

Is your school or district working to design and implement Individual Career & Academic Plans (ICAP) for your students in compliance with the Colorado Department of Education standards? Let College In Colorado assist you with this process. We have designed a series of free training seminars to assist you with different stages of your ICAP development. Districts or schools will work with College In Colorado to convene ICAP stakeholders for their seminar, which may include district administrators, representatives from middle and high schools, alternative programs, counselors, career and technical educators, special needs staff, pre-collegiate providers, parents, students and other constituents.

Please review the following opportunities to determine which seminar is the best fit for your district, school or organization. **For more information, please contact trainings@cic.state.co.us**

ICAP & CIC Jump Start (1 Day Seminar)

This workshop is for districts or schools that are in the beginning stages of their ICAP work. The following areas will be covered in this training:

- What is an Individual Career & Academic Plan (ICAP) and why is it important for students?
- Basic understanding of the statutory requirements and CDE rules.
- Overview of tools, activities, and portfolio features available on the CIC Website for the ICAP.
- Itemize what your district or school already has in place to assist students with career, postsecondary and financial aid planning that could become part of the ICAP.
- Begin to decide which activities you wish students to complete as part of their ICAP.
- Provide a high level overview of the Professional Center customization tools available to assist administrators and students, so that staff will understand how they can create an ICAP tailored to their school sites.

Fine Tune Your ICAP (1 Day Seminar)

This workshop is for districts or schools that have created their ICAP plan, but need additional assistance to plan the ICAP implementation and ways to involve professionals and students in the rollout. The following areas will be covered in this training:

- Set up ICAP page and Milestones for your district or school.
- Review possible lesson plans for ICAP activities.
- Discuss ways to monitor and evaluate student ICAPs on an annual basis.
- Use Professional Center tools to set up groups and reports.
- Formulate a plan to involve parents and students in your district or school's ICAP implementation.
- Create a process with staff to monitor students' ICAP progress.
- Create a professional development plan to include ways the CIC Outreach team can assist your district or school.

Beyond the Basics (2 Day Seminar)

This session is for districts or schools that already have a basic plan for the activities they wish students to complete in their ICAP. The following areas will be covered in this training:

- How to align planned ICAP activities to activities available on CIC.
- Learn how to use "field groups" (open-ended reflection and guided writing areas within the portfolio) and document uploads effectively in the student portfolio.
- Begin to sequence activities by grade level and align activities from middle school into high school.
- Begin to consider how your resources will be allocated - who in your school or district will assist students and parents with the ICAP?
- Review strategies on ways to use the ICAP page, Milestones and Guideways in various ways to guide students through activities and in the best combination for your school or district's needs.
- Learn about Professional Center tools, including how to set up student groups, reporting and communications.

Share the Knowledge (1 Day Seminar)

This workshop is for districts that have completed their ICAP plan and wish to inform and train school staff on the district or school's ICAP plan, what their role will be, and how to teach CollegInColorado.org activities effectively in the classroom. This workshop requires the following:

- A minimum of 15 people from one school or multiple collaborating schools within the district, which may include staff such as teachers, parents, pre-collegiate providers and other support staff within the school, that will be working directly with students.
- This workshop requires the district or school to submit their ICAP plan to Linda.Fraser@cic.state.co.us. Activities on your plan will be covered with your staff during this session.