



Training Request Form

Note: Completed training request form must be submitted prior to scheduled workshop. All requests are considered tentative until approved/confirmed. This information will assist the OKCareerGuide coordinator in determining the availability of facilities and resources for your workshop.

Date Request:

School Information			
Contact Name:		Title:	
Phone:	Email:	School Name:	
Proposed Training Location:			
Preferred Length of Training	Start:	End:	
Number of Participants:			
Request Option:	Virtual Training <input type="checkbox"/>	In-Person Training <input type="checkbox"/>	

Training Topic				
Has your school/group attended OKCareerGuide training?				
Please identify any high priority topics here:				
Galaxy <input type="checkbox"/>	Beginner <input type="checkbox"/>	ICAP 1 <input type="checkbox"/>	ICAP 2 <input type="checkbox"/>	Customized request <input type="checkbox"/>
Requested Training Dates:		1st Choice	2nd Choice	3rd Choice

Equipment Information	
Please let us know the equipment in the room.	
<input type="checkbox"/> Presenter station <input type="checkbox"/> Chrome books <input type="checkbox"/> Laptop Connection <input type="checkbox"/> Microphone <input type="checkbox"/> Flip Chart <input type="checkbox"/> Projector/Screen <input type="checkbox"/> Desktop Computers <input type="checkbox"/> Lapel handheld <input type="checkbox"/> Whiteboard	
Number of computers in training room?	Room Setup?
List of any Special Instructions or Accommodations:	

Submit Form

Please submit the completed form to kathryn.willhoite@careertech.ok.gov and include "training request" in the email subject line (you can also do this by clicking on the "Submit Form" button above after completing this form). After receiving your completed form, someone from our team will contact you in order to coordinate the training. Please contact our office with any questions or comments.

Kathryn Willhoite
Career Development Coordinator
405-743-5105
kathryn.willhoite@careertech.ok.gov

Nathan Brubaker
Leadership & Professional Development
405-743-5113
nathan.brubaker@careertech.ok.gov

Definitions for OKCareerGuide training

Galaxy - This training is for participants who wish to implement career exploration into pre-kindergarten through fifth grade. This will provide participants with the knowledge of the program with age appropriate teaching strategies. The training will also cover the admin side including usage reports, uploading students, and what information can be pulled from the system. Finally, we will make sure that you are in the system on the admin side.

Beginner - This training is for participants who have never attended OKCareerGuide training. This will provide you with the foundational knowledge to use with students in sixth through 12th grades. We will provide a broad overview of other components of OKCareerGuide, but the primary focus will be on becoming familiar and comfortable with the student/user platform of **OKCareerGuide**.

ICAP 1 - This training is for participants who have previously attended OKCareerGuide training and are looking to learn more about the following:

- OKCareerGuide Student View:
 - o Assessments
 - o Goals
 - o ICAP Oklahoma
- Administrative Database Management System View:
 - o Reports (Assessments, Core and Reports)
 - o Administration (Manage Security, User Name Report and Transition Users)
- Resources and Curriculum

ICAP 2 - This training is for participants who have wanted to take a deeper dive into ICAP requirements/reporting options and are looking to learn more about the following:

- OKCareerGuide Student View:
 - o My Ed Plans
 - o Work-Based Learning practices
 - o My Job Search Tools
- Administrative Database Management System View:
 - o Tools & Resources (Curriculum Manager, Posting Messages and Links, and Parental Involvement)
 - o Reports (Education Plans)
- Resources and Curriculum

ICAP 2 Customized Request - Need something personalized? Below are some training options that we can customize for you and your school:

Student View:

- Assessments
- Goals
- ICAP Oklahoma
- My Ed Plans
- Work-Based Learning/My Job Search Tools
- Connect2Business
- Finance 101

ADMS View:

- Core Reports
- Education Plans
- Transitioning Students
- Assessments
- ICAP Oklahoma
- Tools and Resources

For more information, please visit us at okcareer.tech/CCD

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