

GRADE 10

ICAP Development Checklist

Here are the activities you need to complete in tenth 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 or update your account information.	
Take or retake assessments. [Interest, Skills and Work Values]	
Check your ICAP Oklahoma progress.	
Look at the composite report for the career interests and skills.	
Explore Occupations and identify education needed to succeed.	
Prepare for postsecondary education and careers.	
Take postsecondary tests. [pre-ACT / PSAT / ASVAB]	
Review results of tests and record in External Test Scores .	
Review sample plans of study	
Update your written postsecondary and workforce goals along with your intentional sequence of courses. [Education Plans]	
SMART Goals worksheet for Setting Goals .	
Work-Based Learning Opportunity.	
Tour a local technology center, explore dual credit options and explore workforce certificate options.	
Complete enrollment for technology center and junior year.	
Update or start your Map and resume. [Job Search Tools]	
Update your portfolio. [E-Profile] [Documents]	
Make plans for work-based learning.	
Invite your parents or guardians to create an account.	
Update grade level at end of 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.