

# ICAP Overview



**OKLAHOMA**  
Education



# Ashton Frisby

## OSDE School Counselor Specialist

- Supporting Oklahoma school counselors, educators, and administrators
- Assistance and coaching in areas of academic advisement, credits, graduation, college and career readiness, and comprehensive school counseling.

## Experience

- 9-12 High School Counselor
- Classroom Teacher

## Education

- B.A. Health & Physical Education, Bacone College
- M.Ed. School Counseling,
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# Supporting Career Ready Graduates





# College and Career Ready (CCR) Graduates

- possess the **knowledge and skills needed to** enroll and **succeed** in a post-secondary program without the need for remediation and
- have the **ability to apply core academic skills** to real-world situations through collaboration with peers in problem-solving, and **life-long career development.**



# Ready for the Future

- The new minimum for workforce success now increasingly requires a credential, degree, or certification beyond a high school diploma.
- Developing clear career pathways with on- and off-ramps throughout, that are conducive to lifelong learning, is key to meeting workforce demands.

Source: <https://oklahomaworks.gov/wp-content/uploads/2019/04/OK-Talent-Pipeline-Report-2019v2.pdf>



# What is ICAP?

- Individual Career Academic Planning is a multi-year process that guides students as they explore career, academic and post-secondary opportunities. Families, students and educators collaborate to develop the ICAP, which equips students with the awareness, knowledge and skills to create their own meaningful exploration of college and career opportunities.
- The ICAP is an evolving document that reflects students' changing passions, aptitudes, interests and growth.
- Individual Career Academic Planning enables youth to become college and career ready.
- Students who are college and career ready become aware of the relevance and utility of academic courses and out-of-school learning opportunities.
- As a result, students select a more rigorous academic course schedule, increase efforts to perform well academically, seek out work-based learning opportunities and establish intentions to pursue post-secondary training or a degree program.

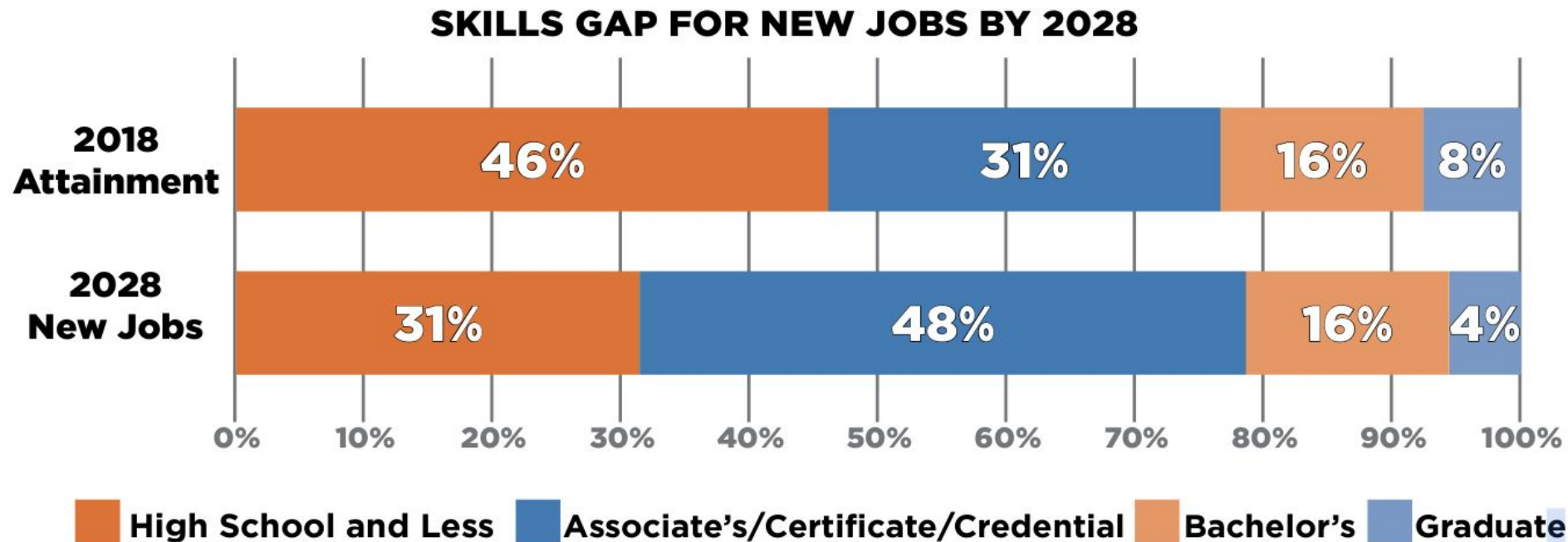
# College and Career Ready (CCR) Graduates

4-Year Plan (Traditional)	ICAP (The Vision)
Product-based	Process-based
Some or select students (CTE, Special Education)	All students
Acts as a 4-year plan of courses	Acts as a navigational tool for students in grades 6-12 and beyond
Career application in elective CTE classes	Career application in all classes
Career development in elective courses or not at all	Career development infused throughout all courses
Student “on own” for his/her development	Student-driven with collaboration (advisor, mentor, parents)
High school graduation = end point	High school graduation = checkpoint
Career development is only the school counselor’s job	Career development is systematic, whole-school responsibility



# Why is ICAP Valuable?

Life beyond high school requires different, and ever-changing, competencies. By 2025, three of four Oklahoma jobs will require education or training beyond high school. During the ICAP process, students discover the pathways that fit their unique talents and learn what academic preparation and experiences will prepare them for in-demand careers, some of which may not exist when they graduate from high school.



Source: OK Office of Workforce Development EMSI, 2018.2



# Individual Career Academic Plan

- Beginning with students entering the ninth grade in the 2019-2020 school year (**class of 2023**), each student is required to complete the process of an Individual Career Academic Plan (ICAP) in order to graduate from a public high school with a standard diploma. ([70 O.S. § 2320.508-4](#)).
- The ICAP Career Assessment, Career Goal, and Coursework are to be reviewed annually. Enter the date the student completed each requirement.

# Minimum Requirements of ICAP

An ICAP identifies student interests, skills, postsecondary and workforce goals and experiences that lead to a meaningful plan that charts the progress needed to prepare students for college, career and life. It should include:

- Career and college interest surveys (completed once per year)
- Written postsecondary and workforce goals and progress toward those goals (these must be updated annually)
- Scores on assessments (required state and federal assessments and a college and career ready assessment)
- Experiences in service learning and/or work environments including apprenticeships, internships, mentorships, job shadowing and others (once in high school)
- Intentional sequence of courses that reflects progress toward the postsecondary goal (this may include identified career pathways or career endorsements)
- Academic progress
  - Students will also list any career technology programs, AP or IB courses, concurrent enrollment courses or career endorsements that reflect progress toward their individual career pathways.

**Source:** <https://www.okedge.com/educators/implementing-the-icap/>

# Documenting Academic Planning / Progress

## Intentional Sequence of Courses

Each online tool provides a space for students to record the courses they intend to take during high school. These courses should align with graduation requirements and the student's Career and Academic Plans for the future.

Students can access their planned courses within their student accounts.

Members of the ICAP Team can access this information through the Administrative / Professional Center of their online tool.

Most Student Information Systems (SIS) provide a means for tracking this information.

## Academic Progress

If the Sequence of Courses is the *Plan*, Academic Progress is the ongoing *process* through which students work toward graduation and their future plans.

Most SIS provide a means for tracking this information. Documentation can include updating the Intentional Sequence of Courses, tracking completion of a College & Career Ready Assessment, and recording any earned certifications.

# ICAP Online Tools

## OK College Start

OK College Start is a free online tool that provides career interest quizzes, career information, growing occupation trends, scholarship and financial aid resources, and information about programs of study in Oklahoma. This is a perfect tool to pair with career curriculum in the classroom, as well as financial aid presentations.

## OK Career Guide

The OK Career Guide is a free online tool used to provide students free career interest assessments, information about career expectations, growing trends in occupations, and information on programs of study available in Oklahoma. This interactive tool can be used in the classroom during career lessons and also while at home with parents.



# OK Career Guide Customizing ICAP



## ICAP Oklahoma

The Graduation Plan encompasses important career and academic standards to guide you in acquiring the knowledge, skills and tools you need to be successful in your postsecondary education and career plans. Your Graduation Plan will help you identify goals and strategies to achieve your individual education and career goals as you prepare for your future.

Grades: All selected (7) +

Expand All Sections Reset Order + Add Section

### > Personal Info

Select the information the student is required to submit.

☒ Name ☒ Email ☒ Gender ☒ Date of Birth ☒ Phone ☒ Address ☒ Ethnicity

☒ Select All ☐ Deselect All

### > Assessment Results



### > Goals



### > Job Search Tools



### > Ed Plan



### > External Assessments



### > Options After High School



### > Favorites



### > Work-Based Learning-Upload Artifacts (MyDocuments)



### > State Required Assessments



### > Additional Graduation Requirements



### > Admin Notes



### > Complete the SAT/ACT



# OK College Start Customizing ICAP

Copy of Oklahoma ICAP Template (Minimum Requirements)

Page: 11th Grade

Remove

Sort

Instructions: Empty

Instructional documents: Accepted formats: PDF, DOC, DOCX, JPG, PNG, and TIFF (10MB size limit)

Initial page for: 11th grade

Section: Required Activities

Remove

Instructions: Who am I? Identify interests, skills and strengths.

Where do I want to go? Explore career pathways and education opportunities.

How do I get there? Set goals, choose courses, join clubs and activities, obtain financing, complete applications and write resumes.

Instructional documents:

Activities	Tracked
Basic Skills Survey	✓
My Goals and Action Plans	✓
Your Plan of Study	✓
ACT	✓
ASVAB	✓
PSAT	✓

Add/Edit Activities

Sort Activities

Section: Work-Based Learning

Remove

Instructions: You must complete at least one work-based learning experience before graduation.

Instructional documents:

OKCOLLEGESTART.ORG Professional Center  
CLICK • COMPARE • CHOOSE

Welcome, Marissa  
See Only High School

Students & Groups

Reports

Resources

Communication

Colleges & Applications

Work-Based Learning

Administration

## Assignment & Curriculum Builder

School

Curriculum

Edit Curriculum

### Edit Curriculum - Copy Of Oklahoma ICAP Template (Minimum Requirements)

These are the pages defined for this curriculum. Click on page name to edit the page. You can also add a new page, duplicate an existing page or delete a page. Sort the pages in the order you want them to appear.

Copy of Oklahoma ICAP Template (Minimum Requirements)

11

Pages	Activities	Initial Page For	Actions
9th Grade Last edited on December 20, 2022 08:03 AM by Theresa Shaklee	4	9th grade	<a href="#">Duplicate</a> <a href="#">Remove</a>
10th Grade Last edited on September 12, 2022 10:46 AM by Customer Support	7	10th grade	<a href="#">Duplicate</a> <a href="#">Remove</a>
11th Grade Last edited on September 12, 2022 10:46 AM by Customer Support	7	11th grade	<a href="#">Duplicate</a> <a href="#">Remove</a>
12th Grade Last edited on September 12, 2022 10:46 AM by Customer Support	5	12th grade	<a href="#">Duplicate</a> <a href="#">Remove</a>

+ New Page

# Academic Advisement and ICAP

- Pathways and Supports must provide students with opportunities to master common skills while still allowing them to tailor individualized learning programs to pathway-specific goals based on their postsecondary aspirations.
- Although student pathways will vary greatly based on postsecondary goals, all students must be provided with the supports necessary to meet similarly rigorous standards. Pathway options must be determined by student aspirations and capabilities rather than prior and existing performance.
- Pathways and Supports must be flexible, allowing students to alter programs of study to align with changing postsecondary goals.
- Student supports must be strategically targeted and delivered to maximize each learner's college and career success. These supports should be designed to enable each learner to meet well-defined college and career readiness goals and expectations.

\*\* Districts can require their own components above what is the minimum for ICAP as part of the graduation process.

PROJECT PATHWAYS Individualized Career Academic Planning				
	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
6 <sup>th</sup> Grade	» SMART Goal setting » Career Exploration » Interest Inventory	» Career Exploration Project	» Create Course Plan » Review 7 <sup>th</sup> Grade Courses	» Reflection of Goals
7 <sup>th</sup> Grade	» SMART Goal » Interest and Pathway Inventory	» Career Exploration Project	» Create Course Plan for 8 <sup>th</sup> Grade	» SMART Goal Reflection
8 <sup>th</sup> Grade	» Future Plans » Identify potential careers and pathways » Career Exploration Project	» Career SMART Goal	» Post-Secondary options and opportunities » Create Course Plan for 9 <sup>th</sup> Grade » Choose Career Pathway	» Profile of a BA Graduate » High School Preview » My High School Resume
9 <sup>th</sup> Grade	» Academic SMART Goal » OKCollegestart.org » Resume Building	» 3 Top Career Choices	» College Search and Tulsa Technology Discussion » Create and Revise Course Plan	» Add/revise Resume » Academic SMART Goal Reflection » Profile of BA Graduate Reflection and Planning
10 <sup>th</sup> Grade	» Strengths Explore Assessment and Reflection » Academic SMART Goal » College Fair » OKCollegestart.org	» Career Exploration and overlapping of careers within pathway	» Create/Revise Course Plan » Internship opportunities » Job Fair	» Add/Revise Resume » Academic SMART Goal Reflection » Profile of BA Graduate » Reflection and Planning
11 <sup>th</sup> Grade	» Post-Secondary SMART Goal » Internship/Apprenticeship Opportunities » College Fair	» Exploring my Post-Secondary Options	» Prepare for FAFSA » Create/Revise Course Plan » Job Fair	» Add/Revise Resume » Post-Secondary SMART Goal Reflection » Profile of a BA Graduate » Reflection and Planning Internship/Apprenticeship Opportunities
12 <sup>th</sup> Grade	» Post-Secondary SMART Goal » Internship/Apprenticeship Opportunities » Scholarship Search » College Fair	» Completing FAFSA » Financial Aid Offer Analyzer » Revise Resume » Mock Interviews	» Senior Exit/ Graduation Survey » Job Fair	» Graduation » Profile of a BA Graduate



# Academic Advisement and ICAP

## COURSE SEQUENCING MAP

Four Year Career Plan  
Required courses are in *Italic type*

<b>Grade 9</b>	<i>English I</i>	<i>Algebra I, Or Geometry</i>	<i>Biology I</i>	<i>Fine Art: Art, Band or Choir</i>	<i>Fund of Tech</i>	<i>Spanish or I Choctaw</i>	Choose Two: AG, FCS, Intervention Tech-Connect, Resource Sports (2 Periods)
<b>Grade 10</b>	<i>English 2</i>	<i>Geometry Or Algebra II Or Trig.</i>	<i>IPC</i>	<i>World Geography</i>	<i>Bus Comm/ OK History</i>	<i>Spanish II Or Choctaw II</i>	Choose Two: AG II, FCS, Band, Art, Intervention Tech-Connect, Resource Sports (2 Periods)
<b>Grade 11 Alg. II, Geometry, Anatomy Can be taken at KTC</b>	<i>English III</i>	<i>Algebra II Or Trig.</i>	<i>Biology II Or Physics Or Chemistry</i>	<i>US History Or College History</i>	Choose Four: AG Comm., Ag Shop, FCS, Choir, Band, Art, Reading, Intervention, Tech-Connect, Mentor, Work Study, Spanish, Sports ( 2 periods), KTC (3 Periods)		
<b>Grade 12 Alg. II, Geometry, Anatomy Can be taken at KTC</b>	<i>English IV</i>	<i>Government Sr. Capstone *CPR  *PFL</i>	Choose five: AG Power., FCS, Choir, Band, Art, Guitar, Reading, Intervention, Tech-Connect, Mentor, Work Study, Spanish, Sports ( 2 periods), KTC (3 Periods)				

















\*Personal Financial Literacy Requirement (PFL)

\*CPR/AED Requirement

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## 16 NATIONALLY RECOGNIZED CAREER CLUSTERS

Career Cluster Descriptions			
Career Cluster Name	Description	Career Cluster Name	Description
 <b>Agriculture, Food &amp; Natural Sciences</b>	The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.	 <b>Hospitality &amp; Tourism</b>	Hospitality & Tourism encompasses the management, marketing and operations of restaurants and other foodservices, lodging, attractions, recreation events and travel related services.
 <b>Architecture &amp; Construction</b>	Careers in designing, planning, managing, building and maintaining the built environment.	 <b>Family &amp; Consumer Services</b>	Preparing individuals for employment in career pathways that relate to families and human needs.
 <b>Arts &amp; Communications</b>	Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.	 <b>Information Technology</b>	Building Linkages in IT Occupations Framework. For Entry Level, Technical, and Professional Careers. Related to the Design, Development, Support and Management of Hardware, Software, Multimedia, and Systems Integration Services.
 <b>Business, Management &amp; Administration</b>	Business, Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.	 <b>Public Safety &amp; Security</b>	Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.
 <b>Education &amp; Training</b>	Planning, managing and providing education and training services, and related learning support services.	 <b>Manufacturing</b>	Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.
 <b>Finance</b>	Planning, services for financial and investment planning, banking, insurance, and business financial management.	 <b>Marketing &amp; Sales</b>	Planning, managing, and performing marketing activities to reach organizational objectives.
 <b>Government &amp; Public Administration</b>	Executing governmental functions to include Governance, National Security, Foreign Service, Planning, Revenue and Taxation, Regulation, and Management and Administration at the local, state, and federal levels.	 <b>Health Science</b>	Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.
 <b>Health Science</b>	Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.	 <b>Transportation, Distribution &amp; Logistics</b>	Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

### Programs offered at KTC-Atoka

- Automotive Service Technology
- Computer Networking
- Construction Technology
- Cosmetology
- Health Careers
- Marketing
- Electrical
- Welding Technology

### Programs offered at AHS

- Agriculture
- Aviation
- Business Administration & Information Technology
- Computer Programming & Software Development
- Family and Consumer Sciences
- Tech Connect Plus Carpentry



# Academic Advisement and ICAP

How can teachers help with ICAP?

- One of the misconceptions of ICAP is that you must be a career advisor expert in order to assist students. On the contrary, ICAP teams should take advantage of what teachers do best – asking questions and directing students to resources.
- While you may not yet be familiar with the ICAP tools your district intends to use, the personal relationships you develop with students will support your efforts to connect their strengths and interests to their postsecondary plans.
- Furthermore, take advantage of externships and opportunities to learn more about how your content area subject is used in different occupations.

# ICAP Reporting and Documentation

ICAP tools may be monitored by an ICAP coordinator i.e. a teacher, counselor, principal etc., the ICAP coordinator should have access to all student profiles via the district online tool. Using their login the ICAP coordinator should be able to show a Regional Accreditation Officer the progress of each student.

School districts have autonomy in choosing their ICAP online tool, however the most popular tools include OK College Start or OK Career Guide. ICAP reporting can be accomplished through various processes, as long as:

- ❑ The student is able to access their ICAP progress to plan for post high school plans and share with family.
- ❑ The district is able to show completion of all ICAP activities during annual RAO visits.



Schools using more than one tool for reporting ICAP progress should be advised that documentation for each student is required, failure to do so may result in an incomplete ICAP.

[ICAP RAO Guide](#)

# Transcript Guidance

Verification that a district is following the required ICAP for its high school students may be an element of the annual accreditation compliance report beginning with the 2019-2020 school year.

Districts should retain all relevant documentation to confirm their compliance with the law, including, but not limited to: career interest inventories, service learning and/or work environment activities, an implementation plan, and copies of graduation checklists. (70 O.S. § 1210.508-4)”.

**State on transcript: “The student has satisfactorily met the graduation requirement of completing an Individual Career and Academic Plan (ICAP).**

# ICAP Outcomes

When students complete a meaningful ICAP process, they:

1. Connect the relevance of education to their future goals
2. Create secondary and postsecondary course plans to pursue their career and life goals
3. Strategically select a postsecondary pathway to align with self-defined career, college and life goals
4. Establish better communication and engagement between school and home
5. Understand and demonstrate career exploration and career planning



# Request free CCR PD

We are thrilled to connect with you, schedule a custom workshop using our request form below.

Recorded webinars

[2021 Recorded webinars](#)

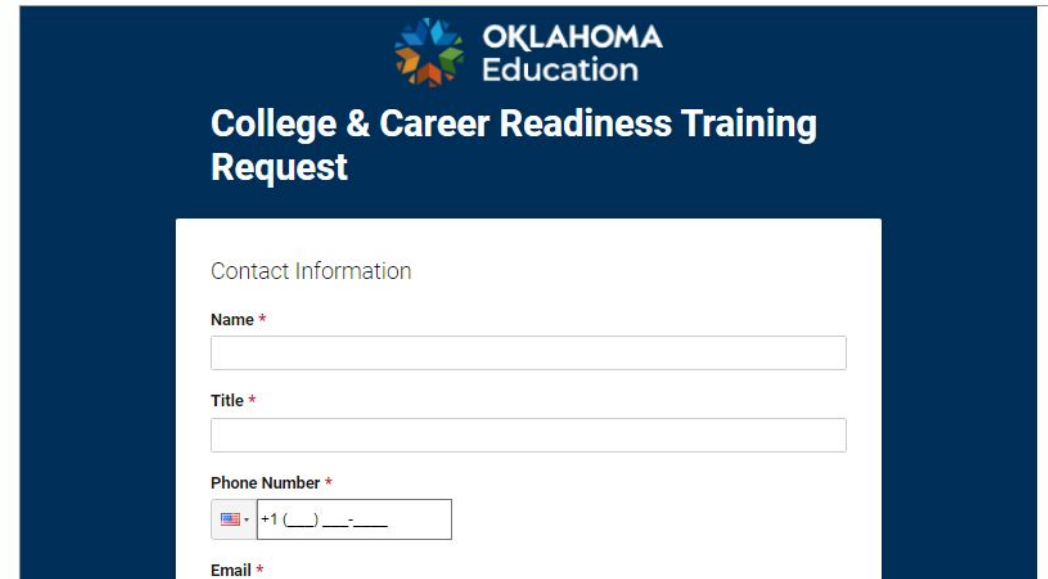
[2019 Recorded Webinars](#)


[2018 Recorded Webinars](#)



## Professional Development Request

We are thrilled to connect with you, schedule a custom workshop using our request form below.

A screenshot of a web form titled "College & Career Readiness Training Request" from Oklahoma Education. The form is set against a dark blue background. It includes a header with the Oklahoma Education logo and title. The form fields are: "Name \*" (text input), "Title \*" (text input), "Phone Number \*" (input with a country code dropdown showing "+1"), and "Email \*" (text input).

 **OKLAHOMA**  
Education


**College & Career Readiness Training Request**

Contact Information

Name \*

Title \*

Phone Number \*

Country:  +1 ( ) - -

Email \*

# Resources

## ICAP Recovery Guide

## ICAP for Students with Significant Needs



### Individual Career Academic Planning Recovery

Beginning with students entering the ninth grade in the 2019-2020 school year (class of 2023), each student is required to complete the process of an Individual Career Academic Plan (ICAP) in order to graduate from a public high school with a standard diploma. 70 O.S. § 1210.508-4

ICAP (Individual Career Academic Planning) is a planning tool that is designed to help students prepare for postsecondary and career opportunities while completing yearly activities to meet graduation requirements. ICAP includes individual career and academic strategies that educators can use to promote student success. Utilizing these strategies gives high school students the opportunity to explore their future options, and opportunities after high school.

This guide has been created as a resource for students that are not currently on track to complete ICAP requirements before graduation. This guide will allow you to engage those students to complete the necessary activities and ensure that all ICAP requirements are met in accordance with the Oklahoma State Department of Education graduation mandates.

A student's ICAP will include the activities below plus additional district requirements, if applicable.

- **Career Assessments** - Students will complete an online career assessment every year to explore their career interests, learn career skills and begin connecting their interests to careers.
- **Goals** - Students will update their career and postsecondary goals every year as they learn about new opportunities.
- **College and Career Assessments** - Students will update their required state and federal assessments (English language arts, mathematics, and science) and college and career readiness assessment (ACT or SAT) results as they become available.
- **Academic Progress** - Students will annually update their academic courses and progress in those courses. Students will also list any career technology programs, AP or IB courses, concurrent enrollment courses or career endorsements that reflect progress toward their individual career pathways.
- **Work – Based Learning** - Students will complete at least one service learning or work environment activity, before high school graduation.

## ICAP FOR STUDENTS WITH SIGNIFICANT NEEDS SPECIAL EDUCATION - GUIDANCE BRIEF



This Guidance Brief is provided to assist districts in meeting the Individual Career and Academic Planning (ICAP) graduation requirements for students who participate in the Oklahoma Alternate Assessment Program (OAAP). It does not address all of the Secondary Transition requirements under the Individuals with Disabilities Education Act (IDEA). The ICAP complements the Transition Plan in the Individualized Education Program (IEP), but does not replace the Secondary Transition requirements under the IDEA. IEP teams are responsible for providing transition services in the areas of education/training, employment, and independent living and community participation, if appropriate.

ICAPs for students with disabilities shall take into account and work in cooperation with the student's Individualized Education Program (IEP) or Section 504 Plan. ([70 O.S. 1210.508-4](#))

Students with significant support needs who participate in the OAAP still participate in the ICAP as part of graduation requirements with appropriate accommodations/ modifications determined by the IEP team.

Districts may develop their own documentation procedures to ensure ICAP participation for a student participating in the Oklahoma Alternate Assessment Program (OAAP) if the IEP team decides that the district's electronic tool is inappropriate for the student. It must include the required ICAP components and be separate from the IEP.

### ICAP Requirements

#### Career and College Interest Surveys

IEP teams may use appropriate transition assessments in place of the assessments in their preferred ICAP tool or ePortfolio system. For example, the Kuder Career Interests Assessment (located within the [OK Career Guide](#)) and the Interest Profiler (located within [OK College Start](#)) are fairly lengthy, require a lot of reading, contain difficult vocabulary and may not be appropriate for a student with a significant cognitive disability. Therefore, the student may take a pictorial career interest inventory instead of an electronic career interest inventory located within the ICAP tools. The Oklahoma State Department of Education, Special Education Services (OSDE-SES) recommends that the students still have an account in the district's preferred electronic portfolio system (i.e. OK College Start, OK Career Guide, or other) and students' Postsecondary Goals, Workforce Goals, and other activities continue to be housed within one of the ICAP tools unless the IEP determines otherwise. The special education teacher and/or others who will be assisting the student with the assessments should complete the "Secondary Transition Assessments for Students with Moderate to Significant Disabilities" Pepper Module located within OK EDPlan or a similar training. The following resources are provided as a partial list of career interest inventories and career exploration tools for students with significant support needs. It is up to the IEP team to determine if they are appropriate based on students' unique needs.


# OSDE Connect

Join our new online learning community created specifically for ICAP!



<https://osdeconnect.instructure.com/enroll/JNXJ8W>

Click the images below to visit the corresponding ICAP information:



The diagram features a central circular hub with the text "What is ICAP?". Surrounding this hub are ten chevron-shaped icons, each pointing towards the center. These icons are arranged in two rows of five. The top row includes "Career Interest Assessments", "Intentional Sequence of Courses", "Post-Secondary & Workforce Goals", "Academic Progress", and "Service Learning & Work-based Learning". The bottom row includes "College & Career Ready Assessments", "ICAP Recovery", "ICAP & IEP Transition Services Plan", "Additional Resources", and "Discussion Board".

What is ICAP?

- Career Interest Assessments
- Intentional Sequence of Courses
- Post-Secondary & Workforce Goals
- Academic Progress
- Service Learning & Work-based Learning
- College & Career Ready Assessments
- ICAP Recovery
- ICAP & IEP Transition Services Plan
- Additional Resources
- Discussion Board

[OSDE Connect User Statement](#)



# ICAP Resources

- [OK Edge](#) website
- Follow us on [Facebook](#)
- Request College & Career Readiness [Training](#)
- [ICAP Toolkit](#)
- [Sign up](#) for the ICAP Newsletter
  - ◆ select “College & Career Readiness”
- [ICAP Assessment Guide](#)
- [ICAP Documentation Guide](#)
- Enroll in the [ICAP course](#) on OSDE Connect
- ICAP [FAQ's](#)



# Questions?

