

STUDENT CAREER DEVELOPMENT CHECKLIST

Here are the activities you need to complete each year to ensure that you are prepared for further education and a career.



ACTIVITY — 7th and/or 8th Grade	
Create an account on OKCareerGuide.org	
Take the career assessments on OKCareerGuide.org	
Explore careers and colleges via OKcareerguide.org, okcollegestart.org, and/or other online career sites	
Use all the information gathered to develop an Individual Career and Academic Plan (ICAP)	
Explore and select three pathways of occupations as favorites in OKCareerGuide.org	
Discuss academic and career plans with your counselor and your family	
Explore CareerTech Education (CTE) courses at your high school and CTE programs at your local technology center	
If eligible, apply for the OK Promise scholarship (8th – 10th grade)	
Review Oklahoma graduation requirements and college entrance requirements with your counselor	
Take a learning-style assessment	
Attend a high school orientation program	
Get involved in student organizations, clubs and/or athletics	
Develop an Ed Plan in OKCareerGuide.org to plan your classes in high school	



ACTIVITY — 9th Grade	
COMPLETE THE PRECEDING YEAR ALONG WITH THESE ACTIVITIES:	
Review and update your OKCareerGuide.org account	
Take or re-take the career assessments on OKCareerGuide.org	
Explore careers and colleges via OKcareerguide.org, okcollegestart.org, and/or other online career sites	
Use all the information gathered to develop or update your Individual Career and Academic Plan (ICAP)	
Explore occupations in the top 5 pathways from your OKCareerGuide.org interests assessments	
Review sample plans of study in OKCareerGuide.org	
Explore CareerTech Education (CTE) courses at your high school and CTE programs at your local technology center	
If eligible, apply for the OK Promise scholarship (8th – 10th grade)	
Review high school graduation requirements and college entrance requirements with your counselor and make sure you are on track to graduate	
Get involved in student organizations, clubs and/or athletics	
Investigate 1, 2, 4 or More options with your counselor and family	
Participate in career days, career fairs and/or job shadowing opportunities	
Develop a list of activities and honors and store it in OKCareerGuide.org	
Update your Ed Plan in OKCareerGuide.org	



ACTIVITY — 10th Grade	
COMPLETE THE PRECEDING YEAR ALONG WITH THESE ACTIVITIES:	
Review and update your OKCareerGuide.org account	
Re-take the career assessments on OKCareerGuide.org, if needed	
Explore careers and colleges via OKCareerGuide.org, okcollegestart.org, and/or other online career sites	
Use all the information gathered to develop or update your Individual Career and Academic Plan (ICAP)	
Explore careers by taking CareerTech Education (CTE) courses at your high school	
Explore careers by touring CTE programs at your local technology center and, if appropriate, apply to attend the tech center	
If eligible, apply for the OK Promise scholarship (8th – 10th grade) (last opportunity)	
Take the Pre-ACT and review results with your counselor and family (fall)	
Take the PSAT/NMSQT and review results with your counselor and family (fall)	
Review high school graduation requirements and college entrance requirements with counselor and make sure you are on track to graduate	
Get involved in student organizations, clubs and/or athletics	
Review and research 1, 2, 4 or More options with your counselor and family	
Look at the composite report for the career interest and skills confidence assessments, determine knowledge/skills areas that need improvement (where interests are high and skills are lower) Go to www.OKCareerGuide.org , then scroll to the bottom of the home page	
Participate in job shadowing and community service/service learning projects	
Research job skills on OKCareerGuide.org	
Start researching scholarship/financial aid opportunities, including those found on OKCareerGuide.org	
Update your list of activities and honors in OKCareerGuide.org	
Update your Ed Plan in OKCareerGuide.org	

Steps to creating 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 *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

ACTIVITY— 11th Grade



COMPLETE THE PRECEDING YEAR ALONG WITH THESE ACTIVITIES:

Review and update your OKCareerGuide.org account
Re-take the career assessments on OKCareerGuide.org, if you want to
Enroll in technology center programs and/or concurrent enrollment classes
Update Ed Plan and your list of activities and honors in OKCareerGuide.org
Take ACT and/or SAT and/or PSAT and/or ASVAB assessments
Explore careers by taking CareerTech Education (CTE) courses at your high school
Research and select favorite postsecondary schools on OKCareerGuide.org
Participate in job shadowing and community service/service learning projects
Narrow your list of postsecondary schools based on your previous research to three or four
Create a resume'
Start application process for U.S. service academies, if appropriate
Review high school graduation requirements and college entrance requirements with counselor and make sure you are on track to graduate
Get involved in student organizations, clubs and/or athletics
Review and research 1, 2, 4 or More options with your counselor and family
Research job skills on OKCareerGuide.org
Start researching scholarship/financial aid opportunities, including those found on OKCareerGuide.org
Update your list of activities and honors in OKCareerGuide.org
Visit college campuses and/or technology center campuses
Update your Ed Plan in OKCareerGuide.org
Make sure you and your parent(s) have completed income tax forms to complete financial aid applications (due fall of your senior year)
Explore financial information on OKCareerGuide.org

ACTIVITY— 13th Grade



Confirm the receipt of your final transcript/test scores by selected college or technology center (summer)
Write thank-you letters to organizations for scholarships received (summer)
Contact college or technology center to determine the total costs and due dates for your fees, tuition and room/board (summer)
Plan for transportation and housing (summer)
WHILE AT POST SECONDARY INSTITUTION:
Go to all orientations
Find a place to study
Get organized
Discuss your ICAP with your advisor
Don't skip classes
Get involved on campus and with campus organizations (both college and technology centers)
Find the career services office and let them assist you
Update your resume'
Continue to update your OKCareerGuide.org account

ACTIVITY— 12th Grade



COMPLETE THE PRECEDING YEAR ALONG WITH THESE ACTIVITIES:

Review and update your OKCareerGuide.org account
Update your Ed Plan and your list of activities and honors in OKCareerGuide.org
Enroll in concurrent enrollment classes and/or technology center programs
Review high school graduation requirements and college entrance requirements with your counselor and make sure you are on track to graduate
If eligible, complete Oklahoma's Promise paperwork, including final transcript and send to the Oklahoma State Regents for Higher Education (spring)
Complete FAFSA application for need-based financial aid (www.fafsa.gov) by deadline (fall)
Participate in job shadowing and community service/service learning projects
Submit scholarship and financial aid applications
Submit college or technology center applications
Explore and submit scholarships at your local technology center
Re-take the ACT or SAT, if needed
Participate in mock interviews
Finalize 1, 2, 4 or More plans with your counselor and family
Develop a budget for life after high school
Review and update resume'
Consider military options
Complete a final transcript request through your school counseling office
If you are planning to go to work, find job openings

How will you reach your goal?

1 2 4 +
or more

Be prepared for your future!

careertech

Career and Academic Connections

Contact us at 405.743.5162 • okcareer.tech/cac

Adapted from Guidance Checklist by the School Counseling Department, Kansas State Department of Education.

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