



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

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)

- [Occupational Outlook Handbook](#), *Bureau of Labor Statistics, U.S. Department of Labor*
- [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)*



Career Planning & Management Activities (3)

- [Occupational Outlook Handbook](#), Bureau of Labor Statistics, U.S. Department of Labor
- [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)

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- [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)

- [Occupational Outlook Handbook](#), Bureau of Labor Statistics, U.S. Department of Labor
- [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

Key Components of a Quality ECAP Process	Not in Use ----- Fully Implemented				Inhibiting Factors	Promoting Factors
	0	1	2	3		
1. Self-Exploration Activities	0	1	2	3		
2. Career Exploration Activities	0	1	2	3		
3. Career Planning & Management Activities	0	1	2	3		
4. Financial Literacy Activities	0	1	2	3		
5. Work Based Learning Opportunities	0	1	2	3		
6. Comprehensive ECAP Implementation Plan & Calendar	0	1	2	3		
7. ECAP Activities Embedded within Classroom Standards & Teaching	0	1	2	3		
8. ECAP Alignment with Special Education and CTE Student Plans	0	1	2	3		
9. ECAP Leadership Team	0	1	2	3		
10. Whole- School Buy-in	0	1	2	3		
11. Family Engagement	0	1	2	3		
12. Community Engagement	0	1	2	3		
13. Accessible & Transferrable ECAP documentation (Portfolio)	0	1	2	3		
14.	0	1	2	3		