

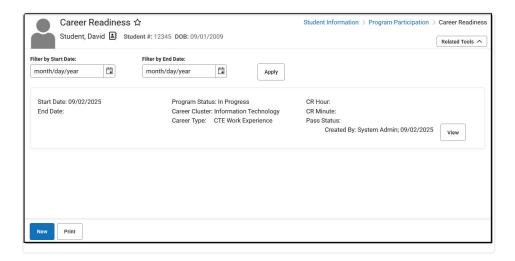
Career Readiness (Nevada)

Last Modified on 08/25/2025 9:36 am CDT

Tool Search: Career Readiness

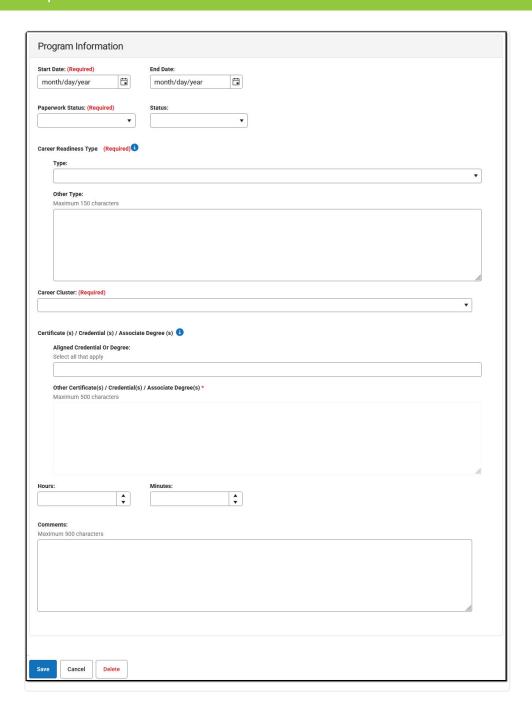
The Career Readiness tool is used to view, enter, track, and report data related to students participating in Career Readiness Programs. These programs might include options such as job shadowing or internships. The information below details fields specific to Career Readiness in **Nevada**.

The <u>NV Career Readiness Report</u> pulls career readiness records that are tied to an approved Course State Code or have a Career Readiness record with work hours attached.



Program Information Detail





Add/Edit a Career Readiness Record

- 1. Select a Calendar Year from the drop-down list 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.
- 2. Enter the **Start Date** (when the student began the program). The **End Date** is entered when the student leaves or completes the program.
- 3. Select the current status of the related documentation from the Paperwork Status drop-down list.
- 4. Select the type of program in which the student is participating from the **Program Status** droplist.
- 5. Select the **Status** that represents the student's progress toward completion of the program.
- 6. Select a Career Readiness Type.
- 7. Enter information about the type in the **Other Type** field if "UNDEFINED: Other" was selected as the Career Readiness Type.
- 8. Select a Career Cluster.
- $9. \ \, \text{Select one or more } \textbf{Aligned Credential or Degree}.$
- 10. When "Other" is selected, the Other Certificate (s)/Credential (s)/Associate Degree (s) text field must



- be filled in.
- 11. Enter program Hours/Minutes (whole numbers only) and Comments if applicable.
- 12. Mark **Auto-fill Course Fields Based on Course Number Selection** to autofill the Course Name and State Code when the associated Course Number is entered.
- 13. Select or enter the **Course Number**, **Course Name**, **State Course Code**, and **Credits Earned** as appropriate. Use **Remove** to remove a course record. Use **Add** to add more course records. Whether Auto-fill is marked or not, free-form entry of course information is permitted.
- 14. Populate the **Employer Information** fields if appropriate. Use the **Comments** section to enter additional information.
- 15. **Save** when done, or **Cancel** to close the editor without saving. When saved, each record displays the name and number of the district that created it, along with the date the record was created. This date does not change when the record is modified.
- 16. **Print** to generate a PDF of the selected student's Career Readiness records. For District Edition states, this returns a PDF of records created within the district. For State Edition connected districts, this returns a PDF of records that have been synced to State Edition.

Career Readiness Fields

| Field | Description | Location | | |
|--------------------------------|---|--|--|--|
| Program Information | | | | |
| Start Date (Required) | The date the student began the program. | Ad hoc Inquiries: Student > Learner > Career Readiness > startDate Database: cr.startDate | | |
| End Date | The date the student's program participation ended. | Ad hoc Inquiries: Student > Learner > Career Readiness > endDate Database: cr.endDate | | |
| Paperwork Status (Required) | The current status of the related documentation. • C: Complete • IP: In Progress • NS: Not Started | Ad hoc Inquiries: Student > Learner > Career Readiness > programStatus Database: cr.programStatus | | |
| Status | The student's status in the program. Options include: • Pass • In Progress • Fail | Ad hoc Inquiries: Student > Learner > Career Readiness > passStatus Database: cr.passStatus | | |



| Career Readiness Type (Required) | The kind of Career Readiness learning or work experience the student is undertaking. | | Ad hoc Inquiries: Student > Learner > Career Readiness > Type |
|---|--|---|--|
| | APP: Apprenticeship | JSH: Job Shadowing | Database: cr.type |
| | CLN: Clinical Experience | NON CTE WE: Non-CTE Work Experience | |
| | CTE WE: CTE Work Experience | SBE: School-Based Enterprise | |
| | INT PD: Internship Paid | SAE: Supervised Agricultural Experience | |
| | INT UNPD: Internship Paid | UNDEFINED: Other Description/information should be added in the "Other Type" textbox field. | |
| | INT TACPP: Internship TACPP | SAEI: SAE Placement Internship | |
| | SAEO: SAE Entrepreneurship/Ownership | | |
| Other Type | Information about the "UNDEFINED: Othe option indicated in the Type droplist. (Maximum 150 characters) | | Ad hoc Inquiries: Student > Learner > Career Readiness > otherType |
| | | | Database: cr.otherType |
| Career Cluster (Required) | The industry/occupation group associated with the program. | | Ad hoc Inquiries: Student > Learner > Career Readiness > |
| | | | Database: cr.careerCluster |
| Certificate(s)/Credential(s /Associate Degree(s) | Associate Degree Credential or De the option of Oth Aligned Credentia | from the Aligned gree multi-select list. If er has been selected from al or Degree, please utilize ntial or Degree textbox to | Ad hoc Inquiries: Student > Learner > Career Readiness > credentialOrDegree Database: cr.credentialOrDegree |
| Hours | Number of qualifying work hours the student completed in the program. | | Ad hoc Inquiries: Student > Learner > Career Readiness > hours |
| | | | Database: cr.hours |



| Minutes | Number of qualifying work minutes the student completed in the program. | Ad hoc Inquiries: Student > Learner > Career Readiness > minutes |
|--|---|--|
| | | Database: cr.minutes |
| Comments | Additional information about the program record. Ad hoc Inquiries: Stude Learner > Career Readin comments Database: cr.comments | |
| Course Information | | |
| Auto-fill Course Fields Based on Course Number Selection | Mark this checkbox to auto-fill the Course Name and State Code when the associated Course Number is entered. | N/A |
| Course Number | Number assigned to the course. | Ad hoc Inquiries: Student > Learner > Career Readiness > courseNumber |
| | | Database: cr.courseNumber |
| Course Name | Name associated with the entered course number. | Ad hoc Inquiries: Student > Learner > Career Readiness > courseName |
| | | Database: cr.courseName |
| State Course Code | Course code associated with the entered course number. | Ad hoc Inquiries: Student > Learner > Career Readiness > stateCode Database: cr.stateCode |
| Credits Earned | Number of credits a student earned for successfully completing a course. | Ad hoc Inquiries: Student > Learner > Career Readiness > creditsEarned Database: cr.creditsEarned |
| | | Database: Cr.CreditsLarried |
| Employer Information | | |
| Employer | Text field into which a maximum of 150 characters may be entered. | Ad hoc Inquiries: Student > Learner > Career Readiness > employer |
| | | Database: cr.comments |
| Supervisor | Text field into which a maximum of 150 characters may be entered. | Ad hoc Inquiries: Student > Learner > Career Readiness > supervisor |
| | | Database: cr.supervisor |
| | | · |



| Position | Text field into which a maximum of 150 characters may be entered. | Ad hoc Inquiries: Student > Learner > Career Readiness > position Database: cr.position |
|----------|--|--|
| Phone | Provides a place for entry of a phone number, including area code and extension. | Ad hoc Inquiries: Student > Learner > Career Readiness > phone Database: cr.phone |
| Email | Text field into which a maximum of 100 characters can be entered. | Ad hoc Inquiries: Student > Learner > Career Readiness > email Database: cr.email |