

CAREER & ACADEMIC PORTFOLIO PLANNER
FOR

LAW, PUBLIC SAFETY &
SECURITY
CAREER PROGRAMS

- Law Enforcement
- Security
- Law & Legal Services
- Fire & Emergency Services
- Corrections

LAST NAME: _____

FIRST NAME: _____

Student Name: _____
First MI Last

Student ID #: _____

CREDITS

Annual	Accumulated

9th Grade: _____ Yr. Advisors: _____
10th Grade: _____ Yr. Advisors: _____
11th Grade: _____ Yr. Advisors: _____
12th Grade: _____ Yr. Advisors: _____

High School Projected Graduation Date: _____

Post High School 1st Year: _____ School: _____

Post High School 2nd Year: _____ School: _____

Post High School Occupational Goal: _____ Date: _____

MI: _____

Approved & Certified by the National Partnership for Careers in Law, Public Safety, Corrections & Security

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Career Pathways

1. Law Enforcement
2. Security
3. Law & Legal Services
4. Fire & Emergency Services
5. Corrections



Career Pathway Choice:

EX: Law Enforcement
 9th: _____
 10th: _____
 11th: _____
 12th: _____



Occupational Goal:

EX: Federal Agent
 9th: _____
 10th: _____
 11th: _____
 12th: _____

Post High School Options

	EX	9 th	10 th	11 th	12 th
Option 1: Employment, Apprenticeship Military, Certificate Program		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Option 2: 1-2 Year College Degree		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Option 3: 4 Year (+) College Degree <input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Education/Training Needed:

EX: Bachelors Degree
 9th: _____
 10th: _____
 11th: _____
 12th: _____

9th Grade - 12th Grade

	9 th	10 th	11 th	12 th	Comments
<input type="checkbox"/> Career Interest Inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Physical & Fitness Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Work-based Learning Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Actual Recruitment Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Letters: Inquiry, Cover, Application, Thank You	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Values Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Drug/Alcohol Free Commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Community-Volunteer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Advisory-Mentor Sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

9th Grade

	Attachment	Comments
<input type="checkbox"/> Practice Employment Application	<input type="checkbox"/>	_____
<input type="checkbox"/> Learning Style Inventory	<input type="checkbox"/>	_____
<input type="checkbox"/> Career Program Application & Agreement	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

10th Grade

	Attachment	Comments
<input type="checkbox"/> Interviewing Skills & Results	<input type="checkbox"/>	_____
<input type="checkbox"/> Personality Inventory	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

11th Grade

	Attachment	Comments
<input type="checkbox"/> Resume	<input type="checkbox"/>	_____
<input type="checkbox"/> Temperament Inventory	<input type="checkbox"/>	_____
<input type="checkbox"/> Earnings Potential	<input type="checkbox"/>	_____ Hourly _____ Yearly _____
<input type="checkbox"/> Job Shadowing Experience	<input type="checkbox"/>	_____
<input type="checkbox"/> Internship Training Plan	<input type="checkbox"/>	_____
<input type="checkbox"/> _____	<input type="checkbox"/>	_____
<input type="checkbox"/> _____	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

12th Grade

	Attachment	Comments
<input type="checkbox"/> Resume	<input type="checkbox"/>	_____
<input type="checkbox"/> Senior Capstone Project	<input type="checkbox"/>	_____
<input type="checkbox"/> Internship / Experience Plan	<input type="checkbox"/>	_____
<input type="checkbox"/> Work Base Competencies	<input type="checkbox"/>	_____
<input type="checkbox"/> _____	<input type="checkbox"/>	_____
<input type="checkbox"/> _____	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

1st & 2nd Yr. Post High School

	Attachment	Comments
<input type="checkbox"/> Transcripts	<input type="checkbox"/>	_____
<input type="checkbox"/> Admission Application	<input type="checkbox"/>	_____
<input type="checkbox"/> Resume Updated	<input type="checkbox"/>	_____

ATTACH WORK SAMPLES SHOWING BENCHMARKS REACHED EACH YEAR

9TH GRADE TIMELINE CHECKLIST

Check off each item as you complete it.

By Grade 8: Select one of the Career Programs.

- Take a career interest inventory at your school.
- Visit schools or attend an orientation about the 5 Career Pathways, occupations within each and requirements for certification and training.
- Review the relationship of your interests and abilities with the 5 Career Pathways, occupations and training requirements.
- Consult with your advisor or counselor for the most appropriate courses, Career Pathway or Program of Study for meeting the requirements for certification.

Grade 9 - Freshman Year

- Review and identify the Career Cluster knowledge and skills in which you need to improve.
- Explore occupations within the Career Cluster and select those of most interest.
- Select a career pathway & occupational goal for 9th Grade on Page 2.

Fall

- Plan your high school studies with your counselor, advisors & parents.
- Complete the 9th Grade block in the Academic & Career Program of Studies on Page 7.
- Make sure that your Program of Studies includes two years of a foreign language, especially if you plan to attend a four year college.
- Request catalogs from colleges of interest to you if you selected Options 2 or 3 on Page 2.
- Research your occupational choices in your Career Pathway and the educational requirements for each.
- Develop consistent and effective study habits.
- Participate in extracurricular activities.
- Read materials on PSAT, SAT 1, and ACT. Inventory your test taking abilities.
- Inquire about grades, academic courses, education, and training for certification in your Career Pathway.

Spring

- Evaluate success of academic courses relating to your Program of Studies and your Career Pathway.
- Make any adjustments and plan 10th Grade academic and career courses in your Career Pathway.
- Complete the 10th Grade block in the Academic and Career Program of Studies on Page 7.
- Complete the 9th Grade sections in your portfolio on Page 8.

Grade Point Average: Unweighted: _____ Weighted: _____ Cumulative: _____

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GRADE 10 TIMELINE CHECKLIST

Check off each item as you complete it.

Grade 10 - Sophomore Year

August/September

- Review and identify the Career Cluster knowledge and skills in which you need to improve.
- Explore educational requirements for your targeted occupation. Identify the level of education and training needed and required for Law, Public Safety and Security organizations in your community.
- Select or confirm your Career Pathway & Occupational Goal on Page 2.
- Check credits for graduation requirements.
- Ask your Advisor or counselor to make sure your courses meet post high school entrance requirements according to the options number you chose on Page 2.
- Register to take the PSAT. Review for the test.

October

- Take the PSAT. On the test form, check the box which will put you on the mailing list for any school or college option you selected on Page 2.
- Review the professional certifications that are offered in your Career Pathway.

December

- Ask your advisor or counselor about researching: Careers, Program of Studies, Interests, Schools, Scholarships, etc.

Spring

- Evaluate the success of academic courses relating to your Program of Studies and your Career Pathway.
- Make any adjustments and plan 11th Grade academic and career courses in your Career Pathway.

Throughout the Year

- Complete and update the 10th Grade sections in your portfolio on Pages 2, 7 & 8.
- Continue taking appropriate academic and career courses related to your Career Pathway.
- Maintain good grades.
- Volunteer or seek work related experiences in your Career Pathway.
- Participate in a Career Day.
- Take field trips in your career areas of interest.
- Gather and review information about post high school options:
 - 4 Year Colleges BS, BA, Graduate Degrees
 - 2 Year Colleges AA, AS Degrees, Professional Certificate
 - Technical Certificate - Shorter than 2 years
 - Vocational Certificate - Job Training Skills (Hourly Classes)
 - Apprenticeships - Work & School (40 Hour Work Week & School)
 - Military
 - Active
 - Reserves
 - Employment - OJT/Internships/Tuition Reimbursements
- Investigate costs and benefits of the various options listed above.
- Continue to review occupational choices within your Career Pathway.
- Complete the 11th Grade block in the Academic and Career Program of Studies on Page 7.

Grade Point Average: Unweighted: 2004 Weighted: _____ Cumulative: _____

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GRADE 11 TIMELINE CHECKLIST

Check off each item as you complete it.

Grade 11 - Junior Year

August

- Review and identify the Career Cluster knowledge and skills in which you need to improve.
- Select or confirm your Career Pathway and Occupational Goal on Page 2.
- Get off to a good start this semester. Your junior year grades are very important.
- Get information about PSAT/SAT1/ACT Test Preparation Courses.
- Check with your advisor or counselor to make sure your courses meet all post high school entrance requirements. Academic and career courses should relate to Career Pathway.
- Check credits to make sure you are on a schedule for graduation requirements.

September

- Secure a list of agencies for the "community service hours" needed or desired.
- Register to take the PSAT. Review for the test.
- Volunteer, intern or look for part time employment in your Career Pathway.

October/November

- Sign up to take the ASVAB Test - Armed Forces Vocational Interest and Aptitude Battery.
- Attend a national college or career fair.
- Collect post high school information and write to schools and organizations of interest.
- Research your career interest, program of study, training, educational requirements and financial aid.
- Complete a resume - keep on disk and attach copy to portfolio.
- Plan internships - meet with your program advisor.

December

- Collect information on scholarships and financial aid programs.

January/February

- Discuss your Program of Study for your senior year with your advisor, counselor and parents and relate it to your Career Pathway.
- ROTC scholarships or admission - write to the college for application packets.
- Consider SAT I/ACT Test Preparation Courses before taking the SAT I or ACT.
- Check registration deadlines for the SAT I, ACT and SAT II Tests - Register for Tests!

March/April

- Evaluate the success of academic courses relating to your Program of Studies and your Career Pathway.
- Make any adjustments and plan 12th Grade academic/career courses in your Career Pathway.
- Consult your advisor or counselor regarding early admission acceptance to colleges if you qualify.
- Complete and update the 11th Grade sections in your portfolio on Pages 2, 7 & 8.
- Contact Military Academy to open file/contact congressional representative for nomination.

May/June

- Take PSAT, SAT I, SAT II or ACT.
- Continue to develop strong study habits.
- Volunteer or seek summer employment in your Career Pathway.
- Complete the 12th Grade block in the Academic & Career Program of Studies on Page 8.

Throughout the Year (Before Senior Year)

- Select five to ten colleges you feel best meet your needs and fit the option you chose on Page 2. Reduce your list to three or five by August. Include a "sure bet", one or two "good prospects", and a "dream school".
- Plan visits to schools, apprenticeship programs, or military recruiters and make arrangements for an interview if required. (Visit campuses and classes when students are in session.)
- Keep a record of the advantages and disadvantages of each program or school.
- Request catalogs, applications, financial aid information, work programs, housing and specific information about your choices.
- Take the Community College Placement Exam

Grade Point Average: **Unweighted:**_____ **Weighted:**_____ **Cumulative:**_____

GRADE 12 TIMELINE CHECKLIST

Check off each item as you complete it.

Grade 12 - Senior Year

August

- Review and identify the Career Cluster knowledge and skills in which you need to improve.
- Be sure to have all the required courses and credits for graduation.

September

- Meet with your counselor or advisor to review your records.
- Apply to a minimum of three colleges, depending on the option chosen on Page 2. Select at least one that will definitely accept you.
- Check catalogs for deadline dates on application, admission, housing, financial aid, and exam scores.
- Register to take the SAT I/ACT and/or the November SAT I Test.
- Take the SAT College Essay if it is required for the option you chose on Page 2.
- Ask three people who know you well to write a recommendation for you. Provide a resume and a stamped, addressed envelope to these individuals.
- Schedule college tours. Utilize dates when you are not in school other than holidays.
- Meet with colleges, apprenticeships, military recruiters and employers when they visit your high school.
- Continue looking for experience in your Career Pathway. - Internships, P/T jobs, Volunteering
- Begin to fill out application forms. Some schools require essay responses. Outline essay topics. Ask an advisor or English teacher to assist in checking your essay for grammar, spelling, punctuation, etc.
- Sign up for a tour at your local college career center or admissions office.
- Continue "community service hours" if needed.

October

- Distribute college application and recommendation forms to counselors and advisors for completion.
- Send transcript and recommendations to any school or apprenticeship programs.
- Meet application deadlines for early decision (usually November 1), housing, scholarships, or financial aid.
- Take/retake the SAT I or ACT if necessary.
- Schedule a program meeting with staff advisors about internships in your Career Cluster.

November

- Continue to study hard because your first semester senior year grades are very important.
- Attend a national college & career fair with your parents or guardians.
- Mid November deadline for most ROTC scholarships.
- Complete college applications for admission. Follow up on letters of recommendation. Request transcripts as needed. Copy ALL forms before you mail them. Mail to meet deadlines.
- Take/retake the ASVAB for career aptitude, interest or military score.
- Obtain nomination for Military Academies.

December

- Expect notification of early decision acceptance or deferment by December 15. If you are not accepted, file your other applications IMMEDIATELY.
- Ask your parents to begin gathering their financial information.

January

- Complete the Application for Federal Student Aid form. Mail as soon after January 1 as possible. Mail any supplemental financial forms required by the schools of your choice.
- Research scholarships and loan opportunities.
- Meet with your advisor or counselor and finalize post high school plans according to your option on Page 2.

February

- Keep grades up....finish strong.... remember that you will be accepted to schools "pending final grades."
- Check deadline dates for any school-based financial aid/scholarship grants. Many forms are due in March.
- Most apprenticeship program applications deadlines are due in March.
- Complete final resumes, attach to portfolio and update on disk.
- Complete all employability skills preparations with your advisor if you are seeking employment.
- Obtain appointment for Military Academies. Meet with your counselor.
- Meet with your staff advisors about final post graduation plans.

March

- Attend a job/career fair. Talk and interview with employers relating to your Career Pathway. Bring at least 10 resumes. Look for tuition reimbursement to school and career experience opportunities.
- Complete and update 12th Grade sections in the portfolios of Pages 2 & 8..

April

- Select your school and write a letter of acceptance which should be received before May 1.
- If all schools send rejections, see your counselor or advisor to explore other possibilities - military, apprenticeships, degrees, certifications & other post high school training programs.
- Finalize plans for housing, financial aid and/or scholarship.

May

- Complete details for admission or application for your selected post high school option on Page 2.
- Notify your counselor of your final school choice and whether you have been awarded any scholarships.
- Plan to participate in the orientation program of the school/program you will attend.
- Complete the 1st and 2nd Year Post High School blocks in the Academic and Career Program of Studies on Page 8.

Grade Point Average: **Unweighted:**_____ **Weighted:**_____ **Cumulative:**_____

Complete this section in pencil.

ACADEMIC & CAREER PROGRAM OF STUDIES

COMPLETE IN 9TH GRADE

Post High School Options: Option 1 Option 2 Option 3 Occupational Goal: _____

	Grade 9 Courses	Grade	Credit	Abs.	Grade 10 Planned Courses	Grade 11 Planned Courses	Grade 12 Planned Courses
1. English							
2. Mathematics							
3.							
4.							
5.							
6.							
7.							
8.							
Summer							
TOTALS							

COMPLETE IN 10TH GRADE

Post High School Options: Option 1 Option 2 Option 3 Occupational Goal: _____

	Grade 10 Courses	Grade	Credit	Abs.	Grade 11 Planned Courses	Grade 12 Planned Courses
1. English						
2. Mathematics						
3.						
4.						
5.						
6.						
7.						
8.						
Summer						
TOTALS						

COMPLETE IN 11TH GRADE

Post High School Options: Option 1 Option 2 Option 3 Occupational Goal: _____

	Grade 11 Courses	Grade	Credit	Abs.	Grade 12 Planned Courses	1 st Year Post High School Courses, Training, Cert. Etc	2 nd Year Post High School Courses, Training, Cert. Etc.
1. English							
2. Mathematics							
3.							
4.							
5.							
6.							
7.							
8.							
Concurrent Credit							
Summer							
TOTALS							

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Post High School Options: Option 1

Grade 12 Courses	Grade	Credit	Abs.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Concurrent Credits			
TOTALS			

Option 2 Option 3

Post H S Year 1	Grade	Credit
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
TOTALS		

Occupational Goal:

Post H S Year 2	Grade	Credit	Additional Post H S	Grade	Credit
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.			6.		
7.			7.		
8.			8.		

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HIGH SCHOOL TESTING INFORMATION

GRADE	TEST	RESULTS
9TH	CC Placement Exam	
	Assessment Test	Reading_____ Math_____
10TH	PSAT/NMSQT	
	Assessment Test	Writing_____ Science_____
	Assessment Test	Reading_____ Math_____
	CC Placement Exam	
11TH	PSAT/SAT/ACT	
	ASVAB	AA_____ Verbal_____ Math_____
	CC Placement Exam	
12TH	SAT/ACT	Math_____ Comm_____ Tot_____
	ASVAB	AA_____ Verbal_____ Math_____
	CC Placement Exam	

POST HIGH SCHOOL TESTING INFORMATION

Year	TEST	RESULTS
PH1		
PH2		

ORGANIZATIONS - ACTIVITIES - HONORS

GRADE	AWARDS & SPECIAL RECOGNITION
9TH	
10TH	
11TH	
12TH	
PH 1	
PH 2	

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