Name: ____________________________________

Career Cluster: ____________________________

Pathway 1: ________________________________

Advanced Degree (4+ Years):
1. ______________________________________
2. ______________________________________

Bachelor’s Degree (4 Years):
1. ______________________________________
2. ______________________________________

1-3 Years:
1. ______________________________________
2. ______________________________________

Less Than 1 Year:
1. ______________________________________
2. ______________________________________
Career Cluster: ________________________________

Pathway 2: ________________________________

Advanced Degree (4+ Years):
1. _________________________________________
2. _________________________________________

Bachelor’s Degree (4 Years):
1. _________________________________________
2. _________________________________________

1-3 Years:
1. _________________________________________
2. _________________________________________

Less Than 1 Year:
1. _________________________________________
2. _________________________________________
Geographic Cost of Living/Entry Level Salaries

Use the Family Budget Calculator available at [www.epi.org/resources/budget](http://www.epi.org/resources/budget), to complete this worksheet. The Economic Policy Institute (EPI) Family Budget Calculator measures the income a family needs in order to attain a modest yet adequate standard of living. The budgets estimate community-specific costs for 10 family types (one or two adults with zero to four children).

<table>
<thead>
<tr>
<th>Location 1</th>
<th>Location 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location:</strong></td>
<td><strong>Location:</strong></td>
</tr>
<tr>
<td><strong>Item</strong></td>
<td><strong>Cost</strong></td>
</tr>
<tr>
<td>Housing</td>
<td>$</td>
</tr>
<tr>
<td>Food</td>
<td>$</td>
</tr>
<tr>
<td>Child Care</td>
<td>$</td>
</tr>
<tr>
<td>Transportation</td>
<td>$</td>
</tr>
<tr>
<td>Health Care</td>
<td>$</td>
</tr>
<tr>
<td>Other Necessities</td>
<td>$</td>
</tr>
<tr>
<td>Taxes</td>
<td>$</td>
</tr>
<tr>
<td><strong>Monthly Total</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>Annual Total</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

Go to [RUReady.ND.gov](http://RUReady.ND.gov). Sign in with your username and password.

1. Click on the Career Planning tab.
2. Click on Explore Careers.
3. Select a Career for Location 1.
4. Click on What To Learn to find the Required Education Level.
5. Click on Money and Outlook to find the Salary and Growth Rate.
6. Repeat for Location 2.
Postsecondary Planning Activity

For this activity, you will use RUReady.ND.gov to research careers and postsecondary programs. Research will include salary ranges, labor market demand, educational requirements, appropriate programs/majors and postsecondary institutions for the career and tuition costs.

There are three parts to this activity. You will:

Part 2: Research the career and related postsecondary education options and information.
Part 3: Find a postsecondary institution that offers an appropriate degree or certification for the career.

Part 1: Choose a Career Cluster and Career:

1. Sign in to RUReady.ND.gov; click the Career Planning tab.
2. Click the Explore Careers section. Under Browse Career Clusters, choose a Career Cluster; then click Add to Portfolio in the menu on the left side.
3. Now click the name of the career that you are researching and click Add to Portfolio in the menu on the left side. It is best to choose a career with the = Full Profile with Insider Info.
4. Write your chosen Career Cluster and Career below:

Career Cluster: ________________________________________________________________
Career: ________________________________________________________________

5. Click on Is This for You? and write the top two suggested Interests and Work Values below:

<table>
<thead>
<tr>
<th>Interests</th>
<th>Work Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
</tr>
</tbody>
</table>

If you have completed the Interest Profiler and Work Values Sorter assessments, consider how your results compare to the Interests and Work Values generally associated with this career.

Part 2: Money & Outlook  Click on the Money and Outlook tab to complete the information below:

<table>
<thead>
<tr>
<th>North Dakota</th>
<th>For Your Region</th>
<th>North Dakota</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Entry Hourly Wage:</td>
<td>Average Entry Level Hourly Wage:</td>
<td>Employment Outlook:</td>
</tr>
<tr>
<td>$/hour</td>
<td>$/hour</td>
<td></td>
</tr>
<tr>
<td>Average Annual Wage:</td>
<td>Average Annual Wage:</td>
<td>Number of Job Openings:</td>
</tr>
<tr>
<td>$/year</td>
<td>$/year</td>
<td></td>
</tr>
<tr>
<td>Average Experienced Hourly Wage:</td>
<td>Average Experienced Hourly Wage:</td>
<td>Number Employed in this Occupation:</td>
</tr>
<tr>
<td>$/hour</td>
<td>$/hour</td>
<td></td>
</tr>
</tbody>
</table>
Part 2 (continued): Postsecondary Education Options

- Click the What to Learn tab in the career profile you are researching.
- Read all of the sections of What to Learn to answer the questions below. Mark Yes or No, as appropriate and fill in all other blanks.

1. What educational programs/majors would be beneficial in preparing you for this career? Write two below:

________________________________________________________________________
________________________________________________________________________

2. Decide which educational program/major you prefer (in the Beyond High School section). Click on your preferred program and read the Program Description. Save the program to Your Portfolio.

3. Write the name of the program below:

________________________________________________________________________

4. Is your selected career available as a certificate program? Yes ☐ No ☐

5. Is your selected career available as an associate degree? Yes ☐ No ☐

6. Is your selected career available as a bachelor’s degree? Yes ☐ No ☐

7. Is your selected career available as a doctorate degree? Yes ☐ No ☐

8. Does your selected career require a license or registration? Yes ☐ No ☐
   If Yes, does the license require a test? Yes ☐ No ☐

Part 3: Find a Postsecondary School That Offers an Appropriate Program for Your Career Goal

- You have a career goal and you’ve researched the salaries and the required postsecondary education options. Now you’re ready to find a postsecondary school that aligns to your career goal.

1. Find two schools offering your selected program/major by clicking Schools Offering This Program in the program profile.
   a. Choose a degree type and the state you’d like to search in.
   b. Use the school list to fill in the blanks below:

<table>
<thead>
<tr>
<th>School Name</th>
<th>Type</th>
<th>Resident Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
Compare & Contrast Careers and Postsecondary Options

Instructions:
For this activity, you will use RUReady.ND.gov to research careers and postsecondary programs. Research will include salary ranges, labor market demand, educational requirements, appropriate programs/majors and postsecondary institutions for the career and tuition costs.

1. Sign in to RUReady.ND.gov; click the Career Planning tab.
2. Click the Explore Careers section. Under Browse Career Clusters, click any one of the 16 Career Clusters; then click Add to Portfolio in the menu on the left side.
3. Now click the name of the career that you are researching and click Add to Portfolio on the left side of the page. It is best to choose a career with the Full Profile with Insider Info. Add a second career to your portfolio in the same manner.

4. On the left side of the screen, click on Compare to Another Career to research two or more of your selected careers; What’s alike? What’s different? Summarize the main similarities and differences in the sections above.

5. Search for these components and enter the information in the appropriate area above:
   - What They Do?
   - Is This For You
   - Skills You Need
   - What to Learn
   - Money and Outlook
   - Military Options
   - Connections
   - Other?
Health Science: Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

Biotechnology Research and Development Pathway: Scientists may study diseases to discover new treatments or invent medical devices through bioscience research and development. These methods may be used to directly assist patients or to improve the accuracy of diagnostic tests.

Diagnostic Services Pathway: Tests and evaluations are used to aid in the detection, diagnosis and treatment of diseases, injuries or other physical conditions.

Health Informatics Pathway: This pathway includes health care administrators who manage health care agencies as well as those individuals who are responsible for managing all of the patient data and information, financial information, and computer applications related to health care procedures.

Support Services Pathway: Careers in this pathway provide a therapeutic environment for the delivery of health care. A full range of career opportunities from entry level to management, including technical and professional careers are available.

Therapeutic Services Pathway: The focus of this pathway is primarily on changing the health status of the patient over time. Health professionals in this pathway work directly with patients; they may provide care, treatment, counseling and health education information.

Information Technology: Careers related to the design, development, support and management of hardware, software, multimedia and systems integration services.

Information Support and Services: Successful IT deployment — implementation of computer systems and software, provision of technical assistance, creation of technical documentation and management of information systems — is critical to the success of most 21st century organizations.

Network Systems: Network analysis, planning and implementation, design, installation, maintenance and management of network systems are included in this pathway. Individuals with expertise in network systems are in high demand for a variety of positions in organizations of all sizes and types.

Programming and Software Development: Knowledge of computer operating systems, programming languages and software development is required to design and develop computer systems and software. People with expertise in programming and software development work with cutting-edge technologies to develop tomorrow’s products for use by businesses and consumers.

Web and Digital Communications: Organizations use digital media for creating, designing and producing interactive multimedia products and services, including development of digitally-generated or computer-enhanced media used in business, training, entertainment, communications and marketing.
**Manufacturing:** Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.

**Health, Safety and Environmental Assurance:** Ensuring that equipment is being used safely in the workplace; planning for safety in new production processes; conducting health, safety and/or environmental incident and hazard investigations.

**Logistics and Inventory Control:** People with careers in Logistics and Inventory Control work with an inventory of raw materials and finished parts. They move raw materials to the production line, unload trucks with raw materials, wrap pallets of finished products for shipment, and communicate with traffic managers.

**Maintenance, Installation and Repair:** Employees troubleshoot and repair electrical, electronic and mechanical systems. This includes computer-based inventory control systems, retrieving information histories on each machine from computer records, and recording repair activities on the system to keep accurate records of repairs.

**Manufacturing Production Process Development:** Employees are responsible for product design and design of the manufacturing process. They work with customers to ensure the product meets or exceeds customer expectations. They also monitor the manufacturing process and the materials used to manufacture the product.

**Production:** People with careers in production work on the shop floor making parts or assembling them. They work with machines, making or assembling electronic parts, constructing or assembling modular housing, performing welding jobs, or printing various materials.

**Quality Assurance:** Employees ensure that standards and procedures are adhered to and products or services meet performance requirements. This could include identifying the raw product to ensure it meets specifications, as well as measuring or otherwise testing products and parts to ensure they meet required customer specifications.

**Science, Technology, Engineering & Mathematics:** Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.

**Engineering and Technology:** For a future in this pathway, students should study and apply principles from advanced mathematics, life sciences, physical science, earth and space science, and technology.

**Science and Mathematics:** Those who choose careers in this pathway apply essential mathematics and science content and skills in a real-world context. Science and mathematics occupations include those in physical, environmental and human endeavors.

Find more Career Cluster Information at https://careertech.org
Professional Center Resource
Making Effective Use of the ICAP Templates

Go to the RURready.ND.gov Professional Center: https://procenter.ruready.nd.gov/

Click the Administration tab. Locate and click on Edit ICAPs. ("Site Administrator" level site access required.)

Save yourself some time and effort! Using the pre-defined Individual Career and Academic Plan (ICAP) templates will save you a lot of time and in no way reduces your ability to customize the ICAP as you wish.

You may also note ideas regarding how to set up an ICAP by examining the template and then using the “Add a New ICAP Set” button to begin from scratch.

Follow these simple steps to begin:

1. Review the ND High School ICAP or the ND Middle School ICAP template.
2. Discuss with your ICAP team whether a page for each grade is appropriate. There are many different ways to set up ICAP pages, sections and activities, some ideas are listed below:

<table>
<thead>
<tr>
<th>PAGES</th>
<th>SECTIONS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Topics</td>
<td>Grades</td>
<td>Each page is a topic, such as Career exploration, College Planning, etc. Sections on the page are grades or levels</td>
</tr>
<tr>
<td>b. Middle/High</td>
<td>Grades</td>
<td>One page is middle school, one is high school with sections of the page for grades</td>
</tr>
<tr>
<td>c. Class Subjects</td>
<td>Semesters</td>
<td>Each page is a class (English, Social Studies, etc.) and sections are fall and spring semesters</td>
</tr>
</tbody>
</table>

You may also set up a basic ICAP for a school or all the schools in the district then add another ICAP with additional activities for specific groups of students or at each school.

3. Ensure that you have considered how the ICAP will be implemented in your school. Do you have the time and staff resources to work with grades of students, perhaps during an advisement period? Or, for example, is it more likely that classroom teachers would do a page of the activities during a class? In that case, the structure suggested in item “c” above may work well. How and when the ICAP will be implemented may dictate how the ICAP is structured.

4. If you choose to start with the ND High School ICAP or the ND Middle School ICAP template, duplicate the template. Then, find the duplicated ICAP named “Copy of TEMPLATE NAME.” You will have duplicated everything about the ICAP including activities, worksheets, instructional text, etc.
5. Review the activities and sections of each page. Rename pages and sections as desired. Reorder and/or remove activities, sections or pages that you don’t wish to use. Add or modify activities, documents, instructional text into sections.

6. When the ICAP is ready to use, assign to grades or groups.

Assigning ICAPs to Grades or Groups

To assign an ICAP set to a Grade/Role:

1. From the Your ICAP Sets screen, on the panel for the ICAP set you wish to assign, click Assign to grades/roles.
2. On the Assign Sets to Grades and Roles screen, in the row to the right of the name of the ICAP set you wish to assign, click the radio button or buttons for one or more grades or roles to which you wish that ICAP set to be assigned.
3. Click Save.

To assign an ICAP set to a Group:

1. If you wish to assign an ICAP to a group of students, create the group or review and modify it in the “Students and Groups” tab of the professional center prior to assigning the ICAP.
2. From the Sets screen, on the panel for the ICAP set you wish to assign, click Assign to a group.
3. On the Assign Sets to Group(s) screen, check the box to the left of the name of a group you wish to assign to this ICAP set. **Note:** the Display: field is set by default to All Groups. This is the list of all groups that have been created at the school or site. Use the dropdown arrow to change the selection to Your Groups or Advisory Groups if desired.
4. Click Save.
Professional Development Credit

1 Credit – NDCRN Academic & Career Planning Strategies 2017-18

One (1) professional development credit will be available from the University of North Dakota (UND) through a cumulative credit plan that requires 15 hours of instruction from North Dakota Career Resource Network (NDCRN) workshops. The hours that can be counted are specific to the offerings for the 2017-18 school year.

The following requirements must be met to earn one (1) professional development credit for the cumulative credit plan:

- A minimum of 15 hours of instruction from a combination of NDCRN workshops.
- Full attendance at all workshops.
- Class assignments and evaluations must be completed in their entirety in order to be eligible.
  - Participants are asked to complete assignments and evaluations within two weeks of attending a workshop.
- The NDCRN will keep track of the hours of completion but participants are asked to keep their certificates as well in case there is a discrepancy.
- OPTIONAL: If you would like to host a workshop related to career information and/or academic & career planning strategies or if another workshop at your school is appropriate for this course title, it can also be added and used as hours towards the credit. You would need to submit materials to the NDCRN for review a minimum of 3 weeks in advance in order to have it approved by UND. Contact the NDCRN office for more information.

Assignments and Workshop Evaluations

If you will be applying for the professional development credit available for attending the workshops, you will be asked to provide a detailed response to the following question for each workshop you attend:

- How will you implement the new learning into your classroom/work situation? This may include either an implementation plan or development of an actual product or activity to be used.

Assignments are to be submitted electronically. Visit [www.nd.gov/cte/crn/workshops.html](http://www.nd.gov/cte/crn/workshops.html) for more information and to submit assignments.

Visit [http://www.nd.gov/cte/crn/workshops.html](http://www.nd.gov/cte/crn/workshops.html) and click on the link to the Workshop Evaluation to submit workshop evaluations.
Applying for Credit

Cumulative Credit:

Near the end of the school year, information will be sent via email to all participants who have a total of 15 hours or more of workshop attendance, and have submitted the required assignments and evaluations, notifying them of their eligibility for credit.

- A fee of $50 will be charged by the University of North Dakota (UND) for the credit. The fee is not paid until the end of the school year at the time that you apply for the credit.
- Registration and payment for the professional development credit is online through UND. The link to the registration will be provided when registration for the credit opens. The credit registration window will be open from April 11 to May 11, 2018. Please register as soon as possible once registration is available.
  - If you need to register for the credit past UND’s deadline, you must obtain prior approval from the instructor of record (Marilyn Orgaard, Career Resource Network Supervisor) and she will notify UND of the request for a late registration. A late fee of $25 will be assessed by UND.
- After UND receives the grade report from the NDCRN, you will receive an email confirmation (from UND) of course completion and instructions for ordering transcripts. All grades for professional development credits are recorded on official transcripts at UND as continuing education credit. It takes approximately 3-4 weeks from the end of the course date for grades to be posted on transcripts provided registrations and grades are received according to posted due dates.

Professional Development Cumulative Credit Checklist

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Date Attended</th>
<th>Date Assignment Submitted</th>
<th>Date Evaluation Submitted</th>
<th>Hours towards Credit (Each workshop is 5 hours.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUReady.ND.gov Basics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximizing RUReady.ND.gov Usage for Career Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Cluster Mapping</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional Career Professional In-Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establishing Balance in School Counseling Programming</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Full attendance at workshops is required for hours to count towards credit. Partial attendance hours do not apply.

Total Hours: