

Career Cruising

Career Cruising:
Kentucky Individual Learning Plan (ILP)
In-Person Training Sessions

Fall 2016



Exciting New Incentive Opportunity!

This year, we are piloting an exciting new incentive program! Anyone who attends an in-person session will be entered into a drawing. At the end of the Fall 2016 ILP training period, we will draw **two names** out of **ALL** those who attended one of the training sessions (you must have signed off on the attendance sheet in order to qualify – simply registering will NOT earn you a spot!). The two lucky winners will win: **a one year subscription to an additional feature of their choice for their school!** For more details on these features, don't hesitate to ask! You can choose between:

- 1) **The Real Game (Middle School) or The Be Real Game (High School) for Financial Literacy**
- 2) **Career Cruising for Elementary Students – Spark! K-2 and Spark! 3-5**

These full-day, interactive sessions will be offered at various classroom or computer lab locations across the State. Sessions are likely to fill quickly! You can earn 6 EILA credits for attending an in-person session.

WHO SHOULD ATTEND?

- ❖ Any teachers, counselors, advisors, administrative staff and designated “ILP Administrators” for their school or district
- ❖ Counselors and advisors who will be reviewing and monitoring student progress toward ILP completion
- ❖ Alternative school teachers and administrators helping students complete their ILPs
- ❖ Educators working with ILP Interventions and/or Gifted Student Service Plan (GSSP) functionalities
- ❖ Individuals who have direct responsibility for working with students who are hospitalized or on homebound instruction and will be assisting those students with completion of their ILPs

***If you have been designated an “ILP Administrator” for your school, this means that you have been entrusted with the responsibility for the overall management of the implementation and usage of the ILP system at your school, including the authority to add additional counselors, advisors, and teachers with access to the student ILP data and reports, manage program settings, assign students to educators, map high school courses to the Kentucky Common Course Codes, generate ILP usage and data reports for your school, etc.

WHAT WILL BE COVERED?

This will be a hands-on, interactive session during which participants will learn:

IN THE STUDENT ILP

- ❖ How to access the student ILP
- ❖ Key components and features of the ILP (career assessments and career/school exploration)
- ❖ ILP Completion Standards by grade level
- ❖ About student ILPs, Resumes, and the Employment Guide
- ❖ Developing an ILP
- ❖ The Parent Portal

IN THE SCHOOL ILP ADMINISTRATION TOOL

- ❖ How to manage student data, including the weekly upload process
- ❖ How to locate student ILP usernames and passwords
- ❖ How to ensure students are meeting ILP Completion Standards by grade level
- ❖ How to send messages to students individually or in groups
- ❖ Administrative features and functions of the Parent Portal
- ❖ Annual ILP review functions
- ❖ How to set up counselors, advisors, and teachers with access to the School ILP Administration Tool
- ❖ How to assign students to counselors, advisors, and teachers
- ❖ How to map high school courses to the Kentucky Common Course Codes
- ❖ Usage, aggregate sorting, and reporting options of the ILP data
- ❖ How to use the ILP Alternative Completion Component
- ❖ School-wide and Individual Intervention Plans in the ILP
- ❖ How Gifted Student Services Plans (GSSP) in the ILP will help your gifted and talented students
- ❖ Best practices to make the ILP work for students, parents/guardians, and educators at your school

For More Information and to Register

For detailed ILP Training Descriptions & Registration information including session dates, times, and locations, please click on the registration link according to the location you would like to attend. Confirmation email with full address will be sent immediately following the registration.

Date	Time	City	Registration Link
Sept 12, 2016	8:00am-3:00pm	London	Register Online!
Sept 13, 2016	8:00am-3:00pm	London	Register Online!
Sept 14, 2016	8:00am-3:00pm	Prestonsburg	Register Online!
Sept 15, 2016	8:00am-3:00pm	Grayson	Register Online!
Sept 19, 2016	8:00am-3:00pm	Fort Mitchell	Register Online!
Sept 20, 2016	8:00am-3:00pm	Shelbyville	Register Online!
Sept 21, 2016	8:00am-3:00pm	Danville	Register Online!
Sept 22, 2016	8:00am-3:00pm	Frankfort	Register Online!
Sept 23, 2016	8:00am-3:00pm	Lexington	Register Online!
Sept 26, 2016	8:00am-3:00pm	Elizabethtown	Register Online!
Sept 27, 2016	8:00am-3:00pm	Glasgow	Register Online!
Sept 28, 2016	8:00am-3:00pm	Bowling Green	Register Online!
Oct 3, 2016	8:00am-3:00pm	Owensboro	Register Online!
Oct 12, 2016	8:00am-3:00pm	Madisonville	Register Online!
Oct 13, 2016	8:00am-3:00pm	Hopkinsville	Register Online!
Oct 14, 2016	8:00am-3:00pm	Paducah	Register Online!

Find helpful tutorials in the ILP Training Portal:

<http://www.careercruising.com/streamingvideos/careercruising/training/ky>

LIVE Supplementary ILP Web Trainings:

You should have received a separate link with the ILP **web training** schedule. If you cannot find this information or need to receive another copy, please email kysupport@careercruising.com or alexk@careercruising.com.