

Career Development Plan (CDP) Guidance

STATE BOARD OF EDUCATION WILL:

- ✓ Establish minimum requirements for career development plans, including required components.
- ✓ Require local boards of education to provide access to CDPs through a designated electronic application of the district's choosing.

LOCAL BOARDS OF EDUCATION WILL:

- ✓ Ensure all middle and high school students complete and revise a career development plan as required.
- ✓ Provide students with support and instruction to create, revise, and access their CDPs.
- ✓ Require a CDP for promotion from 8th grade and a revised CDP for promotion from 10th grade.
- ✓ Encourage more frequent plan revisions when appropriate.
- ✓ Ensure CDPs are accessible to both students and parents.
- ✓ Notify parents in writing when a CDP is created and explain how to access it.
- ✓ Use an electronic platform that meets the minimum requirements to manage and share CDPs.

CHARTER SCHOOLS ARE:

- ✓ Encouraged to require CDPs for middle and high school students in accordance with § 115C-158.10.
- ✓ Encouraged to implement best practices for CDP implementation as outlined in the CDP legislation.

STUDENTS WILL:

Grades 6-8

- ✓ Complete a self-assessment that includes:
 - Aptitudes
 - Skills
 - Values
 - Personality
 - Career interests
- ✓ Explore career pathways that align with the student's self-assessment including:
 - Education, training, and certifications needed
 - Most cost-efficient path for entry into the career
 - Opportunities within the school setting to explore and prepare for the career
- ✓ **Create a CDP before promotion from 8th grade**

Grades 9-12

- ✓ Continue to explore and identify pathways for careers that align with the student's self-assessments that include:
 - Education, training, and certifications needed
 - Most cost-efficient path for entry into the career
 - Opportunities within the school setting to explore and prepare for the career
- ✓ Align academic courses and extracurricular activities with identified career interests to include:
 - Inventory of aligned courses and development of best strategies for course selection to achieve identified career interests
 - Record of advanced learning courses that may lead to college credit (e.g., AP, IB, CIE, CCP), extracurricular activities, awards and recognitions
- ✓ **Revise/update the CDP before promotion from 10th grade**

Grades 11-12

- ✓ Create a career portfolio which may include:
 - Documentation of postsecondary plans
 - Completion of the Free Application for Federal Student Aid (FAFSA) with parental consent
 - Résumé
 - Occupational outlook for identified career interests

PARENTS WILL BE:

- ✓ Notified when the student's CDP is initially created.
- ✓ Provided with information on how to access and support the student's CDP.
- ✓ Encouraged to monitor the CDP process through postsecondary plans and provide guidance for their student.

Minimum CDP Requirements

Districts should consider the following features when selecting an electronic application or platform for creating CDPs:

Self-assessment of:

- Aptitudes
- Skills
- Values
- Personality
- Career interests

Exploration and identification of pathways for careers aligned with the student's self-assessment that include the following for each career:

- Identification of needed education, training, and certifications
- Information on the most cost-efficient path to entry
- Opportunities within school setting to explore and prepare for the career

Alignment of academic courses and extracurricular activities with the student's identified career interests, including the following:

- Inventory of aligned courses in middle and high school in grades six through 10, and development of best strategies for course selection in grades 11 and 12 to achieve identified career interests, including courses that may lead to college credit
- Available record of the following:
 - Completed Advanced Placement, International Baccalaureate, Cambridge Advanced International Certificate of Education (AICE), and dual-enrollment courses that may lead to college credit in high school
 - Extracurricular activities
 - Awards and recognitions

Creation of a career portfolio, which may include items such as the following:

- Documentation of postsecondary plans
- Completion of the Free Application for Federal Student Aid (FAFSA) with parental consent
- Résumé
- Occupational outlook for identified career interests

NCDPI recommends that high school academic and career goals are mapped before promotion from 8th grade.

CDP Implementation FAQs

Where can the NC law and subsequent revisions be found?

- [Session Law 2023-134, House Bill 259, Section 7.13, Career Exploration and Development Plans](#)
- [Session Law 2024-1, Senate Bill 508, Section 2.8C Revise Career Development Plan Requirements](#)

Which digital platform should be used to develop and record student CDPs?

Districts may choose any electronic platform that meets the minimum requirements or develop one locally. [NCCareers.org](#) is a free option governed by multiple government agencies and K-12 partners in North Carolina.

What is the measure of accountability for this legislation?

Accountability for meeting the requirements of the legislation is determined at the district level. Suggestions may include an attestation of CDP completion from every middle and/or high school and that the requirements have been met.

Who is responsible for implementation of the CDP legislation?

The district as a whole is responsible for successful implementation. A suggested implementation planning tool is available on the NCDPI CDP Guidance webpage and is fully adaptable to local requirements as determined by district leadership. CDP implementation is a school-wide, interdepartmental and collaborative team effort, where a committee for implementation and follow-up may be helpful.

How will districts receive communication and guidance regarding the CDP legislation?

Information will be sent through the Chief Academic Officer listserv for distribution as needed.

When is full implementation of the CDP legislation required?

Beginning with the 2024-2025 school year, all students must have a CDP created prior to promotion from eighth grade. The CDP must be revised prior to promotion from tenth grade.

Are schools required to provide guidance and opportunity for students to complete the FAFSA?

While the completion of the FAFSA may be an important part of postsecondary planning, it is only mentioned in the law as an example for inclusion in the Career Portfolio and is not a requirement.

Who can answer questions about implementation of the CDP legislation?

Questions may be directed to CDP@dpi.nc.gov. Additional information can be found on the CDP Guidance webpage at <https://www.dpi.nc.gov/districts-schools/districts-schools-support/career-development-plan-cdp>.