OKCareerGuide.org
Training Request Form

SUBMIT FORM

Note: Completed training request form must be submitted prior to scheduled workshop. All requests are considered tentative until approved/confirmed. *You will be contacted by our training team within 2 business days upon receipt of this request to confirm receipt of this form.*

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 ☐	In-Person Training ☐

This information will assist the OK Career Guide coordinator in determining the availability of facilities and resources for your workshop. The coordinator (someone from the team) will contact you regarding your training request details and availability prior to beginning the process.

Training Topic
Has your school/group attended OK Career Guide training?
Please identify any high priority topics here:

Galaxy ☐	Beginner ☐	Advanced & ICAP Components ☐	Admin and ICAP Implementation ☐	Customized request ☐

Requested Training Dates: 1st Choice	2nd Choice	3rd Choice

Equipment Information
Please let us know the equipment in the room.

Presenter station Projector/Screen	Chrome books # Desktop Computers	Laptop Connection Lapel handheld	Microphone Whiteboard	Flip Chart

Number of computers in training room?	Room Setup?
List of any Special Instructions or Accommodations:	

Submit Form

Please submit the completed form to cynthia.vick@careertech.ok.gov and include "training request" in the email subject line (you can also do this by clicking on the **"Submit by Email"** 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.

CareerTech
1500 W. 7th Ave.
Stillwater, OK 74074

Phone: 405.743.5162
Fax: 405.743.6809
Email: cynthia.vick@careertech.ok.gov
Website: okcareertech.org/educators/career-and-academic-connections

Definitions for OK Career Guide training

Galaxy - This training is for participants who whish 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 and show how to upload students along with what information can be pulled from the system. Finally, the training will look at how to roll students over from year to year.

Beginner - This training is for participants who have never attended OK Career Guide 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 OK Career Guide, but, the primary focus will be on becoming familiar and comfortable with the student/user platform of OK Career Guide.

Advanced & ICAP Components - This training is for participants who have previously attended OK Career Guide training and are looking for a great time to learn about My Ed Plans (seventh grade to two years postsecondary planning tool), E-Portfolio (personalized URL for users to highlight career development and qualifications) and C2B (Connect to Business, where schools can open up OK Career Guide related opportunities to students wishing to gain work-based learning experience). This training will not provide a walk-through or creation of an OK Career Guide account. Please come to training with your user names and passwords and be ready to dig into a deeper implementation of the system and career development outreach for your school.

Admin and ICAP Implementation - This training is for participants who have previously attended OK Career Guide training and are looking for a great time to gain knowledge from other schools' promising practices, implementation and strategic schoolwide career development planning. ADMS is the school data platform providing educators and communities with information about their students' interests and usage, which can be used in making ICAP strategic plans for district implementation. This training will not provide a walk-through or creation of an OK Career Guide account.

For more information, please visit us at
https://www.okcareertech.org/educators/career-and-academic-connections/career-information.

OK Career Guide Training
Request training form or call us!

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