

**MEMORANDUM**

To: School Principal

From: Ben Carter, Director of Workforce & Innovation, IDOE  
Natalie (Wenzler) Heustis, Associate Director of Work Based Learning, DWD

Date: April 25, 2018

Re: Indiana Career Explorer Pilot Program – Application 2018-2019

This ICE pilot program is a result of Senate Enrolled Act 297 passed by the Indiana General Assembly in 2018 requiring that the Indiana Department of Education (IDOE), in consultation with the Department of Workforce Development (DWD), increase the number of schools involved in pilot program for instruction in and use of the Indiana Career Explorer (ICE) program and curriculum by at least 15 schools. **This pilot is for eighth grade cohorts only.**

We welcome your school to apply for the 2018-2019 ICE Pilot Program. The goals and objectives of the pilot program include:

Goals:

- Students will explore careers while utilizing embedded workforce data within Indiana Career Explorer to create career plans.
- Teachers will be proficient in utilizing the Indiana Career Explorer tool to assist students with career exploration and career plan development.

Objectives:

- Indiana Career Explorer program instructors will participate in all professional development opportunities.
- Pilot program instructors will utilize all components of Indiana Career Explorer within their school setting.
- Students will complete all required Indiana Career Explorer modules.
- Eligible pilot program students will complete the 21st Century Scholars application and register for Scholar Track accounts.

**In order to be considered for participation, you must complete the application, found [here](#), by May 25, 2018. Applicants will be notified of their status by June 8, 2018.**

Pilot program school teams will be required to participate in the 3 scheduled professional development sessions, to be scheduled between June and December, 2018. Dates and locations for the required PD are listed below.

June 27, 2018, Location TBD  
October 2018, Webinar  
November 2018, Webinar

Technical assistance will be provided to pilot program schools throughout the duration of the pilot program. Participating pilot sites will also be offered funding for related administrative costs, curriculum development, and course delivery. Participating pilot program schools will be required to enter into contract with the Department of Workforce Development in order to access grant funds for their program.

The pilot program implementation period will be August 2018 – May, 2019. Additional webinars and digital feedback forums will be scheduled as needed during the implementation period in order to adequately support pilot schools.

If you have any questions, please contact the any of the following DOE and/or DWD personnel:

Ben Carter, Director of Workforce & Innovation, [bcarter1@doe.in.gov](mailto:bcarter1@doe.in.gov)  
Natalie (Wenzler) Heustis, Associate Director of Work Based Learning, [nwenzler@dwd.in.gov](mailto:nwenzler@dwd.in.gov)