

**Workforce Credential Program Verification Sheet**

**Badge 3: Job Attainment Skills**

This form is for district use and not to be submitted to the Florida Department of Education.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ FLEID: \_\_\_\_\_

School: \_\_\_\_\_ District (if applicable): \_\_\_\_\_

**To be eligible for a workforce credential badge, a student must be a student with a disability eligible under the Individuals with Disabilities Education Act and meet all of the following conditions:**

- Be enrolled in the Career Experiences: 9-12 course (#7980120); and
- Have a current individual educational plan (IEP) that includes transition goals.

**Instructions:**

The badge must be validated by two instructional staff members who are certified in Exceptional Student Education (ESE) K-12.

**Reviewer 1** – Complete the student demographic fields at the top of this fillable form. In the chart below, input information into the Examples of Documented Evidence column; each component is required. Initial under the Reviewer 1 column for each requirement met and complete the information on page 3.

**Reviewer 2** – Initial under the Reviewer 2 column for each requirement met and complete the information on page 3.

Criteria for Eligibility	Documented Evidence	Reviewer 1	Reviewer 2
<b>Be enrolled in Career Experiences: 9-12 course (#7980120)</b>	Course Schedule with Career Experience enrollment date:  Or Transcripts Attached		
<b>IEP transition goals aligned with the badges</b>	Exceptionality:  Initiation/Duration Date:  Transition goals aligned with the badge: Yes/No		

<b>Badge 3</b> <b>Job Attainment Skills</b>	<b>Examples of Documented Evidence</b> <b>*Sample evidence only; acceptable evidence is not limited to this list.</b>	<b>Reviewer 1</b>	<b>Reviewer 2</b>
<b>Skill 1</b> Identify resources used in a job search (e.g., newspaper, internet, networking).	<ul style="list-style-type: none"> <li>Completed job search resources worksheet created by the teacher</li> <li>Student list identifying multiple job search resources</li> <li>Teacher-documented discussion of job search methods</li> </ul>		
<b>Skill 2</b> Identify the job tasks that the occupation will require.	<ul style="list-style-type: none"> <li>Annotated job description identifying key job tasks</li> <li>Student-created task list aligned to a selected occupation</li> <li>Teacher observation notes from student explanation or presentation</li> </ul>		
<b>Skill 3</b> Identify steps of the job application process including arranging for references and proper documentation.	<ul style="list-style-type: none"> <li>Completed job application process checklist</li> <li>Student-created timeline outlining application steps</li> <li>Teacher-verified worksheet identifying required documents and references</li> </ul>		
<b>Skill 4</b> Prepare a resume (electronic and traditional), letter of application, follow-up letter, acceptance/rejection letter, letter of resignation and letter of recommendation.	<ul style="list-style-type: none"> <li>Completed resume (electronic or paper) reviewed by teacher</li> <li>Sample letters completed using a provided template</li> <li>Teacher checklist verifying required documents were prepared</li> </ul>		
<b>Skill 5</b> Demonstrate effective interviewing skills (behavioral) through mock interviews.	<ul style="list-style-type: none"> <li>Teacher observation notes from mock interview</li> <li>Completed interview skills rubric or checklist</li> <li>Student reflection identifying strengths and areas for improvement</li> </ul>		

**Reviewer 1:**

**I validate that this student has met all requirements to receive Badge 3: Job Attainment Skills.**

_____	_____	_____
Print Name	Title	Florida Certificate Number
_____		_____
Signature		Date

**Reviewer 2:**

**I validate that this student has met all requirements to receive Badge 3: Job Attainment Skills.**

_____	_____	_____
Print Name	Title	Florida Certificate Number
_____		_____
Signature		Date

**Badge 3: Job Attainment Skills Earned: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_**