



**Career Cruising:
Kentucky Individual Learning Plan (ILP)
Fall 2012 ILP Training & Webinar Schedule**

2012 – 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 in early Fall at various classroom or computer lab locations across the state. Sessions are likely to fill quickly! There are two types of sessions:

Session 1: ILP for the Inexperienced – The Student and School Tool

Morning Session (8:00 am – 12:00 noon)

Who should attend?

- First-time users of the ILP system and/or the School ILP Administration Tool - counselors, advisors, teachers, school administrators
- Counselors, advisors, faculty, and/or administrative staff who are designated as "ILP Administrators" for their school or district, who have not had training and are interested in attending in-person training on the School ILP Administration Tool
- Counselors and advisors who will be reviewing and monitoring student progress toward ILP completion and have not received training
- 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

1. How to access the student ILP
2. About the key components and features of the ILP
3. How the ILP interlinks with the career assessment, career exploration, and school exploration modules in Career Cruising
4. About ILP Completion Standards by grade level
5. About and practice developing an ILP
6. What will be new for 2012-13 in the "look" and "feel" of the program

IN THE SCHOOL ILP ADMINISTRATION TOOL

1. 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
2. About student ILPs, resumes, and the Employment Guide
3. How to progress towards meeting the annual ILP Completion Standards by grade level
4. How to send messages to students individually or in groups
5. How to create and manage parent/ guardian access
6. About the Annual ILP Review functions

7. The process for setting up additional counselors, advisors, and teachers with access to the School ILP Administration Tool
8. About assigning students to counselors, advisors, and teachers
9. Map high school courses to the Kentucky Common Course Codes
10. About usage, aggregate sorting, and reporting options of the ILP data

Session 2: ILP – Making It Work for Your Students and School

Afternoon Session (1:00pm – 3:00 pm)

Who should attend?

- Any teachers, counselors, and administrators who work with ILPs and need hands-on, in-person training on new components
- Anyone in the school who helps make the ILP an important tool for students
- Alternative school teachers and administrators helping students complete their ILPs
- Educators with responsibilities which include 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

What will be covered?

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

- 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, as well as how to register for a session, please click on the registration link below, scroll down the entire page, and follow the instructions provided:

<http://www.careercruising.com/public/register/ILPTrainingRegistration.aspx>

Additional Instructions regarding how to REGISTER for available ILP Trainings:

- 1) Click on the registration link provided (above), then scroll down the page and click on the blue "REGISTER NOW" button at the bottom of the page following the on-screen instructions. Please be sure to register a minimum of two business days in advance and ensure that your contact information provided is accurate. Space is limited. Please register early to ensure your spot.
- 2) Upon initial registration you will receive an email confirmation of your successful registration. Further details will follow by email approximately 7 to 10 days prior to the session.
- 3) If you have not received your initial confirmation email within one business day of registering, please contact Career Cruising – Kentucky Client Support at 1-800-965-8541 (ext. 137) or KYsupport@careercruising.com

*In case of weather issues, we are unable to provide assistance the day of training (or just prior) so please verify all details in advance, including checking local district websites and newsmedia.

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

- 1) ILP Review/Refresher: Student's Perspective & School ILP Administration Tool
- 2) Overview of the ILP from the Student's Perspective
- 3) School ILP Administration Tool
- 4) Intervention Plans in the ILP
- 5) ILP Gifted Students Service Plan (GSSP)
- 6) Alternative ILP Completion
- 7) ILP – Advanced Topics and What's New?

All sessions include time for questions and answers. There are several topics and sessions offered; you may choose the session(s) that best fit your and your school's needs.

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.

Please ensure that you have followed these steps a, b, and c:

a) 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.

b) You should immediately receive confirmation of your registration along with a direct link to access the web training. This link is what you will use to participate in the webinar. Please make sure you have received the confirmation link as you will be unable to participate without this link. 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.

c) Audio will be provided through a toll-free call. You will need to have a phone line next to your computer that you will be using for the ILP Webinar. Once you log into the webinar, please call our conference line: 1-866-951-1151

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

1) 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 the date/session best fitting your schedule:

Thursday, September 20, 2012 4:00 – 5:30pm ET / 3:00 – 4:30pm CT

<https://www2.gotomeeting.com/register/261881194>

Tuesday, October 2, 2012 3:00 – 4:30pm ET / 2:00 – 3:30pm CT

<https://www2.gotomeeting.com/register/709126234>

Wednesday, October 24, 2012 12:00 – 1:30pm ET / 11:00am – 12:30pm CT

<https://www2.gotomeeting.com/register/609161466>

Thursday, November 15, 2012 1:00 – 2:30pm ET / 12:00 – 1:30pm CT

<https://www2.gotomeeting.com/register/571978090>

2) Overview of the ILP from the Student's Perspective

This 55-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 the date/session best fitting your schedule:

Wednesday, October 3, 2012 12:00 – 1:00pm ET/ 11:00am – 12:00pm CT

<https://www2.gotomeeting.com/register/656518826>

Tuesday, October 23, 2012 4:00 – 5:00pm ET/ 3:00 – 4:00pm CT

<https://www2.gotomeeting.com/register/648737898>

3) School ILP Administration Tool

This 55-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 the date/session best fitting your schedule:

Tuesday, September 18, 2012 12:00 – 1:00pm ET/ 11:00am –12:00pm CT

<https://www2.gotomeeting.com/register/290855138>

Thursday, October 25, 2012 1:00 – 2:00pm ET/ 12:00 – 1:00pm CT

<https://www2.gotomeeting.com/register/595841850>

4) Intervention Plans in the ILP

This 55-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 the date / session best fitting your schedule:

Wednesday, September 19, 2012 12:00 – 1:00pm ET / 11:00am – 12:00pm CT

<https://www2.gotomeeting.com/register/702271650>

Thursday, October 4, 2012 4:00 – 5:00pm ET / 3:00 – 4:00pm CT

<https://www2.gotomeeting.com/register/169933746>

Tuesday, November 13 1:00 – 2:00pm ET / 12:00 – 1:00pm CT

<https://www2.gotomeeting.com/register/180462850>

5) ILP Gifted Students Service Plan (GSSP)

This 55-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 the date/session best fitting your schedule:

Thursday, September 20, 2012 12:00 – 1:00pm ET/ 11:00am – 12:00pm CT

<https://www2.gotomeeting.com/register/481392746>

Wednesday, October 3, 2012 4:00 – 5:00pm ET/ 3:00 – 4:00pm CT

<https://www2.gotomeeting.com/register/615933962>

Wednesday, November 14, 2012 3:00 – 4:00pm ET/ 2:00 – 3:00pm CT

<https://www2.gotomeeting.com/register/457476570>

6) Alternative ILP Completion

This 55-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 the date/session best fitting your schedule:

Tuesday, September 18, 2012 4:00 – 5:00pm ET/ 3:00am – 4:00pm CT

<https://www2.gotomeeting.com/register/697183010>

Wednesday, November 14, 2012 12:00 – 1:00pm ET/ 11:00am – 12:00pm CT

<https://www2.gotomeeting.com/register/555052866>

7) ILP – Advanced Topics and What's New?

This 55-minute web-training session is ideally suited for educators who have previously worked with and are familiar with the ILP. Participants will learn about some of the more advance features and functions of the ILP that have recently become available Topics to be covered include:

- New “look” and “feel” for the student ILP to be introduced in Fall 2012
- Assessments Section: Multiple Matchmaker, Learning Styles Inventory (LSI)
- Explore Careers Section: ‘At-a-Glance’ feature, Explore Industries
- Explore Schools Section: Planning Timeline, Compare Schools, Federal Financial Aid
- Updates to the Resume Builder and Employment Guide
- Manage Parent Account section and resources to engage parents
- Other: Additional content as new ILP features and functions are introduced

To register click on the link below the date/session best fitting your schedule:

Thursday, October 4, 2012 1:00 – 2:00pm ET/ 12:00 – 1:00pm CT

<https://www2.gotomeeting.com/register/999900858>

Tuesday, October 23, 2012 12:00 – 1:00pm ET/ 11:00am – 12:00pm CT

<https://www2.gotomeeting.com/register/647838938>

Tuesday, November 13, 2012 4:00 – 5:00pm ET/ 3:00 – 4:00pm CT

<https://www2.gotomeeting.com/register/615294938>