



Training Request Form

The Counseling and Career Development Division is happy to facilitate customized trainings on OkCareerGuide, ICAP, Special Populations and more. Please fill out and submit this form via the button above and one of our team members will contact you. If there are any questions, please contact us at [405-743-5162](tel:405-743-5162).

School Information			
Contact Name:	Title:	Phone:	
Email:	School/Organization Name:		
Date Request:	Time Request:		
Number of Participants:			
Request Option:	Virtual Training <input type="checkbox"/>	In-Person Training <input type="checkbox"/>	
Training Topic/Information			
<input type="checkbox"/> Galaxy	<input type="checkbox"/> ICAP Student	<input type="checkbox"/> ICAP Admin	<input type="checkbox"/> Other*
<i>*Special pops best practices, work-based learning, professional development, etc</i>			

Definitions for OKCareerGuide training

Galaxy: This training is for participants who wish to implement career exploration into pre-kindergarten through fifth grade. This will provide participants with the knowledge of the program with age appropriate teaching strategies. The training will also cover the admin side, including, usage reports, uploading students, and what information can be pulled from the system.

ICAP Student Overview: This training is for participants who wish to have the foundational knowledge of Individual Career Academic Planning (ICAP) within OKCareerGuide and how to use it with students in sixth through 12th grade. The primary focus during this training will be on becoming familiar and comfortable with the student view of OKCareerGuide, including the following:

- Assessments
- My Ed Plans
- Work-Based Learning/Connect 2 Business
- Goals
- ICAP Oklahoma

ICAP Admin Overview: This training is for participants who wish to have the foundational knowledge of the admin view of OKCareerGuide and how to use it with students in sixth through 12th grade. The primary focus during this training will be on becoming familiar and comfortable with the admin view of OKCareerGuide, including the following:

- Assessment Reports
- Work-Based Learning Reports
- My Ed Plans Reports
- Goals Reports
- Organizing/Managing Groups
- Resources and Curriculum
- ICAP Oklahoma Reports
- Transitioning Students

Other: The CCD team is happy to offer trainings or professional development beyond our career exploration platforms. Some examples include the following:

- Academics (OCAS Codes, ICAP Best Practices, etc.)
- Special Populations (Recruitment/Retention, Best Practices, etc.)
- Mental Health (Crisis Planning/Intervention, Trauma-Informed Care, etc.)