

Frequently Asked Questions

- [What will be required?](#)
- [Who will pay for ECAPs?](#)
- [How will schools be held accountable for ECAPs?](#)
- [What is the Arizona Department of Education doing to assist schools or districts in the ECAP process?](#)
- [Is there only one acceptable ECAP?](#)
- [Will districts or schools be required to use a particular vendor or provider if they choose to use an electronic system?](#)
- [Glossary](#)

1. What will be required?

On February 25, 2008 the Arizona State Board of Education approved **Education and Career Action Plans (ECAP)** for all Arizona students grades 9-12. [Board Rule #R7-2-302.05](#)

All public and charter high schools shall assure that all students in grades 9-12 have an ECAP in place for students graduating in the Class of 2013 and beyond. Schools will need to evaluate what they are currently doing to connect the relevancy of a student's academic planning to his/her career awareness, skills and interests, educational and career aspirations.

ECAPs will need to begin no later than the freshman year and will need to be reviewed annually by the student, his/her parent or guardian, and a school representative. The ECAP process should be aligned to a timeline which allows for monitoring and intervention as indicated by student progress toward attaining their education and career goals. Clearly, this ECAP process is an ongoing personalization of planning, achievement, and goal attainment that helps students assume greater responsibility for achieving their goals.

2. Who will pay for ECAPs?

There is no additional funding in support of this Arizona State Board Rule, therefore schools and school districts or charter holders will need to integrate the ECAP process and design into their existing budget. Carl Perkins funds and in some cases Title I funds are appropriate resources. The process and plan need not create greater expense, as there already exists a free system that meets the state expectations for the ECAP. The Arizona Career Information System (AzCIS) is a web based system for education and career planning provided free of charge to Arizona schools. For information on how to access and utilize the AzCIS please contact Kay Schreiber (kay.schreiber@azed.gov).

3. How will schools be held accountable for ECAPs?

Local Education Agencies (LEAs) are currently held accountable for assuring that students meet all of the state requirements and district or charter requirements prior to issuing a diploma. The expectation for the completion of an ECAP by every graduating senior is similar. The appropriate school personnel are charged with assuring this is done. How they track that information is left to the discretion of each LEA.

As a matter of routine, individual ECAPs may be requested during the visit by the Career and Technical Education *PAR (Performance Assessment Review)* team for those schools receiving Carl Perkins Title IV funding. Additionally, a review of plans might be a part of a Title I monitoring visit, since the plans align to the intent of No Child Left Behind (NCLB).

4. What is the Arizona Department of Education doing to assist schools or districts in the ECAP process?

Arizona Department of Education is committed to providing the needed assistance to LEAs so that all sites can implement a successful ECAP process for all high school students. We will provide needed ongoing professional development for counselors, administrators, and teachers. An implementation guide and suggested timeline will be available. Additionally, we will provide a variety of templates that can be modified for student or site use.

5. Is there only one acceptable ECAP?

Absolutely not! ECAPs might be a paper/pencil record of the essential elements defined in the [State Board of Education Rule](#), or might be a sophisticated electronic record culminating in a student education and career portfolio.

An ECAP *Ad Hoc* Design Committee is reviewing potential ECAP templates to help guide school personnel in designing quality plans which meet Arizona State Board of Education expectations. Schools may utilize one of these templates or design their own. There will be some specific elements that all plans must have but the ECAP format may be unique to each school.

The ECAP process should follow the [American School Counselors Association](#) (ASCA) national standards which are a measure of best practices in education and career planning.

6. Will districts or schools be required to use a particular vendor or provider if they choose to use an electronic system?

The Arizona ECAP *Ad Hoc* Design Committee has met with a variety of the providers of electronic career and educational systems. Many of the providers have adapted language and the needed modules to incorporate Arizona Education and Career Action Planning (ECAP) within their systems. Most systems align to the American School Counselors Association (ASCA) standards and will meet the requirements of an Arizona ECAP. The committee will continue to work with providers to create a seamless process for the collection of any data elements related to the student ECAPs.

Glossary of Terms

- ADE – Arizona Department of Education
- ASCA – American School Counselors Association
- AzCIS – Arizona Career Information System
- ECAP – Education and Career Action Plan
- LEA – Local Education Agency
- NCLB – No Child Left Behind
- PAR – Performance Assessment Review