and members of the business community.

Questions regarding the CDOS Commencement Credential should be directed to the Special Education Policy Unit at (518) 473-2878 or to the Special Education Quality Assurance Office in your region:

- Central Regional Office (315) 428-4556
- Eastern Regional Office (518) 486-6366
- Hudson Valley Regional Office (518) 473-1185
- Long Island Regional Office (631) 952-3352
- New York City Regional Office (718) 722-4544
- Western Regional Office (585) 344-2002
- Nondistrict Unit (518) 473-1185

Attachments

# The New York State Career Development and Occupational Studies (CDOS) Commencement Credential Key information for Parents

## ***What is the CDOS Commencement Credential?***

The **CDOS Commencement Credential** can be awarded, upon graduation from high school, to a student who has entry-level work readiness skills.

The CDOS Commencement Credential can be earned by students with disabilities **with** a regular high school diploma or as their only high school exiting credential for those who did not earn a local or Regents diploma.

- The CDOS Commencement Credential is **not** a local or Regents high school diploma.
- The CDOS Commencement Credential means the student has met the high school learning standards necessary for work success.



## ***What will the student need to do to earn the CDOS Commencement Credential?***

**There are two ways to earn the CDOS Commencement Credential**

### **Option I**

➤ **Complete a Career Plan.**

A Career Plan includes information about a student's strengths, career interests and goals and a plan to reach those goals.

➤ **Complete Career and Technical Education (CTE) Coursework and/or Work-based Learning.**

A student must complete **216 hours** of CTE coursework and/or work-based learning experiences in school, business or community settings to earn this credential. (At least 54 of the 216 hours must be completed through work-based learning).

➤ **Achieve the CDOS learning standards at the high school commencement level.** These standards include:

- ✓ Exploring career options;
- ✓ Using academic skills (like math) in work settings; and
- ✓ Skills important for job success, such as speaking with a boss, teamwork, self-advocacy, organization, and problem solving.

(See <http://www.p12.nysed.gov/cte/cdlearn/documents/cdoslea.pdf> )

➤ **Have an Employability Profile** that rates the student's skills demonstrated in work-based learning activities.

### **Option II**

Pass one of the nationally recognized work-readiness assessments.

See <http://www.p12.nysed.gov/specialed/publications/CDOScredential-att5.pdf>

## How will the NYS CDOS Commencement Credential benefit the student?

Preparation for the CDOS Commencement Credential will benefit the student by providing him/her with:

- ❖ Career planning and exploration through work-based learning experiences;
- ❖ Career related courses;
- ❖ Opportunities to practice skills learned in the classroom in work-based settings;
- ❖ Opportunities to learn what employers expect of employees;
- ❖ Potential future employment contacts in the community; and
- ❖ A Board of Regents endorsed credential that recognizes the student's readiness for entry-level employment.

## For more information

### Contact

- ✓ Your school district
- ✓ New York State Education Department  
[CDOScomment@nysed.gov](mailto:CDOScomment@nysed.gov) or (518) 473-2878
- ✓ Regional Transition Specialists  
<http://www.p12.nysed.gov/specialed/techassist/rs-etasc/tslist.htm>
- ✓ Parent Centers  
<http://www.p12.nysed.gov/specialed/techassist/parentcenters.htm>

See Graduation Requirements

<http://www.p12.nysed.gov/specialed/gradrequirements/home.html>

## What should you discuss with the school?

- When and how will the student complete his/her career plan?
- If needed, who will assist the student to complete a plan aligned with his/her strengths and needs?
- Based on the student's career goals, how will the school select courses and work-based learning activities needed by the student?
- When in the student's four or more years of high school will he/she take these courses and participate in the work-based learning?
- How will the school ensure that the student is taking courses to ensure he/she is working to graduate with a regular high school diploma?
- How will I be kept informed of my son or daughters progress toward the CDOS learning standards?



New York State Education Department  
89 Washington Avenue, Room 309 EB  
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Email: [CDOScomment@nysed.gov](mailto:CDOScomment@nysed.gov)



# Today's Students – Tomorrow's Workers

## New York State Career Development and Occupational Studies (CDOS) Commencement Credential

*Certificate of Readiness for Entry-Level  
Employment: Endorsed by the New York  
State Board of Regents*



### Workforce Solution

Students who earn a CDOS Commencement Credential have the entry-level skills that employers indicate are essential for today's workforce.

### Employer Benefits

Students exiting school with this credential have:

- A clearer understanding of workplace expectations.
- Participated in real world work experiences.
- Practiced and demonstrated basic academic and soft skills necessary for successful entry-level employment.

These students will bring added  
value to any organization.

## Hire them today!



## How can your business help prepare students to earn the CDOS Commencement Credential?

### **Partner with your local schools to:**

- Host job shadowing experiences.
- Speak with students about workforce expectations.
- Provide students with opportunities to interview you.
- Offer educational tours of your business.
- Develop and provide volunteer, work-based learning and internship experiences for students.
- Sponsor a school-based business enterprise.



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