

Kentucky Alternate Assessment Program

2025-2026 Career Readiness Database (CRD)

User Guide



Kentucky Department of Education

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General Information

Students participating in the alternative high school diploma course of study or alternate assessment working toward Career Readiness status, under the Postsecondary Readiness component within Kentucky's Accountability System, are required to meet the benchmarks and requirements of two measures. The Career Readiness Database (CRD) is designed to gather data for those measures, the Employability Skills Attainment Record (ESAR) and the Career Work Experience Certification (CWECE). Students participating in the alternative high school diploma course of study or alternate assessment and working toward Career Readiness status under the Postsecondary Readiness component within Kentucky's Accountability System are required to meet benchmark on Employability Skills Attainment Record (ESAR) and requirements of the Career Work Experience Certification (CWECE). The Career Ready Database (CRD) is designed to collect data for those measures, including the ESAR score and verification of the CWECE completion status.

The CRD system facilitates user activation, student registration, the entry of student ESAR ratings, and the entry of CWECE completion status. The system is available for District Assessment Coordinators (DACs); teachers responsible for entering data; any registered Director of Special Education (DoSE), personnel from the Kentucky Department of Education, (KDE), and database administrators.

User Access Levels

Only registered users can save data to the database. Each registered user will log in using a password to view information appropriate for their assigned level of access. DACs have access to more levels on the database dashboard than other users. Teachers must be Qualified ESAR Administrators (QEAs) and Qualified CWECE Administrators (QCEAs) to access the CRD. Specific levels of access will be discussed on subsequent pages throughout the guide.

Getting Started

The [CRD](#) is housed on the Kentucky Alternate Assessment Program (KAAP) Online Training System ([OTS](#)). Before being granted access to the CRD users must first self-register in the OTS. Login credentials are synchronized between the OTS and the CRD. The same username and password are used to access both systems. User profile information is transferred from the OTS to the CRD.

Directions for OTS New User Registration

1. Access the [Kentucky Alternate Assessment Program](#) main system page.
2. From the left side menu bar select Register under the Members Area.
3. Complete the information on the Registration page. District personnel, including teachers, must provide a district e-mail address to register as an OTS user.
4. Select Register to submit the information.
5. Once registered, teachers must successfully complete the ESAR quiz and the CWECE quiz to become QEAs and QCEAs. Teachers must be QEAs and QCEAs to gain access to the Student Roster.

- a. NOTE: for the Fall 2025 assessment window: any teacher/user who has been granted SRD access and passed the ESAR and CWEC prior to gaining access will be activated in the CRD.
- b. Upon activation, the user and the DAC will receive an email indicating the account is active.

System Login

1. Select Career Ready Database (CRD) under the Systems menu from the left side menu bar of the OTS.
2. On the Login page enter the same username and password registered in the OTS.

Forgotten Password

To reset a password, return to the initial Login page of the CRD and select the Forgot Password link. Enter the email address associated with the account and select Reset Password. The password will be reset, and a temporary password will be emailed to the user so the user may permanently reset their password through the OTS.

Navigation

Each interface or page within the system has the title “Kentucky Career Readiness Database” at the top. The CRD launches with a Welcome page where announcements are posted. The CRD System Menu, detailed in the next section, is included on the left side of the page. Selecting any system menu title takes the user to that specific page. The links on the system menu on the left side remain the same through each page navigation. The user can select one of the links and navigate to a different page at any time and from any location. It is not necessary to proceed in sequence through the links.

The user’s location in the system is shown in the URL or path between the system title at the top of each page and the page content, on the left side of the page. The Logout link can be accessed at the top right-hand corner of the page.

CRD System Menu

The menu along the left side of each page includes the following:

- Home
- Student Roster
- Student Registration (DAC level access only)
- Teacher Roster (DAC level access only)
- CRD User Guide
- Printable ESAR

Student Roster

Select Student Roster to gain access to student lists. For DACs or users having DAC-level access, all students within the district's registered schools are available. For Teacher-level access (QEAs and QCAs), only students for their registered school are obtainable.

The Student Roster contains the following data organized in columns:

- CRDID – Career Readiness Database identifier, a unique identifier generated in the CRD
- SSID – the state student identifier
- Student Information - First Name, Middle Name, Last Name, School (DAC only), Grade and Gender
- ESAR – active link to access the student's ESAR interface to enter student ratings
- CWEC – active link to access the student's CWEC verification of coursework completion page

Sort Student Roster Data

Student Roster data, except for ESAR and CWEC columns, can be sorted to view data quickly and in the manner desired. To sort data, complete the following steps:

1. Hover the cursor over the column title, i.e., CRDID, First Name, Gender. An underline will appear.
2. Click the underlined title.
3. The data, whether numerical or alphabetical, will be sorted in ascending (first click) and descending order (second click).
4. Click the column title again (third click) to return the data to the default setting.

The roster data will also return to the default setting upon logout from the system.

Student Registration (DACs Only)

The Student Registration link is available to DACs to register students in the CRD. Grade 12 and Grade 14 students identified as working towards career readiness in the alternative high school diploma courses of study or alternate assessment are entered in the CRD by KAAP personnel. A Grade 11 student eligible for early ESAR administration will not be automatically loaded in the CRD but may be added manually. Any Grade 12 or Grade 14 student working toward career readiness in the alternative high school diploma courses of study or alternate assessment may also be manually entered into the CRD by the DAC.

When the Student Registration link is activated, empty data fields appear that must be completed to add the student. Student registration can be completed through May 29, 2026.

To add a student to the CRD student roster complete the following steps:

1. Select Student Registration.
2. Type and select relevant information using the keyboard and drop-down menus; the information must match that found in Infinite Campus (IC).

3. After entering the information select Register Student at the bottom of the student registration interface.
4. The system will request any missing required information. Registration is not complete until all required fields are complete, and the Register Student link is selected.
5. Users will get a system alert that reads “_____has been successfully registered in the CRD. Please contact the CRD Support Team at darrell.mattingly@uky.edu for changes.” There are two control buttons, one to Register Another Student and a second to Go to Student Roster.

The student information entered in the CRD must mirror the information entered in IC. In the event of a data issue, i.e., student SSID already exists, the user will be prompted to contact [Darrell Mattingly](#), the Career Readiness Database Administrator.

Once a student is registered in the CRD, the student record is automatically added to the system and can be opened to enter the ESAR ratings and CWEC verification.

Add ESAR Ratings

The QEA reports the ratings for the ESAR. For each student in the database, the link to the ESAR rating submission is color-coded. Gray indicates Not Required, red Not Started, orange Incomplete, and green means the rating submission is Complete.

For initial data entry complete the following steps:

1. Find the student's name in the roster.
2. Access the red ESAR link for the initial data entry in the first subarea, Personal Qualities and People Skills, the first rating entry page (ESAR subarea).
 - a. The linked category title, Personal Qualities, and People Skills, will be highlighted in dark blue.
 - b. There are nine (9) items to complete in Personal Qualities and People Skills.
3. Enter student ratings by clicking the appropriate radio button per ESAR item. The choices include:
 - a. Does not demonstrate – 0
 - b. Developing/Supported – 1
 - c. Independent/Mastered – 2
4. To save full or partial completion in the sub-area select the Save link.
 - a. If Save is selected:
 - i. Ratings entered on the first page, Personal Qualities and People Skills, will be saved in the CRD, but NOT SUBMITTED.
 - ii. When any rating in a student record has been saved, the ESAR link will appear in orange (Incomplete) in the Student Roster.
5. Navigate to the second page, Foundational Academic Skills, using the blue linked category title at the top of the data entry field.
 - a. The subarea includes seven (7) items numbered 10-16.
 - b. Continue recording student responses.
 - c. Save the full or partial completion in the subarea by selecting the Save link.

6. Navigate to the third page, Workplace Knowledge Skills, using the blue linked category title at the top of the data entry field.
 - a. The Workplace Knowledge Skills subarea includes fourteen (14) items numbered 17-30.
 - b. Continue recording student responses.
 - c. Save the full or partial completion in the subarea by selecting the Save link.
7. Return to any saved page to add additional ratings by using the blue linked category titles.

Save and Submit

- a. If Save and Submit is chosen on any page (i.e., Personal Qualities and People Skills) the responses will be saved in the CRD permanently and sent to the KDE.
- b. ANY ITEM that does not have a selection (no response selected) will default to zero (0).
- c. IMPORTANT: Ratings that have been saved and submitted on a page (ESAR subarea) cannot be changed and the page can no longer be accessed.
- d. When responses in a student record have been saved and submitted for one or two pages (ESAR subareas), the ESAR link will appear in orange (Incomplete) in the Student Roster.

Incomplete Submission

- a. If student records do not have ratings saved and submitted for all three (3) pages, system alerts will direct the user to the next page (ESAR subarea).
- b. System alert messaging will provide support contact information.

Final Response Submission

When ratings have been saved and submitted for the thirty (30) ESAR items (all pages), the system will alert the user that ratings have been finalized and provide support contact information. The ESAR link in the student roster will appear in green (Completed) for that student.

Add CWEC Verification

The QCA reports the status of student attainment of the CWEC in the CRD. The QCA indicates either Yes (Y) the completed the CWEC, or No (N), the student did not complete the CWEC. "Yes" indicates the student completed all four CWEC courses and requirements leading to the certification. The courses must be documented on the student transcript. Schools and districts may refer to the [District CWEC Checklist](#) (Districts may use this checklist and keep on file locally) on the Working with Exceptional Children in [CTE](#) web page for assistance verifying a student successfully completed the CWEC. This is an optional checklist.

For each student in the database, the link to the CWEC verification submission is color-coded. Gray indicates Not Required, red Not Started, orange Incomplete, and green means the status submission is Complete. The CWEC link is red when the student's CWEC status has not yet been started or is missing.

For CWEC verification complete the following steps:

1. Find the student's name in the roster.
2. Access the certification verification by clicking on the CWEC red link.
3. Select the appropriate radio button to the CWEC certification response, either Yes or No to the question "the student has successfully completed the CWEC?"
4. Enter the following CWEC data:
 - a. CWEC Work-Based Learning (WBL) Hours Completed:
 - b. Select the type of CWEC WBL completed:
 - i. Face-to-Face
 - ii. Virtual
 - iii. Combination of Face-to-Face
 - c. Enter the total number of CWEC WBL hours completed (TOTAL of all four CWEC courses): _____
 - i. Number of hours Face-to-Face: _____
 - ii. Number of hours Virtual: _____

*Round numbers to the nearest whole number
5. Responses saved and submitted cannot be changed. Upon selecting Save and Submit a warning will appear stating that once submitted the response cannot be edited. The user will be asked whether to continue.
 - a. To change the response, select No, which will cancel the submission.
 - b. To permanently record the response, select Yes, save and submit the response.
6. The CWEC link in Student Roster with a response option selected, but not saved and submitted, will appear in orange (Incomplete).
7. The CWEC link in the Student Roster with the Saved and Submit selected will appear in green (Completed).

Teacher Roster (CRD Administrator and DACs Only)

User profile information is transferred from the OTS to the CRD. The Teacher Roster page is available for activating users in the CRD. The page has links to activate or delete current registered teacher-level users.

The DAC/DoSE or district CRD Administrator is no longer required to activate the Teacher account in the CRD before a Teacher-level user can gain access to student information. This will now happen automatically when the teacher-level user takes both the ESAR and CWEC training and passes the corresponding qualifying quizzes. Once both quizzes are passed, teachers will be able to access student information in the CRD (once open on November 17, 2025). If the quizzes are passed after November 17, 2025, please allow one hour for the information to push from the OTS to the CRD.

After the Teacher account is activated, the CRD system will email the teacher and copy the DAC to provide notification of CRD access.

If there are users listed who are no longer in the district, the DAC may delete the teacher from their roster.

CRD User Guide

A PDF copy of the CRD User Guide can be accessed from the CRD Login Screen or via the Tools menu on the left-hand side of the CRD Welcome screen.

Printable ESAR

A PDF copy of the ESAR can be accessed through the OTS or CRD.

Logout

The logout link at the top right-hand corner of the page will exit the user from the current page of the CRD and return user to the initial login page. Users will receive a logout alert asking, “Are you sure you want to logout?” Click Logout to exit the system, click Cancel to return to last system page.