

Work-Based Learning Tracker

Work-Based Learning (WBL) provides you with experience, networking opportunities, and industry relevance, increasing your chances of securing a job. Track your accomplishments and experience using this AKCIS Career Plan activity.

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1. Login using your username and password at www.AKCIS.org, or use single sign-on through Clever or ClassLink.
2. Select the **Work-Based Learning Career Plan** and select the **Track Work-Based Learning** activity. (This may be found other assigned Career Plans.)
3. Use the drop down menu to select the **Type** of WBL experience you earned.
4. Add **Employer/Organization** details – name, city, state.
5. Add your **Position/Title** name.
6. Enter the **Date**, and **From/To** times for your experience. The Tracker will calculate your total time for each entry.
 - Select the **+Add Another Time Entry** for additional dates/times.
7. Select **+Add Another** to record additional WBL experience(s). Repeat steps 3-7.
8. Select **Save** to keep this record.
9. Select **Export PDF** to share your WBL record(s) with your teacher/supervisor.

