Oregon Career Information System continues our 30+-year tradition of delivering the best – accurate, current, relevant, comprehensive, comparable, and unbiased career information – to Oregonians. Online delivery of our products and services enables us to add enhancements and updates throughout the year, and this year will be no exception (see page 5). Each fall we provide completely updated information on our Internet, Windows, and Macintosh delivery systems. Most program enhancements are also part of our fall releases. Review WHAT’S NEW? to learn about the most important changes.

Information changes you don’t want to miss…

**Occupations**

- One new occupation – **Tattoo Artists** – brings the number of occupations in CIS to 530 titles.
- **Preparation** topic is more descriptive and inclusive. The topic begins with an overview of preparation requirements in a bulleted list. Depending upon the occupation, additional sections describe **Formal Education, Work Experience, On-the-job Training**, and **Military Training**. Occupations with apprenticeships include links to the Oregon Bureau of Labor and Industries’ **Oregon Apprenticeship Guide**, which provides information about working conditions, length of apprenticeship, apprentice wages, minimum qualifications, and apprenticeship committees.
- **Helpful High School Courses** topic facilitates high school education plans. In addition to general statements about high school diploma and college entry requirements, a list of possible courses that will help prepare for the occupations is provided. The list is organized into broad subject area groupings. The titles are based on the National Center for Education Statistics common high school course titles.
- **Sixty-one new occupation videos** are added – bringing the total number of videos linked to CIS occupations to 286 and the total number of videos available on the CD’s to 319. The new two-CD set (VID04) can be ordered for $15.95 (includes shipping).

**Industries**

- Industries information is reorganized with a set of **72 new titles in 8 clusters** based upon the North American Industrial Classification System (NAICS). This new classification system is the reporting structure used by federal and state agencies to report industry activity. The new titles reflect recent changes in the U.S. industry structure. The change allows us to better describe industries that are part of our everyday lives – see the Wholesale and Retail Trade and the Information Services clusters in your new CIS delivery system.

**Job Search**

- Job Search is now presented as **steps in the process of finding a job**. In addition to an overview of the job search process, each of the 10 steps has information to support the accomplishment of that step. **Keep That Job, Link School to Work, and Resources to Help You** are other sections in the Job Search information.
NEW OREGON SCHOOLS
Betty’s Pet Grooming Academy
CDL Truck Driving School
Center for Professional Studies
Centre for Coaching Training
East County One Stop
International Sommelier Guild
Laptop Training Solutions of Oregon
Margaret A. Atchinson Tax School
Mt. Angel Seminary (added back to CIS)
NW Institute of Permanent Cosmetics
Pacific Bible College
Portland School of Radiography
Prudential Seaboard Career School
Sea Tramp Tattoo Company

CLOSED OR DELETED OREGON SCHOOLS
ABC Performing Arts
All State Real Estate School
Bibilson Seminary College and Seminary
Cascade Soaring
Cinderella School of Professional Development and Models Agency
Digital Media Education Center
Eastern Oregon Business College
Florence Aviation
Goodwill Industries Training Center
JadeAir, Mulino
Lebanon Aviation Services, LLC
Lighthouse Real Estate School
Massage U
Midland Realty Real Estate School, Madras
Mobley Aviation
New Horizons Computer Learning Center of Medford
Northeast Oregon School of Real Estate
Pacific Bible College, Medford
Real Estate Academy
Redmond Air
Salem Air Center, Inc.
Sherman Heater Inc., School of Real Estate
Steens Mountain Packers Outdoor Guide Training School
The Income Tax School, Bend
Trinity College of the Bible and Seminary
Western Truck School

ADDED OREGON NURSING TRAINING
Camelot Care Center
Clatsop Care Center
Dallas Retirement Village-Health Care Center
Eugene Good Samaritan Health Center
Hearthstone Manor
Knight’s Training Services
Lake District Hospital & Long Term Care Facility
Lower Umpqua Hospitila Extended Care Unit
Marian Estates
Meadows Park Health & Specialized Care Center
Merle Williams CNA Training
Pinnacle Health Care, Inc./Highland House
Providence Benedictine Nursing Center
Providence Seaside Hospital Extended Care Unit
Royale Garden
Samaritan Health Services & Samaritan Nurse Assistant Pilot Training Program
Sunriver Living Training Center
Wallowa Valley Care Center
Waterford at Three Fountains

NAME CHANGES IN OREGON SCHOOLS
A’Art/Springfield College of Beauty to "Springfield College of Beauty"
Ashland Massage Institute to "Ashland Institute of Massage"
Center for Professional Studies to "Pro Studies"
Coast Language Academy/International House to "International House Portland"
East Hill School of Ministry to "Oregon College of Ministry"
Oregon Business College/Real Estate School of Oregon to "Real Estate School of Oregon"
Real Estate Institute of Eugene to "Real Estate Institute of Oregon"
St. Vincent de Paul Training Center to "De Paul Industries Training Center"
University of the Pacific--Intercultural Communications Institute to "Intercultural Communications Institute--University of the Pacific"
Valley Career College to "Valley Medical College"

OREGON SCHOOLS
✓ A new School Inclusion Policy clarifies the CIS definition of a school and the clusters under which they are organized and adds nursing training organizations under certain conditions. See the Reference Guide for Oregon Career Information System Products, Oregon and U.S. Schools.
✓ Fourteen new private career schools, 19 organizations licensed by the State Board of Nursing to offer Certified Nursing Assistant (CNA) training, 10 name changes, and 26 school closures or deletions from our system due to inclusion policy changes – see box above for details.
✓ 2 new school clusters – Specialized Colleges (offer degrees in specialized areas of study) and Other Training (offer training licensed by another organization, such as the Oregon State Board of Nursing and FAA). Revises one cluster title – Colleges and Universities from Colleges, Universities, and Graduate Schools.
The most significant changes in the 2003 releases of CIS delivery systems will be found in the education information, in both Programs of Study and Training and Schools (Oregon and national). The changes in the files are interrelated. They significantly enhance access to CIS education information. As you use CIS this year, we value your feedback about these changes, both in terms of how they help your users and what we can do better.

Oregon and U.S. Schools

- National Schools are now called U.S. Schools.
- U.S. Schools includes all Oregon Schools information as well as information about schools that offer two-year programs and above nationally. Students and clients can use Oregon Schools to focus their search in Oregon or U.S. Schools to look at Oregon schools plus schools throughout the U.S. Oregon schools include all education institutions delivering programs (not just courses) in Oregon and approved by a state (or in the case of pilot training, federal) accrediting organization.
- All topics and subtopics are the same in the Oregon and national information. This means that some topics have changed for Oregon schools. Topics and subtopics are displayed only when appropriate to the school and when the school provides the information.
- Two new topics – Student Body and Sports – facilitate use of this information.
- New headers organize subtopics better – for example “Other Helpful Facts” in General Information.
- Some subtopics are reorganized under topics – for example “Years to Graduate” now in Student Body rather than Cost and Financial Aid.
- Overall, over 20 new subtopics are added.
- Related Programs of Study reflect the new titles and clusters (see page 5).
- Twelve new Frequently Asked Questions provide answers to common questions ranging from how to select a school to how to apply to a college.

Programs of Study and Training

- 600 new program titles are organized into 39 clusters and 44 subclusters based on the new Classification of Instructional Programs (CIP). With greater program detail, users can go from an occupation to specifically related programs of study – for example, from Acupuncturists (occupation) to Acupuncture (program).
- Topics include an Overview written to engage the reader with real life examples; Program Admission with helpful high school courses; Graduate Admission with typical prerequisites to graduate admission when the program includes Master’s and Doctorate degree options; Typical Course Work for students in a program; Things to Know that are unique to a field; and Resources providing links to other helpful resources online.
- New program added under Special Programs cluster, Workforce Training and WIA Approved Programs. Explains employment skills, occupational skills, and WIA approved programs. Provides links to the school-specific program descriptions for these programs and the schools offering them.
- Related Oregon Schools are organized into new regions – Central Oregon and Columbia Gorge (new), Eastern Oregon, Portland and Surrounding Areas (new definition), Oregon Coast, Southern Oregon, and Willamette Valley (new definition). Users can also select the Southwest Washington region to look for schools in the Vancouver area or the new Statewide (Distance Learning) region to find programs of study that can be completed from any part of the state without classroom attendance. (These regions will be the same as the regions used in Occupations after the mid-year update of Occupations; see below.)
✓ In Related Information, **programs link to U.S. Schools** in addition to Oregon Schools. Students and clients can move from an occupation, to related programs, to schools throughout the U.S. that offer the programs, without using School Sort. Linked U.S. Schools are organized by state.

✓ Related Occupations are organized into **Occupations Directly Related to this Program of Study** and **Other Occupations Related to this Program of Study**. Conversely, when moving from Occupations to Programs of Study, the links are categorized by **Programs of Study Directly Related to this Occupation** and **Other Programs of Study to Consider**.

**FINANCIAL AID**

✓ Adds over **1,125 new Oregon scholarships** and **1,000 new national scholarships**.

**CAREER PATHS**

✓ Updates **academic content standards** for state’s revisions and CAM and diploma requirements.

CIS Online Toolkit for you and your career planners…

*CIS Online continues to expand with more resources to support career education, development, and counseling.*

**OREGON CIS ONLINE ACCESS**

✓ From our Oregon CIS homepage, click on “Sign In CIS for Internet” to go to the **new login page**. Students and clients can use their portfolio user name and password or your site access codes. Staff and faculty should use your Staff and Faculty password. The access codes used determine which components and services of CIS Online are available.

✓ **Automatic retrieval of portfolio passwords** is available from the login page. Students and clients must remember their portfolio user name and must have entered their e-mail address when they set up their portfolio. Sites may want to establish a recommended method for user names (e.g. *firstnamelastname* or ID number) to facilitate access to forgotten passwords.

**CIS FOR INTERNET**

✓ **New homepage** for CIS for Internet provides access to all components as well as highlights information and features of particular interest. Highlighted content will change regularly. The old homepage is available as the Site map in Related Links at the lower right of the homepage.

✓ **Graduate School Sort** adds the capability to sort on relevant criteria for post-baccalaureate study. The five sorting characteristics are majors, degree, location, setting, and type. School Sort is renamed to **Undergraduate School Sort**. (National School Sort in the desktop system remains unchanged. Students can sort on undergraduate and graduate degrees.)

✓ **Related Links** also provide your route to the **CRLE Plan Writer** and **Resources for Counselors, Teachers, and Career Development Professionals**. When the new CRLE Plan Writer goes online (see page 5), students who have entered CIS using their portfolio user name and password will automatically open their own CRLE plans as well – no more logging in twice. Staff resources are accessible only with the Staff and Faculty password.

✓ Related Links also include a new feature, **Online college resources**. In partnership with Thompson Peterson’s, we are able to offer Peterson’s publications to CIS users discounted 20%.
**My Career Planning Portfolio in CIS for Internet**

- Users can decide who can access their information in My Career Planning Portfolio. The default is opting out. To **opt in (allows a site coordinator to view the portfolio)**, users receive a message the second time they login to their portfolio. They can also change their setting in My Personal Information.
- Users can **print My Career Planning Portfolio** contents to document research and use of CIS.
- **My CIS Favorites** includes any information, answers from exploration tools, and reflections saved by the user. All exploration tools now have the **save and restore and reflection** features.
- **My Plan** adds an **education plan and planning process** to CIS for Internet. My Plan is designed to address the Oregon Department of Education’s education plan diploma and CAM requirement. Students can print My Plan or selected sections. (See separate packet for more information on this major enhancement.) My Plan will be set up for all K-12 school sites but will be disabled for all college and adult sites. All sites have the option of turning this section off. Development of college and adult versions of My Plan will be based upon feedback and input regarding the K-12 version.
- My Education and Work History allows users to **store job application and resume data and generate resumes**. In its early stages of development, this component of My Career Planning Portfolio will be enhanced during the year.

**CRLE Plan Writer**

- Available around October 1, the new version of the CRLE Plan Writer **adds flexibility and new options for the site and improves the user interface**.
- **Training sessions** for staff of sites wanting to implement the tool will be available in Eugene at the CIS office during the fall. The schedule will be posted on our workshop webpage when the new version is released. You will also be notified via the CIS mailing list (so remember to sign up!)

**Site Resources**

- **Your Career Search Teacher’s Guide**, our middle school curriculum, is updated and will be delivered online as part of **Discovery & Passage**.
- **Your Career Search Workbooks** are online in Adobe PDF format. Sites can now download and print their own workbooks. The workbook activities complement the Getting Started activities in My Plan (see My Career Planning Portfolio in CIS for Internet above).
- The **CIS Discussion Board** provides an online forum for user-to-user discussion of CIS products, applications, and services.
- A beta-test version of an online **Occupations Tutorial** will be previewed at fall workshops. Staff will gather input about site needs and preferences to produce additional tutorials for staff and end users that cover key components of CIS.
- **Service surveys** will continue to be available online to gather feedback about enhancements and site needs. Look for our 2003-04 survey in November.
- **Administration tools** for CIS for Internet are in their infancy. With fall release, the CIS Site Coordinator will be able to see the user names and passwords for those who have “opted in” on My Career Planning Portfolio. (You will use the Site Coordinator password to access these pages.) You will also be able to see number of logins for your site. (The number was reset with the new release on September 5, 2003.)
Mid-year enhancements to anticipate…

*With delivery of CIS online, we don’t stop delivering new features and updates with our fall release. Watch for these additions to CIS Online during the year. (Sign up for the CIS mailing list to get notification of these enhancements.)*

- **Occupations** and **Industries** will be updated in late fall to incorporate recently released employment figures. At that time, the regions in occupations will be adjusted to match the regions for Oregon Schools.
- **Occupational videos in Spanish** will be made available on CIS for Internet. The initial release will not include all 286 but will be a subset of these.
- **Transfer of My Career Planning Portfolios to other CIS sites** will be enabled in November.
- **Additional administration tools** will be added during the year.

Research and development continues our commitment to excellence…

*In addition to our plans for the year, we have many long-term projects that will affect CIS information and products in the following year and in years to come.*

**IN DEVELOPMENT**

- **Occupation Sort** – totally revised based upon an extensive research and development effort and collaboration with a leading career development researcher. The new exploration tool will be beta-tested this year for Fall 2004 release.
- **Online SKILLS worksheet and card sort** processes. When added to CIS for Internet (later this year or in next fall’s release), students and clients will be able to complete the entire SKILLS Assessment online.
- **End-user help improvements** for CIS for Internet, including more online tutorials.
- Policies for **maintaining My Career Planning Portfolio** on CIS servers will be adopted.

**RESEARCH PRIORITIES**

- **Adult and college versions** of My Plan and an updated Adult Curriculum are a high priority for funding and development in the next year.
- **CIS components in Spanish and other languages** are frequently requested of existing users. In order to create a development plan, we need to research the needs of the target audience(s) so we can set priorities for translation and maintenance.