

Career and Work Readiness

This data collection tool is intended to help Local Education Agencies and Partner Agencies record student performance and competency attainment in each Standard area for the Career and Work Readiness Endorsement.

STUDENT INFORMATION

Student Demographics	
Name:	
State ID#:	
Date of Birth:	
Grade:	
Eligibility Years:	

ATTAINMENT RUBRIC SCORING TOOL

This scoring tool is provided as a reference to provide guidance when determining an attainment score.

Competency Level	Description	Criteria
0	Not Introduced	NA
1	Approaching Competency	Demonstrates Competency with less than 75% accuracy in all authentic opportunities
2	Demonstrates Competency with or without adult support	Demonstrates Competency with between 75-90% accuracy in all authentic opportunities
3	Demonstrates Competency independently (with or without identified accommodations)	Demonstrates Competency with 90% or greater accuracy in all authentic opportunities

REQUIREMENTS:

- **Competency Requirement:**
 - **At least two Competencies must be completed in each Standard area.**
 - **At a minimum, an additional 18 Competencies must be completed within this Endorsement. Selection of Competencies should align with the student's post-school outcome, with a minimum total number achieved of 36.**
- **Scoring Requirement:**
 - **Mastery of a Competency is defined as earning a score of 2 or 3.**
 - **Each selected Competency must meet this mastery level.**

STANDARDS AND COMPETENCIES

SELF-ADVOCACY

Competency	Attainment Method	Competency Attainment	Rubric Score	Date of Mastery	Certified By (Name/Title)
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		

COMMUNICATION

Competency	Attainment Method	Competency Attainment	Rubric Score	Date of Mastery	Certified By (Name/Title)
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		

SKILLS FOR INDEPENDENCE AT WORK

Competency	Attainment Method	Competency Attainment	Rubric Score	Date of Mastery	Certified By (Name/Title)
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		

TECHNOLOGY

Competency	Attainment Method	Competency Attainment	Rubric Score	Date of Mastery	Certified By (Name/Title)
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		

TRANSPORTATION

Competency	Attainment Method	Competency Attainment	Rubric Score	Date of Mastery	Certified By (Name/Title)
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		

FINANCIAL MANAGEMENT

Competency	Attainment Method	Competency Attainment	Rubric Score	Date of Mastery	Certified By (Name/Title)
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		

ACADEMIC

Competency	Attainment Method	Competency Attainment	Rubric Score	Date of Mastery	Certified By (Name/Title)
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		

INTERPERSONAL SKILLS

Competency	Attainment Method	Competency Attainment	Rubric Score	Date of Mastery	Certified By (Name/Title)
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		

ESSENTIAL SKILLS FOR EMPLOYMENT

Competency	Attainment Method	Competency Attainment	Rubric Score	Date of Mastery	Certified By (Name/Title)
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		
Choose an item.	Choose an item.		Choose an item.		

MARYLAND CERTIFICATE OF PROGRAM COMPLETION ENDORSEMENT CERTIFICATION

(Insert Student Name) has achieved the following Standards for Career and Work Readiness:

- ☐ Self-Advocacy
- ☐ Communication
- ☐ Interpersonal Skills
- ☐ Skills for Independence
- ☐ Technology
- ☐ Transportation
- ☐ Financial Management
- ☐ Academic
- ☐ Essential (Soft) Skills (for Employment)

(Insert Student Name) has achieved the required Competencies for Career and Work Readiness and therefore has earned the Endorsement for Career and Work Readiness on (insert date).

Certified by: (Enter Name and Title)