

# What is Individualized Occupational Training?



Individualized Occupational Training (IOT) is a specialized career technical education (CTE) program that connects high school students with career opportunities not offered through traditional CTE pathways at their school. Through structured, hands-on experiences, IOT gives students the chance to explore new industries and develop the skills needed for success in today's workforce.

IOT combines classroom learning with job preparation and hands-on training. Students gain technical and workplace readiness skills aligned with the Idaho Workplace Skills for Career Readiness Standards. Each experience includes oversight from both a certified instructor and an on-site supervisor to ensure students receive meaningful guidance and support.

## Teaching Endorsements for IOT

To offer IOT programs, educators must hold one of the following appropriate endorsements:



### 0099 – Work-Based Learning Coordinator

This endorsement is for educators who coordinate approved work-based learning experiences and who:

- Hold or are eligible for an occupational endorsement through a Degree-Based Career Technical or Occupational Specialist Certificate.
- Provide documentation of at least 2,000 hours of paid, non-teaching industry experience.
- Complete coursework in coordinating work-based learning programs.



### 07016 – Career Counselor

This endorsement is for certified K-12 school counselors who have completed required career technical coursework, including:

- Career pathways and technical guidance.
- Foundations of career technical education.
- Theories of occupational choice.

#### Coursework is available through:

- Idaho State University: Dr. Brenda Jacobson ([jacobren@isu.edu](mailto:jacobren@isu.edu))
- University of Idaho: Dr. John Cannon ([johnc@uidaho.edu](mailto:johnc@uidaho.edu))



### 9093 – Business Technology Education

This endorsement is for educators who hold a Degree-Based Career Technical Certificate in Business Technology Education, earned through an accredited business education program.



# Comparison of Work-Based Learning and Career Readiness Opportunities

CATEGORY	CTE Individualized Occupational Training (IOT)	CTE Work-Based Learning (Pathway Specific)	Non-CTE Work-Based Learning	Work Release
<b>Purpose/ Definition</b>	Allows students to explore careers not offered in their school or district's CTE pathways.	Offers industry-based work experience aligned with a specific CTE pathway to help students develop advanced job skills.	Provides students with hands-on experience in a chosen career area.	Gives students time away from school to work. The school does not supervise or provide instruction.
<b>Program Overview</b>	Students learn about careers through a mix of classroom instruction and workplace experiences. They must first complete "Career Exploration and Employment Preparation."	Students apply skills from their CTE pathway coursework in real-world settings to deepen their learning.	Students gain career skills through work experiences of their choosing. Learning goals align with College and Career Competencies.	Not a structured program. If schools wish to offer credit, a local policy must be developed under the extended learning statute.
<b>Student Requirements</b>	Students follow Idaho Career Readiness Standards and complete related assignments. They must take the Workplace Readiness Assessment by the end of their second course.	Students must be currently enrolled in or have completed a course in the aligned CTE pathway.	Students must complete at least 60 hours of instruction and have opportunities to reflect on their experience. Credit is based on meeting set outcomes.	No formal requirements unless the student is seeking credit, in which case they must meet pre-established expectations and request the credit.
<b>Teacher/ Supervisor Requirements</b>	Must be overseen by a certified CTE teacher with a work-based learning (WBL) Coordinator, Career Counselor, or Business Technology Education endorsement.	Must be supervised by a certified CTE teacher with a WBL Coordinator, Career Counselor, or relevant pathway endorsement.	Must be supervised by a certified school employee (teacher, counselor, administrator, or charter school staff).	No school staff oversight required unless credit is awarded. Then, a certified staff member must supervise the experience.
<b>Funding</b>	Eligible for ADA funding, IDCTE state added-cost funding, and Federal Perkins funds.	Eligible for ADA funding, IDCTE state added-cost funding, and Federal Perkins funds.	Eligible for ADA funding only if supervised by a certified instructor.	Not eligible for ADA funding.



For more information contact Stephanie Mai at [stephanie.mai@cte.idaho.gov](mailto:stephanie.mai@cte.idaho.gov) or scan the QR code.

