



**LANE-PACT Portfolio Checklist**

<b>Student Name:</b>	<b>Date of Birth:</b>
<b>School:</b>	<b>Graduation Year:</b>
<b>School Advisor:</b>	<b>Phone:</b>

**Required Portfolio Activities:**

- High school transcript with:
  - APR 101 Trade Skills Fundamentals course with a C or better
  - At least one year completion in a Construction Technology Program of Study, including trade-related high school courses with a C or better (Metals, Drafting, Construction, Engineering, GWE 180, Professional Skills for the Trades, Woods, and Carpentry etc.)
  - Algebra course with a C or better
- Copy of current First Aid/CPR card and copy of OSHA 10 certification
- Proof of participation in at least one trades event (must be signed by instructor or other official)
- Current transcript showing progress towards and likely completion of HS Diploma or GED (Required for Apprenticeship Application)
- Current Resume'
- Portfolio Plan that includes: Research of three apprenticeships or other trades programs at oregonapprenticeship.org and create career pathway plans for each of the three options.
- Practice interview with a trades representative and write cover and thank you letters
- Complete Exit Interview.

**Selected Portfolio Activities:** (Minimum of Five Activities. Completion must be documented)

<b>Complete One of these Two Selections:</b>
<input type="checkbox"/> Take an industry tour <input type="checkbox"/> Attend a trades-related job fair
<b>Complete One of these Two Selections:</b>
<input type="checkbox"/> Trades-related course(s) outside of high school <input type="checkbox"/> Participate in and complete a mentor/trades-related program (i.e. Trades Academy)
<b>Complete Three of these Four Selections:</b>
<input type="checkbox"/> Deliver presentation to school staff and others on results of career pathway research <input type="checkbox"/> Take a standardized test and include scores in the portfolio (*NCRC, SAT, ACT, Workkeys, Math Placement) <input type="checkbox"/> Participate in a leadership organization (Scouts, Skills USA, etc.) <input type="checkbox"/> Trades-related volunteer or paid work experience (min. 6 hours), multiple sites encouraged (i.e. job shadow, WBL)

The student and advisor signatures below certify completion of all required elements of the Program.

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
 Advisor: \_\_\_\_\_ Date: \_\_\_\_\_