EDUCATION AND CAREER ACTION PLAN (ECAP)  
BEST PRACTICES & RESOURCES

Listed below are best practices that may be implemented to strengthen your district’s/school’s ECAP process. Under each practice, you will see components of a quality ECAP process that align to each practice. For the complete list of these key components, please see the Quality ECAP Process document, available here or at the end of this list. The Quality ECAP Process tool is designed to assist your district/school in assessing your level of ECAP implementation as well as identifying inhibiting and promoting factors.

Keep in mind, there are numerous resources and examples that can assist your district/school in your ECAP process found on the Arizona Department of Education’s ECAP website as well as Dr. V. Scott Solberg’s ILP How-To Guide.

ADVISORY PERIODS

enadeal-Exploration Activities (1)
- AzCIS – Employability Skills Survey, intoCareers, University of Oregon
- AzCIS – Learning Styles Survey, intoCareers, University of Oregon
- O*NET Ability Profiler, O*NET, sponsored by the U.S. Department of Labor, Employment and Training Administration
- O*NET Interest Profiler, O*NET, sponsored by the U.S. Department of Labor, Employment and Training Administration (also in AzCIS)
- Skill and Ability Videos, CareerOneStop, sponsored by the United States Department of Labor
- Six Core Work Values, O*NET, sponsored by the U.S. Department of Labor, Employment and Training Administration
- Arizona Career Information System (AzCIS), intoCareers, University of Oregon
- Going to College: My Place, Rehabilitation Research and Training Center on Workplace Supports and Job Retention, Virginia Commonwealth University

Career Exploration Activities (2)
- Interest Assessment, CareerOneStop, sponsored by the U.S. Department of Labor
- Career videos, CareerOneStop, sponsored by the U.S. Department of Labor
- Arizona Career Information System (AzCIS), intoCareers, University of Oregon
- Career Clarity: Career Exploration, UC Berkeley
- me3®: Major and Career Quiz, Arizona State University

Career Planning & Management Activities (3)
- Plan Your Career, CareerOneStop, sponsored by the U.S. Department of Labor
- Career Development, UC Berkeley
- Setting Goals Lesson Plan, Association for Career & Technical Education (ACTE)
- Promoting Quality Individualized Learning Plans (ILPs): A How-To Guide (pages 10-22), V. Scott Solberg, PhD, (Boston University)
**MANDATORY FINANCIAL LITERACY COURSE**

**Career Planning & Management Activities (3)**
- **Plan Your Career**, CareerOneStop, sponsored by the U.S. Department of Labor
- **Career Development**, UC Berkeley
- **Setting Goals Lesson Plan**, Association for Career & Technical Education (ACTE)
- **Promoting Quality Individualized Learning Plans (ILPs): A How-To Guide** (pages 10-22), V. Scott Solberg, PhD, (Boston University)

**Financial Literacy Activities (4)**
- **Developing Financial Capability Among Youth: How Families Can Help**, NCWD for Youth
- **Take Charge Today: Financial Education for a Better Future**, University of Arizona
- **High School Financial Planning Program (HSFPP)**, National Endowment for Financial Education (NEFE)
- **Smart About Money (SAM) Courses: Money Basics**, National Endowment for Financial Education (NEFE)
- **Financial Literacy**, Arizona Department of Financial Institutions

**SCHOOL-WIDE EVENTS (CAREER FAIRS, CCR ASSEMBLIES, ETC.)**

**Comprehensive ECAP Implementation Plan & Calendar (6)**
- **Arizona ECAP Implementation: Administrative Toolkit** (page 15), Arizona Department of Education
- **Chino Valley High School’s ECAP Action Plan for 2015-2016**, Chino Valley High School
- **Lake Havasu High School’s ECAP Calendar for 2015-2016**, Lake Havasu High School
- **Winslow High School’s ECAP Implementation Calendar for 2015-2016**, Winslow High School
- **ECAP Implementation Plan Audit**, Arizona Department of Education

**Whole-School Buy-In (10)**
- **Arizona ECAP Implementation: Administrative Toolkit** (page 17), Arizona Department of Education
- **Lake Havasu High School (ECAP Exemplar School)**, Arizona Department of Education – ECAP Exemplar Schools
- **San Luis High School (ECAP Exemplar School)**, Arizona Department of Education – ECAP Exemplar Schools
- **Promoting Quality Individualized Learning Plans (ILPs): A How-To Guide** (pages 22-28), V. Scott Solberg, PhD, (Boston University)

**ALL ADULTS INCORPORATE THE ECAP PROCESS INTO THEIR WORK**

**Comprehensive ECAP Implementation Plan & Calendar (6)**
- **Arizona ECAP Implementation: Administrative Toolkit** (page 15), Arizona Department of Education
- **Chino Valley High School’s ECAP Action Plan for 2015-2016**, Chino Valley High School
- **Lake Havasu High School’s ECAP Calendar for 2015-2016**, Lake Havasu High School
- **Winslow High School’s ECAP Implementation Calendar for 2015-2016**, Winslow High School
- **ECAP Implementation Plan Audit**, Arizona Department of Education
ECAP Activities Embedded within Classroom Standards and Teaching (7)
- Arizona ECAP Implementation: Administrative Toolkit (page 14), Arizona Department of Education
- Promoting Quality Individualized Learning Plans (ILPs): A How-To Guide (pages 23-25), V. Scott Solberg, PhD, (Boston University)
- Arizona’s K-12 Standards, Arizona Department of Education

ECAP Alignment with Special Education and CTE Student Plans (8)
- Arizona ECAP Implementation: Administrative Toolkit (page 20), Arizona Department of Education
- CTE Programs and Standards, Arizona Department of Education
- Arizona CTE Program of Study Guide, Arizona Department of Education
- ECAP, IEP, and POS Plans Crosswalk, Arizona Department of Education

ECAP Leadership Team (9)
- Arizona ECAP Implementation: Administrative Toolkit (page 10), Arizona Department of Education
- Promoting Quality Individualized Learning Plans (ILPs): A How-To Guide (pages 33-34), V. Scott Solberg, PhD (Boston University)

Whole-School Buy-In (10)
- Arizona ECAP Implementation: Administrative Toolkit (page 17), Arizona Department of Education
- Lake Havasu High School (ECAP Exemplar School), Arizona Department of Education – ECAP Exemplar Schools
- San Luis High School (ECAP Exemplar School), Arizona Department of Education – ECAP Exemplar Schools
- Promoting Quality Individualized Learning Plans (ILPs): A How-To Guide (pages 22-28), V. Scott Solberg, PhD, (Boston University)

SENIOR CAPSTONE PROJECT
Self-Exploration Activities (1)
- AzCIS – Employability Skills Survey, intoCareers, University of Oregon
- AzCIS – Learning Styles Survey, intoCareers, University of Oregon
- O*NET Ability Profiler, O*NET, sponsored by the U.S. Department of Labor, Employment and Training Administration
- O*NET Interest Profiler, O*NET, sponsored by the U.S. Department of Labor, Employment and Training Administration (also in AzCIS)
- Skill and Ability Videos, CareerOneStop, sponsored by the United States Department of Labor
- Six Core Work Values, O*NET, sponsored by the U.S. Department of Labor, Employment and Training Administration
- Arizona Career Information System (AzCIS), intoCareers, University of Oregon
- Going to College: My Place, Rehabilitation Research and Training Center on Workplace Supports and Job Retention, Virginia Commonwealth University
Career Exploration Activities (2)

- Interest Assessment, CareerOneStop, sponsored by the U.S. Department of Labor
- Career videos, CareerOneStop, sponsored by the U.S. Department of Labor
- Arizona Career Information System (AzCIS), intoCareers, University of Oregon
- Career Clarity: Career Exploration, UC Berkeley
- me3®: Major and Career Quiz, Arizona State University

Career Planning & Management Activities (3)

- Plan Your Career, CareerOneStop, sponsored by the U.S. Department of Labor
- Career Development, UC Berkeley
- Setting Goals Lesson Plan, Association for Career & Technical Education (ACTE)
- Promoting Quality Individualized Learning Plans (ILPs): A How-To Guide (pages 10-22), V. Scott Solberg, PhD, (Boston University)

Financial Literacy Activities (4)

- Developing Financial Capability Among Youth: How Families Can Help, NCWD for Youth
- Take Charge Today: Financial Education for a Better Future, University of Arizona
- High School Financial Planning Program (HSFPP), National Endowment for Financial Education (NEFE)
- Smart About Money (SAM) Courses: Money Basics, National Endowment for Financial Education (NEFE)
- Financial Literacy, Arizona Department of Financial Institutions

Work-Based Learning Opportunities (5)

- Career Academies: Building Career Awareness and Work-Based Learning Activities Through Employer Partnerships, MDRC
- What is Talent Pipeline Management? video, U.S. Chamber of Commerce Foundation
- Guide to Work-Based Learning: A Continuum of Activities and Experience, National Academy Foundation

JOB SHADOWING, INFORMATIONAL INTERVIEWS, INTERNSHIPS, APPRENTICESHIPS, ETC.

Work-Based Learning Opportunities (5)

- Career Academies: Building Career Awareness and Work-Based Learning Activities Through Employer Partnerships, MDRC
- What is Talent Pipeline Management? video, U.S. Chamber of Commerce Foundation
- Guide to Work-Based Learning: A Continuum of Activities and Experience, National Academy Foundation

Guest Speakers from Industry or Colleges

Career Exploration Activities (2)

- Interest Assessment, CareerOneStop, sponsored by the U.S. Department of Labor
- Career videos, CareerOneStop, sponsored by the U.S. Department of Labor
- Arizona Career Information System (AzCIS), intoCareers, University of Oregon
- Career Clarity: Career Exploration, UC Berkeley
- me3®: Major and Career Quiz, Arizona State University
Community Engagement (12)
- **ECAP: Community Partnerships** webpage, Arizona Department of Education
- **Arizona ECAP Implementation: Administrative Toolkit** (page 23), Arizona Department of Education
- **Employer Engagement** resources, Advance CTE: State Leaders Connecting Learning to Work
- **The Employer Engagement Toolkit**, The National Center for College and Career Transitions
- **City High School (ECAP Exemplar School)**, Arizona Department of Education – ECAP Exemplar Schools

**STUDENT-LED PARENT CONFERENCES**

Family Engagement (11)
- **ECAP: Family Engagement** webpage, Arizona Department of Education
- **Arizona ECAP Implementation: Administrative Toolkit** (page 21), Arizona Department of Education
- **Parent/family handouts and guidance**, GreatSchools
- **City High School (ECAP Exemplar School)**, Arizona Department of Education – ECAP Exemplar Schools
- **BigFuture™ For Parents**, The College Board
- **Promoting Quality Individualized Learning Plans (ILPs): A How-To Guide** (page 23), V. ScotSolberg, PhD, (Boston University)

### Quality ECAP Process

<table>
<thead>
<tr>
<th>Key Components of a Quality ECAP Process</th>
<th>Not In Use — Fully Implemented</th>
<th>Inhibiting Factors</th>
<th>Promoting Factors</th>
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<tbody>
<tr>
<td>1. Self-Exploration Activities</td>
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<tr>
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<td>13. Accessible &amp; Transferrable ECAP documentation (Portfolio)</td>
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