

Exceptional Work Experience Guidance Document

1. Definition

“**Exceptional work experience**” is demonstrated by a secondary student who proves recognition, achievements, growth, and essential skills through a work experience beyond traditional work-based learning by demonstrating knowledge, exposure, and/or skills that are aligned with a Kentucky Workforce Innovation Board (KWIB) approved industry-recognized certification(s) or End-of-Program exam in a similar area as the work experience.

2. Establishing Exceptional Work Experience: All items (a-f) must completed by the student.

- a. Document completion of 500 hours of experience within a single career field. Hours must be completed between the time of entering the 9th grade and graduating high school and may include hours worked in the summer.
- b. Demonstrate growth over the course of the experience by assuming additional responsibilities on the job.
- c. Provide evidence of an individualized professional achievement or recognition.
- d. Provide a minimum of two professional references. This should include one letter from the employer and one from another person (e.g., principal, counselor, or customer).
- e. Provide credible evidence of ability to collaborate, adapt to change, communicate, think critically, and demonstration of foundational academic skills.
- f. Provide documentation of alignment of work experience to the standards contained in the relevant industry-recognized certification (as defined by the KWIB) or CTE End-of-Program Assessment.

3. Verification by local school district and the Kentucky Department of Education (KDE)

- a. Districts must indicate by February 1st of each year, in the Technical Education Database System (TEDS), which students are pursuing career readiness through Exceptional Work Experience.
- b. Local school districts must upload the Exceptional Work Experience application in TEDS no later than June 15th of each year. PDFs, videos, and other required evidence establishing exceptional work experience should be attached.
- c. KDE will include Exceptional Work Experience as part of the yearly consolidated and risk-based monitoring of career readiness evidence.

Note: The experience does not have to be paid. The experience may include a combination of unpaid and paid experiences, so long as they are all tied to the industry certification or CTE End-of-Program Assessment standards. The experience may occur over multiple years between the time of enrolling in 9th grade and graduating high school. The experience must meet all requirements by the time of submission of the application on June 15th.

Note: ARC's may determine alternative requirements for the Exceptional Work Experience for students with IEPs. Alternative requirements are intended for students whose disability prevents them from meeting the requirements specified above. ARCs have the responsibility of making individual determinations for students that would require a differentiated approach to exceptional work experience. The differentiated path shall be prescribed in the student's IEP. ARCs shall make individual student determinations and may implement exceptions or modifications to any or all of sections a, b, c, e, or f.