



Minnesota Career Information System

Introductory Pilot Pricing for Adult Basic Education

2018-2019

(July 1, 2018-June 30, 2019)

Annual Licensing Fee	Site Licenses (based on enrollment)
\$100	Sites serving 100 or less learners
\$200	Sites serving 101 to 1,000 learners
\$300	Sites serving 1,001 to 2,000 learners
\$500	Sites serving 2,001 to 4,000 learners
\$800	Sites serving over 4,000 learners

This is a unique opportunity to participate in a one-year pilot project introducing the new Minnesota Career Information System (MCIS) for Adult Basic Education Programs.

We are asking that all participating sites complete a survey at the end of this year. This will provide us with your input to continue to improve this unique version of MCIS.

MCIS at a Glance

The Minnesota Career Information System (MCIS) has created a site that is tailored to better meet the needs of Adult Basic Education clients. This site includes straight forward language, less density and clear choices to help your learners and clients make better career decisions by providing accurate, comprehensive, and current career information and planning resources. All information files are linked together for seamless exploration.

Occupation and Employment Information

Occupations	Detailed information on over 500 occupations with current regional, state, and national labor market information. Organized by career fields and career clusters.
Career Fields	Information on Minnesota’s six career fields with links to career clusters and pathways.
Military Employment	General information about the military.
Self-Employment	Helps you determine if self-employment is right for you.
Job Search	How to conduct a successful job search plus tips on interviewing techniques and writing resumes and cover letters.
Job Success	Information to help you stay gainfully employed.

Education and Training Information

Programs of Study	Admission and coursework requirements for over 800 program categories plus descriptions of the programs offered by each school.
Minnesota Schools	Detailed information on all licensed and accredited higher education institutions in Minnesota.
Apprenticeship	General information on apprenticeship plus contacts for sponsors throughout Minnesota.
Short-Term Training	A list of short-term training programs requiring less than one year to complete.
Paying for School	Helps you understand the financial aid process and the need to plan ahead to pay for school. Includes charts, calculators, and videos.

Assessment Tools

Learning Styles Survey with classroom activity	Learners identify their learning styles through a survey and then discuss study strategies that can help them learn best, including note-taking strategies.
Employability Survey with classroom activity	Learners identify their employability skills by completing a survey and then discuss strategies to help them develop these skills.
Career Cluster Inventory	A quick interest inventory that provides results based on the 16 U.S. Department of Education career clusters.
O*Net Interest Profiler Short Form	Helps you identify your interests and matches them with a wide variety of careers.
Reality Check	An interactive tool that matches your lifestyle and educational choices with occupations.

Other Features and Support Materials

My MCIS Electronic Portfolio	Saves your favorites in MCIS including assessment results. Includes a career planning checklist, a course planner, a resume writer, and the ability to upload and save documents.
Personal Education Plan	The Personal Education Plan will be created by student entries in the portfolio and formatted to a printable PDF file that learners and staff can review and save back to the student portfolio.
Checklists	Interactive checklists to help guide learners through the career development process. Self-discovery, career exploration, education options and prepare for employment.
Administrative Site	Allows site administrators to manage portfolios. Includes extensive reports to track site usage, ability to upload course lists, customize the checklists and send messages to learners.
Resources for Veterans	A portal of resources helpful to veterans.

Questions about licensing or pricing for any of the subscriptions listed above?

Contact Deb Parkos at 651-582-8321 * Toll-free 1-800-599-6247 * TTY 651-582-8201 or debbie.parkos@state.mn.us.

For questions about training contact, Dorothy Wolf, MCIS Specialist, at 651.582.8475, or Beth Haukebo, MCIS Specialist, at 651.582.8318 or email Dorothy.wolf@state.mn.us or beth.haukebo@state.mn.us

Mailing address: 1500 Highway 36, Roseville, MN 55113