

# Career Development Plan (CDP) Guidance

## STATE BOARD OF EDUCATION WILL:

Adopt rules establishing minimum requirements for career development plans.

Require local boards of education to provide access to all career development plans through a designated electronic application (district choice).

## LOCAL BOARDS OF EDUCATION WILL:

Provide access to CDPs through a designated (or choice) electronic application ensuring that CDPs meet minimum requirements and that instructions for access are available to students and parents from the start.

*See page 2 for electronic application platform selection guidance.*

Provide opportunity and assistance for the establishment and revision of a CDP for all students.

- 8th grade – CDP created; (cannot be promoted until complete)
- 10th grade – CDP revised; (cannot be promoted until complete)

Additional opportunity for revisions is encouraged.

*(Any high school student who is NEW (to the system) and who does not already have a career development plan shall complete the plan within 90 days of enrollment in school.)*

Provide parents with written notice of the initial creation of a career development plan and information on how to access the plan.

## CHARTER SCHOOLS ARE:

Encouraged to require participation in career development plans for students in accordance with the provisions of the law and subsequent revisions.

Encouraged to adopt a policy to require all middle and high school students to complete a career development plan in accordance with G.S. 115C-158.10 (<https://www.ncleg.gov/Laws/GeneralStatuteSections/Chapter115C>).

## STUDENTS WILL:

### Grades 6-8

**Create a CDP before promotion from 8th grade.**

Complete a self-assessment that includes:

- Aptitudes
- Skills
- Values
- Personality
- Career interests

### Grades 6-12

Explore and identify pathways for self-assessment aligned careers to include:

- Identify needed education, training, and certifications.
- Gather information on the most cost-efficient path to entry.
- Take advantage of opportunities within school setting to explore and prepare for the career.

### Grades 9-12

Align academic courses and extracurricular activities with career interests to include:

- Inventory of aligned courses in middle and high school in grades 6 through 10, and development of best strategies for course selection in grades 11 and 12 to achieve identified career interests.
- Record the following:
  - Completed Advanced Placement, International Baccalaureate, Cambridge Advanced International Certificate of Education (AICE), and dual-enrollment (including CCP and articulated) courses that may lead to college credit in high school.
  - Extracurricular activities.
  - Awards and recognitions.

**Revise/update the CDP before promotion from 10th grade.**

### Grades 11-12

Create a career portfolio, which **MAY** include items such as the following:

- Documentation of postsecondary plans.
- Completion of the Free Application for Federal Student Aid with parental consent.
- Resume.
- Occupational outlook for identified career interests.

## PARENTS WILL BE:

- Notified of student CDP creation.
- Provided with information necessary to access the student CDP portal.
- Encouraged to monitor the evolution of the CDP through post-secondary plans and provide guidance for student.

## CDP Minimum Requirements

(features to consider when selecting an electronic application platform):

### Self-assessment of:

- Aptitudes
- Skills
- Values
- Personality
- Career interests

### Exploration and identification of pathways for self-assessment aligned careers to include:

- 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 career interests to include:

- Inventory of aligned courses in middle and high school in grades 6 through 10, and development of best strategies for course selection in grades 11 and 12 to achieve identified career interests.
- Available record of the following:
  - Completed Advanced Placement, International Baccalaureate, Cambridge Advanced International Certificate of Education (AICE), and dual-enrollment (including CCP and articulated) 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.
- Resume.
- Occupational outlook for identified career interests.

*NCDPI recommends high school academic and career goals are mapped before promotion from 8th grade. (ex. CCP, CIHS, CTE pathways, credentials, etc.)*

## CDP Implementation FAQs

### Where can the NC law and subsequent revisions be found?

- [SL 2023-134, SECTION 7.13.\(a\), Career Exploration and Development Plans](#)
- [The Revision — S508v5](#)

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

An electronic application platform of district choice may be used. (NCDPI makes NO recommendations.)

### Common platform choices of pilot districts include:

- [Google Form/Doc \(Locally Developed\)](#)
- [Infinite Campus \(in progress\)](#)
- [Major Clarity](#)
- [Naviance](#)
- [NCcareers](#)
- [School Links](#)
- [Xello](#)
- [Year13](#)

### What is the measure of accountability for this legislation?

Accountability for meeting the requirements of the legislation is determined at the **district level**. Suggestions might include the requirement of an attestation of CDP completion from every middle and/or high school or other local guardrails determined, as necessary.

### 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, 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?

All information will be sent through the Chief Academic Officer (CAO) listserv for further distribution as necessary.

### What are the penalties for non-compliance with the law?

Penalties are the same as for non-compliance with any other educational law as established.

### Is full implementation of the CDP legislation required in SY24-25?

Beginning 2024-25, all students must have a CDP created prior to promotion from eighth grade.

### Must the school provide guidance, place, and opportunity for students to complete the FAFSA when appropriate?

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

### When/where are planned Professional Development opportunities for implementing the Career Development Plan requirement?

- [SY24-25 Office Hours](#)
- July CTE Summer Conference Pilot Panel
- November NC School Counselor Association Conference
- NCDPI AIM conference session