



INDIANA COMMISSION *for* HIGHER EDUCATION

To: Postsecondary educational institutions, Intermediaries, Employers, Labor organizations

Date: March 5, 2024

Subject: Career Discovery Meetings (30-Minute Meetings, [IC 20-30-5.6](#))

House Enrolled Act (HEA) 1002-2023 creates opportunities for students to have more intentional career exploration in their community by having students in grades 11 and 12 meet with approved employers, labor organizations, intermediaries, or postsecondary institutions. These meetings, called Career Discovery Meetings (CDM), must cover future career opportunities and their necessary education levels and last at least thirty (30) minutes.

Career Discovery Meetings

Each CDM will give these students a unique opportunity to learn about careers with the individual(s) with whom they are meeting. The meetings must:

1. occur on school property;
2. in-person;
3. with not more than five (5) students at one (1) time;
4. during school hours;
5. take place for thirty (30) minutes
 - The first twenty-five (25) minutes should cover future career opportunities and their necessary education levels
 - The last five (5) minutes the student should verify they completed the meeting via the Commission's ScholarTrack website

Entity Approval to Meet

An employer, labor organization, or intermediary interested in conducting a CDM with a student can seek approval from the Commission by filling out and submitting [this form](#).

ScholarTrack Reporting

The last five (5) minutes of the CDM will be for recording the meeting. Students will record this meeting by logging the required meeting information into ScholarTrack by logging in using their Student Testing Number or Scholar ID and a temporary PIN or via a full student account if the student has one and is able to log in at the time. Instructions on how students record the meeting in ScholarTrack can be found [here](#). This takes away burden from entities to submit meeting information needed for the annual reporting requirement.

Individual Approval to Meet



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The Commission shall approve an employer, labor organization, intermediary to conduct Career Discovery Meetings. However, schools must approve individuals at these entities to meet directly with students. Each school retains local control on who can and cannot enter their school. Individuals must follow all background and approval procedures required to enter the school.