Ownership and History

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Data steward(s)

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Revision history

April 1, 2024

Updated the screenshots for Section B Updated Program Status, Status, and Career Readiness Type in Section B.

July 3, 2023

Updated link for **Senate Bill 25**

April 19, 2023

Career Readiness record created in Infinite Campus.

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Overview

Description

The Career Readiness program in Infinite Campus is used to report on-the-job hours completed by students participating in a cooperative (co-op) or internship course.

Regulation citation(s)

KRS 158.6455(1)(b)5d as amended by the 2023 Regular Session Senate Bill 25

Data Use

Accountability: postsecondary readiness

Related ad-hoc filters and reports

KY State Reporting – Career Readiness Report

Training and Documentation

• Career Readiness (Program Participation) article

Section A – Adding or Updating a Career Readiness Record

Classic View: Student Information | Program Participation | Career Readiness

Search Terms: Career Readiness

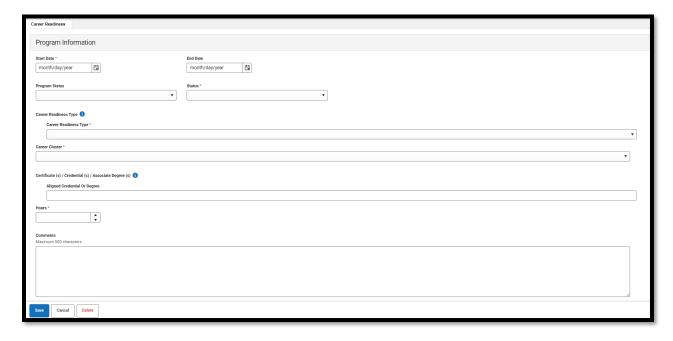
Select a Calendar Year filter to limit the records that display to that year. Select an existing record to view or edit it or click New to enter a new Career Readiness record.



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Section B – Career Readiness – Work- Based Learning Data Elements

Program Information



Start Date: Enter the day on which the student entered the program.

End Date: Leave blank or enter the day on which the student ended the program.

Program Status: Leave blank or select 01: Career Readiness

Status: If a student has successfully completed the Work-Based Learning (WBL) experience and accumulated 300 hours or more, choose P: Pass. If a student is currently in a WBL program and has accumulated less than 300 hours, choose IP: In-Progress. If a student failed the WBL experience, choose F: Fail.

- P: Pass
- IP: In Progress
- F: Fail

Career Readiness Type: Select the type of learning or work experience in which the student is involved that has been approved by the KDE for post-secondary readiness.

- 3: Cooperative education
- 11: Unpaid Internship
- 8: Paid internship

Career Cluster: Select a Career Cluster for the student's program from a drop list. This code is defined on the <u>NAICS Website</u>.

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- 11: Agriculture, Forestry, Fishing and Hunting
- 21: Mining
- 22: Utilities
- 23: Construction
- 31-33: Manufacturing
- 42: Wholesale Trade
- 44-45: Retail Trade
- 48-49: Transportation and Warehousing
- 51: Information
- 52: Finance and Insurance
- 53: Real Estate Rental and Leasing
- 54: Professional, Scientific, and Technical Services

- 55: Management of Companies and Enterprises
- 56: Administrative and Support and Waste Management and Remediation Services
- 61: Educational Services
- 62: Health Care and Social Assistance
- 71: Arts, Entertainment, and Recreation
- 72: Accommodation and Food Services
- 81: Other Services (except Public Administration)
- 92: Public Administration

Aligned Credential or Degree: Select the appropriate pathway/CIP code.

Hours: Enter the number of hours the student has completed in the WBL experience.

Comments: Enter additional information; up to 500 characters.

Course Information



Click Add to enter course information.

- Course Number- Enter the course number.
- Course Name- Enter the name of the course.
- State Course Code- Enter the State Course Code associated with the course.
- Credits Earned-Enter the number of credits earned for this course.

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 Check this box to make this preference auto-fill the Course Name and State Code when the associated Course Number is entered.

NOTE: Select up to five State Course Code(s) if the student's work was associated with a course(s). The KDE will search the transcript for credits earned matching this state code.

Employer Information



NOTE: Completion of this section is not required by the KDE.

Employer: Enter the employer's name.

Supervisor: Enter the supervisor's name.

Position: Enter the student's position.

Phone #: Enter the supervisor's phone number.

Email: Enter the supervisor's email address.

Once the students Career Readiness record has been created, there will be an option to print from the landing page.

