Business Registration Information

Registration on www.pathtocareers.org is simple! To register, you will need the following information:

Name, email address, and a password to create an account.

This email address and password will be used to log in each time you visit the site. The name and email address will be visible to registered educator users as the contact information for your business. These can be changed at any time after registering.

After registering, you will need to complete your <u>business profile</u>. Business profiles include the following:

1. **Business Name, Address, Phone Number, and Website**

2. **Logo** (.PNG or .JPEG file under 1 mb preferred)

3. **Industry** (You may select two.)
    Options align with the PA Department of Education's Career Pathways. Main Career Pathway categories are listed below and greater detail is provided on the website.
    - Arts & Communications
    - Business, Finance, & Information Technology
    - Engineering & Industrial Technology
    - Human Services
    - Science & Health

4. **Mission/Vision**

5. **Business Description**
    Provide narrative to help students, parents, and educators understand your company. For example, you might want to share what your company does, what your company is looking for in an outstanding employee, and what entry level jobs and career pathways are available.

6. **Images and Photos (**PNG or .JPEG files; under 1 mb preferred. Optional but highly recommended.)

7. **Video Links** (YouTube links. Optional but recommended.)

Creating Career Exploration Experiences

Adding your company's available career experiences is simple! You'll be prompted to enter the following information for each career exploration activity you'd like to offer.

1. **Experience Type**
   - Co-op
   - Guest Speaker
   - Industry Tour
   - Internship
   - Job Shadow
   - Mentoring
   - Mock Interviews
   - Pre-Apprenticeship
   - Summer Employment
   - Volunteer Opportunity
   - Teacher In The Workplace
   - Other

2. **Address Where the Experience Will Take Place**

3. **Start Date and End Date**
   Provide the date window during which the experience is available to students.

4. **Age/Grade Requirements**
   Please list any age and grade requirements educators and students should be aware of. While we understand age requirements may be in place for safety and other reasons, we hope you'll consider offering career experiences to students of all ages to increase their career awareness and help them find their spark!

5. **Maximum Attendance**
   Please list how many students can attend the experience at one time.

6. **Experience Frequency**
   Enter any additional information regarding frequency of the experience such as certain days of the week.

7. **Departments**
   A comprehensive list will be available to choose from. Check all that could be related to the experience.

8. **Description**
   Explain what the student can expect, how to prepare, and any requirements you want them to be aware of such as dress code.

9. **Images and Photos** (.PNG or .JPEG files; under 1 mb preferred. Optional but highly recommended.)

10. **Video Links** (YouTube links. Optional but recommended.)