

ECAP FAQs

What is an ECAP?

On February 25, 2008, the Arizona State Board of Education approved Education and Career Action Plans (ECAPs) for all Arizona students grades 9-12. An ECAP reflects a student's current plan of coursework, career aspirations, and extended learning opportunities in order to develop the student's individual academic, career goals and postsecondary plans.

ECAPs complement other individual plans such as an Individual Education Program (IEP) in Special Education or a Programs of Study (POS) in Career Technical Education (CTE). The ECAP process is a whole-school effort that includes all students and all school staff. **An ECAP *does not* replace an IEP or a CTE-POS.**

Who is involved in ECAPs?

The ECAP process takes collaboration. Students complete the ECAP process with the guidance of their families, supportive adults at their school, and members of the larger community. When everyone understands the student's goals, supporting the student becomes easier and more effective. The plan must be reviewed with the student and parent annually. Signatures or acknowledgment of involvement from parent(s)/guardian(s) are an important documentation aspect of a successful Implementation Plan and ECAP.

Why is an ECAP important?

ECAPs develop the awareness, knowledge, and skills necessary for students to make informed decisions for maximized lifetime employability in living-wage careers. ECAPs personalize the education experience; empowering students to align coursework and extracurricular activities with a career pathway that reflects individual interests, skills, and values. Students are found to transition more seamlessly into postsecondary and workplace requirements when provided with opportunities to identify interests, skills, and strengths and then apply that knowledge to create their own ECAPs.

How much does it cost to implement an ECAPs?

There is no fixed cost to implementing ECAPs. Arizona Department of Education (ADE) provides a variety of resources free to all schools, including templates for Implementation Plans and Student Plans, as well as ECAP guidance. Some additional ECAP opportunities, such as a career exploration platform, career fair or offering a placement exam (for example, the AZVAB), may be an additional cost to the school.



How do we know if we need to submit an ECAP?

Every public high school in Arizona is required to submit ECAP documentation per [R7-2302.05](#). This includes public schools, public charters, and other institutions that receive public funding. If you have any questions about whether your school is required to submit ECAP documentation, please contact [Emily Brown](#).

Although the school board ruling only requires students grades 9 through 12 to complete an ECAP, it is recommended that students are introduced to ECAPs earlier, with 8th grade students having their courses planned out for high school to maximize the effectiveness of their course walk.

What documents do we need to submit?

The State Board of Education ruling does not specify a format for the ECAP documents. It is up to each school to determine how they will capture the required attributes. An Implementation Plan sample and template is featured on the [ADE ECAP](#) website.

ECAP documentation must include the Implementation Plan for the current school year as well as a Sample Student Plan from a student in the current graduating class with **all** Personal Identifying Information (PII) removed in order to be FERPA compliant. If there is any PII in the submitted documents, your ECAP task will be rejected.

The Implementation Plan and Student Sample Plan must be for the specific school and cannot be used for all schools in a district. If there is more than one high school in your school district, each high school must have its own specific Implementation Plan and Student Sample. Districts that submit one Implementation Plan or Student Sample Plan for several schools will have their ECAPs rejected.

How do I know if my ECAP is complete?

It is important to note that ECAPs are not a checklist. Every school should have an action plan that is catered to the students the school serves. For example, a small public charter school in rural AZ will have a very different action plan than a large public school in metropolitan AZ.

The ECAP process ultimately results in a student portfolio. Students outline their secondary and postsecondary plans aligned to their career aspirations. They will collect artifacts and documents that reflect the activities completed and the skills and knowledge developed throughout their ECAP process. It is the responsibility of the school to provide the student with opportunities to complete activities that will build this portfolio.



What are the four pillars of ECAPs?

The four pillars of ECAPs include **Academic, Career, Postsecondary, and Extracurricular**. These pillars should be documented, reviewed, and updated a minimum of once an academic year. As students take classes and learn, their secondary and postsecondary desires might change, so reviewing multiple times in an academic year allows the school to provide the most accurate guidance.

Academic goals include items such as planning coursework, documenting postsecondary goals, as well as rewarding academic achievements/awards. For a student's plan, this might look like using a career exploration platform to plan high school classes, taking a skills assessment, or identifying academic areas of growth.

Career goals include items such as exploring career opportunities, defining a career goal, or exploring needed educational requirements to achieve career goal. This pillar might look like using a career exploration platform to take a career assessment or "Reality Check" tool, browsing and favoriting career areas, or attending a career fair.

Postsecondary goals include items such as exploring admission requirements, completing necessary applications, and exploring financial planning. For a student, this might look like creating a list of desired paths that will lead to their career goal (ex. a student who has indicated that they want to enlist in the Air Force should make a plan for if they want to enlist straight out of high school, attend a university with an Air Force ROTC program, or if they want to apply to the Air Force Academy), filing their FAFSA, or speaking with universities that offer programs that they have an interest.

Extracurricular goals include items such as documenting participation in clubs, organizations, athletics, fine arts, community service, recreational activities, work related activities, leadership opportunities, and other activities.

What happens if a student transfers schools?

Like a student transcript, the student's ECAP should follow that student to the new school of attendance. The work completed at one school is a valuable tool for registering and entering a student at the new school. At a minimum, the student's career choice and academic plan should be reflected.

How do I submit my school's ECAP documents?

To submit a school's documents, ensure the documents are formatted as either PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, or a PNG file. The maximum allowed file size is 10MB. Please ensure that you upload the document *before* submitting. ECAP tasks will be rejected if there are no attachments. For detailed instructions follow the steps in the [EMAC Guidance Document](#).



You must be assigned to the ECAP tasks in the EMAC system in order to submit. The EMAC Administrator can assign the tasks from the District Dashboard by selecting Assign Monitoring Cycle under Home at the top of the screen. The EMAC Administrator must complete the fields correctly on the Organization User Assignment Page. Under organization, the *school* (not the district) must be selected. You can click on the dropdown under organization and click on the small arrow next to district's name to expand the list to select the school, or you can type the school's name in the box to select the school. Once the school is selected, the EMAC Administrator can select ECAP in the next two fields. Next, the user will be selected and added to the tasks to complete the assignment process. Once a user is assigned, they will see the submission area on the school's "Organizational Tasks" on the *school* dashboard.

To Submit:

1. Click the "Not Started" section in the "Organizational Tasks" section.
2. On the bottom half of the screen, there will be a small pencil and paper icon on the right in the chart section titled "Actions". The icon is associated with the line item it is next to – so the icon in the row for "ECAP Implementation Plan" is where you will submit that Implementation plan, and the same for the Student Sample Plan.
3. When you arrive at the task page, review the instructions, select the file to upload, upload the file (you may see it listed twice, that is okay), and press submit. If you do not see your file, then your ECAP will be rejected for not having an attachment.
4. Once submitted, the chart section titled "Status" will change from "Not Started" to "Completed".
5. If the ECAP is showing "Not Started" after the deadline has passed, the users assigned to the tasks will receive automatically generated emails until the task status is "Completed".

How do I know if my ECAPs were submitted successfully?

If your ECAP successfully submits the status on your dashboard will update to "Completed" and an ADE representative will review the submitted documents and will notify you if the documents are rejected.

If your ECAP is not submitted successfully, it could be due to poor internet connection and a failed upload, too big of a file, wrong file format, or other circumstances. If your ECAP is not submitted by the deadline, which is published on the [ECAP website](#), the school administrator assigned to submission will receive an automated email that your ECAP was not submitted. If this is the case, log back into your school dashboard and complete the submission process.



If your ECAP was rejected, it could be due to not meeting the minimum requirements, violating FERPA, the same plan submitted for several schools, no attachments, or many other reasons. If your documents were rejected, you will receive an email from the ADE representative assigned to you explaining why the ECAP was rejected. At that time, you will have an opportunity to revise your ECAP and resubmit to be in compliance.

I submitted my ECAPs but forgot to attach the documents. What do I do?

If you forget to attach your documents, email [Emily Brown](#). From there, your ECAP submission will be rejected so that you are able to resubmit with the documents.

Why is my ECAP not assigned?

If you cannot find your ECAP assignment, make sure you are logged into your school portal, not the district portal. ECAPs are assigned by school, not district. If you are still having trouble finding your ECAP submission portal, reach out to [Emily Brown](#).

How do I add administrators/new staff to upload tasks?

As an administrator on EMAC, you have the ability to add staff to EMAC if they have an ADE account.

Step 1: Go to <https://www.azed.gov/>

Step 2: Select ADEConnect Menu Option.

Step 3: Select the User Management menu option to setup user access to EMAC.

Step 4: Search for the user.

Step 5: Add user details.

Step 6: Assign one or more education organizations.

Step 7: Assign a contact type.

Step 8: Select ADEConnect roles for the user. IMPORTANT - if submitting documentation, the user needs to be listed as a School User NOT Read-only.

Step 9: Assign ADEConnect roles to selected education organizations.

I am assigned to my school but unable to submit tasks, what do I do?

If you are unable to submit tasks, confirm your EMAC User Role, which can be found in the “My Profile” section of EMAC. In order to submit, you must be assigned as an EMAC User or EMAC School User. The roles and abilities are as follows:



EMAC User: Access to the EMAC Portal to view and provide monitoring program submissions for district level tasks. EMAC User can view school level tasks, perform submissions for school level tasks, and approve school submissions.

EMAC User Read Only: District read only view to monitoring program tasks. This role will not be able to update forms or submit documentation.

EMAC School User: Access to the EMAC Portal to provide monitoring program submissions for the school. Can view assigned school tasks, perform submissions for assigned school tasks, and approve assigned school submissions.

EMAC School User Read Only: School read only view to monitoring program cycle tasks. This role will not be able to update forms or submit documentation.

Each user that intends to upload and submit ECAP documentation must be assigned to the specific tasks from the district dashboard. For step-by-step instructions to assign the monitoring program cycle to an EMAC user, please refer to the [EMAC Guidance Document](#).

ECAP Resources:

[ADE ECAP Website](#)

[ECAP Board Rule](#)

[EMAC Guidance Document](#)

[Implementation Plan Samples](#)

[School Counselor Monthly Newsletter sign up form](#)

ECAP Contact Information

Emily Brown, School Counselor Director

Emily.Brown@azed.gov

602-542-5353

