Creating a high school **Career and Technical Education (CTE) Portfolio** is a step-by-step process that allows students to showcase their skills, achievements, and career readiness. Here are the key steps to help guide the creation of your CTE portfolio:

1. Set Clear Goals

- **Define your career path**: Identify which career field or industry you are focusing on in your CTE program (e.g., health sciences, IT, automotive, culinary arts).
- **Understand the requirements**: Know the specific expectations for your portfolio, including any mandatory elements like certifications, projects, or work samples.

2. Portfolio Format

- **Digital Portfolio**: A digital portfolio is ideal for students in CTE programs. It allows you to easily organize and update content, and it's flexible for incorporating multimedia (images, videos, presentations).
    - You can create your own design or use a template on Canva.com. All CTE Programs will be using the same tools so there is consistency throughout all programs. You will have access to Canva after you leave high school so it is a great long-term resource for all students.

3. Include Personal and Contact Information

- **Basic Info**: Include your full name, contact information (email, phone number), and the date.
- **Career Objectives**: Write a brief statement about your career goals, explaining why you are pursuing a specific career path and how your CTE program is preparing you.

4. Add an Updated Resume

- Create a **professional resume** that highlights your education, work experience, skills, volunteer work, extracurricular activities, and certifications.
- Include **technical skills** specific to your CTE program (e.g., proficiency in software, machinery, or technical procedures).

5. Showcase Skills and Certifications

- **Skills Section**: Document any **industry-specific skills** you have learned. This could include things like customer service, technical design, programming, or laboratory skills.
- **Certifications**: Include any **certifications, licenses**, or specialized training you've completed, such as CPR certifications, coding certificates, or industry-specific credentials.

6. Include Work Samples and Projects

- Add tangible evidence of your work in the form of **completed projects**. These can be photographs, videos, written reports, designs, or any other work you've created during your CTE courses.
- For each project, briefly describe the project, your role, the skills demonstrated, and the outcome.

7. Reflection and Self-Evaluation

- Write **reflections** on what you have learned throughout the CTE program. Reflect on challenges you faced, skills you developed, and personal growth.
- **Self-assess** your progress and set future goals. This could include what you plan to improve or focus on as you move forward in your career.

8. Collect Instructor and Mentor Evaluations

- Include **feedback from teachers or mentors** who can assess your skills, work ethic, and development throughout the program. This could be in the form of formal evaluations or informal comments that highlight your strengths.
- If applicable, include **letters of recommendation** or testimonials from internships, work-based learning, or volunteer experiences.

9. Organize Your Portfolio Logically

- **Sections**: Break the portfolio into clear, easy-to-navigate sections. Use tabs or headings like:
  1. Personal Info & Career Goals
  2. Resume
  3. Skills & Certifications
  4. Work Samples & Projects
  5. Reflection & Self-Evaluation
  6. Evaluations & Recommendations
- **Order**: Arrange the content in a way that flows logically. Start with personal details and career goals, then move through your skills, projects, and evaluations.

10. Update and Review Regularly

- Continually **update your portfolio** as you gain new skills, complete projects, or earn certifications. Make sure it stays current and reflects your best work.
- Review your portfolio for **clarity and professionalism**. Check for any errors or outdated information.

11. Tailor the Portfolio for Specific Purposes

- If you are using the portfolio for a job application or college admission, tailor the portfolio to align with the specific requirements or expectations of the employer or institution. Highlight the most relevant skills and experiences for the specific audience.

12. Present Your Portfolio

- Practice presenting your portfolio if you need to **share it with an audience**. Be prepared to discuss the projects, skills, and certifications you've included, and explain how they demonstrate your readiness for a career or further education.

Tips for Success:

- **Be Professional**: Whether physical or digital, make sure your portfolio is neat, organized, and professional.
- **Be Reflective**: The more reflective and thoughtful your sections on learning and growth are, the stronger your portfolio will be.
- **Keep It Updated**: Continuously add new projects, certifications, and experiences to keep the portfolio fresh and relevant.

By following these steps, you will create a comprehensive and effective CTE portfolio that highlights your skills, knowledge, and readiness for your future career or education path.