

Student \_\_\_\_\_

CPS ICAP Website: <https://sites.google.com/communityprepschool.org/icap>



Community Prep’s Individual Career and Academic Portfolio is designed to help students explore careers, prepare for employment, and demonstrate the habits of personal responsibility, which bring success to any career. Students can complete the tasks for the ICAP in an order that is convenient to them. Once completed, have each task initialed by the ICAP Coordinator. Tasks with the **V** symbol require a verification card to be completed. Items with a **P** symbol are required for a student’s ICAP Portfolio. ICAP credit is earned when completion of each task is verified.

Gifts and Interests	Community Engagement	Post-Secondary Education	Employability	Final Projects	
College in Colorado Activities ( <a href="http://collegeincolorado.org">collegeincolorado.org</a> ) <b>P</b> <ul style="list-style-type: none"> <li>● Learning About Yourself:                             <ul style="list-style-type: none"> <li>○ Interest Profiler</li> <li>○ Career Cluster Survey</li> <li>○ Basic Skills Survey</li> </ul> </li> <li>● Explore Careers:                             <ul style="list-style-type: none"> <li>○ Career Finder</li> </ul> </li> </ul> Add results to your <b>CPS ICAP Portfolio: Final Project Worksheet</b>	Two Employer Interviews <b>P - Handout</b>	Meet with Christina Carrillo from PCC. Call 719-502-2386 to set up a meeting. <b>V</b>	Job Documents: <b>P</b> <ul style="list-style-type: none"> <li>● Resume</li> <li>● Cover Letter</li> <li>● Letter of Recommendation (teacher, boss, etc.)</li> </ul>	Transition Plan Interview <b>P</b>	
	Job Shadowing/Career Internship Experience <b>V</b>	PPCC online application or equivalent.		ICAP Portfolio ( <b>P</b> )	
	Set up Checking or Savings Account <b>V</b>	Complete and submit a scholarship application of your choice.		Complete a Job Interview <b>V</b>	<b>Final ICAP Presentation</b>
	Attend Job Fair or Career Class (Pikes Peak Workforce Center - <a href="http://ppwfc.org">ppwfc.org</a> ) <b>V</b>	COF - Colorado College Opportunity Fund Application ( <a href="http://cof.college-assist.org">cof.college-assist.org</a> )	Complete Two Job Applications <b>V</b>		
		Attend a community based event or workshop of your choice. <b>V</b>	FAFSA - Free Application for Federal Student Aid ( <a href="http://fafsa.ed.gov">fafsa.ed.gov</a> ) <b>P</b>	Create 2 Online Job Search Accounts: <ul style="list-style-type: none"> <li>● INDEED.COM</li> <li>● CONNECTINGCOLORADO.COM</li> </ul>	
		Obtain a library card. <a href="https://ppld.org/">https://ppld.org/</a>	Outreach (pick one) <b>V</b> <ul style="list-style-type: none"> <li>● Post-secondary Education Institution Tour (College Tour)</li> <li>● College Fair</li> <li>● Military Recruiter</li> </ul>	Two Sample Pre-employment Assessments: <ul style="list-style-type: none"> <li>● <a href="http://integritymeter.com">integritymeter.com</a></li> <li>● <a href="http://testyourself.psychtests.com">testyourself.psychtests.com</a></li> </ul> Review and print the results page for both assessments.	