

District Career Work Experience Certification Checklist

Student Last Name

First Name

MI

SSID 10-Digit Code

District

High School Student Attends

The Career Work Experience Certification (CWEC) is one of four components of the Kentucky Alternate Assessment. The CWEC was developed for students with significant cognitive disabilities in an alternate course of study and working toward the alternative high school diploma. The CWEC is designed to provide a career readiness measure within the Transition Readiness indicator of Kentucky's accountability system. A district may determine a student participating in the alternate assessment has attained the CWEC by completing the following checklist items. If Yes is selected for **all** answers to Items 1-6, the district may award the student a certificate to recognize the attainment of the CWEC.

Multi-Year Course of Study

Transition planning, beginning at age 14 or 8th grade, whichever comes first, includes the development of the multi-year course of study. For students working toward achievement of career readiness status within the Transition Readiness indicator of Kentucky's accountability system, the multi-year course of study includes the four elective courses specific to the attainment of the CWEC.

Item 1: The multi-year course of study in the student's IEPs or Conference Summary Reports, beginning at age 14 or 8th grade to year of high school exit, include the four courses leading to the CWEC in the following prerequisite order:

- Developing Career Options*
- Developing Leadership Skills*
- Experience in Workplace Principles*
- Individualized Career Work Experience*

Yes

No

Infinite Campus

Career Readiness is reported to KDE's Office of Career and Technical Education (OCTE), in a typical assessment year. Therefore personnel from OCTE will audit supporting documentation during monitoring or review visits for Career and Technical Education (CTE) programs. At the time of the audit the district will be asked to provide a copy of the student transcript, generated from Infinite Campus (IC). A comparison between the transcript and the multi-year course of study will substantiate whether the CWEC courses planned were completed.

Item 2: The student transcript from IC includes the four courses leading to the CWEC, in prerequisite order.

Yes

No

Work-Based Learning (WBL) Options

WBL options are embedded in each CWEC course and provided in alignment with course descriptions. Districts determine the WBL to include in each course. WBL options include cooperative education, entrepreneurship, internship (paid and unpaid), mentoring, school-based enterprise, shadowing, and service learning. Options linked to each course may vary for individual students enrolled based on post-secondary goals, IEP Present Levels, individualization of the course of study, and needs related to the student's Least Restrictive Environment (LRE).

WBL is provided a minimum of 20 hours per semester course or 40 hours per year-long course. For trimester courses the minimum 40 hours per year may be divided into thirds, 13 to 14 hours per trimester.

Item 3: The student completed the required WBL minimum hours during enrollment in *Developing Career Options* and documentation is on file.

Yes

No

Item 4: The student completed the required WBL minimum hours during enrollment in *Developing Leadership Skills* and documentation is on file.

Yes

No

Item 5: The student completed the required WBL minimum hours during enrollment in *Experience in Workplace Principles* and documentation is on file.

Yes

No

Item 6: The student completed the required WBL minimum hours during enrollment in *Individualized Career Work Experience* and documentation is on file.

Yes

No

Person Completing Checklist

Date Completed

Position/Title