




















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 OKCareerGuide 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. [My Next Steps]  	
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 My External Assessment Scores . 	
Update your written postsecondary and workforce goals along with your intentional sequence of courses. [My Ed Plans]  	
Set goals. 	
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 resume. [My Job Search Tools] 	
Update your portfolio. [My e-Profile] [My Documents]  	
Update your My Ed Plans and My Goals based on enrollment for next year.  	
Invite your parents or guardians to create an account.  Account Settings	
Update grade level at end of year.	
Make plans for 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 “high school 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:

USER NAME

PASSWORD

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

NAME

SCHOOL