



TENNESSEE

Work Ethic Distinction Standards

1. Attendance Standard

- (1 pt.) Student has no more than 5 absences from school during the senior year.
- (3 pts.) Student has no more than 3 absences from school during the senior year.
- (5 pts.) Student has no more than 1 absence from school during the senior year.

2. Tardiness Standard

- (1 pt.) Student has no more than three unexcused tardies during the senior year.
- (3 pts.) Student has no more than one unexcused tardy during the senior year.

3. Discipline Standard

- (1 pt.) Student has no more than one discipline referral during the senior year.
- (2 pts.) Student has no discipline referrals during the senior year.

4. Overall Grade Point Average Standard

- (1 pt.) Student has an overall GPA of 2.0 to 2.9
- (2 pts.) Student has an overall GPA of 3.0 to 3.4
- (3 pts.) Student has an overall GPA of 3.5 or above

5. Drug Free Standard

- (4 pts.) Student voluntarily presents written proof as being drug free.

6. CTE Coursework Standard

- (1 pt.) CTE Participant - Student has completed and earned credit in at least one CTE course by the end of the senior year.
- (2 pts.) CTE Concentrator - Student has completed and earned credit in two high school CTE courses, in sequence, in a single CTE program of study by the end of the senior year.
- (3 pts.) CTE Completer - Student has completed and earned credit in three or more high school CTE courses in a single CTE program of study by the end of the senior year.

7. CTE Competition Standard

- (1 pt.) Student has competed in an approved regional level CTE competition during the senior year.
- (2 pts.) Student has competed in an approved state level CTE competition during the senior year.
- (3 pts.) Student has competed in an approved national level CTE competition during the senior year.



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continued

8. Community Service Standard

- (1 pt.) Student has completed 10 hours of community service during the senior year.
- (2 pt.) Student has completed 20 hours of community service during the senior year.
- (3 pt.) Student has completed 30 hours of community service during the senior year.

9. Post-Secondary Plan Standard

- (2 pts.) Student is in good standing with TN Promise, including having applied to an accredited post-secondary institution OR student has enlisted in the military OR student has enrolled in a registered apprenticeship after high school graduation.

10. Dual Enrollment/Credit Standard

- (2 pts.) Student has successfully completed a Dual Enrollment, Dual Credit, or Advanced Placement course and has been granted credit by any post-secondary institution during or before the senior year.

11. Industry Certification Standard

- (3 pts.) Student has received a national industry certification during or before the senior year. (i.e., Snap-on Metering Certificate, NCCER Certificate, etc.)

12. College and Career Assessment Standard*

- (1 pts.) Student has achieved a Bronze Level Career Readiness Certificate or equivalent score on an accepted standardized test.
- (2 pts.) Student has achieved a Silver Level Career Readiness Certificate or equivalent score on an accepted standardized test.
- (3 pts.) Student has achieved a Gold or Platinum Level Career Readiness Certificate or equivalent score on an accepted standardized test.

13. Work Experience Standard

- (4 pts.) Student has participated in an internship OR approved career practicum/work-based learning course OR has held a part time job during the senior year.

To receive the Work Ethic Distinction a student must earn a minimum of 32 points and a regular high school diploma.

*Please see the Standard Guidelines page on tnworkethic.com for a list of accepted tests and score equivalency tables.



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.

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. Points for this standard aren't typically recorded until spring semester.

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. Points for this standard aren't typically recorded until spring semester.

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. Points for this standard aren't typically recorded until spring semester.

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. Points for this standard aren't typically recorded until spring semester.

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 three 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.

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.

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	14-19	780-1020	30-64
2	Silver	20-26	1030-1250	65-92
3	Gold or Platinum	27-36	1260-1600	93-99

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.
- a. 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.



Work Ethic Distinction Student Application

Name: _____

School: _____

Address: _____

Phone: _____

Email: _____

Part I: Supporting Documentation

Please attach the following supporting documents to this application:

- Attendance report
- Discipline report
- High school transcript
- Drug-free pledge
- Proof of CTE competition, if applicable
- Proof of dual enrollment, dual credit, IB and/or AP coursework, if applicable
- Industry certification, certificate, or award, if applicable
- Proof of Tennessee Promise eligibility
- Proof of enrollment at a post-secondary institution
- Copy of Career Readiness Certificate, if applicable
- Proof of industry awareness event, if applicable



Commitment to be Drug-Free

I,

commit to living a drug-free lifestyle. I understand that my choices affect my future and I commit to making decisions that help me succeed.

I will not participate in the use of drugs nor will I associate with those who do.

(Your name)