

PRE-ICAP CURRICULUM CHECKLIST

Here are the activities you need to complete each year to ensure that you have completed your ICAP by Graduation.



Checklist to be used with companion assignments	✓ GRADE 6
Complete the Holland Code assessment for sixth grade.	
Create an account on OKCareerGuide.org	
Record your Holland scores in My Assessments .	
Take the interest assessment.	
Explore career clusters and identify pathways.	
Set goals.	
Review your Options After High School .	
Invite your parents or guardians to create an account.	

Checklist to be used with companion assignments	✓ GRADE 7
Create or update your account on OKCareerGuide.org	
Take the Skills Confidence Assessment .	
Explore Occupations Suggested by Assessment Results .	
Update your Options After High School .	
Review the ICAP Oklahoma cards.	
Review My Favorites .	
Take a learning-style assessment.	
Set goals.	
Start My Ed Plans .	

Checklist to be used with companion assignments	✓ GRADE 8
Take or retake the Career Interests Assessment and Skills Confidence Assessment .	
Compare your interests to your skills. My Next Steps	
Explore Occupations Suggested by a Pathway .	
Explore Programs of Study .	
Review sample plans of study. My Next Steps	
Update My Ed Plans .	
Explore the continuum of work-based learning.	
Document your skills and accomplishments.	
Start a resume.	
Review the ICAP Oklahoma cards.	
Set goals.	
Invite your parents or guardians to create an account.	
Update your grade level at the end of the school year.	

How will you reach your goal?



Be prepared for your future!

Free step-by-step ICAP curriculum along with the companion checklist can be found at okcareer.tech/ICAPcheck.



Contact us at 405.743.5162 · okcareer.tech/cac

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ICAP CURRICULUM CHECKLIST



Checklist to be used with companion assignments	✓ GRADE 9
Explore occupations in the top five pathways from your assessments.	
Explore career clusters and identify pathways.	
Make a tentative selection of the pathways from your highest interest.	
Review sample plans of study. [My Next Steps]	
Set Goals.	
Review your options after high school .	
Review high school graduation, college entrance and Oklahoma Promise requirements.	
Create your first resume. [My Job Search Tools]	
Create your portfolio. [My e-Profile] [My Documents]	
Complete enrollment for technology center and sophomore year.	
Update your My Ed Plans and My e-Profile based on enrollment for next year.	

Checklist to be used with companion assignments	✓ GRADE 10
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.	

Checklist to be used with companion assignments	✓ GRADE 11
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 goal along with your intentional sequence of courses. [My Ed Plans]	
Update your portfolio. [My e-Profile] [My Documents]	
If test results are received before school is out, record them in My External Assessment Scores .	
Complete work-based learning experience.	

Checklist to be used with companion assignments	✓ GRADE 12
If you took any additional assessments during the summer and received test results, record them in My Assessment .	
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. [My Job Search Tools]	
Participate in mock interviews.	
Complete enrollment for technology center or college.	
Update your written postsecondary and workforce goals. [My Ed Plans]	
Update your portfolio. [My e-Profile] [My Documents]	