






















GRADE
12


ICAP Development Checklist

Here are the activities you need to complete in twelfth 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. 	
Check your ICAP Oklahoma progress. 	
If you took any additional assessments during the summer and received test results, record them in My Assessment .  	
Plan for your work-based learning or service learning experience [Career Exploration Activities: Job Shadow, Career Mentoring, Service Learning] or work environment activities [Career Preparation Activities: Work Experience, Internship, Apprenticeship] that relate to your ICAP. Set a date for the completion. 	
Take or retake the interest assessment as needed. 	
Prepare to retake any postsecondary entrance exams. [ACT/Work Keys/SAT/ASVAB] 	
Review high school, technology center, OK Promise requirements to ensure completion.	
Complete FAFSA application. 	
Update your goals using the SMART Goal Worksheet if needed.  	
Update or start your resume and cover letter using Mapping worksheet. [Job Search Tools]  	
Using your resume, e-Profile and documents, apply for scholarships, financial aid, college, technology center and/or jobs.  	
Participate in mock interviews. 	
Complete enrollment for technology center or college.	
Update your written postsecondary and workforce plans. [Education Plans]  	
Update your portfolio. [E-Profile] [Documents]  	
Update your grade level at end of year and school to show you are transitioning OK Career Guide to Journey, the adult career system.  WARNING: once you change , you cannot go back.	
Graduate! Remember, graduation is a checkpoint, not an endpoint.	

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.