

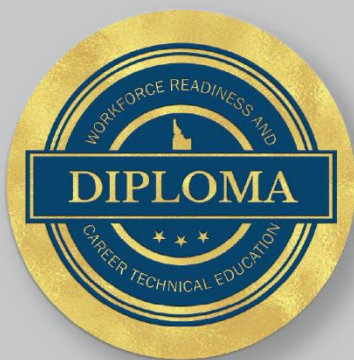
Workforce Readiness and Career Technical Education (CTE) Diploma

DISTRIBUTION PACKET

This packet contains information on the Workforce Readiness and CTE Diploma:

Packet Contents:

1. Information sheet
2. Diploma poster
3. Reporting instructions
 - a. Eligible students report
 - b. Issued diplomas report – **due June 30**
4. Student recognition
 - a. Examples from schools
 - b. Parent letter – example
 - c. Press release template
 - d. Sample certificates



By prioritizing student success and achievement, Idaho's Workforce Readiness and CTE diploma requirements appropriately recognize that CTE enhances the traditional high school experience.

Diploma website: cte.idaho.gov/students/workforce-readiness-and-career-technical-education-cte-diploma/

Workforce Readiness and CTE Diploma

INFORMATION SHEET

“To acknowledge that CTE programs enhance students’ high school experience and help prepare them for the demands of today’s employers, the 2021 Idaho State Legislature created the Workforce Readiness and CTE Diploma.”

Students who complete a CTE pathway are eligible if they:

- Complete all [graduation requirements](#) established by the Idaho State Board of Education.
- Complete a [CTE pathway](#) that culminates with a capstone course.
- Pass a [technical skills assessment](#) (TSA).
- Pass a [workplace readiness assessment](#) (WRA).
- Demonstrate competency of Idaho Division of Career Technical Education (IDCTE) program standards by earning all [SkillStack®](#) microcredentials for their pathway or an [approved industry certification](#).

Districts are encouraged to issue this diploma to eligible students and recognize students for their accomplishments. This diploma designation is issued in the form of a seal which should be placed on the school’s official diploma or a district certificate. Eligibility for the diploma is easily tracked using SkillStack®.

Please read this information carefully so you can identify graduating students that meet the above criteria. **Annually, districts are required to report the number of Workforce Readiness and CTE diplomas issued by June 30.** See the included instruction sheets for more details.

Implemented per [Idaho Statute 33-526](#).

Request CTE diploma seals by April 7. For orders after that time, please allow three weeks for processing and mail time.

Diploma seal request: <https://app.smartsheet.com/b/form/7fe3e6e13e764e36a6037218875861c9>
When requesting seals, estimate the amount needed. Seals will be mailed as orders are received.

Workforce Readiness and Career Technical Education (CTE) Diploma

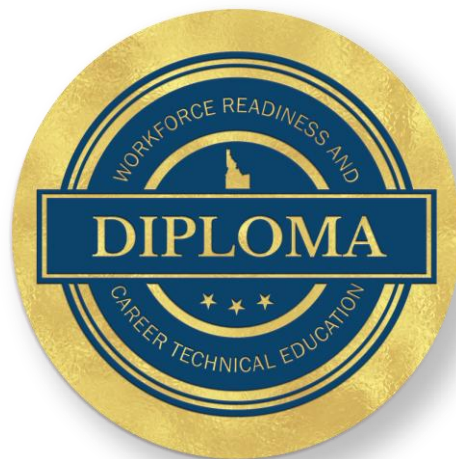
BY PRIORITIZING STUDENT SUCCESS AND ACHIEVEMENT, IDAHO'S WORKFORCE READINESS AND CTE DIPLOMA REQUIREMENTS APPROPRIATELY RECOGNIZE THAT CTE ENHANCES THE TRADITIONAL HIGH SCHOOL EXPERIENCE.

For **employers**, the diploma helps them:

- Find qualified employees for their most hard-to-fill positions.
- Reduce the time and money invested in training new employees.
- Identify candidates who possess the employability skills necessary to succeed in the workplace.

For **students**, the diploma helps them:

- Prepare for both college and careers.
- Earn college credits while still in high school.
- Explore Idaho's high-skill, high-demand occupations.
- Gain practical, real-world working experience.
- Earn employer-recognized certifications and microcredentials.
- Develop and articulate valuable technical and employability skills sought by employers.
- Enter the world after graduation confident in their ability to meet their employer's needs.



HIGH SCHOOL STUDENTS WHO COMPLETE ACTE PATHWAY ARE ELIGIBLE IF THEY:

1

pass the state approved
**TECHNICAL SKILLS
ASSESSMENT (TSA)**



+

2

pass the state approved
**WORKPLACE READINESS
ASSESSMENT (WRA)**



+

3

earn all pathway
**MICROCREDENTIALS
WITHIN SKILLSTACK®**



OR APPROVED INDUSTRY CERTIFICATION



SCAN THE QR CODE FOR MORE INFORMATION!

Reporting instructions

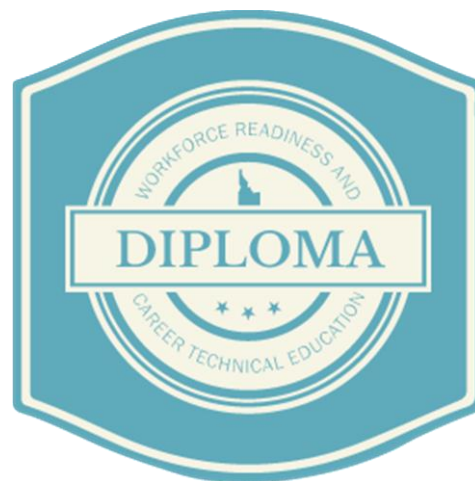
ELIGIBLE STUDENTS REPORT

Eligibility for the Workforce Readiness and CTE diploma is easily tracked using SkillStack® and allows districts the ability to print diploma certificates in addition to administering seals.

Diploma requirements are tracked via the Workforce Readiness and Career Technical Education Diploma Eligible microcredential in SkillStack®.

- Technical Skills Assessment (TSA)
 - When a student passes their pathway TSA, a microcredential is awarded.
- Workplace Readiness Assessment (WRA)
 - When a student passes the approved WRA, a microcredential is awarded.
- Pathway Microcredentials*
 - As a student progresses through their pathway, educators award skills upon student mastery. These skills compile into a variety of microcredentials. Once an identified set of skills is completed, a microcredential is awarded.

* If using industry certifications instead of pathway microcredentials, districts are responsible for keeping track of students that pass an approved industry certification.



Demonstrates that a student is eligible for the Idaho Workforce Readiness and Career Technical Education Diploma

CTE Administrators will need to access SkillStack® to run eligibility reports. To obtain a SkillStack® login, send the following information to skillstack@cte.idaho.gov with a subject line of "Diploma Eligibility Report Access":

- District name(s)
- District number(s)
- Full name
- Email address
- Title/Position

Run diploma eligibility reports:

Within SkillStack®, individuals with appropriate access can run reports on students that are eligible to be issued a Workforce Readiness and CTE diploma. Please find these step-by-step instructions and short videos to help guide you through the process of running reports for students in your district. **If you need assistance with running diploma reports contact skillstack@cte.idaho.gov or set up [an online consultation](#).**

Students will only show in the report if they have completed all diploma criteria that is tracked in SkillStack®:

- Technical Skills Assessment (TSA)
- Workplace Readiness Assessment (WRA)
- Earned all Pathway Microcredentials

Login to <https://skillstack.idaho.gov>

1. Click Log In (top right of navigation bar).
2. Enter your username and password.
3. Click Log In button.

Login to SkillStack®

www.youtube.com/watch?v=hI5y6Sid0ug

Diploma Badge Completion Report

www.youtube.com/watch?v=Dhz6h7cBS80

4. After logging in, hover over the Reports menu on the top navigation.
5. Click on **Badge Completion**.
6. Your assigned district will populate in the district field.
 - a. If you have access to more than one district, you are able to select one at a time
7. There are multiple filters built into this report, you don't need to use all of them. To quickly gather eligible students, you will simply need the district field and the badge field.
8. In the Badge filter dropdown, select **"Workforce Readiness and Career Technical Education Diploma Eligible"**.
9. Pulling multiple years will capture students who earned badges in prior years.
 - a. If juniors meet criteria (assessments/badges), use a two-year time frame (ex. After 7/1/2024).
 - b. If sophomores meet criteria (assessments/badges), use a three-year time frame (ex. **After 7/1/2023**).
10. Click "Run Report"
11. The results will populate, and you can also export the report to a .csv by clicking the grey download button.

12. Once exported, you can sort or filter for your needs (ex. student name or date ranges).

For badge reports outside of diploma eligibility, adjust your selection in step 8:

- Include all badges (do not filter on badges). This will show more than "Workforce Readiness and Career Technical Education Diploma Eligible" students.

- Repeat steps 9 to 12.
- Once exported, save as an xls file vs. csv file for more functionality.
- To filter, highlight row 1, go to the ribbon at the top (Data and select Filter).
 - Filter on column L (Specialty): Select **“Pathway and TSA”** and **“Workforce Readiness”**.
 - From there filter on column Q (**Graduation Year**) – select current year and blanks.
 - Graduation year will be blank if grade level was not part of the student roster.
- This data can be copied and pasted into another worksheet and students can be sorted (use EDUID).
 - This will allow you to see students earning the **“Workforce Readiness and Career Technical Education Diploma Eligible”** badge and the corresponding pathway ex. **“Pathway and TSA: Early Childhood”**.
 - If students only have the “Pathway and TSA:” badge, they still need to pass the Workplace Readiness Assessment.

Need more information?

Contact skillstack@cte.idaho.gov

Issued diplomas report

SUBMISSION INSTRUCTIONS

Annually, districts are required to report the number of Workforce Readiness and CTE diplomas issued by June 30.

Complete [this form](#) with your district's count of issued Idaho Workforce Readiness and CTE diplomas. For each pathway, use the included dropdown list to specify if required criteria was met using SkillStack® microcredentials, industry certifications, or a combination of both options.

Although students will only be issued one diploma seal, they may be eligible in more than one pathway.

The form includes a section to share how your district recognized students who were issued a Workforce Readiness and CTE Diploma so IDCTE can share this information on our website and social media.

Examples of recognition include: notation within graduation program, graduation cord, special ceremony, newsletter, social media, school announcement, etc.

Submit issued CTE Diploma report annually by June 30:

Submission form: <https://form.jotform.com/230366412455149>

Student recognition

EXAMPLES FROM DISTRICTS

Below are examples from districts that recognized students earning the Workforce Readiness and CTE Diploma. Recognition of students is determined by each school district.

- Graduation cord
- Notation in graduation program
- Senior recognition program
- Completion ceremony
 - (live music, dinner, etc.)
- Posting on district social media
- Notation on final transcript
- Letter of recognition
- Certificate of achievement
- Signing day with employers
- Announcement at school assembly
- Names and pathways on school reader boards
- Graduation sash
- Special stole for graduation

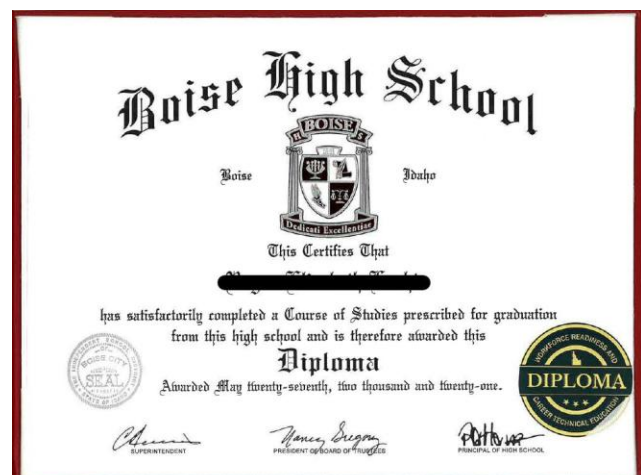
2" diploma seal

(recommended for placement on an 8.5x11 diploma, letter, or certificate)



1.5" diploma seal

(recommended for placement on a 4x6 diploma or certificate)



Example parent letter

FOR INDIVIDUAL DISTRICT USE

Use the language below to customize a parent letter. Send the completed document to local news stations.

<<DATE>>

Class of <<YEAR>>

Dear <<NAME>>,

Congratulations! You have satisfied all the requirements necessary to earn the Workforce Readiness and Career Technical Education (CTE) Diploma seal.

By earning this seal, you have completed the following requirements:

- Completed the capstone course in one or more CTE pathways
- Passed the Technical Skills Assessment (TSA)
- Passed the Workplace Readiness Assessment (WRA)
- Earned all SkillStack® microcredentials for your pathway or an approved industry certification.

The 2021 Idaho State Legislature created this diploma seal to acknowledge how CTE programs enhance students' high school experience and prepare them to be college and career ready. The benefits of earning the Workforce Readiness and CTE Diploma can be found [here](#).

Not only have you done everything necessary to graduate, you have also gone above and beyond to learn skills that will set yourself up for success after graduation. This is a huge accomplishment, and we are proud of all that you have achieved!

Sincerely,

<<DISTRICT OFFICIAL NAME>>

<<DISTRICT OFFICIAL TITLE>>

Press release template

FOR INDIVIDUAL DISTRICT USE

Use the language below to customize a news release specific for your district. Send the completed document to local news stations or newspapers.

For Immediate Release

<<DATE>>

Contact: <<YOUR NAME>>

<<PHONE>>

<<EMAIL>>

X STUDENTS EARN WORKFORCE READINESS AND CAREER TECHNICAL EDUCATION DIPLOMAS

More than X Idaho students from the class of 2025, from <<DISTRICT>>, qualified for the Workforce Readiness and Career Technical Education (CTE) diploma.

The 2021 Idaho State Legislature created the diploma to acknowledge how CTE programs enhance students' high school experience and prepare them for the demands of today's employers. The class of 2022 was the first to earn this designation with 1,685 students earning statewide last year. Over 3,300 students earned this designation statewide last year.

"Our public education system's purpose is to educate and prepare students for successful careers, and the Workforce Readiness and CTE diploma is a wonderful tool for accomplishing that," State Board of Education President Dr. Linda Clark said. "The educational pathway associated with this specialized diploma enables high school students to explore in-demand occupations and earn college credit while still in high school. Students can earn employer-recognized certifications, and demonstrate skills and college and career readiness, which is just what Idaho employers are looking for."

To earn the CTE diploma, students must complete all graduation requirements established by the Idaho State Board of Education. In addition, they must complete a capstone course for their CTE pathway, pass a technical skills assessment, pass a workplace readiness assessment, and earn all SkillStack® microcredentials for their pathway or an approved industry certification.

<<Placeholder quote from a student who earned the degree. You may want to ask how they heard about the diploma, why they decided to earn it, their plans after graduation, and how they see the diploma helping them reach their career goals. Be sure to include their pathway, high school, and graduation dates.>>

The Workforce Readiness and CTE diploma also benefits employers by helping them identify candidates with the employability skills necessary to succeed in the workplace and reducing the time and money invested in training new employees.

Dr. Clark notes that the diploma's benefits help make CTE courses more attractive to students and parents.

"With the Workforce Readiness and CTE, we're training students to step into well-paying jobs available now in Idaho and that helps employers dealing with critical labor shortages," said Clark. "This specialized diploma is a win-win-win for our students, industry and the state of Idaho."

Sample certificates

FOR DISTRICT USE

See these links for full size certificates (examples 1 and 2). You can use these certificates with a mail merge.

Example #1



Example #2



Example #3

Another option for printing certificates is having students or administrators access student portfolios in SkillStack® and printing from there. This also involves students so they know how to access their microcredentials after graduation and they can also see if they're missing criteria for the diploma.

