**Work Ethics Certification - Essential Skills Seals**

Work ethic certification is a process by which a student is assessed based upon his/her demonstration of essential skills and workplace readiness. These are the foundational abilities that include attendance, positive dispositions, and communication needed to successfully complete academic or workplace responsibilities as demonstrated through a variety of co-curricular learning and leadership experiences. The document detailing the requirements for the work ethic certification will be released soon by KDE.

iLEAD would like to be at the forefront of this certification and is developing a gold, silver and bronze level seals for their graduates.

**Gold Seal Requirements**

* completion of a professional digital portfolio (see requirements below)
* ILP completion each year with career exploration & financial literacy
* job shadowing/work-based learning experiences represented on digital portfolio
	+ At least one experience freshman year
	+ At least two experiences sophomore year
	+ At least three experiences junior year
	+ Immersion Experience
		- Completion of a coop/internship or five or more work-based learning experiences
* completion of a career pathway (four years)
* 1 or more Industry Certification
* Senior Capstone Completion - see requirements below
* At least 3-year participation in a regional or state level competition

**Silver Seal Requirements**

* Completion of a professional digital portfolio (see requirements below)
* ILP completion each year with career exploration & financial literacy
* Job shadowing/work-based learning experiences represented on digital portfolio
	+ At least one experience freshman,
	+ At least one experience sophomore year
	+ At least two experiences junior year
	+ At least three experiences senior year
* Preparatory in a career pathway (three classes completed)
* 1 or more industry certifications awarded
* Senior Capstone Completion - see requirements below
* At least two-year participation in a regional or state level competition

**Bronze Seal Requirements**

* Completion of a professional digital portfolio (see requirements below)
* ILP completion each year with career exploration & financial literacy
* Job shadowing/work-based learning experiences represented on digital portfolio
	+ At least one experience freshman,
	+ At least one experience sophomore year
	+ At least one experience junior year
	+ At least two experiences senior year
* At least two classes completed in a career pathway
* 1 or more industry certifications awarded
* Senior Capstone Completion - see requirements below
* At least one-year participation in a regional or state level competition

**Professional Digital Portfolio Requirements**

* See Rubric for judging
* Digital Portfolio should include the following pages
	+ Homepage
	+ Academics Page
	+ Career Page
	+ Leadership Page

**Senior Capstone Requirements**

* Employability Skills Self-Assessment
* Reference List
* Resume
* Professional Digital Portfolio
* Immersion - series of a college and career experiences
* Capstone Defense Presentation