



ICAP FREQUENTLY ASKED QUESTIONS (FAQs)

1. What is Individual Career Academic Planning?

Individual Career Academic Planning (ICAP) is a collaboratively developed, student-driven process where students cultivate their own informed decisions for post-secondary success based on their interests, skills and future goals. Below are a few characteristics of 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.

2. What is timeline for ICAP legislation, Title 70 O.S. §1210.508-4?

Oklahoma 2017 legislation, Title 70 O.S. § 1210.508-4, phased in a system of individualized learning/achievement plans for students as part of a multi-measure approach to graduation requirements. Nothing in this section shall be construed to prevent a district from implementing the ICAP for students in earlier grades.

- For the 2017-2018 school year, the Oklahoma State Department of Education shall work with school districts, the Oklahoma State Regents for Higher Education and the Oklahoma State Board of Career and Technology Education to develop individual career academic planning tools for students in grades six through twelve.

- For the 2018-2019 school year, the Department shall incorporate the ICAP as described in paragraph 1 of this subsection on a pilot program basis, and
- For the 2019-2020 school year, and each school year thereafter, school districts shall fully incorporate and put into operation the ICAP as described in paragraph 1 of this subsection for all students entering the ninth grade.

3. Why ICAP?

Research suggests that the benefits of the ICAP process increases student motivation, engagement, school connection and awareness of individual strengths and weaknesses. Students utilizing ICAP also improve their understanding of post-secondary options, better connect their goals to educational coursework and career goal activities and engage in long-term planning for life after high-school graduation. With the elimination of 7 state EOI and OCCTs Oklahoma was able to create the ICAP in order to measure college and career readiness. For details related to HB 3218, visit <https://sde.ok.gov/hb3218>.

4. What is the ICAP Process?

The ICAP Process includes: Awareness – Exploration – Preparation – Action

- **Awareness** – Who am I? Get to know your interests, skills and strengths. Self-awareness activities Individual reflection and goal-setting
- **Exploration** – Where do I want to go? Explore career pathways and education opportunities. Career awareness assessment Career research
- **Preparation / Planning** – How do I get there?
- **Action** – Review and revise the plan as necessary

5. What are the roles and responsibilities of the stakeholders involved in ICAP?

Everyone in Oklahoma has a stake in ensuring our kids have a successful future. We need educators, family, business and community to come together to support Oklahoma students as they work toward achieving their individual goals and dreams. To learn tips for creating your ICAP core team, visit <https://www.okedge.com/wp-content/uploads/2019/06/roles.pdf>.

6. What are the minimum components of a student's ICAP? Title 70 O.S. § 1210.508-4

Beginning with students entering the ninth grade in the 2019-2010 school year, each student shall be required to complete the process of an ICAP in order to graduate from a public high school with a standard diploma. Each year, thereafter, students shall annually update their ICAP. The ICAP shall include, but not be limited to:

- a. Career-and college-interest surveys,
- b. written post-secondary and workforce goals and information of progress toward these goals
- c. intentional sequence of courses that reflect progress toward the post-secondary goal,
- d. the student’s academic progress, including courses taken, assessment scores, any remediation or credit recovery and any Advanced Placement, International Baccalaureate, concurrent or dual enrollment credits earned and/or career certificate(s), certification(s), or endorsements, and
- e. experience in-service learning and/or work environment activities.

7. How is ICAP different from traditional product-based planning for students?

The term ICAP refers to both a process and a product that helps students engage in academic and career development activities and an e-portfolio product that is created and maintained for the student’s academic, career, and personal advancement. These student-owned planning and monitoring tools help students create personalized programs of study that are aligned with high school graduation requirements, personal interests, and individually-defined career goals.

All students enrolled in grades 9 through 12 in a public school district will participate in ICAP. This also includes students with disabilities who have Individualized Education Programs (IEP/Post-secondary Transition Plans (PTP)), as well as students with Section 504 Accommodation Plans, English Learners, students who are Gifted and/or Talented, students who are homeless, and students considered neglected and delinquent. For more details related to ICAP and IEP, visit <https://www.okedge.com/wp-content/uploads/2019/06/ICAP-IEP-Comparison-Document-FINAL.pdf>.

8. 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 post-secondary plans. Furthermore, take advantage of externships and opportunities to learn more about how your content area subject is used in different occupations.

9. How does ICAP relate to the Career and Technical Education (CTE) Program of Study (POS)?

The POS is a locally defined sequence of instruction and opportunities available at a school for a specific career pathway. As part of federal Carl D. Perkins grant funding for CTE programming, each POS is based on a set of similar knowledge and skills required for career success in a broad career pathway field for the student. These POS course outlines provide an excellent template for personalizing Individual Career Academic Planning by outlining recommended courses and co-/extra-curricular opportunities to explore as part of the ICAP service delivery.

10. How is a student's ICAP Progress monitored?

Using an online tool similar to OkCollegestart.org or OKcareerguide.com you can begin designing grade specific ICAP activities and encourage your students to start exploring!

Take a look at a few helpful resources below:

Setting up your ICAP Process with OKCollegestart

<https://www.youtube.com/watch?v=1c98bKFhJJs&feature=youtu.be>

Setting up your ICAP Process with OKCareerguide

<https://www.youtube.com/watch?v=GTO4iPGvaH0>

11. Who will we share our ICAP reports with?

The district's RAO will be auditing a sample of the district's ICAP during the spring accreditation audit.

12. What do I do if a student arrives from another district?

As the receiving district it is your responsibility to make sure a student has access to ICAP planning process. If a student transfers to your district with ICAP progress on another tool, simply add the following statement in the "Notes" section of their ICAP portfolio.

This student has completed the XXXX – XXXX AY ICAP requirement at XXXX High School using the (OkCollege Start, OKCareerGuide, Naviance, Other) online tool.

13. I have questions who do I call?

For questions concerning the ICAP please call the Office of College and Career Readiness at 405-521-2820 or visit www.okedge.com