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| **10th Grade Requirements** |  | **11th Grade Requirements** |  | **12th Grade Requirements** |  |
| Pre-Employment Soft Skills Training #1 |  |  | OSHA |  |  | Update Resume – Put in portfolio |  |  |
| Pre-Employment Soft Skills Training #2– **Filling Out an Application** |  |  | Mock Interview |  |  | (2) Printed Jobs of Interest – Put in portfolio |  |  |
| Pre-Employment Soft Skills Training #3 |  |  | Pre-Employment Soft Skills Training #1 |  |  | (3) Pictures & Write-Up of Work– Put in portfolio |  |  |
| Pre-Employment Soft Skills Training #4 |  |  | Pre-Employment Soft Skills Training #2– **Filling Out an Application** |  |  | Table of Contents for Portfolio– Put in portfolio |  |  |
| Pre-Employment Soft Skills Training #5 |  |  | Pre-Employment Soft Skills Training #3 |  |  | Mock Interview |  |  |
|  |  |  | Pre-Employment Soft Skills Training #4 |  |  | NOCTI Score (If applicable)  | 50% |  |
|  |  |  | Pre-Employment Soft Skills Training #5 |  |  | Pre-Employment Soft Skills Training #1 |  |  |
|  |  |  |  |  |  | Pre-Employment Soft Skills Training #2 |  |  |
|  |  |  |  |  |  | Pre-Employment Soft Skills Training #3 |  |  |
|  |  |  |  |  |  | Pre-Employment Soft Skills Training #4 |  |  |
|  |  |  |  |  |  | Pre-Employment Soft Skills Training #5 |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 20% of Final CTC Grade |  |  | 20% of Final CTC Grade |  |  | 20% of Final CTC Grade |  |  |

**OSHA** **Career Cruising** **NOCTI Score** **Pre-Employment Soft Skills Training** (Scheduled days) **Other**

Please see the back for additional instruction ->

\*\* Co-Op students days on job site will be limited if students score basic or below basic on Pre-NOCTI test.

\*\* It is the student’s responsibility to meet all of these requirements.

\*\*Your grade level requirements are due by: **Wednesday, May 1st**

\*\*To be Co-Op eligible, you must have OSHA completed and have completed **2** Pre-Employment Soft Skills Trainings