



INDIANA COMMISSION for HIGHER EDUCATION

Career Discovery Meetings – One Pager for Schools (Last Updated on 11/01/24)

- Overview
 - Career Discovery Meetings (CDM's) are commonly known as the "30-minute meetings" which were created by [HEA 1002 -2023](#)
 - High school juniors and seniors in a school maintained by a school corporation or charter school are required to have CDMs each year
 - The meetings must discuss current and future career opportunities, and the education levels needed for various careers and must be conducted by an approved entity
- Meeting Logistics
 - Occur on school property;
 - In-person;
 - With no more than five (5) students at one time
 - During school hours;
 - Take place for thirty (30) minutes
 - Some of this time can be used for logging a completed meeting
 - A school must provide the time and space for entities to conduct CDM's, but does not have to incur costs
- Providers/Meeting Entities
 - Employers (a person employing at least one individual in Indiana)/ Labor organizations
 - To be added to the list of approved entities, must fill out and submit [form](#)
 - Intermediaries (an organization that connects individuals with companies looking for new workers)
 - To be added to the list of approved entities, must fill out and submit [form](#)
 - Can hold a meeting at a time or place that is more convenient for a student (outside of school hours and or grounds)
 - Postsecondary Institutions (colleges or universities)
 - Automatically approved per state code
 - Unless state is located outside of IN, just need to fill out submit [form](#)
 - The 5-student limit does not apply to meetings conducted by postsecondary institution
- ScholarTrack
 - Completed meetings are logged into the ScholarTrack website
 - All students can log meetings with a Full or No/Limited Account
 - School Users/Admin on ScholarTrack are able to:
 - Log meetings for students
 - Edit and or delete meetings for students



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- Run CDM's roster reports
- Waivers
 - Students do not have to complete a CDM, or the requirement does not apply if:
 - They are participating in a program approved by the student's school in which the student works for an employer or labor organization during regular school hours
 - The student receives career coaching services through the career coaching grant
 - Since the Indiana Commission for Higher Education has access to this information, no action is needed from the school, student, or a parent
- Opt-Outs
 - The parent of a student or an emancipated student can opt out of the meeting requirement
 - The school can submit a written request to CHE to waive the meeting requirement if the school determines no approved entities are willing to meet with students
 - The Indiana Commission for Higher Education will build this feature into ScholarTrack during the 2024-2025 school year