

Career Cruising

**Career Cruising:
Kentucky Individual Learning Plan (ILP)
Winter 2013 ILP Training Sessions &
Webinars Schedule**

Winter 2013



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1. IN-PERSON ILP TRAINING SESSIONS

These hands-on, interactive sessions are eligible for EILA leadership credits and will be offered at various classroom or computer lab locations across the state. Sessions are likely to fill quickly!

TIME: 8:00AM to 3:00PM (break from 12pm to 1pm)

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
- ❖ About the key components and features of the ILP
- ❖ How the ILP interlinks with the career assessment, career exploration, and school exploration modules in Career Cruising
- ❖ About ILP Completion Standards by grade level
- ❖ About and practice developing an ILP
- ❖ What will be new for 2012-13 in the “look” and “feel” of the program

IN THE SCHOOL ILP ADMINISTRATION TOOL

- ❖ How to manage student, data including the weekly data upload process to add or revise ILPs attached to your school, and how to locate student ILP usernames and passwords
- ❖ About student ILPs, resumes, and the Employment Guide
- ❖ How to progress towards meeting the annual ILP Completion Standards by grade level
- ❖ How to send messages to students individually or in groups
- ❖ How to create and manage parent/ guardian access
- ❖ About the Annual ILP Review functions

- ❖ The process for setting up additional counselors, advisors, and teachers with access to the School ILP Administration Tool
- ❖ About assigning students to counselors, advisors, and teachers
- ❖ Map high school courses to the Kentucky Common Course Codes
- ❖ About usage, aggregate sorting, and reporting options of the ILP data
- ❖ How to use the ILP Alternative Completion Component
- ❖ About including 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
- ❖ About all the new components of the Kentucky ILP that will be introduced (a discussion on how they can be used effectively in the ILP will follow)
- ❖ Techniques and strategies to make the ILP work for everyone: 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
16-Jan-2013	8:00am-3:00pm	Hopkinsville	http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07e6qx8abt17399da8
17-Jan-2013	8:00am-3:00pm	Madisonville	http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07e6qxijgwd693c5b5
18-Jan-2013	8:00am-3:00pm	Paducah	http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07e6qxc3p808a74d7
22-Jan-2013	8:00am-3:00pm	Lexington	http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07e6qxm5hz4b564a20
23-Jan-2013	8:00am-3:00pm	Lexington	http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07e6qxm665cb5374a
24-Jan-2013	8:00am-3:00pm	Lexington	http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07e6qxnfaa888c622f
25-Jan-2013	8:00am-3:00pm	Lexington	http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07e6qxnfy020c1739
28-Jan-2013	8:00am-3:00pm	Fort Mitchell	http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07e6qxpwg0f23d759f
29-Jan-2013	8:00am-3:00pm	Elizabethtown	http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07e6qxd1d36ba74e
11-Feb-2013	8:00am-3:00pm	London	http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07e6qxr45h8079f503
12-Feb-2013	8:00am-3:00pm	London	http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07e6qxr4q913ae86a
13-Feb-2013	8:00am-3:00pm	London	http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07e6qxy9675af81b8
14-Feb-2013	8:00am-3:00pm	London	http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07e6qxyrcf81068fce
15-Feb-2013	8:00am-3:00pm	Prestonsburg	http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07e6qxyr394d50024
19-Feb-2013	8:00am-3:00pm	Glasgow	http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07e6qxywld75e8b0
20-Feb-2013	8:00am-3:00pm	Bowling Green	http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07e6qxs8ia45f73b5

2. ILP Webinars

As an alternative to attending in-person, hands-on Kentucky ILP Trainings, you have the option of participating in interactive, online ILP webinars from virtually any location in Kentucky! For all ILP topics, participants in our 'live' webinars are eligible to receive EILA leadership credits. To join us, all that you need is a bit of available time, a connection to the Internet (56 kbps connection or better), and an available telephone line for audio.

We are offering several types of ILP Webinar sessions on a variety of different topics, covering the same information as in the in-person sessions:

- ❖ ILP Review/Refresher: Student's Perspective & School ILP Administration Tool
- ❖ Overview of the ILP from the Student's Perspective
- ❖ School ILP Administration Tool
- ❖ Intervention Plans in the ILP
- ❖ ILP Gifted Students Service Plan (GSSP)
- ❖ Alternative ILP Completion

Additional Instructions regarding how to REGISTER in the available ILP Webinars:

You will need to register for the training session(s) in advance by clicking on the link below the topic and date/session you are interested in joining. For the webinar, you will need a connection to the Internet (56 kbps connection or better) and an available phone line for audio.

After registering, you will receive a confirmation email containing information about joining the webinar. Please save and keep this handy

- ❖ Register by clicking on one of the above links at least two business days in advance of the ILP Webinar you plan on participating in.
- ❖ If you do not receive the confirmation link, please double check your junk e-mail folder and spam filter, before contacting us for assistance. If you have not received a confirmation link within one business day of registering, or if you have misplaced your registration link, please call us at 1-800-965-8541 (ext. 137) at least 24 hours in advance of the webinar so we may assist you. The confirmation link is your key to joining the webinar. We will be unable to provide this link on the day of the training (or just prior), so please verify that you have the link in advance.

System Requirements:

- ❖ PC-based attendees- Required: Windows 7, 2000, XP Home, XP Pro, 2003 Server, Vista
- ❖ Macintosh®-based attendees- Required: Mac OS® X 10.4 (Tiger®) or newer
- ❖ Speakers/Microphone for online audio or phone line

ILP Review/Refresher: Student's Perspective & School ILP Administration Tool

This 90-minute web-training session is ideally suited for educators who have previously worked with and are familiar with the ILP. This refresher session will offer a review with 40 minutes dedicated to the student's perspective of the ILP, 40 minutes dedicated to the School ILP Administration Tool, and a 10-minute question-and-answer period.

To register, click on the link below:

Tuesday, January 29, 2013 3:00 PM - 4:00 PM EST / 2:00 PM – 3:00 PM CST

<https://www2.gotomeeting.com/register/999204394>

Overview of the ILP from the Student's Perspective

This 45-minute webinar session will be dedicated to the Student ILP and includes time for questions and answers. Topics to be covered include:

- ❖ How to access the student ILP
- ❖ ILP Assessments, including the Career Matchmaker interest assessment to help students identify careers of interest and the Learning Styles Inventory (LSI)
- ❖ How the ILP interlinks with various career assessment, career exploration, school exploration, and Financial Aid components in Career Cruising
- ❖ Career profiles featuring over 570 careers and the additional Military Careers section
- ❖ The Employment Guide and Resume Builder
- ❖ ILP Completion Standards by grade level
- ❖ How to help students understand the relevance and practice of developing their ILP

To register, click on the link below:

Tuesday, February 5, 2013 3:00 PM - 4:00 PM EST / 2:00 PM – 3:00 PM CST

<https://www2.gotomeeting.com/register/233282706>

Tuesday Feb 26, 3:00-4:00pm EST/ 2:00 PM – 3:00 PM CST

<https://www2.gotomeeting.com/register/978937994>

School ILP Administration Tool

This 45-minute web-training Session will be dedicated to the School ILP Administration Tool and includes time for questions and answers. Topics to be covered include:

- ❖ Locating information such as usernames and passwords for individual student ILPs
- ❖ Reviewing student ILPs and resumes
- ❖ Meeting ILP Completion Standards by grade level
- ❖ Sending individual or group messages to students
- ❖ Managing parent access and available educator resources to engage parents
- ❖ Using the Annual ILP Review functions

- ❖ Setting up access to the School ILP Administration Tool for additional counselors, advisors, and teachers, and how to assign students to advisors
- ❖ Mapping and updating high school courses to the Kentucky common course codes
- ❖ Viewing, exporting, and printing reports for your school
- ❖ Accessing user's guides, classroom activities, and other teaching resources

To register, click on the link below:

Wednesday, February 6, 2013 3:00 PM - 4:00 PM EST / 2:00 PM – 3:00 PM CST

<https://www2.gotomeeting.com/register/301379818>

Wednesday, Feb 27 3:00-4:00pm EST/ 2:00 PM – 3:00 PM CST

<https://www2.gotomeeting.com/register/601773586>

Intervention Plans in the ILP

This 45-minute web-training session will be dedicated to the ILP Intervention Plans and includes time for questions and answers. Topics to be covered include:

- ❖ Overview of the ILP Intervention Plans component
- ❖ Available Kentucky Department of Education information and resources
- ❖ The use of ILP Intervention Plans component
- ❖ What will be available to educators in the ILP Intervention Plans component for both individuals and groups of students
- ❖ Effective best practices and available ILP resources for educators

To register, click on the link below:

Wednesday, February 13, 2013 3:00 PM - 4:00 PM EST / 2:00 PM – 3:00 PM CST

<https://www2.gotomeeting.com/register/661432122>

Wednesday, Mar 6 3:00-4:00pm EST / 2:00 PM – 3:00 PM CST

<https://www2.gotomeeting.com/register/746875898>

ILP Gifted Students Service Plan (GSSP)

This 45-minute web-training session will provide participants with an overview of the GSSP component. Participants will get an overview of this component, learn how to effectively implement within their school, and have time for a question-and-answer session.

This session is intended for educators who are already familiar with the ILP. Registrants who are not familiar with the ILP are encouraged to attend ILP webinar topics #2 and #3 (or #1) as pre-requisites to the GSSP session. Topics to be covered include:

- ❖ Overview of the GSSP component
- ❖ Available Kentucky Department of Education information and resources

- ❖ What will be available to educators in the GSSP for students
- ❖ Effective best practices and available ILP resources for educators

To register, click on the link below:

Thursday, February 14, 2013 3:00 PM - 4:00 PM EST / 2:00 PM – 3:00 PM CST

<https://www2.gotomeeting.com/register/450716506>

Thursday, Mar 7 3:00 PM - 4:00 PM EST / 2:00 PM – 3:00 PM CST

<https://www2.gotomeeting.com/register/193294450>

Alternative ILP Completion

This 45-minute web-training session will provide an introduction and overview of the Alternative ILP Completion component. This ILP webinar session is designed for educators familiar with the ILP for Kentucky. Participants will learn more about this component, how to effectively implement within their school, and join a question-and-answer session following the webinar. Topics to be covered include:

- ❖ Overview of the Alternative ILP Completion component and how this differs from the standard ILP
- ❖ Available Kentucky Department of Education information and resources
- ❖ What is available to educators in the Alternative ILP Completion module for students
- ❖ Effective best practices and available ILP resources for educators

To register, click on the link below:

Tuesday, February 12, 2013 3:00 PM - 4:00 PM EST / 2:00 PM – 3:00 PM CST

<https://www2.gotomeeting.com/register/518168482>

Thursday, Feb 28 3:00-4:00pm EST / 2:00 PM – 3:00 PM CST

<https://www2.gotomeeting.com/register/855541458>