Career Readiness (Nevada)

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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 NV Career Readiness Report 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. Select one or more **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 Database: cr.type
	APP: Apprenticeship	JSH: Job Shadowing	
	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: Other" 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)	Select a Certificate, Credential, or Associate Degree from the Aligned Credential or Degree multi-select list. If the option of Other has been selected from Aligned Credential or Degree, please utilize the Other Credential or Degree textbox to provide more information.		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:** Student > Learner > Career Readiness > 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
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