


















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 an account on OKCareerGuide . 	
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. [My Next Steps]	
Set Goals. 	
Review your options 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. [My Ed Plans] 	
Create your first resume. [My Job Search Tools] 	
Create your portfolio. [My e-Profile] [My Documents]  	
Complete enrollment for technology center and sophomore year.	
Update your My Ed Plans and My e-Profile based on enrollment for next year. 	
Invite your parents or guardians to create an account.  Account Settings	
Update your grade level at the end of school year.  Account Settings	
Explore the continuum of work-based learning.	

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 "Next Steps."
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:

Username: _____

Password: _____

5. Click "Sign Me Up" to complete the process.

NAME _____

SCHOOL _____