

[careered.org/k14-program-finder](http://careered.org/k14-program-finder)

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# K14 Program Finder User Guide

*This User Guide will show you how the [K14 Program Finder](https://careered.org/k14-program-finder) ([careered.org/k14-program-finder](https://careered.org/k14-program-finder)) can support students and those working with them in exploring various college and career options in their areas of interest. It also supports college counselors and outreach staff in strategically reaching out to students at the K12 or adult school level. There are several different entry points depending on what you are looking for; this guide is written to help people find information in different ways. You choose the way you want to find information.*

## I. What is the K14 Program Finder?

The [K14 Program Finder](https://careered.org/k14-program-finder) tool is a website that provides an interactive way to explore schools and colleges in San Diego/Imperial Counties, and the career areas they can prepare students for. This tool features an easy-to-use interface leading to program and pathway information aligned across high schools, adult schools, and community colleges.

The K14 Program Finder facilitates students' exploration and deeper understanding of what programs are available in their area. It also allows college faculty, counselors, and deans to find related high school and adult school programs and contact information to implement effective outreach to their K12 or adult school community to increase student enrollment.

Users can browse the region's high school, adult school, and community college career education programs across all industry sectors or career areas. Users can work their way down from broad career areas to more specific careers and to the community college career education programs that offer degrees and certificates in those fields. Schools and colleges are displayed on an interactive map so users can determine which locations best fit their geographic needs. When a program piques their interest, users can click on the college, adult school, or K12 school district and go directly either to the school, college, or district website or to a list of programs. Browse Programs also lists whom to contact and a link to the school web page.

Data are refreshed when any school or college submits a change to the region's local administrators, with a full update occurring annually.

## II. Who Should Use the K14 Program Finder?

The K14 Program Finder tool is for students, parents, counselors, faculty, and outreach staff looking for career-focused education programs at the high school, adult school, or community college level. It can be used to find a career and technical education program, to start on a career pathway, or to find the "next step" along a pathway.

## A. Parents

- Congratulations! Your child is exploring options to gain skills for tomorrow's workforce. The K14 Program Finder tool can help you explore career areas in the region and the schools and colleges that can help them succeed.

## B. Students

- You can explore options either by career area, or by school or college.

## C. Counselors

- Middle school counselor: If the high schools in your area offer career pathways and CTE programs, use the K14 Program Finder to find the high school that offers the pathways in which your students are interested.
- High school or adult school counselor: You can work with your students to explore their interests and aptitudes. If community college seems appropriate, then together, you can search the tool for the colleges or career areas of interest to them. Students may be surprised at the range of options at their local community college!
- Community college counselor: Many students enter college uncertain of a major or general direction. After helping them explore their interests and aptitudes, together you can find programs at your college that will help them attain their goals. Program Finder will also help students understand the sequence of courses in their pathways of interest and thereby plan their college experience effectively.

## D. Faculty

- High school or adult school faculty: The K14 Program Finder facilitates exploration and helps students see where their pathways could continue into community college.
- Community college faculty: You can help students see where programs or classes might be offered in other colleges or help them explore courses that could complement your class. Program Finder will also help students identify the next course in their pathway, which can keep them motivated to persist.

## E. College outreach staff

- This tool will help identify which specific high schools and adult schools offer which pathways, so you can conduct targeted outreach and recruitment by pathway or career area.

## III. Scenarios in Which the K14 Program Finder Can Be Helpful

There are many potential users and uses of this tool. Here are just two user groups with possible use scenarios.

- K12 or adult education students who:
  - Have chosen a pathway and need to find specific program options
  - Have chosen a pathway but need to find a college because their local college doesn't offer it
  - Haven't settled on an interest and need more opportunities to explore
  - Need credits to finish high school and are interested in how to get their high school diploma or equivalent plus CTE skills at the adult school
  - Want to attend university but haven't seen what the community colleges have to offer, e.g., students interested in pathways like engineering and health that would lead to transfer ("Have you thought about community college?")
  - Just need to get a certificate – at either a community college or adult school – and get a job
- Community college personnel such as an outreach staff person who wants to find K12 or adult school students in a particular industry/pathway. Staff can look at the schools in their area and see which pathways are offered there, so that they can conduct targeted recruitment, potentially with disciplinary faculty.

## IV. Instructions for Using K14 Program Finder in Various Scenarios

No matter where you start, the goal of the tool is to help users find programs that lead to careers in the San Diego/Imperial County region. The following examples provide step-by-step instructions for different ways to access the site to find the programs you are looking for.

- A. Looking for a [college by name](#)
- B. Looking for [programs or pathways at the high school or adult education level](#)
- C. Looking for a [career area](#) (industry sector)
- D. Looking for a [specific occupation](#)
- E. Looking by [geography](#)

### A. Looking for a college by name

1. Select "Community Colleges" from the K14 Program Finder entry page or use the "Community Colleges" button under the map on any page. The Community Colleges section will list all community colleges in San Diego and Imperial counties below the map.
2. Scroll down and select the college name to display programs available at that college. Next to the college name, there are options to visit the college website, locate it on a map, or visit the "Apply" page.
3. You can also change the college shown on the page by filtering by college in the "Colleges" drop-down menu. Select the college name to display programs.
4. Programs are sorted by career area. Each program shows the degrees or certificates available at that college as well as a "Learn More" link to a web page with details about the program.

## B. Looking for programs at the high school or adult education level

1. Select either “High School Districts” or “Adult Schools” from the entry page. The map will display all of the schools you selected. Choose one of interest. Note that at the Legend at the bottom of the map, you can click on either “High School District,” “Adult School,” or “College.” There are many ways to get to your destination!
2. Clicking on an “Adult School” on the map will lead to two options: “Browse Programs” leads to a list of all adult schools and the program offerings at your selected school. Clicking the second option, “Website,” takes you out of the K14 Program Finder to that school’s website where you can see their programs.
3. Selecting “High School Districts” works the same way: all high school districts will appear on the map. Choose one of interest, and then select either “Browse Pathways” or “Website” to learn more about the programs offered by the district you selected.
4. In both cases, you can filter further by school or career area, use the Program Lookup search bar, or scroll down to see a list of all schools of that type, which you can click on to learn more about the programs they offer.

## C. Looking for a career area (industry sector)

1. Select “Career Areas” from the K14 Program Finder entry page or using the “Career Areas” button under the map on any page.
2. No matter where you are in the tool, you can filter the programs or pathways listed by a “Career Areas” filter.
3. Below the map in the “Career Areas” section, you will find a list of all “College Career Areas” when you land on the page. You can switch to “High School Career Areas” by choosing that option under “View By.”
4. Select the “Career Area” name (e.g., Advanced Manufacturing) and you will see three sections: “Colleges,” “High School Districts,” and “Adult Schools.” Based on your interests, select a section to expand to see the programs or pathways offered in that career area at that school.

## D. Looking for a specific occupation

1. From any page in the tool, you can search by program. Type in a program name and program options that match that name will appear in a drop-down menu. Select the program and click on “Submit” to filter by that program.
2. Select the college, high school district, or adult school name to expand the results to view programs or pathways available at a specific school or college.

## E. Looking by geography

1. From any page in the K14 Program Finder, you can search by location using the map. The map shows the location of the schools or districts listed below the map. Use Control + Scroll to zoom in or out, or the + key on the keyboard to zoom in on the map and the - key to zoom out. Click and drag the map to move to another section of the map.
2. Click on the icon on the map to view the name of the college, school, or district.
  - a. Select “Browse Programs” to see a list of programs at the selected college or select “Website” to view that college’s career education website.
  - b. If you select a high school district, “Browse Pathways” will take you to a list of all high schools within the district and their pathways.
3. Icons appear on the map based on the section you are viewing. For example, if you are in the Adult Schools section, icons for adult schools will appear on the map by default but you can click on “High School District” or “College” in the Legend of the map to turn those icons on or off.

Note that you never need to return to the home page. Just clear all filters for a new search or select “Community Colleges” to return to the full list of colleges, or simply select another area.

Please report any issues or send suggestions for using the Program Finder to Suzanne Sebring at [suzanne.sebring@gcccd.edu](mailto:suzanne.sebring@gcccd.edu).