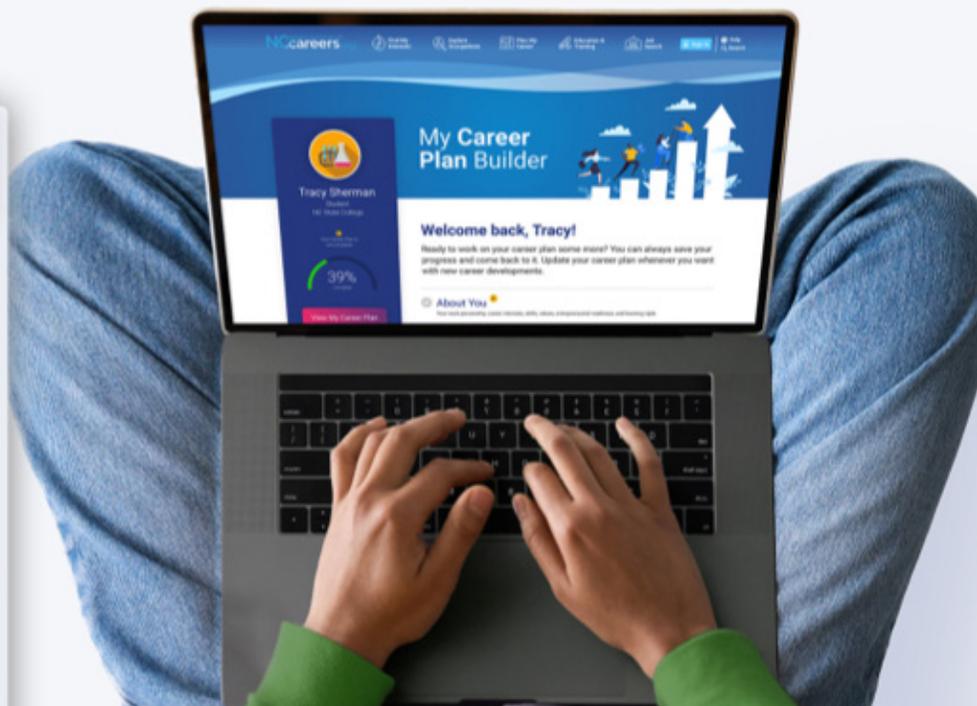
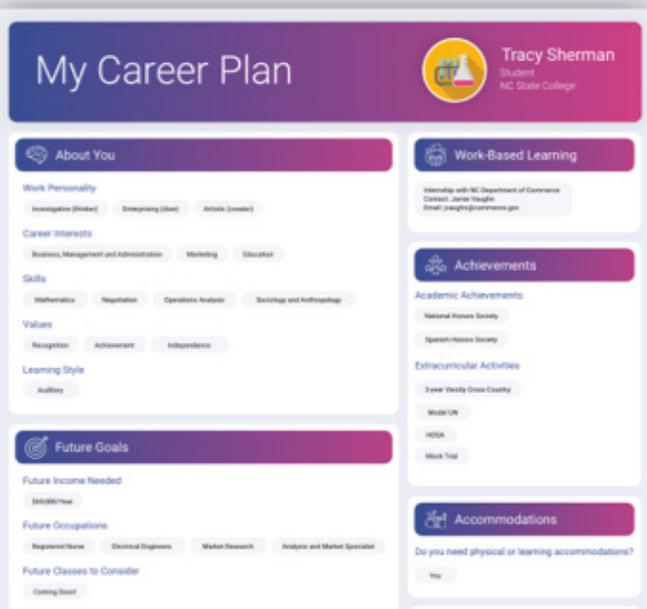


## STEP-BY-STEP GUIDE

# Create a Career Development Plan

How to use the **Career Plan Builder** at **NCcareers.org**



DREAM IT. PLAN IT. BE IT.  
**NCcareers.org**



# Map Your Path to Success!

Scan this QR code to access the NC DPI CDP Guidance site.



[dpi.nc.gov](https://dpi.nc.gov)

As of July 1, 2024, N.C. General Statute § 115C-158.10 requires that a student shall not be promoted from eighth grade until a career development plan is created and shall not be promoted from tenth grade until the career development plan is revised.

While state law outlines requirements of the CDP, the final decision on its contents is made at the District level. Guidance from the North Carolina Department of Public Instruction can be found at [dpi.nc.gov/districts-schools/districts-schools-support/career-development-plan-cdp](https://dpi.nc.gov/districts-schools/districts-schools-support/career-development-plan-cdp).

NCcareers.org, the state's FREE Career Information System, now includes the **Career Plan Builder** (CPB) to help complete a student's CDP. This system also includes a range of activities to help users learn about their needs and interests, regional labor market information on more than 800 occupations within North Carolina, and lists of available in-state programs to prepare for those occupations.

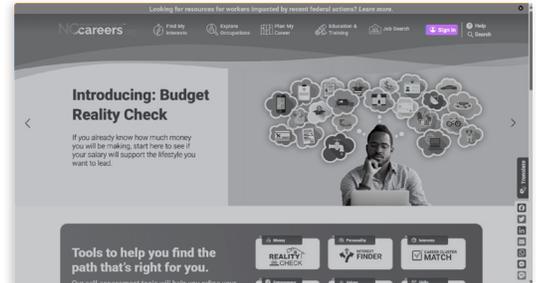
**Information saved in the system remains accessible indefinitely, at no cost, after a student graduates from High School and moves into their post-secondary life.**



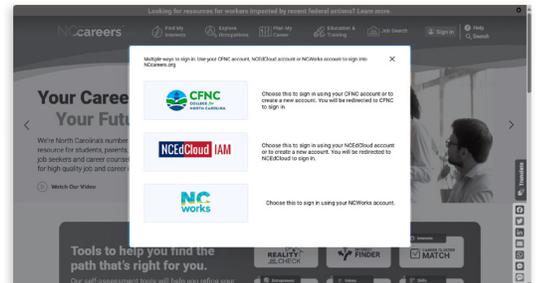
## Step #1

# Create a Free Account on NCCareers.org

1. Visit **NCCareers.org**.
2. Click on the **"Sign In"** button at the top right of the landing page.
3. Choose one of the following free login options:
  - **CFNC:** Available to anyone. This credential also grants access to info and resources to plan, apply, and pay for college through CFNC.org.
  - **NCEdCloud:** Only available to students in NC's K-12 public education system.
  - **NCWorks:** Grants access to the state's Online Workforce System and is typically used by adult jobseekers.
4. Once selected, **create a new account** or **enter your login information**.



Click the Sign In button at the top right of the landing page.

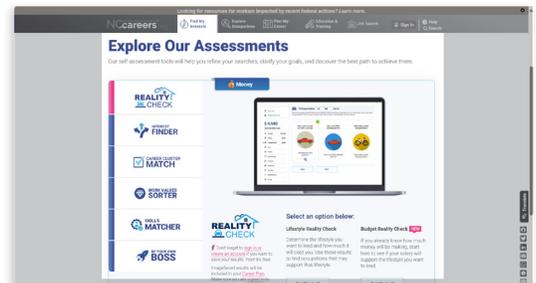


Choose one of the FREE login options.

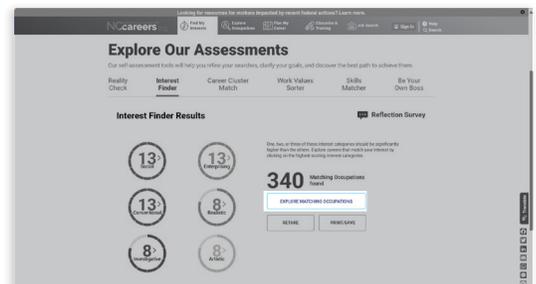
## Step #2

# Start with Self-Assessments

1. Once logged in, visit the **"Find My Interests"** section for **self-assessment tools** to explore your career interests, skills, and values, and narrow down the list of 800+ occupations on NCCareers.org. These include, but are not limited to:
  - **Interest Finder:** Find careers that match your personality.
  - **Career Cluster Match:** Identify career clusters aligning with your interests.
  - **Work Values Sorter:** Understand what values are important to you in your career.
  - **Skills Matcher:** Match your skills to occupations.
2. After completing an activity, **review your results** to narrow down 800+ occupations. On the results page of each activity, look for the **Explore Matching Occupations** button or similar for a filtered list.



Visit the "Find My Interests" section for self-assessment tools to explore your career interests, skills, and values.

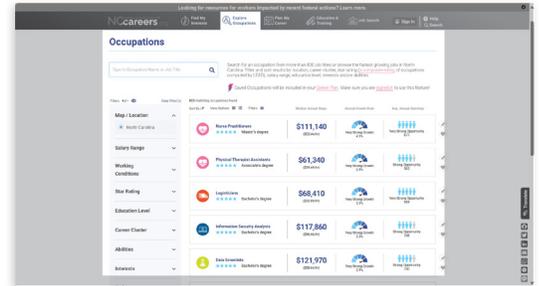


The Interest Finder is a survey of 40.40 questions matching your interests to occupations you might enjoy. Click "Explore Matching Options" to learn more.

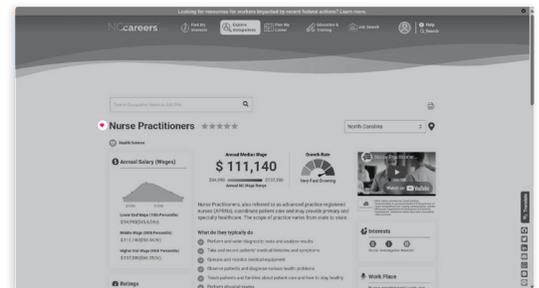
## Step #3

### Explore Occupations

1. Click on an occupation that interests you to view its **Occupation Profile**.
2. Watch the video and review the information to understand the occupation's **typical responsibilities, range of wages, education preferred by employers**, as well as **skills and abilities** required for success.
3. **Save occupations** that interest you by clicking the heart icon to the left of the occupation title to save it to your profile. You can save as many occupations as you would like, but only the top three saved occupations will appear in your Career Plan.



Scroll through occupations and click the name of one that interests you to find out more.



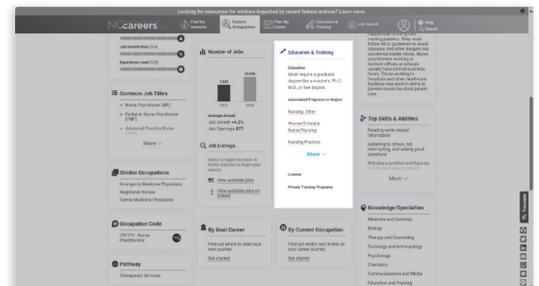
To save an occupation, click the heart icon to the left of the occupation title.

## Step #4

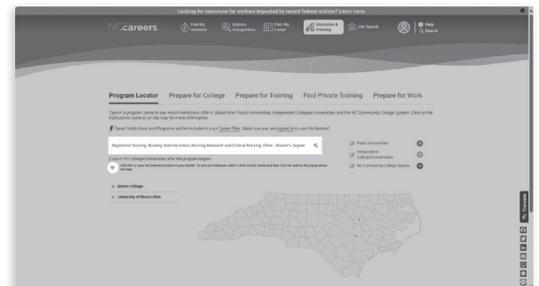
### Select a Program of Study

Understanding the education employers typically seek when hiring for a particular occupation is important. Employers don't just look for a degree on a resume, they want to know your education program or major. This shows that you've gained the specific skills needed for success in the chosen occupation.

1. On the **Occupation Profile** screen, scroll to the **"Education & Training"** section to see requirements and associated educational or training programs offered at 2- and 4-year schools in North Carolina.
2. Click the name of any program listed to view the **"Program Locator"** page.
3. **Save the degree program** by clicking the heart icon located under the program name search box. You can save as many schools as you would like.



Scroll to the 'Education & Training' section to find requirements, and associated education or training programs.



When you click the name of an educational or training program, you'll be taken to the Program Locator Page, where you'll be able to view a map of North Carolina colleges that offer the program. Click the heart icon under the program name search box to save the selected program.

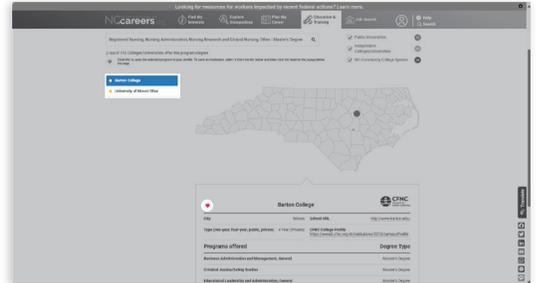
## Step #5

### Choose a School

Now that you've chosen a program, the next step is to find schools that offer it.

1. Below the program name search box is a list of North Carolina schools that offer your selected program. **Click the name** of any of those schools.
2. Scroll down to **view more details** about the selected school.
3. To **save a school**, click the heart icon to the left of the school name. This will save the school to your profile as well as your CDP. You can save as many schools as you like.

*Looking at out-of-state schools? Add them to the Career Plan Builder.*



*Click the name of the school that offers your selected program, and scroll down to view more information about it. To save, click the heart icon to the left of the school name.*

## Step #6

### Complete the CDP

The legislation outlines additional items required to complete your CDP. NCCareers' Career Plan Builder (CPB) helps review your information and identify missing items.

1. Click **"Plan My Career"** in the top banner of the website.
2. Click on **"Career Plan Builder"** link.
3. **Fill in each of the 9 sections of the Career Plan Builder**, per your school guidelines. Once you have completed a section, click the "Save" button in the bottom right corner of the section. A green check mark beside the section name will indicate that it has been updated.

Save

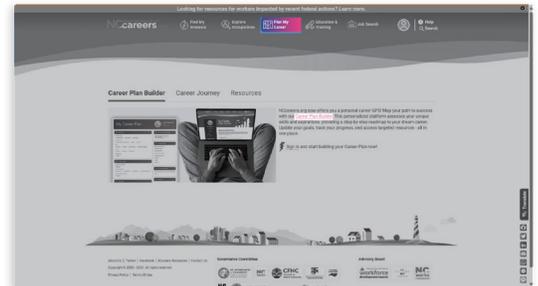
Click the "Save" button on the bottom right corner of each section.



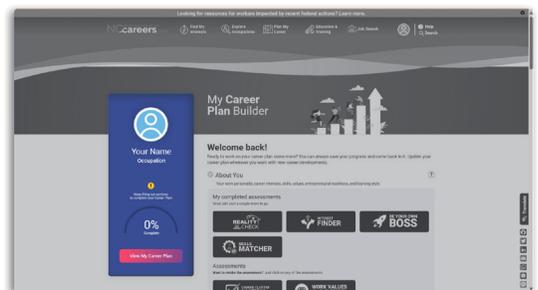
A green check mark to the left of the section title indicates that the section is complete.



A lightning bolt indicates that the section will be included in your score as highlighted in the FAQ page.



*Click the "Plan My Career" tab at the top of NCCareers.org, then click the Career Plan Builder link in the description to begin building your career plan.*



*The Career Plan Builder shows your progress towards completing your Career Development Plan. Scroll down to fill in each of the 9 sections: About You, Goals, Education, Current and Future Courses, Work-Based Learning, Achievements, Accommodations, Resume, and Notes.*

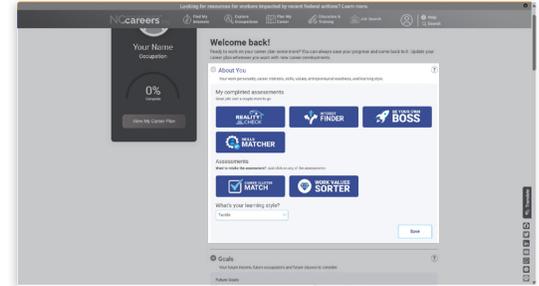
## ABOUT YOU

This section shows your complete and remaining assessments.

- If you need to update a self-assessment, click on the corresponding icon.
- Select your Learning Style from the drop-down menu (Visual, Auditory, or Tactile).

Don't know your learning style? Scan this QR code to take the Learning Style Assessment.

[educationplanner.org](http://educationplanner.org)



Save

Click the "Save" button on the bottom right corner of the section.



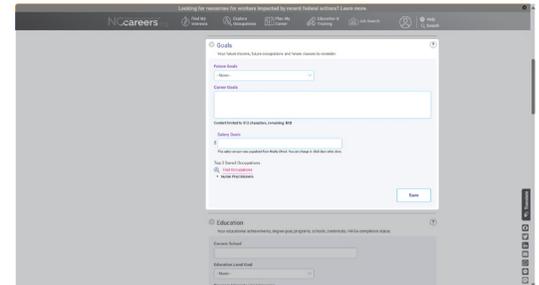
A green check mark to the left of the section title indicates that the section is complete.

## GOALS

⚡ In this section, add your occupation, salary, and career goals.

- **Future Goals:** Click the drop-down menu to choose your post-high school goal (Enroll in College, Enlist in the Military, or Get a Job).
- **Career Goals:** Describe your goals in the text box. If seeking a job, describe what you want to do and where you want to work. If you want to enlist in the military, describe which branch of the military, the desired role, and the next steps to achieve that goal.
- **Salary Goals:** This will be populated by your results from Reality Check. You can edit those results.
- **Top Three Saved Occupations:** These are the occupations that you saved in Step #3.

If the occupations that appear on your CPB are not the three that you would like to display, click on your avatar at the top right of the screen to reorder the list of Saved Occupations under the "Saved Items" tab.



Save

Click the "Save" button on the bottom right corner of the section.



A green check mark to the left of the section title indicates that the section is complete.

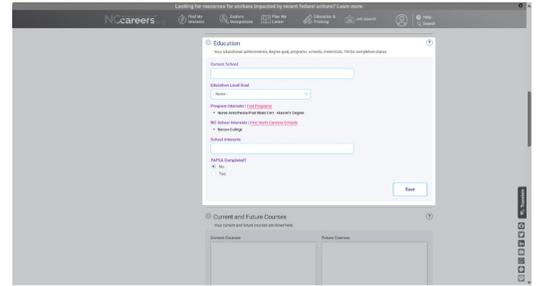
## EDUCATION

Add your educational achievements, degree goals, schools, etc.

- **Current School:** If you have a CFNC account, this is automatically populated from your account. You will need to edit the information in your CFNC account for it to update on your CPB. If you do not have a CFNC account, type in your current school.
- **Education Level Goal:** Select the highest level of education you are interested in pursuing from the drop-down menu.
- **Program Interests & NC School Interests:** The programs and schools you saved in your profile appear in this section. You can delete any of these in your NCCareers account profile.
- **School Interests:** Many students also consider colleges and universities located outside of NC. Type the name of any school that is outside of NC in this box.
- **FAFSA:** Indicate whether you have completed the FAFSA by checking Yes or No.

*FAFSA to be completed in a student's senior year.  
Visit CFNC to learn more.*

[cfnc.org/pay-for-college/apply-for-financial-aid](http://cfnc.org/pay-for-college/apply-for-financial-aid)



The screenshot shows the 'Education' section of the NCCareers profile builder. It includes a 'Current School' dropdown menu, a 'Program Interests & NC School Interests' section with a list of saved items, and a 'School Interests' text box. A 'Save' button is located at the bottom right of the section.

 Click the "Save" button on the bottom right corner of the section.

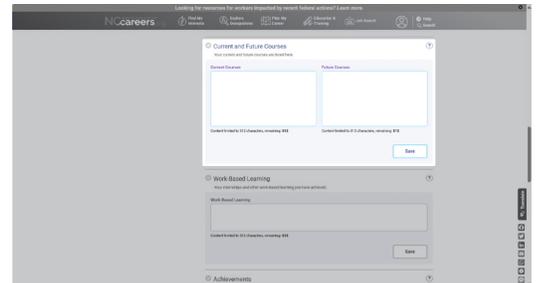
 A green check mark to the left of the section title indicates that the section is complete.

## CURRENT AND FUTURE COURSES

List the courses you have completed and plan to take to help you prepare for your chosen occupation. This can be useful for documentation purposes when it's time to enroll for classes each year.

- Enter your current course list in the "Current Courses" text box and future courses in the "Future Courses" text box.

 **NEW** Course Planner Tool will be offered this fall!



The screenshot shows the 'Current and Future Courses' section of the NCCareers profile builder. It features two text boxes: 'Current Courses' and 'Future Courses'. Below them are sections for 'Work Based Learning' and 'Achievements', each with a 'Save' button.

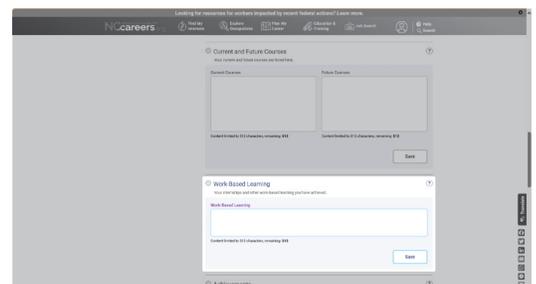
 Click the "Save" button on the bottom right corner of the section.

 A green check mark to the left of the section title indicates that the section is complete.

## WORK-BASED LEARNING

List the work-based learning experiences you have completed so far in your academic career and any that you would like to do in the future.

- Enter any completed or planned work-based learning experiences in the textbox (e.g., job shadowing, job simulation, internships, apprenticeships, etc.)



The screenshot shows the 'Work-Based Learning' section of the NCCareers profile builder. It includes a 'Work Based Learning' text box and a 'Save' button.

 Click the "Save" button on the bottom right corner of the section.

 A green check mark to the left of the section title indicates that the section is complete.

## ACHIEVEMENTS

List any academic achievements and extracurricular activities in the appropriate boxes.

Save

Click the "Save" button on the bottom right corner of the section.



A green check mark to the left of the section title indicates that the section is complete.

## ACCOMMODATIONS

List any accommodations, if needed. Providing a description can help educators ensure you receive the support necessary to help you succeed.

- Select **Yes** if you have or require learning accommodations, or **No** if none are required.
- If yes is selected, an additional text box will appear to describe any physical or learning accommodations required.

Save

Click the "Save" button on the bottom right corner of the section.



A green check mark to the left of the section title indicates that the section is complete.

## RESUME

Upload your most up-to-date resume.

- Click the box to upload your resume file. Only one resume can be saved at a time and the file must be smaller than 5MB. Acceptable file types: .PDF, .DOC and .DOCX

Save

Click the "Save" button on the bottom right corner of the section.



A green check mark to the left of the section title indicates that the section is complete.

## NOTES

Enter any additional information you would like to include that is not covered in previous sections such as questions or reminders. Use this section as needed.

Save

Click the "Save" button on the bottom right corner of the section.



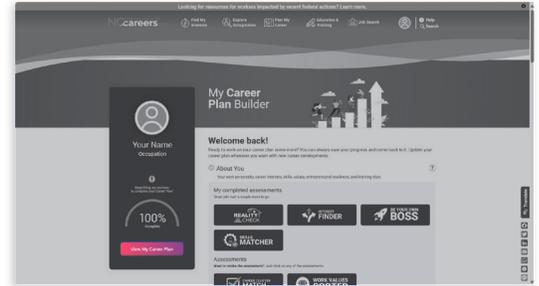
A green check mark to the left of the section title indicates that the section is complete.

## Step #7

### Review the Career Plan

Now that you have completed your Career Plan, it is time to **review**.

1. Scroll to the top of the page and click on **"View My Career Plan"** on the left side. This will take you to a new page showing your finalized CDP.
2. If you find any errors or want to make changes, close the page, make updates in the CPB, and click on "View My Career Plan" to see your edits.



When you have filled in and saved all sections of your Career Plan Builder, scroll back to the top of the page and click View My Career Plan to access a downloadable PDF of your completed Career Development Plan.

## Step #8

### Share

Once you feel that your Career Plan is complete, you can share it with anyone! Click the icons in the upper right corner to email the results directly, copy the URL and paste into the body of a document or email, or print or save the plan.



Click this icon to **share the results of your Career Plan via email**.



Click this icon to **copy the link** to your Career Plan.



Click this icon to **save as a PDF or print** your Career Plan.



The contents of your Career Development Plan are populated by the NCCareers.org assessments and surveys that you completed, and Career Plan Builder sections that you filled in.



URLs are only good for a limited time! They will change on July 1 of each year.



# You have completed your Career Plan!

# FAQ & Additional Information

Scan this QR code to access the CDP's FAQ page.



[NCcareers.gov](https://www.nccareers.gov)

## I'm an educator, how can I pull reports for my students?

Reporting for NCcareers.org is handled through CFNC ProTools. North Carolina educators can gain access and learn more about ProTools at [ProToolsHelp.CFNC.org](https://ProToolsHelp.CFNC.org).

## Do my students need to complete every assessment to complete the CDP?

Please refer to the [DPI CDP Guidance site](#). A DPI CDP Guidance Document with a link to NC Legislation, along with NCDPI CDP Office Hour information is provided on this site.

## How do I access my NCcareers Dashboard?

Your NCcareers Dashboard is always accessible in the header of the site. If you are logged in, you can click on the avatar located in the top right of the screen and then select "My Dashboard".

## How do I ensure my CDP is 100% complete?

The Career Plan Builder includes a percentage complete meter in the top left side. Since each school district sets its own requirements, you may meet the requirements without reaching 100%. Here is how the completion percentage is calculated:

Weight	Activity
20%	Any 2 Assessments or Activities
10%	Complete Career Goals selection and Text
10%	Complete Future Income
10%	Select an Education Goal
10%	Is FAFSA Completed?
10%	Identify an Education Program of Interest
10%	Identify a School of Interest
10%	List a potential Future Course
10%	Identify Work-Based Learning activities



Customize your account with one of 43 different avatars! Visit the "My Profile" section of your NCcareers.org account.

DREAM IT. PLAN IT. BE IT.  
**NCcareers.org**

@CareersInNC | [nccareers@commerce.nc.gov](mailto:nccareers@commerce.nc.gov)

To continue exploring & building your career online, visit:

[nccareers.org](http://nccareers.org)