Tennessee Work Ethic Distinction Standards Guidelines

To earn points for any Work Ethic Distinction standard, documentation is required. This can be provided either via student upload into WE Track or by a staff member locating information on their own and manually adding points for students. The below information is designed to provide guidance on what counts as accepted documentation for each standard. Please note that these are examples and recommendations; it's entirely possible other acceptable forms of proof exist. If you have suggestions for further clarification or questions about the guidelines below, please reach out to Law Loving, lloving@niswongerfoudation.org.

Point submissions for the Work Ethic Distinction for Standards 1-4 and Standard 9 should be approved no earlier than April 1st each school year. Points may be approved for all other standards prior to that date. Schools are welcome to set a later deadline for Standards 1-4 and Standard 9, if they prefer.

Standard 1: Student should upload documentation from a student portal or management system of their senior year attendance record. Alternatively, a staff member can check school records to manually award points. Absences should be accounted for based on current school attendance policy. Students should not have absences counted against them if they are excused by the school for legitimate reasons, including but not limited to, college visits, quarantine, and other medical reasons.

Standard 2: Student should upload documentation from a student portal or management system of their senior year tardiness record. Alternatively, a staff member can check school records to manually award points.

Standard 3: Student should upload documentation from a student portal or management system of their senior year disciplinary record. Paper documentation provided by a member of administration would also be accepted. Alternatively, a staff member can check school records to manually award points.

Standard 4: Student should upload documentation from a student portal or management system of their senior year academic record. Alternatively, a staff member can check school records to manually award points.

Standard 5: Student should upload documentation of a voluntary drug screen given by an approved third-party. Examples of approved third parties that offer drug screens include: doctor's offices, medical clinics and similar facilities, law enforcement agencies, and workforce agencies. At-home tests and other over-the-counter drug screens are not accepted as proof for this standard. As an alternative to uploading a drug screen, students can deliver a paper copy of

their results to an approved staff person at their school, provided the school allows for this option.

Standard 6: Student should upload documentation from a transcript or student portal or management system of their high school CTE coursework record. Alternatively, a staff member can check school records to manually award points.

Standard 7: Student should upload documentation of their registration or competition record in CTE competitions. If no documentation is available, a written statement from an associated CTE staff member can be accepted as proof of competition.

Standard 8: Student should upload documentation of log(s) of community service hours completed. Community service hours must be done on a volunteer basis. Logs should generally bear the information of the organization community service was completed with, as well a supervisor signature and supervisor contact information. If no such official documentation is available, a signed written statement from a supervisor including organization name, number of hours worked and supervisor contact information can be accepted as proof of community service hours.

Standard 9: There are four ways to earn points for this standard, listed below. Students need only complete one of the below pathways in order to earn points for this standard.

1. Provide documentation for each of the following TN Promise related activities:
    a. Completed TN Promise application in the student portal
    b. Submission of FAFSA
    c. Attendance of at least one mandatory TN Promise meeting
    d. Application submission to an accredited post-secondary institution
2. Provide official documentation of enlistment in a branch of the military.
3. Provide documentation of enrolling in a registered apprenticeship program that will continue after high-school graduation.
4. Provide proof of intent to hire for post-secondary employment

Standard 10: Student should upload documentation of their dual enrollment, dual credit, or Advanced Placement coursework record. Alternatively, a staff member can check school records to manually award points.

Standard 11: Student should upload documentation of a nationally recognized industry certification or credential earned by the student. Any industry certification promoted by the state of Tennessee is also accepted for this standard. Other industry certifications can be approved

on a case by case basis based on rigor and alignment with established CTE pathways by contacting Law Loving, lloving@niswongerfoundation.org.

Standard 12: There are several post-secondary assessments that can be accepted for this standard. You can find four currently approved tests and the associated point total listed in the table below. Students need only score high enough on one of the below assessments in order to earn points for this standard.

Points Awarded	WorkKeys	ACT	SAT	ASVAB
1	Bronze	-	-	-
2	Silver	-	-	-
3	Gold or Platinum	21-36	1060-1600	31

Standard 13: There are three ways to earn points for this standard, listed below. Students need only complete one of the following pathways in order to earn points for this standard.

1. Provide documentation verifying the student held an internship during (or in the summer before) senior year. A paystub or similar employment document will work for this option.
2. Provide documentation verifying the student completed a career practicum/work based learning course during their senior year of high school.
3. Provide documentation verifying the student held a part time job during (or in the summer before) senior year. A paystub or similar employment document will work for this option. In cases where a student is working but no official documentation is provided by their employer, students may submit for credit a signed, written statement from a supervisor including employer or company name, position held by student, and supervisor contact information.