



Overview & Registration Walkthrough

What is the Work Ethic Distinction?

The Work Ethic Distinction Program is intended to promote the importance of work ethic among high school students and is awarded to those who successfully demonstrate a number of standards (list is provided to students).

Earning a Work Ethic Distinction and meeting job related requirements will guarantee an interview with participating Rutherford County employers

ALL high school seniors are eligible for the Work Ethic Distinction!

WED Breakdown



The Work Ethic Diploma contains 14 standards. Meeting these standards will award points that accumulate over the year.

Students who reach 20 points will earn a Work Ethic Diploma and be eligible to interview for positions at participating companies.

Standards List



1. Attendance
2. Absence
3. Tardiness
4. Discipline
5. GPA
6. Drug Free
7. CTE Coursework
8. CTE Competition
9. TN Promise
10. Dual Enrollment/Credit
11. Industry Certification
12. Post-Secondary Enrollment
13. Career Readiness
14. Industry Awareness

WED Standards Point List



Rutherford County Work Ethic Distinction Standards

All Rutherford County High School seniors are eligible to earn the Work Ethic Distinction. Students who obtain this distinction are proving that they are both college and career-ready. This achievement will guarantee an interview with employers as long as the candidate meets job related requirements. Students must earn a minimum of 32 points to receive the award.

Supporting documents for many standards can be found by logging into your Skyward account. Students must use documentation from the 1st semester of senior year for standards 1 -4. Please follow specific instructions for all other standards and then upload to your WE Track account. *Please see the Standard Guidelines page on tnworkethic.com for a list of accepted tests and score equivalency tables. Students can create an account at tnworkethic.com.

1. Attendance Standard: Upload a copy of your attendance report from your student portal on Skyward.

2. Tardiness Standard: Upload a copy of your tardy report from your student portal from your student portal.

3. Discipline Standard: Upload a copy of your discipline report from your student portal.

4. Overall Grade Point Average Standard: Upload a copy of your GPA from your student portal.

5. Drug-Free Standard: ARCpoint Labs, 1826 Ward Drive Ste 204, 37129, will provide reduced-cost drug screens. Students must bring a valid government ID and a copy of the Donor Pass/Collection Authorization, which can be downloaded from <http://bit.ly/WEDonorPass>. To earn points, students must attach a copy of passed documentation. At-home tests and other over-the-counter drug screens are not accepted as proof for this standard.

6. CTE Coursework Standard: Upload a list of your CTE class transcripts from your student portal.

7. CTE Competition Standard: 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 teacher can be accepted as proof of competition.

8. Community Service Standard: 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 as 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.

9. Post-Secondary Plan Standard: There are three ways to earn points for this standard, listed below.

1. Provide documentation for 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.

10. Dual Enrollment/Credit Standard: Upload documentation of dual enrollment, dual credit, IB and/or Advanced Placement coursework to your WE Track account.

11. Industry Certification Standard: Upload a copy of your nationally recognized industry certification credential or award.

12. College & Career Assessment Standard: Upload copies of your ACT WorkKeys, ACT, SAT, or ASVAB assessment scores.

13. Work Experience Standard: Provide documentation verifying the student held an internship or part-time job during (or in the summer before) their senior year. A pay stub or similar employment document will work for this option OR provide documentation verifying the student completed a career practicum/work-based learning course during their senior year of high school.

Please note that you, the student are responsible for collecting the required supporting documentation and uploading it to your WE Track account on or before the March 25, 2022 deadline.

WED Checklist



Rutherford County Work Ethic Distinction Standards

All Rutherford County High School seniors are eligible to earn the Work Ethic Distinction. Students who obtain this distinction are proving that they are both college and career ready. This achievement will guarantee an interview with employers as long as the candidate meets job related requirements. Students must earn a minimum of 32 points to receive the award.

☐

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 tardies to school during the senior year.
- (3 pts.) Student has no more than one tardy to school 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 2.99
- (2 pts.) Student has an overall GPA of 3.0 to 3.49
- (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.

☐

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 Readiness Certificate 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.

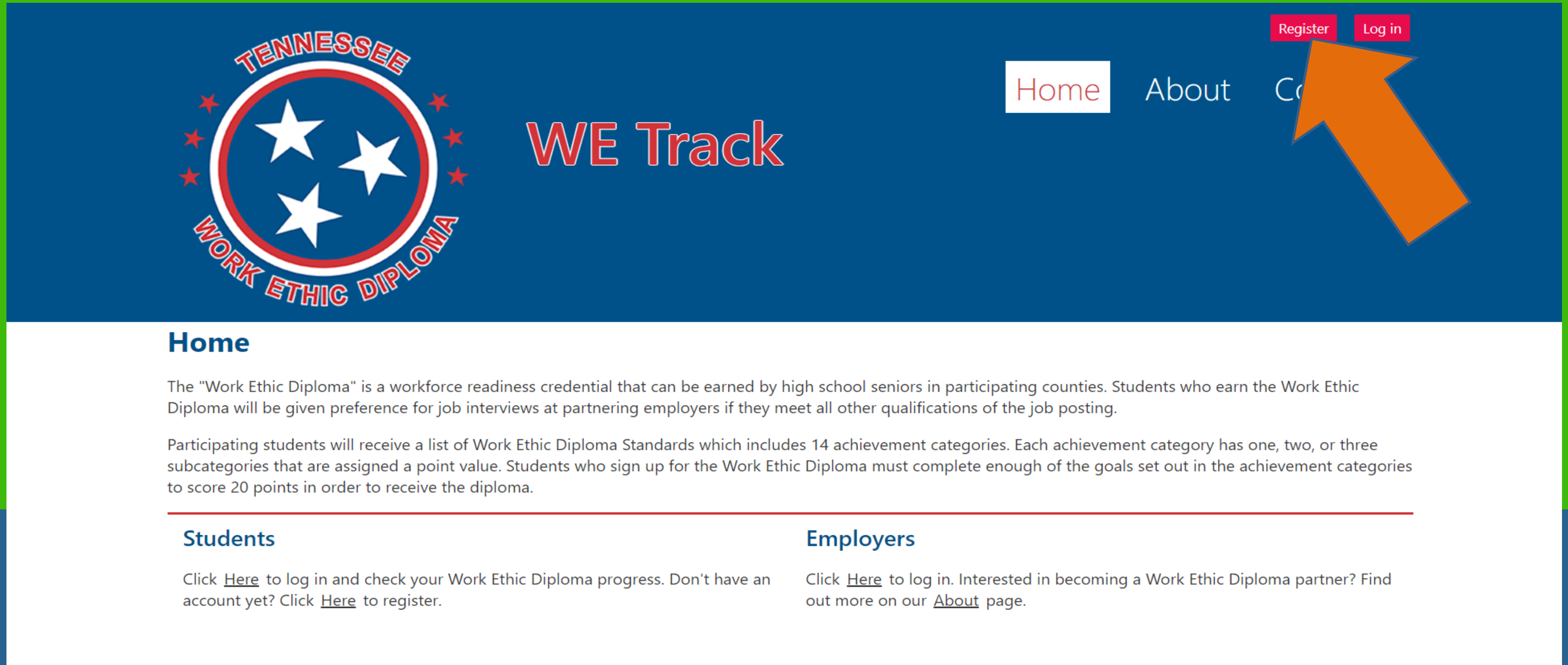
☐

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

WE Track Registration



The screenshot shows the top section of the WE Track website. The header is dark blue with a white border. On the left is the Tennessee Work Ethic Diploma logo, which is a circular seal with three white stars on a blue background, surrounded by a red border with the words "TENNESSEE" at the top and "WORK ETHIC DIPLOMA" at the bottom. To the right of the logo is the text "WE Track" in large, bold, red letters. Further right are navigation links: "Home" (in a white box), "About", and "Contact" (partially visible). In the top right corner, there are two red buttons: "Register" and "Log in". A large orange arrow points from the bottom right towards the "Register" button. Below the header, the main content area is white. It starts with a "Home" section header, followed by a paragraph explaining the Work Ethic Diploma. Below this is a horizontal line, and then two columns: "Students" and "Employers", each with a paragraph and links.

Home

The "Work Ethic Diploma" is a workforce readiness credential that can be earned by high school seniors in participating counties. Students who earn the Work Ethic Diploma will be given preference for job interviews at partnering employers if they meet all other qualifications of the job posting.

Participating students will receive a list of Work Ethic Diploma Standards which includes 14 achievement categories. Each achievement category has one, two, or three subcategories that are assigned a point value. Students who sign up for the Work Ethic Diploma must complete enough of the goals set out in the achievement categories to score 20 points in order to receive the diploma.

Students


Click [Here](#) to log in and check your Work Ethic Diploma progress. Don't have an account yet? Click [Here](#) to register.

Employers

Click [Here](#) to log in. Interested in becoming a Work Ethic Diploma partner? Find out more on our [About](#) page.

In order to participate, students must create an account at
www.workethicdiploma.com.

WE Track Registration



Tennessee
WORK ETHIC DIPLOMA

WE Track

[Register](#) [Log in](#)

[Home](#) [About](#) [Contact](#)

Register

Select Type of User


Student ▼

[Next](#)

© 2017 - LEAP Work Ethic Diploma | [Privacy Statement](#)

To register as a student, select student.

WE Track Registration

**WE Track**

Student Registration

[Account Information](#)
Username

Password

Confirm password

☐ Receive Employer Notifications ⓘ

[School Information](#)
*Must select County to populate Schools
County

School

Graduation Year

Career Interests

[Personal Information](#)
First Name

Last Name

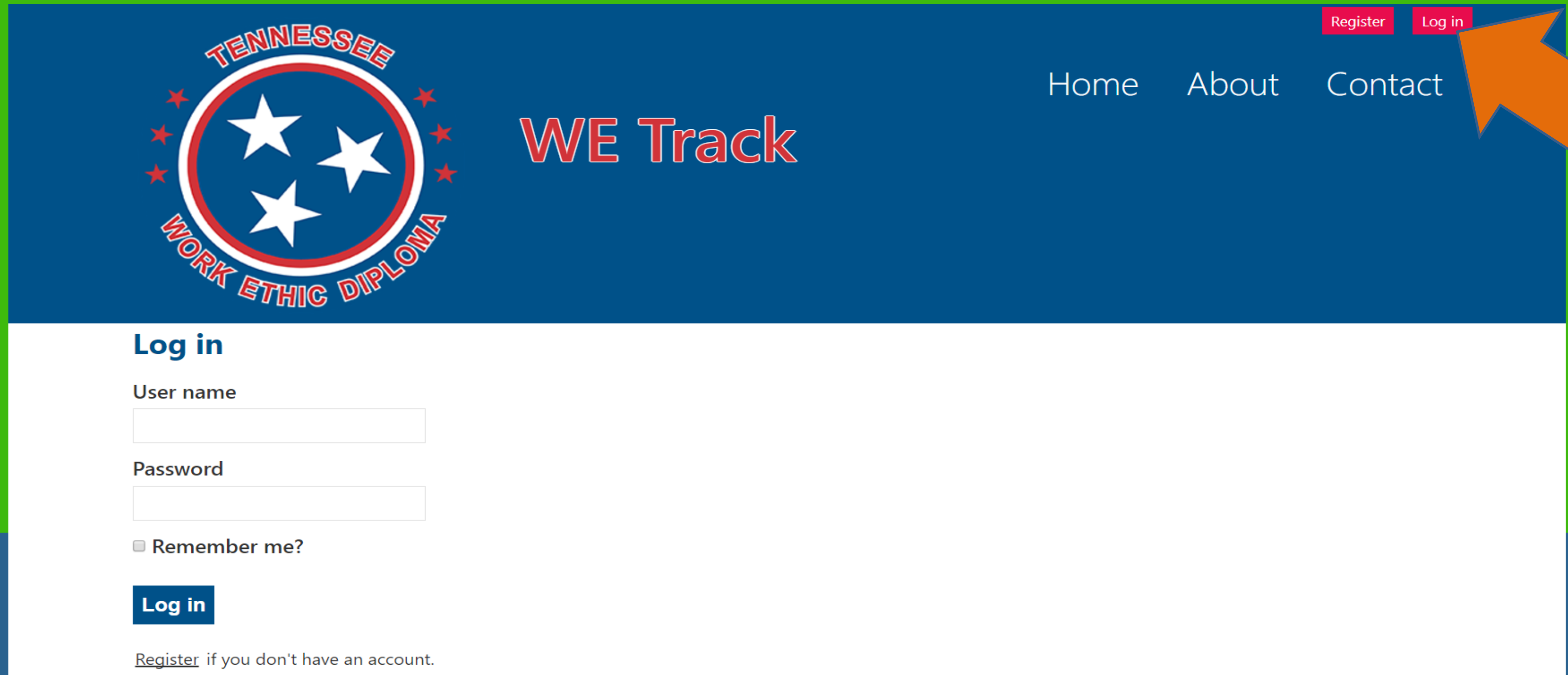
Email

Date of Birth
 ⓘ (optional)
Gender
 ⓘ (optional)

Register

Fill out the registration form. You will need to create a username and password. Make sure to select the right school and graduation year and also to use a personal email account.

WE Track Registration



The screenshot shows the WE Track website interface. At the top, there is a blue header bar. On the left, the Tennessee Work Ethic Diploma logo is displayed, featuring three white stars on a blue background with the words "TENNESSEE" and "WORK ETHIC DIPLOMA" in red. To the right of the logo, the text "WE Track" is written in large, red, stylized letters. Further right, there are navigation links: "Home", "About", and "Contact". In the top right corner, there are two red buttons: "Register" and "Log in". A large orange arrow points from the right side of the image towards the "Log in" button. Below the header, there is a white section containing a login form. The form has a title "Log in" in blue. It includes two input fields: "User name" and "Password". Below these fields is a checkbox labeled "Remember me?". At the bottom of the form is a blue button labeled "Log in". Below the button, there is a link that says "Register if you don't have an account."

Log in

User name

Password

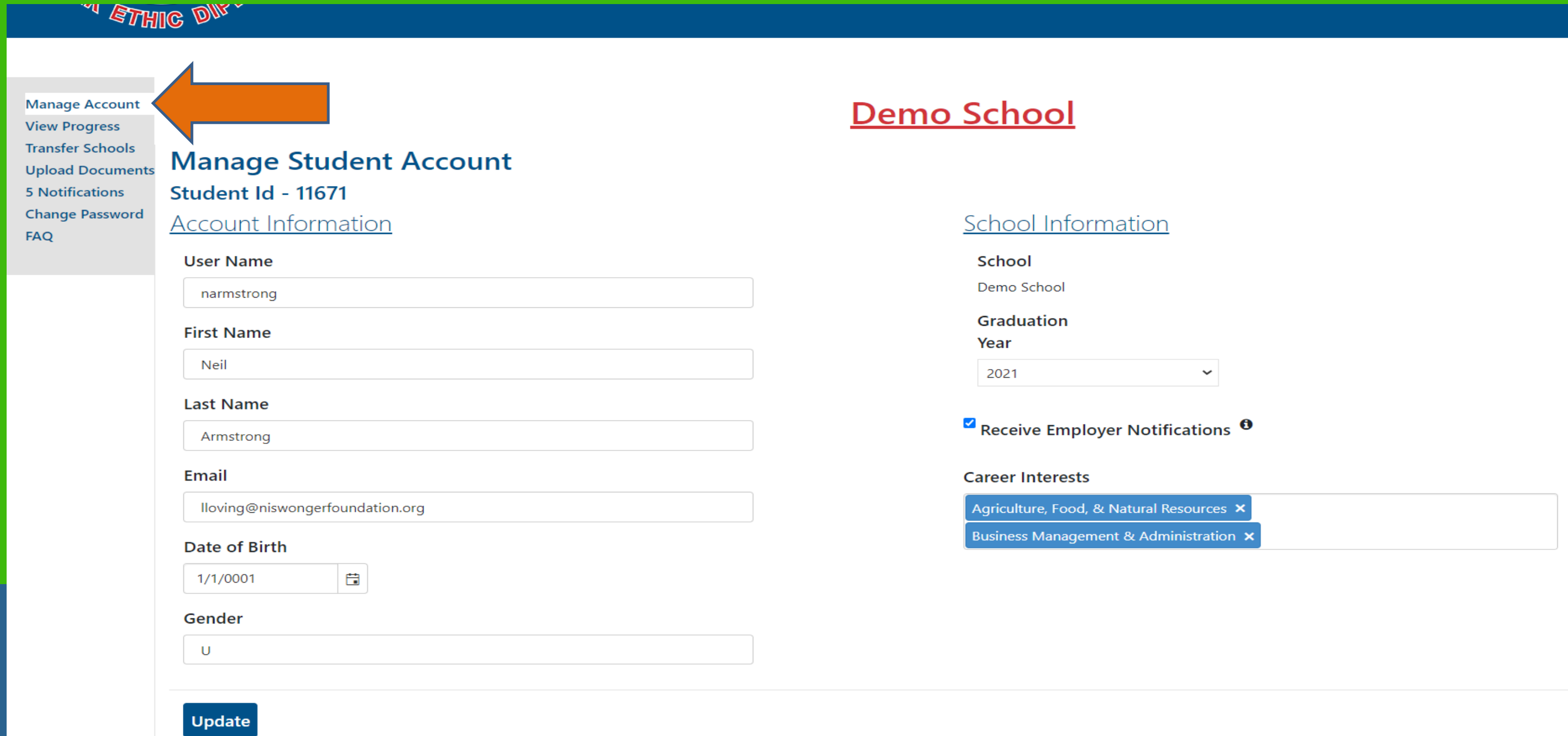
☐ Remember me?

Log in

[Register](#) if you don't have an account.

Once you have created an account, you can log in using the button at the top of the page.

WE Track- Manage Account



ETHIC DIPLOMA

Manage Account
View Progress
Transfer Schools
Upload Documents
5 Notifications
Change Password
FAQ

Manage Student Account
Student Id - 11671
Account Information

User Name
narmstrong

First Name
Neil

Last Name
Armstrong

Email
lloving@niswongerfoundation.org

Date of Birth
1/1/0001

Gender
U

Update

Demo School

School Information

School
Demo School


Graduation Year
2021

☒ **Receive Employer Notifications**

Career Interests
Agriculture, Food, & Natural Resources
Business Management & Administration

When you log in, you will arrive on the Manage Account page. Here you can update your account information.

WE Track- Manage Account



Manage Account

View Progress

Transfer Schools

Upload Documents

5 Notifications

Change Password

FAQ

View Progress

Progress

Description

Value

Points Awarded

Student has no more than 5 absences from school during their senior year

1

0

Student has no more than 3 absences from school during their senior year

2

0

Student has no more than 1 absences from school during their senior year

3

3

Student has no more than one unexcused absence from school during the senior year

1

0

Student has no unexcused absences from school during the senior year

2

0

Student has no more than two unexcused tardies to school during the senior year

1

0

Student has no unexcused tardies to school during the senior year

2

2

Student has no more than one discipline referral during the senior year

1

1

Student has no discipline referrals during the senior year

2

0

Student has an overall GPA of 2.0 to 2.99

1

0

Student has an overall GPA of 3.0 to 3.49

2

0

Student has an overall GPA of 3.5 or above

3

0

Student voluntarily presents written proof as being drug free

5

0

Student has successfully completed at least 1 CTE course by the end of the senior year

1

0

Demo School

To check your progress click View Progress. Here you can see the total points you have accumulated.

WE Track- Manage Account

WE Track
WORK ETHIC DIPLOMA

Manage Account
View Progress
Transfer Schools
Upload Documents
Notifications
Change Password
FAQ

Upload Documents ⓘ
The files that can be uploaded are restricted to the following types and have a maximum size of 10 MBs.
(doc, docx, pdf, gif, jpg, png, bmp, jpeg, tiff, zip)

Demo School

Id	Filename	Standard Name		
431	Standard 1.docx	Attendance - No more than 1 absence	Download	Delete
432	CTE Courses.docx	CTE Coursework - 3+ course complete	Download	Delete
433	WorkKeys.docx	National Career Readiness Certificate - Gold	Download	Delete
434	tardy.docx	Tardiness - No more than 1 unexcused tardies	Download	Delete
435	tn promise.docx	TN Promise - Good Standing	Download	Delete
436	industry awareness.docx	Industry Awareness - Internship/Work Based	Download	Delete

Select files...

tn promise (2).docx
11.68 KB

Select Standard*:
TN Promise - Good Standing

Submit

1

2


3

To upload documents:

1. Click “select files” and choose the document you wish to upload.
2. Select the standard(s) the document should be assigned to.

Documents remain in storage on this page (3).

WE Track- Notifications



WE Track

[Manage Account](#)
[View Progress](#)
[Transfer Schools](#)
[Upload Documents](#)
[Notifications](#)
[Change Password](#)
[FAQ](#)

Demo School

Notifications

Sent Date	Message	Message Read	
09-09-2020	Points have been added for: Industry Awareness - Internship/Work Based	false	Read
09-09-2020	Points have been removed for: Industry Awareness - Internship/Work Based	false	Read
09-09-2020	Points have been added for: Attendance - No more than 3 absences	false	Read
09-09-2020	Points have been added for: Attendance - No more than 1 absence	false	Read
09-09-2020	You have earned points forStudent has participated in an internship or work based learning during the senior year	false	Read
08-31-2020	You have earned points forStudent has no more than 1 absences from school during their senior year	true	Read
08-31-2020	Points have been added for: Absence - No unexcused absences	true	Read
08-31-2020	Points have been removed for: Absence - No unexcused absences	true	Read
08-31-2020	Points have been added for: Tardiness - No more than 1 unexcused tardies	true	Read
08-31-2020	Points have been added for: Tardiness - No more than 2 unexcused tardies	true	Read

Check the Notifications tab often. This is where you receive messages from staff and employers. Click “Read” on the right once you’ve read a message.

Key Points

Reason #1

This is a way to show companies you are the kind of person they want to hire.

Reason #2

Signing up is easy and is required to earn the WED.

Reason #3

Even if you don't use this to gain an interview, it still looks great on a resume.

Bottom Line

There's no reason not to pursue a WED. It's easy to get started and can only help you with whatever you plan to pursue after high school.

Helpful Hints

WED Login Page

<http://www.workethicdiploma.com/>

WED Due Date

March 25, 2022

Standards

A minimum of 32 points must be earned to be awarded the Work Ethic Distinction.

Optional

Students who earn the Work Ethic Distinction, may purchase a green cord for graduation.

