



Career Readiness

Alternate Assessment/Alternate HS Diploma Course of Study

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Kentucky Department of
E D U C A T I O N



Postsecondary Readiness Career Readiness Options – Alternate Assessment or Alternative High School Diploma Course of Study

- To demonstrate postsecondary readiness, high school students must earn a high school diploma, alternative high school diploma or be classified as a grade 12 non-graduate AND meet one type of readiness (Academic or Career)
- Prior to [SB 25 \(2023\)](#), the option to achieve career readiness in the alternative high school diploma course of study was to *complete all four Career Work Experience Certification (CWEC) courses and meet benchmark on the Employability Skills Attainment Record (ESAR).*
- Since 2023-24, additional on-the-job WBL experiences are now available as career readiness options.

Alternate Career Readiness – CWEC and ESAR

CWEC Courses:

The four specific elective courses leading to the attainment of the CWEC are included within the [High School Special Education Course Standards Documents](#). (Prerequisite order)

1. Developing Career Options: 600184
2. Developing Leadership Skills: 600190
3. Experience in Workplace Principles: 600189
4. Individualized Career Work Experience: 600185

ESAR: Assesses the student's understanding of concepts and skills linked to the Employability and Foundational Academic Skills-Alternate Assessment (EFAS-AA). The ESAR uses a rating scale format.

- The ESAR **must** be administered at grade 12 if the student is working towards career readiness and on track to complete the CWEC prior to graduation or exit.
- The ESAR cannot be administered to a student with a G-code. Grade 14 students may be re-accessed in ESAR if they did not previously meet benchmark and return continuing to work towards career readiness.
- Refer to the [Working with Exceptional Children in CTE](#) for more information, including Career Work Experience Completion (CWEC) and Employability Skills Attainment Record (ESAR) Administration Guides.



Additional Career Readiness Options – Kentucky Board of Education (KBE)- Approved Cooperative Education and Internships

Students in an alternative high school diploma course of study have additional Work-Based Learning (WBL) options for career readiness.

Work-Based Learning

- A student who successfully completes a KBE-approved cooperative (co-op) education or internship that is aligned with a credential or associate degree, and which provides a minimum of 300 hours of on-the-job work experience is an indicator of postsecondary readiness in Kentucky's Accountability System.
 - The KBE has approved [a list of approved work-based learning \(WBL\) courses](#) to be used for tracking in Infinite Campus (IC).
 - CWEC course codes are available in IC and may be utilized for students enrolled in the alternative high school diploma course of study.

Additional Career Readiness Options – Kentucky Board of Education (KBE)- Approved Application of Work Experience

For students whose work experiences are not associated with a co-op course code and have completed 300 on-the-job hours with an employer partner and the school or district aided with the student's work experience, the school or district may [apply to the KBE](#) to earn accountability for school-sanctioned individual work experience that was not associated with a course code.

2024-2025 300 hours or more of WBL data

- On-the-job cooperative education and internship WBL work experience associated with a course may be accumulated over the student's high school career prior to graduation or exit. This data is tracked in the "Career Readiness Record" tab in Infinite Campus (IC).
- Districts/schools have until July 31 to submit WBL data in Infinite Campus (IC).
- Career readiness data is incomplete at this time.



Alternate Career Readiness Options

Options for career readiness for alternative high school diploma course of study or alternate assessment students include successfully completing **ONE** of the following:

1. Career Work Experience Completion (CWECE) and meeting benchmark on the Employability Skills Attainment Record (ESAR), or
2. 300 or more hours of a KBE-approved cooperative education or internship associated with a course code (CWECE course codes for alternate), or
3. KBE-approved application for work experiences not associated with a co-op or internship course code and have completed 300 on-the-job hours with an employer partner and the school or district aided with the student's work experience

Refer to the following resources for more information.

[Frequently Asked Questions \(FAQ\): Co-ops and Internships for State Accountability Document](#)

[Accountability and Postsecondary Readiness in CTE](#)

[Working with Exceptional Children in CTE](#)

[Kentucky Alternate Assessment Program Calendar](#)

Career Readiness Record and Career Ready Database

- The CWEC courses are available in Infinite Campus (IC) to track co-op and internship hours associated with a course. Schools and districts should identify a staff member to be responsible for reporting co-op and internship data in the “Career Readiness Record” tab in Infinite Campus (IC). Instructions on how to enter Work Based Learning (WBL) records for students is available on the [KDE KSIS Data Standards webpage](#) and can be found in the [Career Readiness – Work Based Learning Data Standard document](#).
- The Career Ready Database (CRD) is utilized to report the CWEC status and ESAR evaluation scores to KDE.
- For assistance, please contact:
 - [Bill Bates](#), Exceptional Child Education Consultant for Career and Technical Education, in the Office of Special Education and Early Learning regarding transition questions.
 - [Tina Brogli](#) in the Office of Career and Technical Education regarding Work Based Learning questions.
 - [Sherri Craig](#) in the Office of Career and Technical Education regarding CWEC and ESAR questions.
 - [Esti Stith](#) in the Office of Career and Technical Education regarding Career Readiness Record questions.

Questions?

KDE Office of Career and Technical Education

- For questions regarding CWEC and ESAR, please reach out to [Sherri Craig](#).
- For Career Readiness Record questions, please contact [Esti Stith](#).