GRADE 11

ICAP Development Checklist

Here are the activities you need to complete in eleventh 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.org** or update your account information.	
Take or retake the assessments as needed. Update your **Work Values Inventory**.	
Check your **ICAP Oklahoma** progress.	
Explore Majors based on assessments.	
Explore schools based on majors.	
Search for Scholarships and Grants.	
Learn about Financial Aid.	
Research internships, job shadow, dual credit and certificates.	
Update or start your resume and cover letter. [**My Job Search Tools**]	
Update your goals.	
Complete enrollment for technology center, college concurrent and senior year.	
Prepare for postsecondary education and careers.	
Take postsecondary tests. [ACT / SAT / ASVAB]	
Update your written postsecondary and workforce goals along with your intentional sequence of courses. [**My Ed Plans**] ✔ Submit For Approval	
Update your portfolio. [**My e-Profile**] [**My Documents**]	
Using your resume, e-Profile and documents, apply for scholarships, grants and postsecondary information.	
Invite your parents or guardians to create an account. Update grade level at end of year. Account Settings	
If test results are received before school is out, record them in **My External Assessment Scores**.	
Complete work-based learning experience.	

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:

USERNAME _____ PASSWORD _____

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

NAME _____ SCHOOL _____