

#### Southwestern Colorado Area Health Education Center Career Exploration Program

Dear Participants and Families,

The Southwestern Colorado Area Health Education Center (SWCAHEC) is a non-profit organization that strives to improve rural health in the eight South Western counties of Colorado. SWCAHEC has a strong emphasis on supporting rural primary care, community health, and on developing a pipeline of students who will eventually be our region's health professionals. The Southwestern Colorado Area Health Education Center Career Exploration Program (ACEP) has been created to inspire high school students in rural and underserved areas to become healthcare professionals. This program is comprised of learning experiences created and presented by SWCAHEC as well as community, university, and online programs that provide students with information about healthcare careers and some of the skills needed to be a healthcare professional.

Attached you will find an ACEP Student Portfolio. This portfolio contains some of the skills that are essential to pursuing a career in healthcare. ACEP students will be responsible for tracking their progress toward these skills by recording events, coursework, and other learning experiences in this portfolio. SWCAHEC will offer a series of healthcare career workshops on every other Wednesday from 5:30-7:00 beginning on January 15, 2020. Students are also welcome at all appropriate SWCAHEC trainings and workshops and staff will connect students with resources in the community that would build their portfolios. We will host a SWCAHEC Healthcare Careers Institute from June 6<sup>th</sup>-9<sup>th</sup>, 2020 at Fort Lewis College for ACEP students that will give them an opportunity to learn hands-on skills, to interview local healthcare professionals, to learn some anatomy, physiology, and medical terminology, and to shadow a local healthcare professional.

Please fill out the attached registration form and email it to me at <a href="mailto:kate.hartzell@swcachec.org">kate.hartzell@swcachec.org</a>. You can also drop it off or mail it to our office at the address listed below. The last three question on the registration form are for funding purposes. Please do not hesitate to contact me with questions at the number or email below. I am looking forward to introducing you to the exciting world of healthcare careers!

Best, Kate

Kate Hartzell, MA, MAT, MPH
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www.swcahec.org



## Southwestern Colorado Area Health Education Center Career Exploration Program

## **Registration Form**

Student Name:					
First		Middle			Last
Begin Date:		Exit/Complet			
Health Career Interest(s):					
Address:					
City:		State:		Zip Code:	
County:	Date of Birth:	//		Age:	
Parent(s) Email Address(es):					
Phone #: (h)			(c)		
Student Email Address:					
Phone #: (h)			(c)		
Additional Phone Number(s):					
School:					
Grade:	Graduation Year:			GPA:	
Ethnicity (select one): Hisp	panic Non Hispa	anic			

## **Registration Form (continued)**

Race (select all that apply):		
African American/Black	Asian	
	Native Native Hawaiian/Other	Pacific Islander
<ul> <li>You have or current</li> <li>While growing up,</li> <li>(such as: free or reetc.).</li> </ul>	the first generation in your family ntly receive Scholarship or Loan for you or your family ever used feder educed school lunch, subsidized how you lived where there were few m	Disadvantaged Students. ral or state assistance programs using, food stamps, Medicaid
Parental Consent		
Printed Name	Signature	 Date
AHEC Health Careers Directo	r Final Approval (once completed)	
Printed Name	 Signature	 Date



# Southwestern Colorado Area Health Education Center Career Exploration Program (ACEP)

### **ACEP Student Portfolio**

The SWCAHEC Career Exploration Program provides high school students with experiences that enrich their knowledge of healthcare careers and that develop the necessary skills to pursue education in a healthcare-related field. This portfolio is an opportunity for students to track and record their progress toward building the prerequisite skills needed for work in healthcare and provides a demonstration of work completed toward pre-career planning goals. Completion of the requirements for this portfolio is supported by SWCAHEC staff and programs. Additional relevant experiences in the community can also be used with approval by SWCAHEC staff.

Check each Course, Activity or Event you have completed to meet the minimum requirements of each category. Complete the corresponding worksheets that follow to document your work. Please note that the Course, Activity or Events followed by an asterisk (\*) are required.

Course, Activity, or Event	Yes/No?			
SWCAHEC Health Careers Programming (40 hours				
minimum)				
	9th	10th	11th	12th
EDUCATE: Minimum 7				
Knowledge of Health Ethics*				
Knowledge of HIPAA Privacy Laws*				
Knowledge of Professional Behavior*				
Knowledge of Universal Precautions*				
(Handwashing/Gloving/ PPE)				
Ability to Measure & Interpret Vital Signs				
(BP/Pulse/Temp)				
CPR Certification				
ACT Preparation Session/SAT Prep Session				
Math Courses				
Science Courses				
Job Skills (Soft Skills)				
Leadership Skills				
Media & Technology Skills				
Reading Comprehension Skills (EOC Score of 3 or higher				

or related English coursework) Related Trainings/Courses/Presentations Anatomy and Physiology Experience Medical Terminology Experience College/Technical School Advising Other: Other:  EXPLORE: Minimum 4 SWCAHEC Health Careers Institute Health Care Provider speakers/presenters Health Career Fair Job Shadowing of Healthcare Professionals University based programs, symposia, camps Virtual Job Shadow website (member w/user ID) Other: Other: ENGAGE: Minimum 2 Health Career Club/Academies/ Health Occupation Students of America (HOSA) Healthcare Related Capstone Project or Senior Project Peer Educator Training (i.e. Mental Health First Aid or other curriculum) Summer & Weekend Programs/Events Volunteer Service Award (100 hours min) Other:		 1	
Anatomy and Physiology Experience  Medical Terminology Experience  College/Technical School Advising  Other:  Other:  EXPLORE: Minimum 4  SWCAHEC Health Careers Institute  Health Care Provider speakers/presenters  Health Career Fair  Job Shadowing of Healthcare Professionals  University based programs, symposia, camps  Virtual Job Shadow website (member w/user ID)  Other:  Other:  ENGAGE: Minimum 2  Healthcare Related Service Learning/Healthcare Related Community Service (40 hours min)*  Health Career Club/Academies/ Health Occupation  Students of America (HOSA)  Healthcare Related Capstone Project or Senior Project  Peer Educator Training (i.e. Mental Health First Aid or other curriculum)  Summer & Weekend Programs/Events  Volunteer Service Award (100 hours min)  Other:	or related English coursework)		
Medical Terminology Experience College/Technical School Advising Other: Other:  EXPLORE: Minimum 4  SWCAHEC Health Careers Institute Health Care Provider speakers/presenters Health Career Fair Job Shadowing of Healthcare Professionals University based programs, symposia, camps Virtual Job Shadow website (member w/user ID) Other: Other: ENGAGE: Minimum 2 Healthcare Related Service Learning/Healthcare Related Community Service (40 hours min)* Health Career Club/Academies/ Health Occupation Students of America (HOSA) Healthcare Related Capstone Project or Senior Project Peer Educator Training (i.e. Mental Health First Aid or other curriculum) Summer & Weekend Programs/Events Volunteer Service Award (100 hours min) Other:	Related Trainings/Courses/Presentations		
College/Technical School Advising Other: Other:  EXPLORE: Minimum 4  SWCAHEC Health Careers Institute Health Care Provider speakers/presenters Health Career Fair Job Shadowing of Healthcare Professionals University based programs, symposia, camps Virtual Job Shadow website (member w/user ID) Other: Other: ENGAGE: Minimum 2 Healthcare Related Service Learning/Healthcare Related Community Service (40 hours min)* Health Career Club/Academies/ Health Occupation Students of America (HOSA) Healthcare Related Capstone Project or Senior Project Peer Educator Training (i.e. Mental Health First Aid or other curriculum) Summer & Weekend Programs/Events Volunteer Service Award (100 hours min) Other:	Anatomy and Physiology Experience		
Other: Other: EXPLORE: Minimum 4  SWCAHEC Health Careers Institute Health Care Provider speakers/presenters Health Career Fair  Job Shadowing of Healthcare Professionals University based programs, symposia, camps Virtual Job Shadow website (member w/user ID) Other: Other: ENGAGE: Minimum 2 Healthcare Related Service Learning/Healthcare Related Community Service (40 hours min)* Health Career Club/Academies/ Health Occupation Students of America (HOSA) Healthcare Related Capstone Project or Senior Project Peer Educator Training (i.e. Mental Health First Aid or other curriculum) Summer & Weekend Programs/Events Volunteer Service Award (100 hours min) Other:	Medical Terminology Experience		
Other:  EXPLORE: Minimum 4  SWCAHEC Health Careers Institute  Health Care Provider speakers/presenters  Health Career Fair  Job Shadowing of Healthcare Professionals  University based programs, symposia, camps  Virtual Job Shadow website (member w/user ID)  Other:  Other:  ENGAGE: Minimum 2  Healthcare Related Service Learning/Healthcare Related Community Service (40 hours min)*  Health Career Club/Academies/ Health Occupation  Students of America (HOSA)  Healthcare Related Capstone Project or Senior Project  Peer Educator Training (i.e. Mental Health First Aid or other curriculum)  Summer & Weekend Programs/Events  Volunteer Service Award (100 hours min)  Other:	College/Technical School Advising		
EXPLORE: Minimum 4  SWCAHEC Health Careers Institute  Health Care Provider speakers/presenters  Health Career Fair  Job Shadowing of Healthcare Professionals  University based programs, symposia, camps  Virtual Job Shadow website (member w/user ID)  Other:  Other:  ENGAGE: Minimum 2  Healthcare Related Service Learning/Healthcare Related Community Service (40 hours min)*  Health Career Club/Academies/ Health Occupation Students of America (HOSA)  Healthcare Related Capstone Project or Senior Project  Peer Educator Training (i.e. Mental Health First Aid or other curriculum)  Summer & Weekend Programs/Events  Volunteer Service Award (100 hours min)  Other:	Other:		
SWCAHEC Health Careers Institute  Health Care Provider speakers/presenters  Health Career Fair  Job Shadowing of Healthcare Professionals  University based programs, symposia, camps  Virtual Job Shadow website (member w/user ID)  Other:  Other:  ENGAGE: Minimum 2  Healthcare Related Service Learning/Healthcare Related Community Service (40 hours min)*  Health Career Club/Academies/ Health Occupation Students of America (HOSA)  Healthcare Related Capstone Project or Senior Project  Peer Educator Training (i.e. Mental Health First Aid or other curriculum)  Summer & Weekend Programs/Events  Volunteer Service Award (100 hours min)  Other:	Other:		
Health Care Provider speakers/presenters  Health Career Fair  Job Shadowing of Healthcare Professionals  University based programs, symposia, camps  Virtual Job Shadow website (member w/user ID)  Other:  Other:  ENGAGE: Minimum 2  Healthcare Related Service Learning/Healthcare Related Community Service (40 hours min)*  Health Career Club/Academies/ Health Occupation Students of America (HOSA)  Healthcare Related Capstone Project or Senior Project  Peer Educator Training (i.e. Mental Health First Aid or other curriculum)  Summer & Weekend Programs/Events  Volunteer Service Award (100 hours min)  Other:	EXPLORE: Minimum 4		
Health Career Fair  Job Shadowing of Healthcare Professionals  University based programs, symposia, camps  Virtual Job Shadow website (member w/user ID)  Other:  Other:  ENGAGE: Minimum 2  Healthcare Related Service Learning/Healthcare Related Community Service (40 hours min)*  Health Career Club/Academies/ Health Occupation Students of America (HOSA)  Healthcare Related Capstone Project or Senior Project  Peer Educator Training (i.e. Mental Health First Aid or other curriculum)  Summer & Weekend Programs/Events  Volunteer Service Award (100 hours min)  Other:	SWCAHEC Health Careers Institute		
Job Shadowing of Healthcare Professionals  University based programs, symposia, camps  Virtual Job Shadow website (member w/user ID)  Other:  Other:  ENGAGE: Minimum 2  Healthcare Related Service Learning/Healthcare Related Community Service (40 hours min)*  Health Career Club/Academies/ Health Occupation Students of America (HOSA)  Healthcare Related Capstone Project or Senior Project  Peer Educator Training (i.e. Mental Health First Aid or other curriculum)  Summer & Weekend Programs/Events  Volunteer Service Award (100 hours min)  Other:	Health Care Provider speakers/presenters		
University based programs, symposia, camps  Virtual Job Shadow website (member w/user ID)  Other:  Other:  ENGAGE: Minimum 2  Healthcare Related Service Learning/Healthcare Related Community Service (40 hours min)*  Health Career Club/Academies/ Health Occupation Students of America (HOSA)  Healthcare Related Capstone Project or Senior Project  Peer Educator Training (i.e. Mental Health First Aid or other curriculum)  Summer & Weekend Programs/Events  Volunteer Service Award (100 hours min)  Other:	Health Career Fair		
Virtual Job Shadow website (member w/user ID)  Other:  Other:  ENGAGE: Minimum 2  Healthcare Related Service Learning/Healthcare Related Community Service (40 hours min)*  Health Career Club/Academies/ Health Occupation Students of America (HOSA)  Healthcare Related Capstone Project or Senior Project  Peer Educator Training (i.e. Mental Health First Aid or other curriculum)  Summer & Weekend Programs/Events  Volunteer Service Award (100 hours min)  Other:	Job Shadowing of Healthcare Professionals		
Other:  Other:  ENGAGE: Minimum 2  Healthcare Related Service Learning/Healthcare Related Community Service (40 hours min)*  Health Career Club/Academies/ Health Occupation Students of America (HOSA)  Healthcare Related Capstone Project or Senior Project  Peer Educator Training (i.e. Mental Health First Aid or other curriculum)  Summer & Weekend Programs/Events  Volunteer Service Award (100 hours min)  Other:	University based programs, symposia, camps		
Other:  ENGAGE: Minimum 2  Healthcare Related Service Learning/Healthcare Related Community Service (40 hours min)*  Health Career Club/Academies/ Health Occupation Students of America (HOSA)  Healthcare Related Capstone Project or Senior Project  Peer Educator Training (i.e. Mental Health First Aid or other curriculum)  Summer & Weekend Programs/Events  Volunteer Service Award (100 hours min)  Other:	Virtual Job Shadow website (member w/user ID)		
ENGAGE: Minimum 2  Healthcare Related Service Learning/Healthcare Related Community Service (40 hours min)*  Health Career Club/Academies/ Health Occupation Students of America (HOSA)  Healthcare Related Capstone Project or Senior Project  Peer Educator Training (i.e. Mental Health First Aid or other curriculum)  Summer & Weekend Programs/Events  Volunteer Service Award (100 hours min)  Other:	Other:		
Healthcare Related Service Learning/Healthcare Related Community Service (40 hours min)*  Health Career Club/Academies/ Health Occupation Students of America (HOSA)  Healthcare Related Capstone Project or Senior Project  Peer Educator Training (i.e. Mental Health First Aid or other curriculum)  Summer & Weekend Programs/Events  Volunteer Service Award (100 hours min)  Other:	Other:		
Related Community Service (40 hours min)*  Health Career Club/Academies/ Health Occupation Students of America (HOSA)  Healthcare Related Capstone Project or Senior Project  Peer Educator Training (i.e. Mental Health First Aid or other curriculum)  Summer & Weekend Programs/Events  Volunteer Service Award (100 hours min)  Other:	ENGAGE: Minimum 2		
Health Career Club/Academies/ Health Occupation Students of America (HOSA)  Healthcare Related Capstone Project or Senior Project  Peer Educator Training (i.e. Mental Health First Aid or other curriculum)  Summer & Weekend Programs/Events  Volunteer Service Award (100 hours min)  Other:	Healthcare Related Service Learning/Healthcare		
Students of America (HOSA)  Healthcare Related Capstone Project or Senior Project  Peer Educator Training (i.e. Mental Health First Aid or other curriculum)  Summer & Weekend Programs/Events  Volunteer Service Award (100 hours min)  Other:	Related Community Service (40 hours min)*		
Healthcare Related Capstone Project or Senior Project  Peer Educator Training (i.e. Mental Health First Aid or other curriculum)  Summer & Weekend Programs/Events  Volunteer Service Award (100 hours min)  Other:	Health Career Club/Academies/ Health Occupation		
Peer Educator Training (i.e. Mental Health First Aid or other curriculum)  Summer & Weekend Programs/Events  Volunteer Service Award (100 hours min)  Other:	Students of America (HOSA)		
other curriculum)       Summer & Weekend Programs/Events       Volunteer Service Award (100 hours min)       Other:	Healthcare Related Capstone Project or Senior Project		
Summer & Weekend Programs/Events  Volunteer Service Award (100 hours min)  Other:	Peer Educator Training (i.e. Mental Health First Aid or		
Volunteer Service Award (100 hours min) Other:	other curriculum)		
Other:	Summer & Weekend Programs/Events		
	Volunteer Service Award (100 hours min)		
Other:	Other:		
	Other:		

<sup>\*</sup>Required.

### **Educate**

In order to meet the requirements of the Educate section, the student must complete a minimum of 7 tasks and attach any required documentation.

	9th	10th	11th	12th
EDUCATE: Minimum 7				
Knowledge of Health Ethics*				
Name of program where this skill was acquired:				
Date(s) of Program:				
Knowledge of HIPAA Privacy Laws*				
Name of program where this skill was acquired:				
Date(s) of Program:				
Knowledge of Professional Behavior*				
Name of program where this skill was acquired:				
Date(s) of Program:				
Knowledge of Universal Precautions*				
Name of program where this skill was acquired:				
Date(s) of Program:				
Ability to Manager O Intervent Vital Circus				
Ability to Measure & Interpret Vital Signs				
Name of program where this skill was acquired:				
Data(s) of Dragrams				
Date(s) of Program:				
CPR Certification				
Date(s):				
Location: Instructor:				
mstructor.				
ACT Preparation Sessions/SAT Preparation Sessions				
Name of program where this skill was acquired:				
Traine of program where and skin was asquired.				
Date(s) of Program:				
Mathematics Courses				

Attach transcript		
Science Courses		
Attach transcript		
Job Skills (Soft Skills)		
Name of program where this skill was acquired:		
Date(s) of Program:		
Leadership Skills		
Name of program where this skill was acquired:		
Date(s) of Program:		
Media & Technology Skills		
Name of program where this skill was acquired:		
Date(s) of Program:		
Reading Comprehension Skills		
Name of program where this skill was acquired:		
Date(s) of program:		
EOG Test Score:		
Related Trainings/Courses/Presentations		
Name of program where this skill was acquired:		
Date(s) of Program:		
Anatomy and Physiology Experience		
Name of program where this skill was acquired:		
Date(s) of Program:		
Medical Terminology Experience		
Name of program where this skill was acquired:		
Date(s) of Program:		
College/Technical School Advising		

Name of program where this skill was acquired:		
Date(s) of Program:		
Other:		
Name of program where this skill was acquired:		
Date(s) of Program:		
Other:		
Name of program where this skill was acquired:		
Date(s) of Program:		

### **EXPLORE**

In order to meet the requirements of the Explore section, the student must complete a minimum of 4 tasks and attach any required documentation.

	9th	10th	11th	12th
EXPLORE: Minimum 4				
SWCAHEC Health Careers Institute				
Location of Institute:				
Date(s) of Institute:				
Health Care Provider Speakers/Presenters				
Name/location of program where this activity occurred:				
Date(s) of Program:				
Topic/Theme of presentation:				
Health Career Fair				
Location of event:				
Date(s) of Event:				
Job Shadowing of Healthcare Professionals				
Agency where shadowing experience occurred:				
Data/a) of Chadau aurasianas				
Date(s) of Shadow experience:				
Name and Occupation of Healthcare Professional Shadowed				
Name and Occupation of Healthcare Professional Shadowed:				
University based programs, symposia, camps				
Name/location of this event/activity:				
realite/location of this event/activity.				
Date(s) of Program:				
Virtual Job Shadow website (member w/user ID)				
,				
Date(s) of membership:				
•				

Other:		
Name/location of this event/activity:		
Date(s) of Program:		
Other:		
Name/location of this event/activity:		
Date(s) of Program:		

### **ENGAGE**

In order to meet the requirements of the Engage section, the student must complete a minimum of 2 tasks and attach any required documentation.

· · ·				
	9th	10th	11th	12th
ENGAGE: Minimum 2				
Healthcare Related Service Learning/Healthcare Related				
Community Service (40 hours min)*				
Attach volunteer log or report				
Health Career Club/Academies/ Health Occupation Students of				
America (HOSA)				
Location/Sponsor of Club/Academy:				
Deleta a financia de la constancia de la				
Date(s) of Participation:				
Healthcare Related Capstone Project				
Name/theme of project:				
Name/therne of project.				
Location/target population for project:				
200ation, target population for project.				
Date(s) of Program:				
Peer Educator Training				
Location/sponsor of training:				
Date(s) of Training:				
Attached documentation of completion				
University based programs, symposia, camps				
Name/location of this event/activity:				
Date(s) of Program:				
<b>Volunteer Service Award (100 hours min).</b> Does not have to be healthcare related.				
Date Received:				
Other:				
Name/location of this event/activity:				
reality.				
Date(s) of Program:				
Other:				

Name/location of this event/activity:		
Date(s) of Program:		