

STEP-BY-STEP GUIDE

Create a Career Development Plan

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



My Career Plan

Tracy Sherman
Student
NC State College

About You

Work Personality
Investigative (Student) | Enterprising (Student) | Artistic (Student)

Career Interests
Business, Management and Administration | Marketing | Education

Skills
Mathematics | Negotiation | Operations Analysis | Technology and Anthropology

Values
Recognition | Achievement | Independence

Learning Style
Auditory

Future Goals

Future Income Needed
\$30,000/year

Future Occupations
Registered Nurse | Electrical Engineer | Market Research | Analysis and Market Specialist

Future Classes to Consider
College Level

Work-Based Learning

Internship with NC Department of Commerce
Contact: Jamie Vaughn
Email: jvaughn@commerce.gov

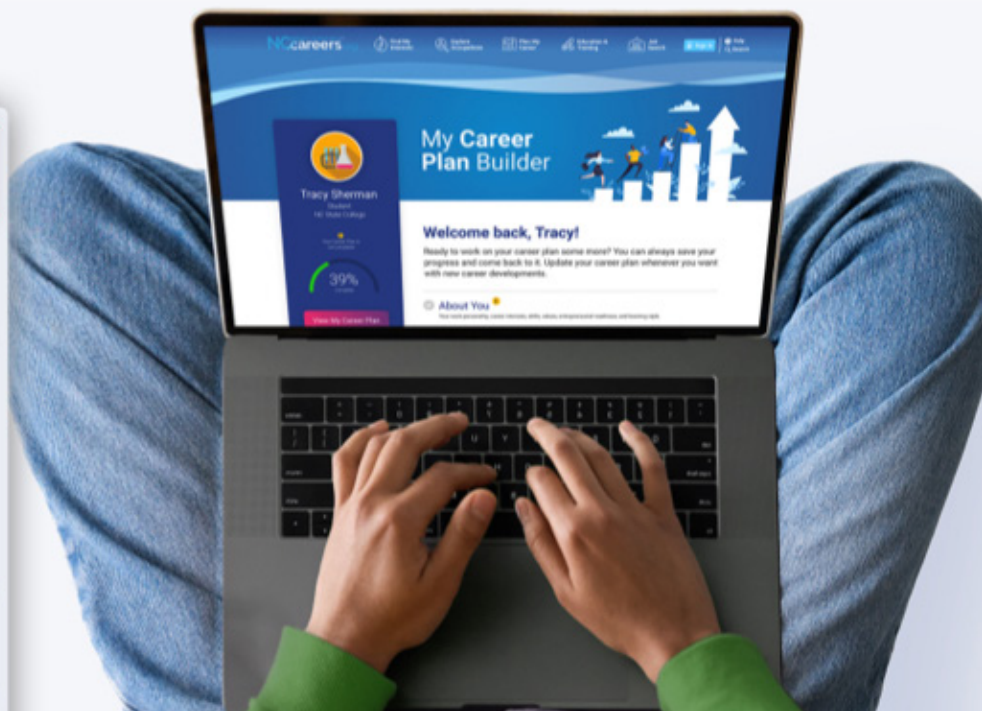
Achievements

Academic Achievements
National Honor Society
Spanish Honor Society

Extracurricular Activities
3-year Varsity Cross Country
Wrestling
HOSA
Mock Trial

Accommodations

Do you need physical or learning accommodations?
Yes





Map Your Path to Success!

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

dpi.nc.gov

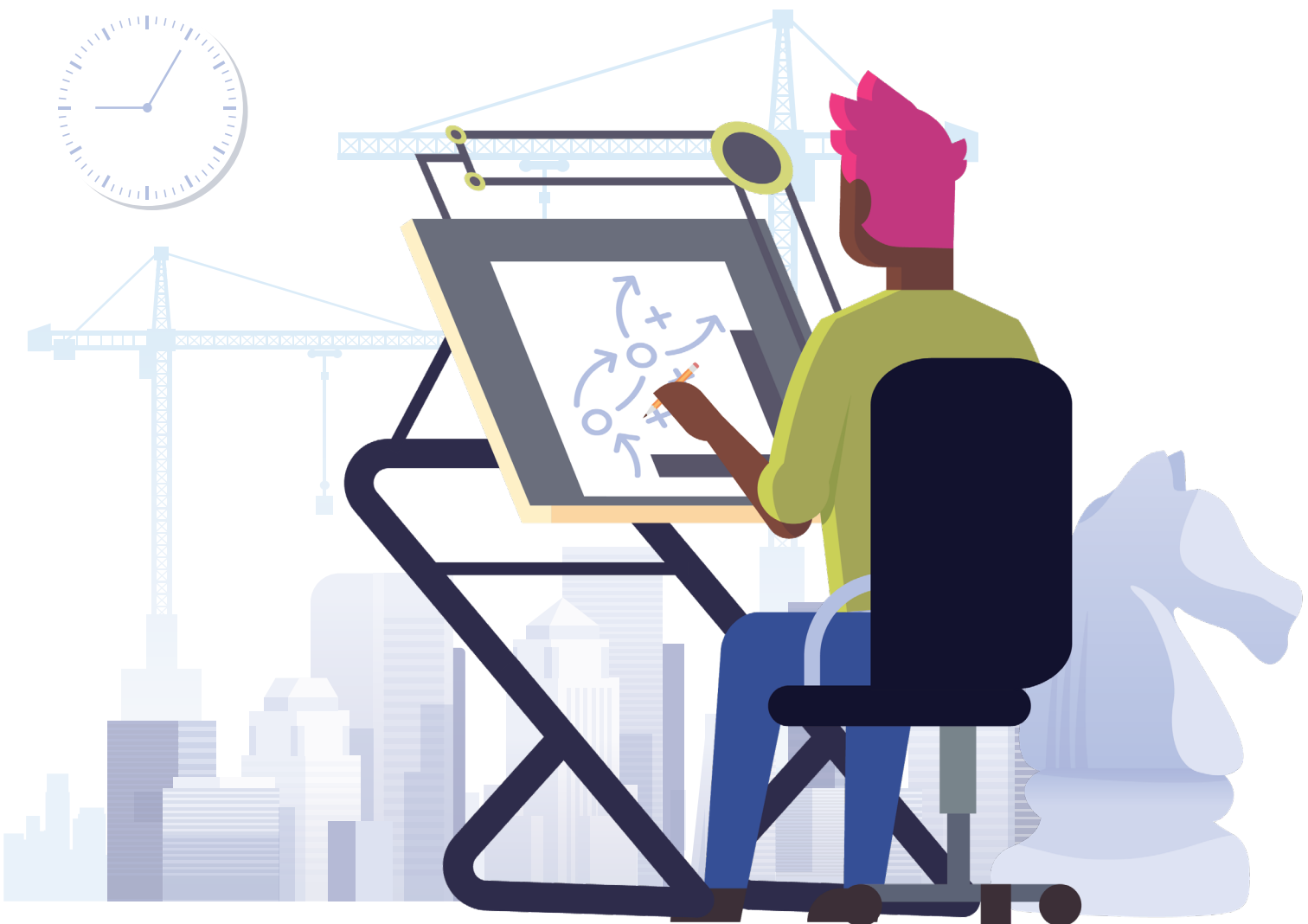


As of July 1, 2024, N.C. General Statute § 115C-158.10 requires that a student create and update a career development plan to advance past eighth and tenth grades.

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.

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.

Use this guide as a reference when supporting students through the CDP creation process on NCcareers.org.



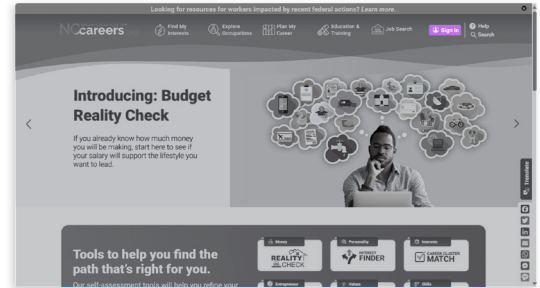
Step #1

Create a Free Account on NCCareers.org

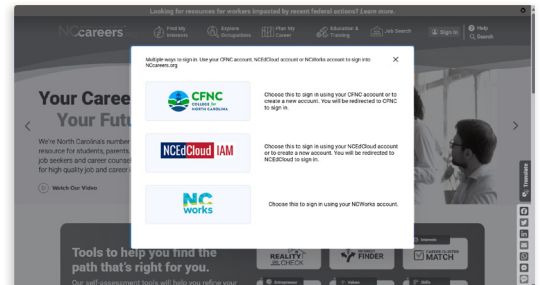
1. Visit **NCCareers.org**.
2. Click on the **"Sign In" button** at the top right of the landing page.
3. Choose one of the following free login options:
 - **CFNC:** Available to anyone. This option also grants access to information and resources to plan, apply, and pay for college through CFNC.org.
 - **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**.

To access career reporting, students are required to have CFNC accounts. Review our linkage guidance for steps on linking CFNC and NCEdCloud credentials.

nccareers.org/linking-cfnc-ncedcloud-logins



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

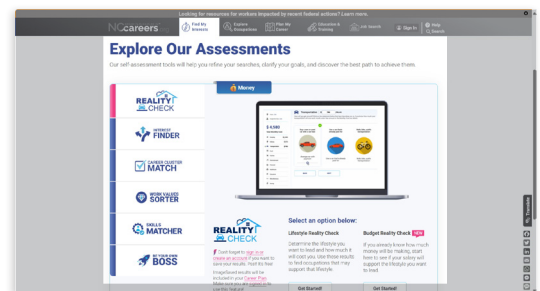


Choose one of the FREE login options.

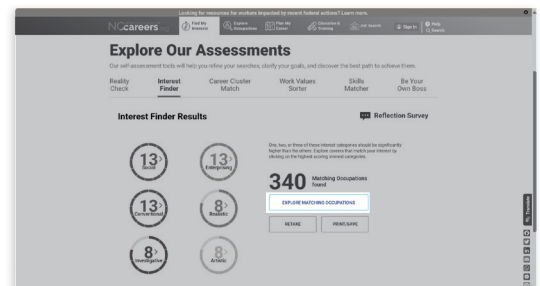
Step #2

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.

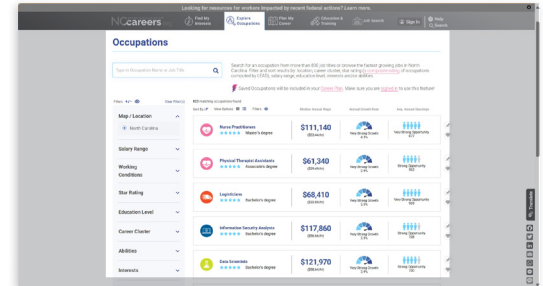


The Interest Finder is a survey of 40 questions matching your interests to occupations you might enjoy. Click "Explore Matching Options" to learn more.

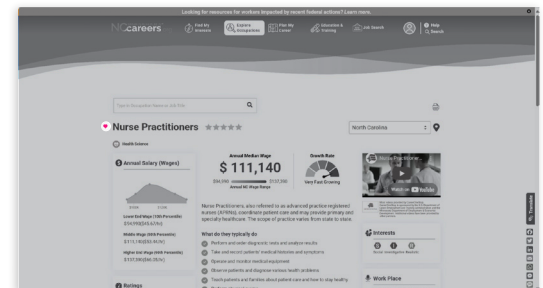
Step #3

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** 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.



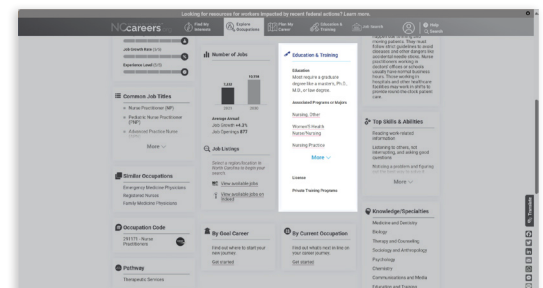
To save an occupation, click the heart icon to the left of the occupation title.

Step #4

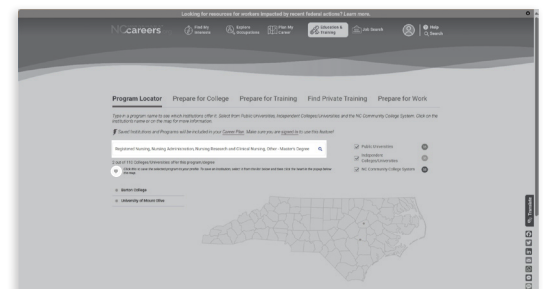
Select a Program of Study

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.

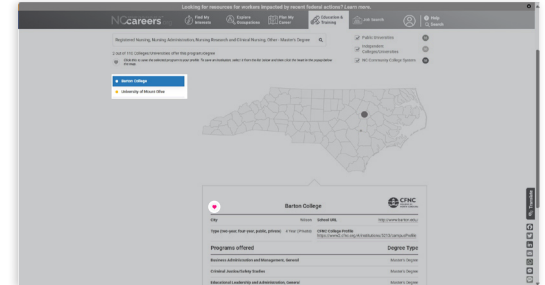
Step #5

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 on the Career Plan Builder.



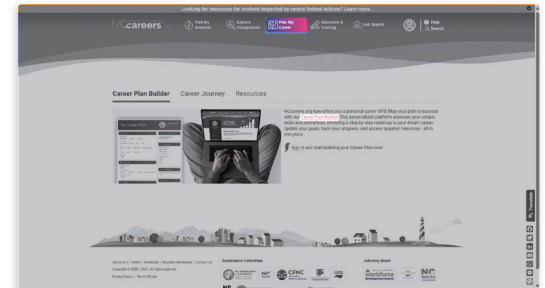
Click the name of the school that offers your selected program, and scroll down to view more information about it. To save, click the heart icon to the left of the school name.

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.



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.



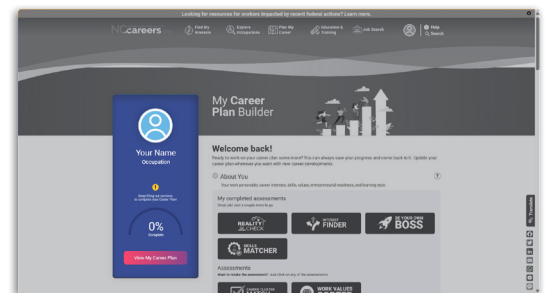
Click the "Save" button on the bottom right corner of each section.



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



A lightning bolt **indicates that the section is required and will be included in your score** as listed in the FAQ page (pg. 10).



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.

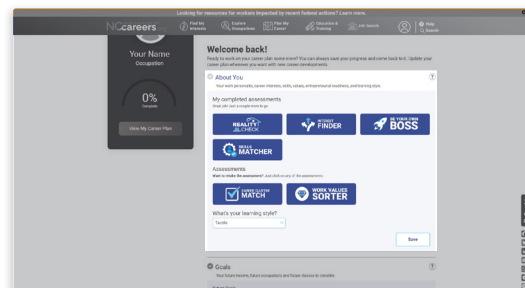
ABOUT YOU

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, Tactile, or Kinesthetic).

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

educationplanner.org



Save

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



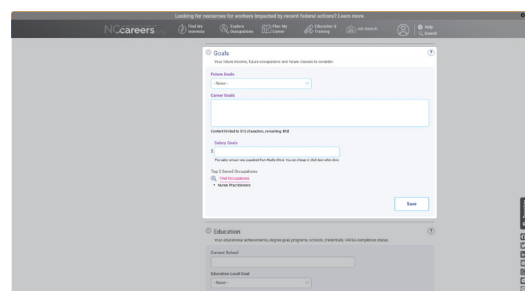
A green check mark to the left of the section title indicates that the section is complete.

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 the link to your dashboard 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.
- **College 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.
- **Out of State 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. This automatically defaults to No.

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

cfnc.org/pay-for-collegeapply-for-financial-aid



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.

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.



Note: The Current Courses and Future Courses text boxes will be phased out now that the Course Planner Tool is available. Courses selected in the Course Planner Tool do not automatically populate these boxes.

Save

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

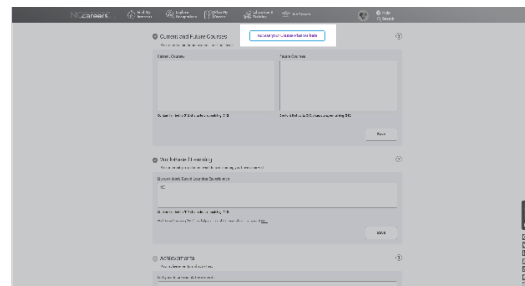


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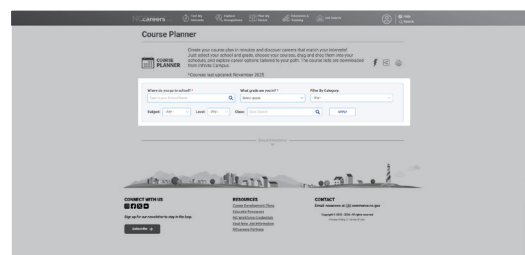
COURSE PLANNER TOOL

Use the Course Planner to build your course plan. Courses are downloaded from Infinite Campus, so you'll see the actual classes available at your school.

- **Accessing the Tool:** From the Current and Future Courses section of your CPB, click the "Access your Course Planner here" button to open the Course Planner.
- **School & Grade:** Type your current or future high school name in the "Where do you go to school?" field and select your grade from the "What grade are you in?" drop-down menu.
- **Filter By Category:** Narrow your results by selecting a category from the "Filter By Category" drop-down (Core, CTE, Electives, or Top Filter).
- **Filter By Subject or Level:** Use the Subject drop-down to browse by course area (e.g., Math, ELA, Science) and the Level drop-down to filter by course level (e.g., Standard, Honors/Advanced, AP/University).
- **Adding Courses:** Drag and drop course cards from the results into your schedule below. Each card displays the course category, name, and course code.
- **Can't Find a Course?** If a course doesn't appear in the results, click the "Click here" link below the course cards to add it manually.



Click the "Access your Course Planner here" button in the Current and Future Courses section of your Career Plan Builder to open the Course Planner.



Use the School & Grade fields and Filter By Category or Subject drop-downs to narrow your course results. Click Apply to view matching classes.



Drag and drop course cards into your plan below. Each card displays the course category, name, and course code.

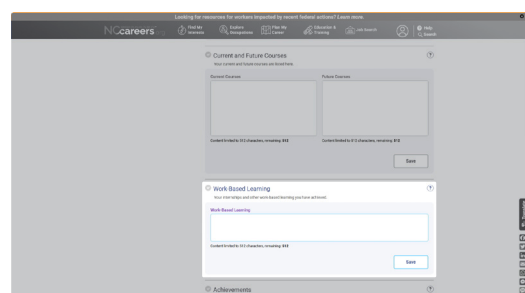
Save

Click the "Save" button on the bottom of the page.

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.)



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.

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 you would like to disclose. 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 allow you 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.



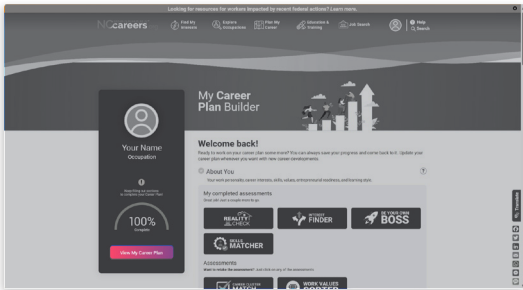
A green check mark to the left of the section title indicates that the section is complete.

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.



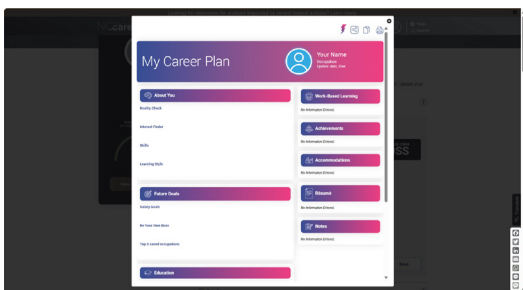
Click this icon to **share the results of your Career Plan via email.**



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



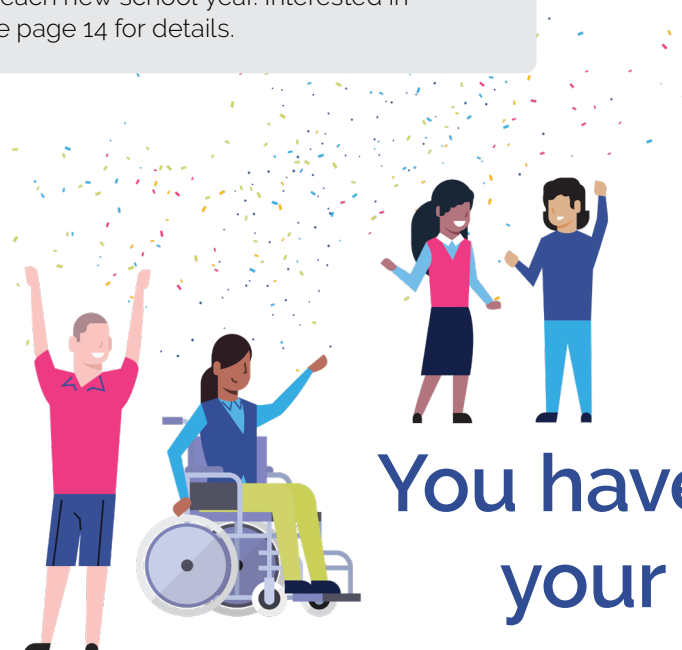
Click this icon to **save as a PDF or print** your Career Plan.



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 at the start of each new school year. Interested in reporting? See page 14 for details.



You have completed your Career Plan!

FAQ & Additional Information

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

[NCCareers.org](https://www.nccareers.org)



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.

How should my students log in to ensure their work appears in ProTools?

Students will need to create a CFNC account to appear in ProTools reports. If your school uses NCEdCloud, students also have the option to link their CFNC and NCEdCloud accounts for a single sign-on experience. Visit our account linkage guide for instructions on completing this setup.

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

Please refer to the DPI CDP Guidance Site on page 3. 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 or start adding courses in the Course Planner
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.

Course Planner Tool

FAQ

Scan this QR code
to access the FAQ
page.

[NCCareers.org](https://nccareers.org)



I'm getting an "Access Denied" message. What should I do?

You need to log in to your NCCareers account with any of the three login options before accessing the Course Planner.

I can't find a class listed for my school. What now?

Course data comes from Infinite Campus. NCCareers receives a download from Infinite Campus which provides the courses that each school has entered in the system. If a course is missing:

1. Check with your school to confirm it has been entered in Infinite Campus.
2. If it has, it will appear in the next data update.

Can the Course Planner feed information back into Infinite Campus?

Not at this time. There's no two-way connection currently, but we're exploring this for the future.

Is the direct link the only way to access the Course Planner?

Once logged in, you can access it in three ways:

- Direct link: nccareers.org/course-planner
- From your user profile (top right corner)
- Through the link located in the Career Plan Builder

Can I add a 5th year of high school?

Yes! Click the plus sign next to the senior year column. Then drag the bar at the bottom of the screen to the right to view the new "5th Year" column.

Can I plan middle school courses?

Currently, the tool only includes high school courses. If you'd like to see middle school course planning added, let us know!

What if I wasn't able to take the courses I originally planned?

Your Course Planner is fully editable at any time throughout your high school career, so you can update it whenever your plans change.

CFNC ProTools CDP Educator Guide

**Scan this QR code to
access ProTools
Help.**



protocolshelp.cfnc.org

How to pull and use CDP reports for your students.

Step #1

Find the Career Development Plans Report

Sign in to ProTools at cfnc.org/protocols. In the left navigation, click Career Reports, then Career Development Plans.



CFCF
CONNECTICUT FUTURE CAREERS FOUNDATION

[Pro Tools Help](#)
[Financial Literacy](#)


A C Reynolds High



[Dashboard](#)

[Students & Groups](#)

[College Reports](#)

[Career Reports](#)

[Career Cluster Match](#)

[Career Development Plans](#)

[Interest Assessments](#)

[Reality Check](#)

[Skills Matcher](#)

[Work Values Sorter](#)

[Next Step](#)

[District/State Reports](#)

[Custom Reports](#)

Career Development Plans Report

Select Graduation Years:

☐ 2034	☐ 2029	☐ 2028	☐ 2027
☐ 2026	☐ 2025	☐ 2024	☐ 2023
☐ 2022	☐ 2021	☐ 2020	☐ 2019
☐ 2018	☐ 2017	☐ 2016	☐ 2015
☐ 2014	☐ 2013	☐ 2012	☐ 2011
☐ 2007	☐ 2005	☐ 2000	☐ 0

Interests

Progress Filters

Saved Groups

Only use individually added students for the Career Development Plans Report by group

The Career Development Plans Report filter screen

Step #2

Set Your Filters

- **Graduation Years:** select the cohorts you want to review.
- **Interests:** filter by saved career interest areas.
- **Progress Filters:** narrow by completed assessments, saved occupations, education goals, career goals, and more.
- **Saved Groups:** limit to a group you have already built under Students and Groups.

Click Submit when ready, or Clear Filters to start over.

Welcome **Marlene123**

School Administrator: **chris.michleniewicz**

District Administrator: **Vacant**

Dashboard

Students & Groups

College Reports

Career Reports

Career Cluster Match

Career Development Plans

Interest Assessments

Reality Check

Skills Matcher

Work Values Sorter

Next Step

Career Development Plan Report

Select Graduation Years:

☐ 2030

☐ 2029

☐ 2028

☐ 2027

☐ 2026

☐ 2025

☐ 2024

☐ 2023

☐ 2022

☐ 2021

☐ 2020

☐ 2019

☐ 2018

☐ 2017

☐ 2016

☐ 2015

☐ 2014

☐ 2013

☐ 2012

☐ 2011

☐ 2010

☐ 2007

☐ 0

Interests

Select...

Progress Filters

Select...

Completed Assessments

Completed an Occupation

Saved a Favorite School

Saved an Education Goal

Saved a Career Goal

Saved a NC School Interest

Saved a Program Interest

Saved a Salary Goal

Saved Groups

Select...

☐ Only use individually added students for the Career Development Report by group

Submit

Progress Filters dropdown showing the eight CDP completion criteria

Step #3

Read the Summary Totals

The summary panel shows nine totals across all filtered students.

Saved Groups

☐ Only view individually added students for the Career Development Report by group

Submit

Total Students: 169

Total Completed Assessments: 1/169 (1%)

Total Who Specified A Career Goal: 1/169 (1%)

Total Who Saved An Occupation: 1/169 (1%)

Total Who Specified an Education Goal: 1/169 (1%)

Total Who Specified NC School Interest: 1/169 (1%)

Total Who Specified A Favorite School: 1/169 (1%)

Total Who Specified A Program Interest: 1/169 (1%)

Total Who Specified A Salary Goal: 1/169 (1%)

Search all columns

Export

Summary statistics across the filtered student group

Step #4

Work the Student Table

- Click any column header to sort. Sort by Completion Percent ascending to surface students who need follow up first.
- Use Search all columns to find a specific student.
- Click Export for a spreadsheet of every student in your view.

Search all columns			Export
Last Name	First Name	Completion Percent	
Palmer	Courtney	10%	
test5	high	100%	
Test	Coppa	20%	
Test	Pho	30%	
Brown	AL	40%	
School	High	50%	
Brown	AL	60%	
ThreeZeroNine	Patch	70%	
kapiDi	neelma	80%	
Forest	Wake	90%	

First Previous 1 Next Last

Student table with Last Name, First Name, and Completion Percent

Step #5

Open an Individual Student CDP

Click a student name to open their full Career Development Plan. Use this view as a conferencing tool. Empty fields become talking points.

The screenshot shows a sidebar on the left with navigation links: Dashboard, Students &..., College Req..., Career Rep..., Career Cluster..., Career Develop..., Interest Assess..., Reality Check..., Skills Matcher..., Work Values S..., Next Step..., and District/Ste.... The main content area is divided into several sections: 'About You' (Completion Percentage: 30%, Resume Created, Learning Style, Notes), 'Future Goals' (Career Goal, Future Goals Options, Salary Goal, Based Occupations: Registered Nurses, Nurse Practitioners), 'Education' (Education Goal, FAFSA Completed: No, Interested Programs: Biomedical Sciences, General, Adult Health Nurse/Nursing, Computer; Current School, Favorite School, Current Courses; Future Courses, School Interests: NC State University, Central Carolina Community College, Isothermal Community College), 'Work-Based Learning' (Work Training), 'Achievements' (Academic Achievements, Extracurricular Activities), and 'Accommodations' (Accommodations Required, Accommodations Needed).

Individual student CDP showing About You, Future Goals, Education, Work-Based Learning, and Achievements

Quick Tips

- Run a baseline report at the start of each semester.
- Sort by Completion Percent ascending to prioritize follow up.
- Students missing from reports usually need a CFNC account linked to their NC Student ID.
- A common gap is the FAFSA yes or no field. Either answer counts toward completion.

Need Help?

ProTools Help Center: ProToolsHelp.CFNC.org

Direct support: cfnc@northcarolina.edu



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