

GRADE 9

ICAP Development Checklist

Here are the activities you need to complete in ninth grade to ensure that you are on track to completing your individual career academic plan.

Complete the following activities throughout the academic year: ✓

Create or update your account on	
Take or retake the interest assessment. [Interest, Skills and Work Values]	
Check your ICAP Oklahoma progress.	
Explore occupations in the top five pathways from your assessments.	
Explore career clusters and identify pathways.	
Make a tentative selection of the pathways from your highest interest.	
Review sample plans of study.	
Set Goals.	
Review your My Plans After High School .	
Review high school graduation, college entrance and Oklahoma Promise requirements.	
Start completing your written postsecondary and workforce goals along with your intentional sequence of courses. Education Plans	
Create your first resume. Job Search Tools	
Create your portfolio. [E-Profile] [Documents]	
Complete enrollment for technology center and sophomore year.	
Update your Education Plans and E-Profile based on enrollment for next year.	
Work-Based Learning Opportunity (Extension Activity).	
Explore the continuum of work-based learning.	
Invite your parents or guardians to create an account.	
Update your grade level at the end of school year.	

How to create an OKCareerGuide.org account

1. Go to Oklahoma Career Guide at www.okcareerguide.org.
2. Select **Create an Account**. In the dropdown menu select MS or HS student and click .
3. Type the first three letters of your site, center or organization. Typically, this will be the first few letters of your school name. For example, type "Cen" to get a list of options that begin with those letters. From that list, you may locate and select "Central HS."
4. During step 3, you will create a user name and password. Write them here for future reference:

User name: _____

Password: _____

5. Click to complete the process.