

# 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 <b>OKCareerGuide</b> or update your account information.	
Check your <b>ICAP Oklahoma</b> progress.	
If you took any additional assessments during the summer and received test results, record them in <b>My Assessment</b> .	
Plan for your work-based learning service learning experience [ <b>Career Exploration Activities: Job Shadow, Career Mentoring, Service Learning</b> ] or work environment activities [ <b>Career Preparation Activities: Work Experience, Internship, Apprenticeship</b> ] 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.	
Update or start your resume and cover letter. [ <b>My Job Search Tools</b> ]	
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 goals. [ <b>My Ed Plans</b> ]	
Update your portfolio. [ <b>My e-Profile</b> ] [ <b>My Documents</b> ]	
Update your grade level at end of year and school to show you are transitioning OK Career Guide to Journey, the adult career system.  Account Settings	
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](http://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