

An ELO Coordinator's Guide to the MCEB

Frequently Asked Questions

WHAT IS THE MAINE CAREER EXPLORATION BADGE (MCEB)?

The Maine Career Exploration Badge (MCEB) for Maine **juniors** and **seniors** is an opportunity to participate in 40 hours of meaningful work experience facilitated through an **intentionally designed** exploration and reflection process outside of their current classroom requirements. **Students receive an academic award of \$500 for completion!**

STUDENT PATHWAY TO THE BADGE

1

Enroll in the MCEB Course

2

Complete Online Preparatory Content

3

Complete 40 Hour Work Experience

4

Complete Online Planning & Reflection

5

Earn the ME Career Exploration Badge!

WHO IS ELIGIBLE FOR THE MCEB?

Maine high school **juniors** and **seniors** are eligible to participate and earn the MCEB. Students will access the badge through JMG's ELO learning management system (LMS).

The MCEB is designed to offer students a NEW opportunity, that might not have been possible without the development of the MCEB, to get an authentic, meaningful experience directly from an employer, where the employer has the opportunity to articulate or showcase some of the skills and aptitudes for that business or industry.

Note: "Pre-existing pathways" in the form of CoOps, Capstones, CTE fieldwork, etc. can be used as an "on-ramp" for students to participate in the MCEB. If a student completes the "required hours" for their current program - they could use that same placement to do an additional 40 hours to complete the MCEB.

HOW DO I GET MY SCHOOL/STUDENTS STARTED?

- Reach out to your Regional ELO Coach for access to the ELO LMS application.
- Submit the application, including selecting a manager and instructor(s) for your school/organization.
- Read and sign the MOA for ELO LMS Student Access.
- Enroll your students in the Maine Career Exploration Badge Course!

FOR MORE INFORMATION: CONTACT YOUR REGIONAL ELO COACH

An ELO Coordinator's Guide to MCEB Payments

Payment Process & Badge Awarding

We have established a current process on how students will receive their \$500 dollars once they are awarded the badge. Because we have so many students across the state — some JMG students, some not — we are establishing a consistent process that applies for each student that completes the Maine Career Exploration Badge (MCEB).

- In order for a student to receive their \$500 check, ELO Coordinators/MCEB Instructors must complete the [google survey](#) to capture the correct information in order for JMG to facilitate the payment. ELO Coordinators/MCEB Instructors will complete this survey for each student who has earned the MCEB during that month.
 - Note: ELO Coordinators/MCEB Instructors are only to enter students who have officially completed and been awarded the badge in the LMS. They should not enter students into this survey who they are anticipating to complete the badge in the future.
 - Note: If information is not fully completed in this survey by the last day of each month, the student will not receive payment the following month.
- On the 10th of each month, checks will be issued from the JMG Central Office to the students but mailed to the school in a larger envelope to the attention of the ELO Coordinator/MCEB Instructor.
- ELO Coordinators/MCEB Instructors should collect the checks from their school's main office and distribute checks to the students as soon as they arrive. Upon issuing, ELO Coordinators/MCEB Instructors should ask students if they need any help or guidance with cashing or depositing checks. If students express not knowing what to do or need assistance, ELO Coordinators/MCEB Instructors should coach students on how to open a bank account or find places within their community where a check can be cashed.

[ELO PORTAL - MCEB RECIPIENTS
PAYMENT SURVEY](#)