Education and Career Action Plan (ECAP)

Chandler Early College 2018 - 2019

Welcome! This packet will provide you with an opportunity to explore how your education is directly related to your future successes. It will also provide insight to who you are as a learner and an employee.

What is an ECAP?

On February 25, 2008 the Arizona State Board of Education approved Education and Career Action Plans for all Arizona students grades 9-12. An ECAP (Education and Career Action Plan) reflects a student's current plan of coursework, career aspirations, and extended learning opportunities in order to develop the student's individual academic and career goals.
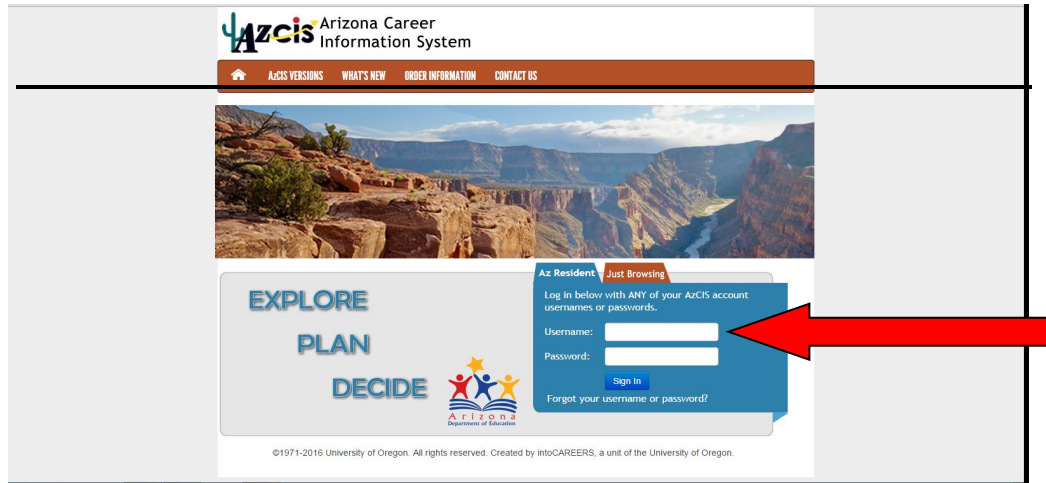
How does the ECAP benefit the student?

Personalized planning helps students reach their academic and career goals and can positively impact their achievement. Students learn how to set and achieve goals. It helps them to understand how their education is relevant in achieving their career goals. It helps them to create a vision for their future and ultimately helps them assume responsibility for their own learning.

Education and Career Action Plan

Today you will receive instruction on how to complete a Reality Check and a Resume. You will also receive instruction on updating your 4-year plan and getting parent approval. You will continue to add to your ECAP throughout your high school years, and your 4-year plan can be revised at any time.

Developing Your Education and Career Action Plan

- Click here to visit the Arizona Career Information System website.
- Enter the following:
  Username: S + student ID + @CUSD (example S123456@CUSD)
  Password: Chandler80
  If you logged in last year, your password should be Chandler2020.
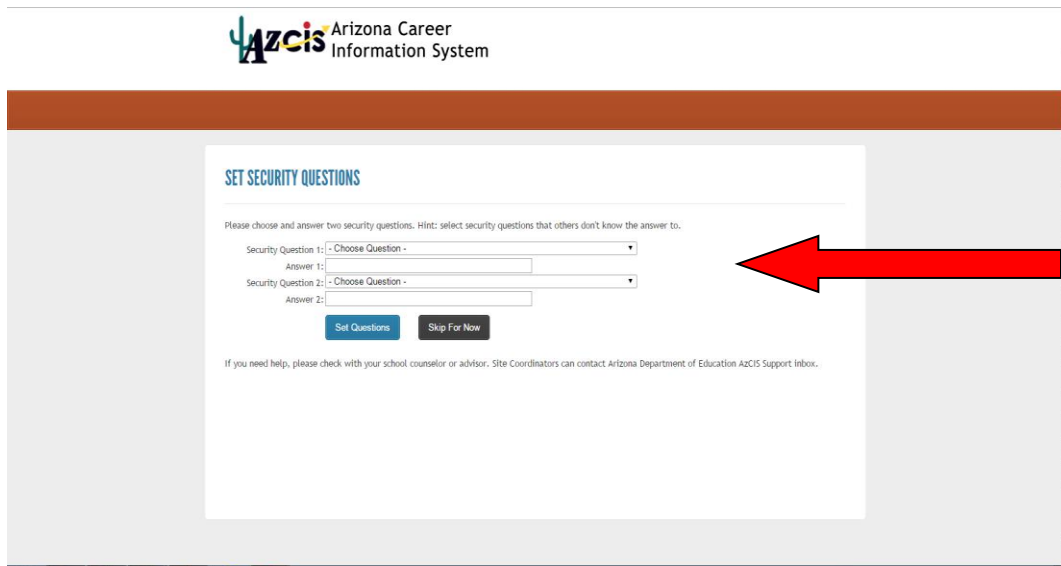- Click *Sign In* to login

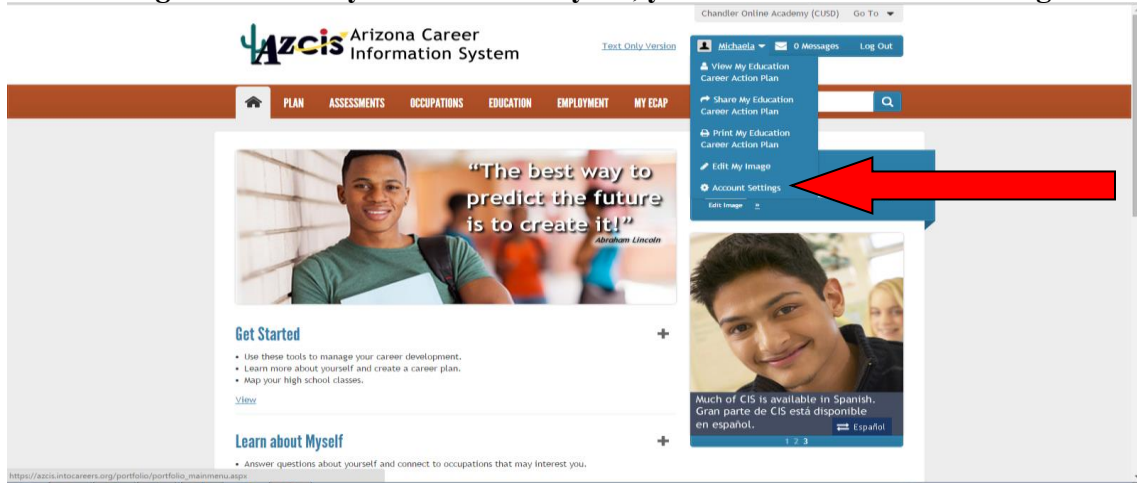- The system will prompt you to enter two security questions. Please be sure to WRITE DOWN WHAT YOU ENTER!

- You will now need to change your password and update your Graduation Year. At the top of the screen click the arrow next to your name. Then click *"Account Settings"*. **Note: If you did this last year, you shouldn't have to do it again.**


- Be sure that the information is correct. Please be sure your *Graduation Year* is correct (12th= 2019, 11th= 2020, 10th= 2021, 9th= 2022) and then *Enter New Password*. Please change the password to Chandler + the year you will graduate. (example: Chandler2020) After changing it WRITE IT DOWN and then click *"Update"*
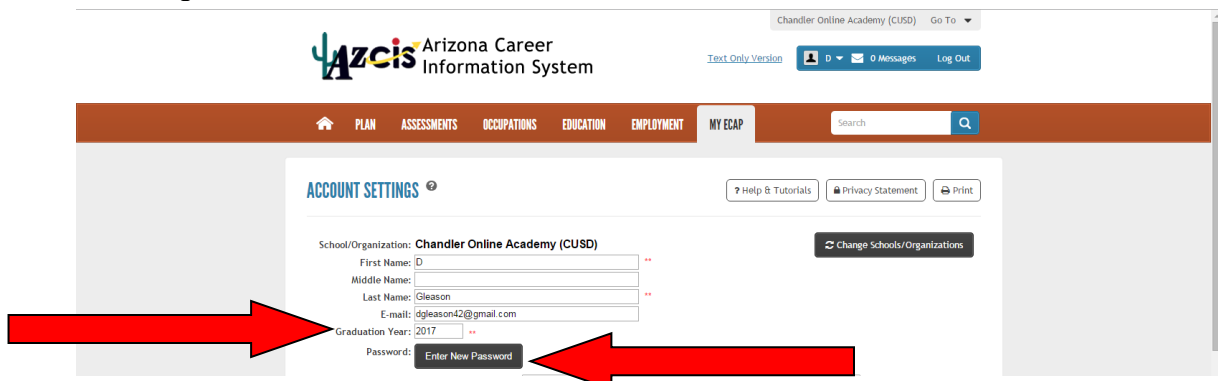

- With your mouse, hover over the words "*My ECAP"* on the bar at the top of the page
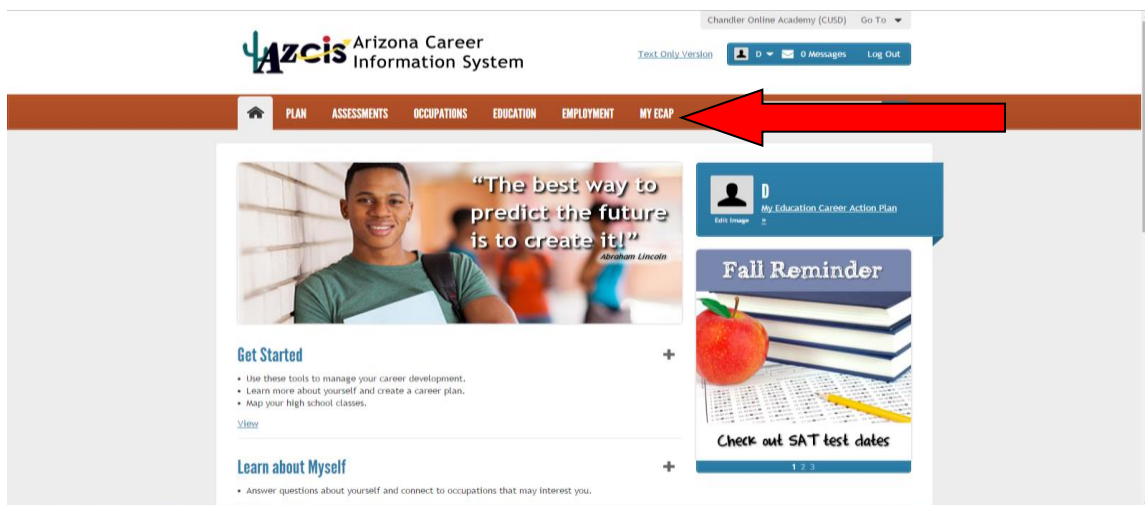
When hovering over the words "*My ECAP"* on the bar at the top of the page with your mouse, you will click the words "*My ECAP Report"* on the right.
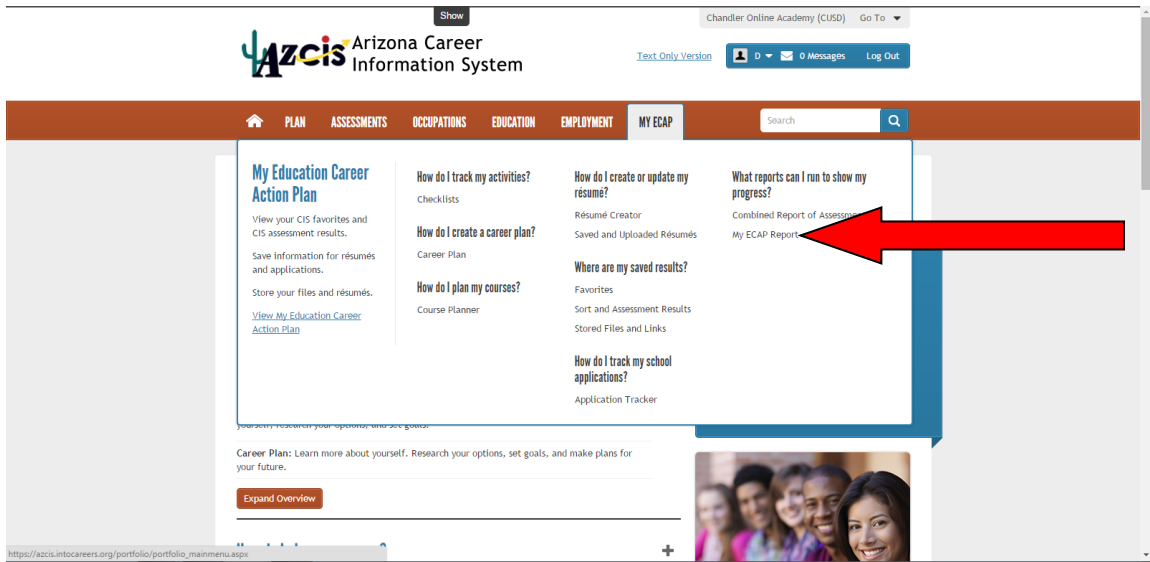

- Now it is time to update your plan, or in some cases, develop a plan for the first time. Please click the + next to the following areas and enter the information they request.
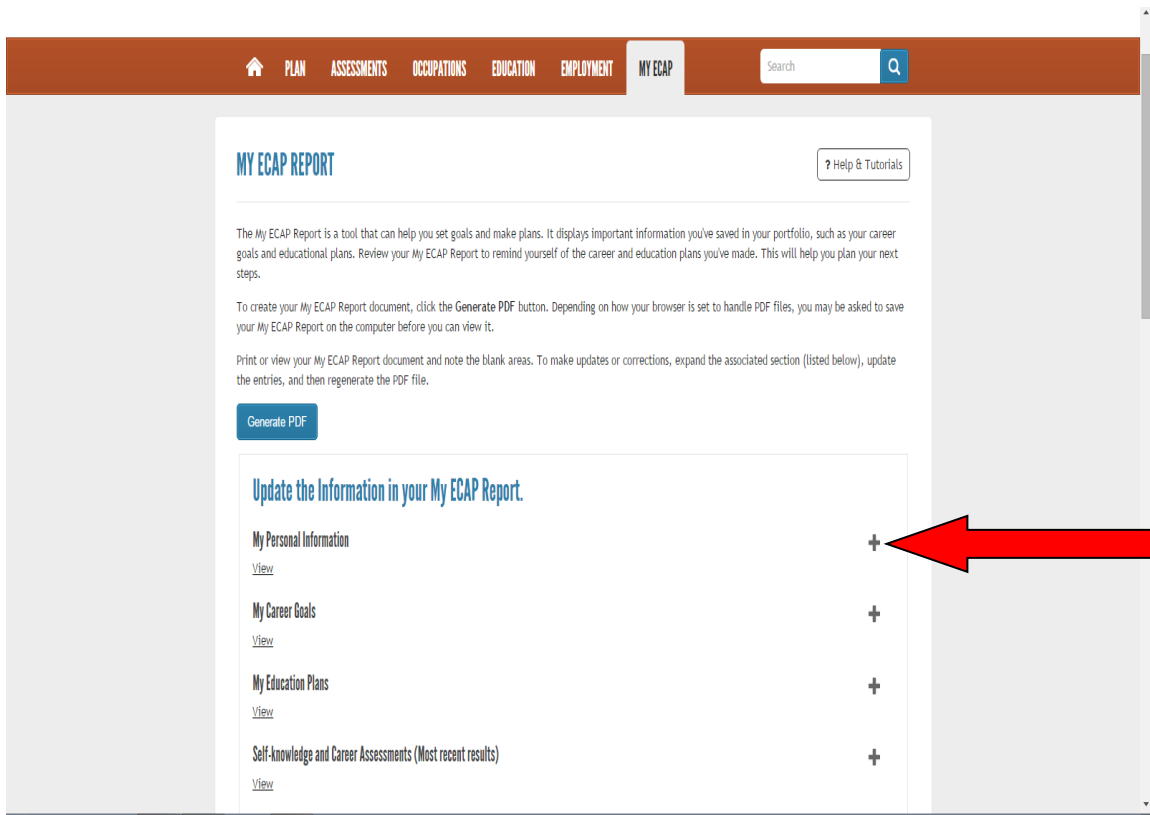
Education and Career Action Plan (ECAP)

Reality Check Assessment

- Click here to visit the Arizona Career Information System website.
- Enter the following:
  Username: S + student ID + @CUSD (example S123456@CUSD)
  Password: Chandler + year of graduation (example: Chandler2020)
- Click "*Sign In*" to login
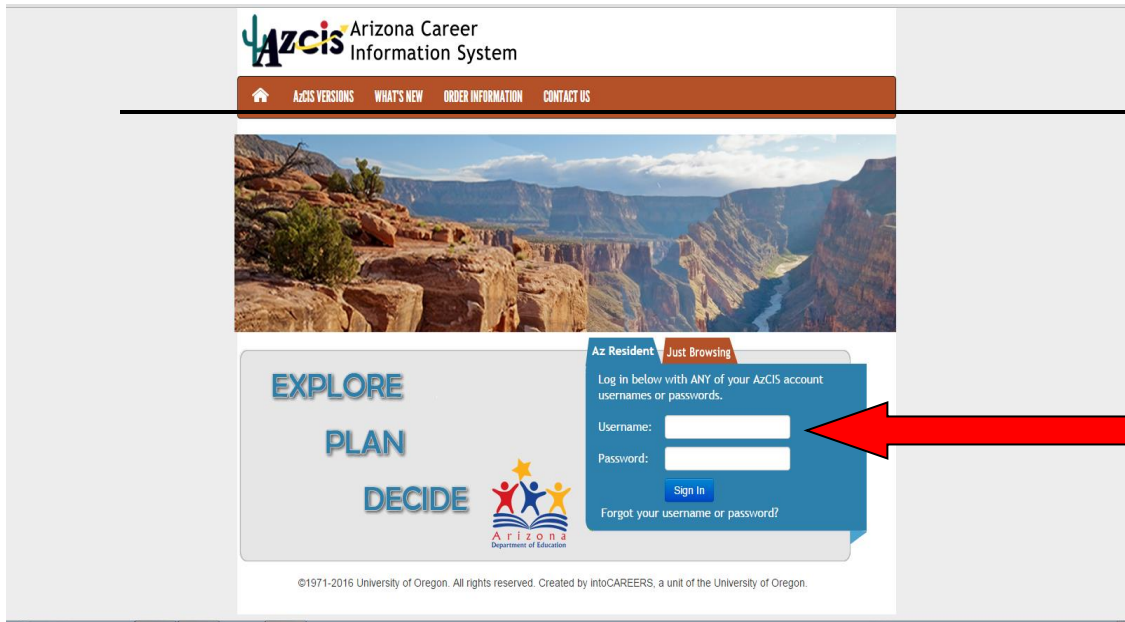
- Click on "*Assessments*" in the upper banner

- Click on the ➕ next to *"What Lifestyle Can I Afford?"*

- Click *"Go to Reality Check"*

- Watch the one-minute video at the top of the page. This will explain the information you will get when you take this Reality Check.
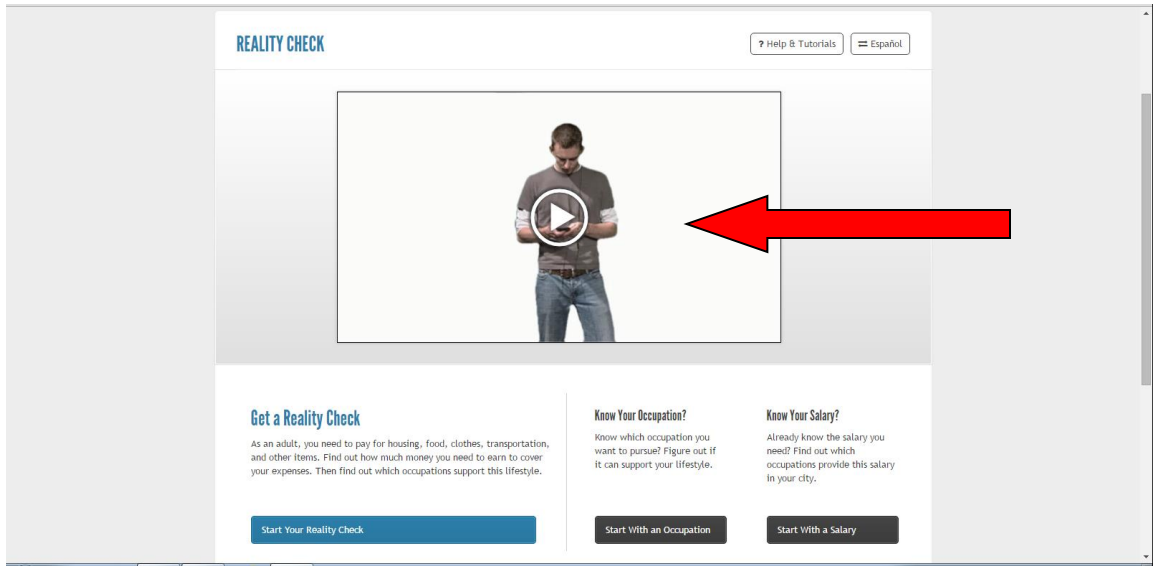
- Click on "*Start Your Reality Check*"
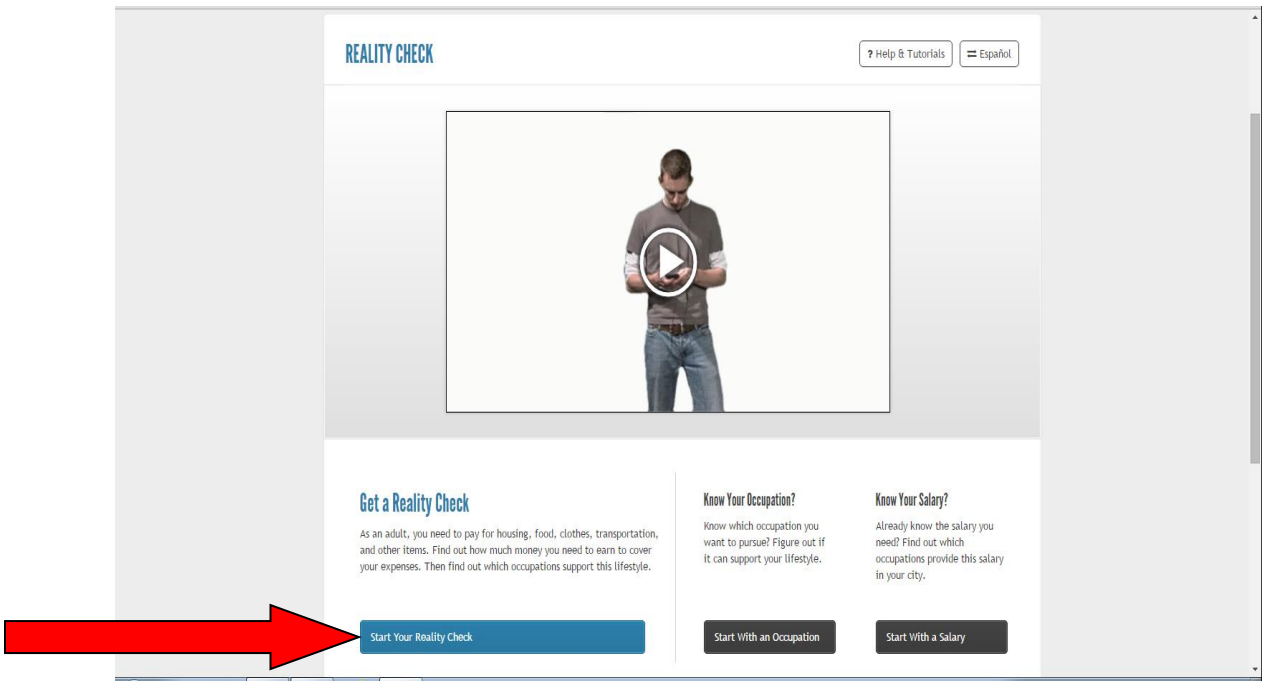
- Answer the questions that follow. When you finish answering each question, please click *"Next"*.

- Record the *"Total Salary Needed"* on the Activity chart below and then click *"Next"*

- Click **"Yes"** under *"Do You Know How Much Education or Training You Plan to Complete?"*

- Click on the Option that applies to you. Record this information in the activity below and then click **"Apply"**

- On the next screen it will confirm the education you selected and then you will need to click **"Next"**.

- On the next screen it will ask *"Do You Know Which Career Clusters You're Interested in?"* Click **"Yes"**

- On the next screen it will ask you to choose the Career Cluster you are interested in pursuing and then you will need to click *"Apply"*.
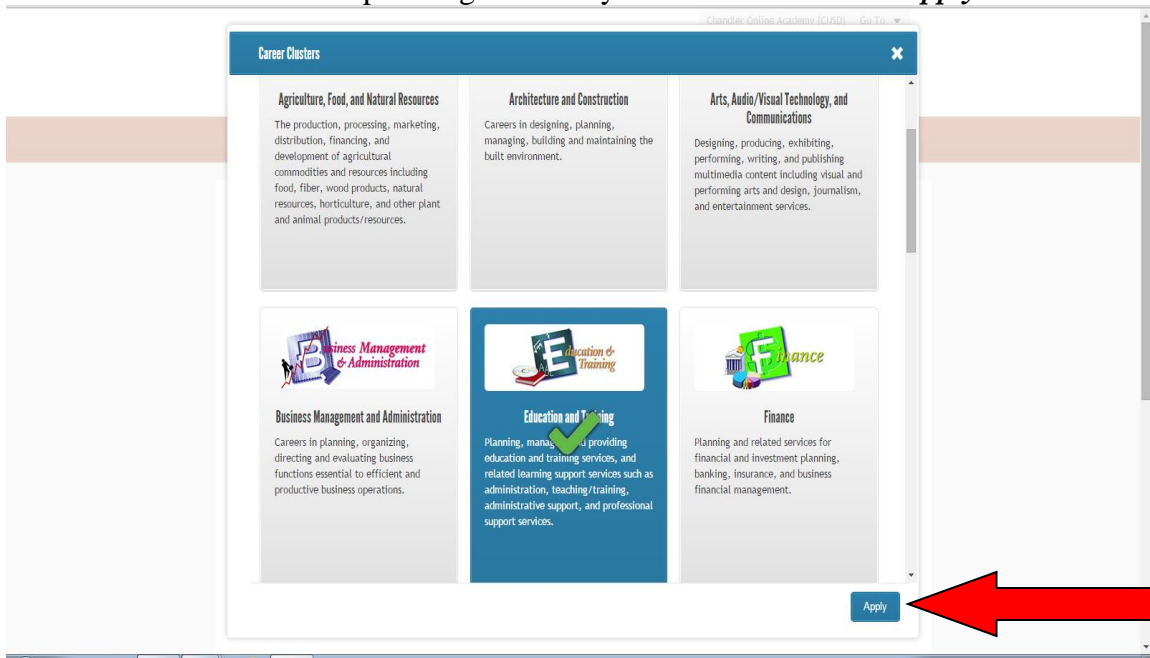
- On the next screen it will confirm the Career Cluster you chose and then you will need to click *"Next"*.
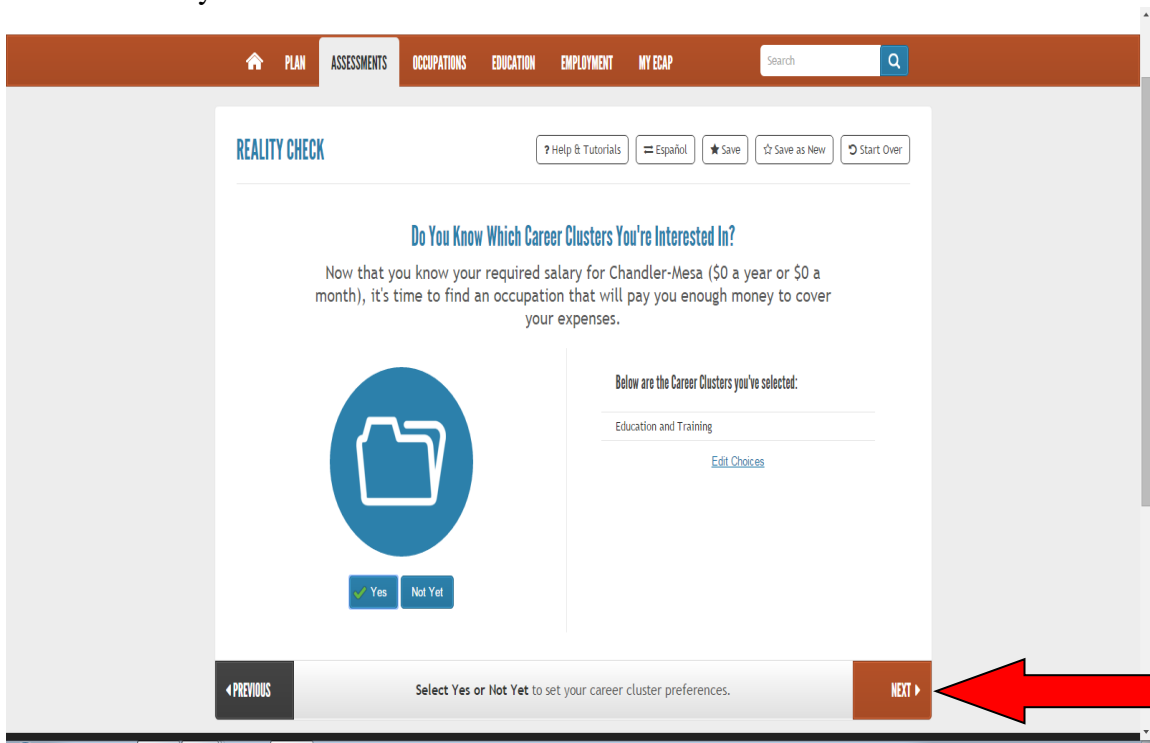
- On the next screen you will see all the jobs that would provide you the lifestyle you want, based on the survey questions you answered. Please use the information provided to finish filling out the chart below.

Reality Check Assessment Activity

Total Salary Needed	
Education Level Chosen	
Career Cluster Chosen	
Job within Career Cluster that will meet your lifestyle plans	

Please answer the question below in no less than 7 sentences.

This survey was designed to give you a realistic view of what you need to accomplish to live the life you have dreamed about. It will take hard work. It will take further education, but you can do it! How did your career interest line up with the total salary you will need to live your dream life? Are there things you are going to have to do without?

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Education and Career Action Plan (ECAP)

Create a Resume

Click MY ECAP to Begin

Click RESUME CREATOR

AZCIS Arizona Career
Information System

🏠 **PLAN** **ASSESSMENTS** **OCCUPATIONS** **EDUCATION** **EMPLOYMENT** **MY ECAP** | Search 🔍

RÉSUMÉ CREATOR

? Help & Tutorials | 🖶 Print

Education and Training
Paid and Unpaid Work
Achievements, Activities, and Skills
Contact Information and References
Create Résumé

Overview ❓

Résumé Creator. This is an area where you can enter and save your employment and educational history. Once you enter your information, with a few clicks of the mouse you can select one of four different résumé styles (or build your own!), choose what information you wish to include, then generate a professional looking résumé. The information you enter into this section can be printed and thus useful when filling out job application and reference forms.

Fill out each
Section above

AZCIS Arizona Career
Information System

🏠 **PLAN** **ASSESSMENTS** **OCCUPATIONS** **EDUCATION** **EMPLOYMENT** **MY ECAP** | Search 🔍

RÉSUMÉ CREATOR

? Help & Tutorials | 🖶 Print

Education and Training
Paid and Unpaid Work
Achievements, Activities, and Skills
 Achievements
 Activities
 Skills
Contact Information and References
Create Résumé

Achievements ❓

Use this section to document significant achievements, recognitions, or professional memberships. If you don't find an appropriate label in the dropdown list, enter your own.
NOTE: If you use the enter or return key to separate text in the Description field, the information will display as a bulleted list on your résumé.

Résumé: Achievements will appear on the Recent Grad résumé and can be included in the Build Your Own Résumé. The fields marked with (R) will appear on the résumés.

+ Add Achievement

No achievement entries have been added

Each page will have an ADD button!

When completed, make sure you SAVE your Resume!