

Individual Career Academic Plan (ICAP) Information

First Steps for Educators

- 1 Create an OKcollegestart Professional Center account at procenter.OKcollegestart.org.
- 2 Customize your school's ICAP on the **Administration** tab.
 - Select grades participating in ICAP
 - Select activities to be completed (Think about what you're already doing!)
 - Be sure to cover the four stages of an ICAP: Awareness, Exploration, Preparation and Action
- 3 Assign the ICAP to your students.
- 4 Batch create OKcollegestart accounts for your students on the **Students & Groups** tab *or* guide them through the account creation process.
- 5 Use the ICAP Tracking Report on the **Reports** tab of the Professional Center to track student progress.

First Steps for Students

- 1 Create an OKcollegestart.org account or access the account already created for them.
- 2 ICAPs are intended to be revisited at least once a year.
- 3 Students can track their progress from the login page of their OKcollegestart account.

Additional Resources

Oklahoma State Department of Education
<http://sde.ok.gov/sde/icap>

OKcollegestart Professional Center
Resources Tab
procenter.OKcollegestart.org

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Frequently Asked Questions

How do I get help navigating OKcollegestart.org?

Visit the **Resources** tab of the [Professional Center](#) to find step-by-step directions for creating student accounts, customizing ICAPs, creating reports and much more.

Which students are required to have an ICAP?

High schools must implement an ICAP for all students beginning with the 9th grade class of 2019-2020. In years following, every incoming 9th grade class must have an ICAP in place. Districts may choose to begin the ICAP process with lower grades.

What happens when a student transfers schools?

If a student transfers to a school using [OKcollegestart.org](#), the student can update the school connection on the **Your Portfolio** tab of their account. All the work they've done will then be visible to educators at the new school. Students can be connected to more than one school.

If a student transfers to a school using another program for ICAP, an educator can provide a document showing assigned ICAP activities and results for completed activities. This can be printed by accessing the student's portfolio on the **Students & Groups** tab of the Professional Center.

What happens when a student transfers in from an out-of-state school?

Many states also require an ICAP (or something of a similar nature) as a graduation requirement. Please contact the Oklahoma State Department of Education for further assistance.

We've assigned ICAP activities to students. What else do we need to do?

Schools should implement a district policy regarding ICAP completion. Please contact the Oklahoma State Department of Education for further assistance.

How many activities must be included in an ICAP?

The State Department of Education has not set a minimum number of activities at this time. However, activities should cover the 4 stages of an ICAP: Awareness, Exploration, Preparation and Action. Visit <http://sde.ok.gov/sde/icap> for further assistance.

How does an educator know a student has completed an ICAP activity?

Individual progress can be tracked through the **Students & Groups** tab of the Professional Center. After searching for the student, click the assigned ICAP to view activities and outcomes. The ICAP Tracking Report on the **Reports** tab provides a school-wide view of ICAP completion.

Does ICAP completion have to be noted on a student's transcript?

No specific guidance has been released on this matter. Please contact the State Department of Education for further assistance.

Is ICAP a graduation requirement?

Yes. Beginning with the graduating class of 2023, students must complete an ICAP as part of their graduation requirements.

Stay tuned for additional information as it becomes available!