
YES PARTICIPANT PROFILE



SECTION ONE: GENERAL INFORMATION

This form is to be completed by the participant engaged in the YES Certification Process. The form will serve as:

- an enrollment document that initiates the YES Certification Process;
- a planning document in which participants organize their timeline and sequence of events, identify YES Team Members, and describe their plan for assessments; and
- a checklist to monitor progress and completion.

PARTICIPANT NAME - Write your first name, middle initial and last name:

GRADE – If you are in school or college, write your grade level. If you are not in school, write “NA:”

AGE:

SOCIAL SECURITY NUMBER:

ADDRESS - Write your complete address including street or box, city, state and zip code:

PHONE NUMBERS – Write all your phone numbers indicating type of number (i.e.: Fax, Home, Cell) :

EMAIL:

HOST ORGANIZATION NAME – Write the name of the organization that is hosting your YES Certification Process:

SECTION TWO: YES TEAM

Your YES Team must consist of no less than three individuals from the three different categories: employer or business person, community member and educator. The YES Team members will assess your employability skills in no less than three settings over a period of time. The minimum requirement for these assessments is a minimum of 250 hours spanning an 8 month time period. Specific requirements are as follows:

<p>Work Setting:</p> <ul style="list-style-type: none"> Assessed by employer or business person At least 120 hours May occur in multiple settings with multiple employers or business persons Comprehensive assessment of all 7 employability skills 	<p>Community Setting:</p> <ul style="list-style-type: none"> Assessed by a community member At least 40 hours May occur in multiple settings with multiple community members Comprehensive assessment of all 7 employability skills 	<p>Educational Setting:</p> <ul style="list-style-type: none"> Assessed by an educator At least 90 hours or one semester class May occur in multiple settings with multiple educators Comprehensive assessment of all 7 employability skills 	<p>Single Event:</p> <ul style="list-style-type: none"> May be assessed by same assessor more than once as long as YES Team consists of no less than three individuals from the three different categories At least 5 settings Partial assessment of at least 1 of the employability skills
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ADULT SPONSOR - One member of your YES Team must agree to serve as your adult sponsor. This individual will assess your employability skills, monitor your overall progress throughout the completion of your YES Portfolio, and oversee or assign another adult to oversee your writing of the Final Summary. Write the first and last name of your adult sponsor.

ADULT SPONSOR	
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YES TEAM - Write each Team member's first and last name, address, email, and phone numbers. Check one box under the "Category" and one under the "Setting" columns and briefly describe the assessment.

NAME ADDRESS	EMAIL PHONE NUMBERS	CATEGORY (Check One)			SETTING (Check One)				ASSESSMENT DESCRIPTION
		Employer/ Business	Community Member	Educator	Work	Community	Educational	Single Event	
EXAMPLE: John Doe 1234 Any Street Any City, AK 99999	(907) 555-5555 johndoe@alaska.com	X			X				Comprehensive assessment at XYZ Inc. for approx. 10 hrs. per week for 3 months - participant works as a welder's helper.
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									

SECTION THREE: TIMELINE

This section will serve as both a planning tool and a means to track your progress. All cells in the middle and left columns must be completed.

- **Left column:** Lists those activities required to complete your YES Certification Process.
- **Middle column:** Write the date you plan to complete the activities listed in the left column.
- **Right column:** Write the date you actually complete the activities listed in the left column.

ACTIVITIES	PLANNED DATE OF COMPLETION	ACTUAL DATE OF COMPLETION
Complete YES Participant Profile Section One		
Recruit YES Team members, have each complete a YES Team Member Profile and include them in your Portfolio		
Complete YES Participant Profile Section Two		
Complete YES Participant Profile Section Three “Planned Date of Completion” column		
Complete YES Participant Profile Section Four, Part One		
Complete YES Participant Profile Section Five		
Get a copy of Host & Partner Profile and include in YES Portfolio		
Complete an application and include in YES Portfolio (May use actual job application or download application from www.ajcn.state.ak.us/forms/genapp.pdf)		
Complete a resume and include in YES Portfolio		
Get three letters of recommendation and include in YES Portfolio		
Start first assessment		
Complete comprehensive assessment by #1 YES Team Member		
Complete comprehensive assessment by #2 YES Team Member		
Complete comprehensive assessment by #3 YES Team Member		
Complete single event & partial assessment by #4 YES Team Member		
Complete single event & partial assessment by #5 YES Team Member		
Complete single event & partial assessment by #6 YES Team Member		
Complete single event & partial assessment by #7 YES Team Member		
Complete single event & partial assessment by #8 YES Team Member		
Complete all required assessments		
Complete YES Participant Profile Section Three “Actual Date of Completion” Column		
Complete YES Participant Profile Section Four, Part Two		
Complete YES Final Summary and get necessary signatures		
Verify that the following required Portfolio documents are completed, signed and included in your Portfolio: <input type="checkbox"/> YES Participant Profile <input type="checkbox"/> YES Team Member Profiles (one for each member) <input type="checkbox"/> YES Host & Partner Profile <input type="checkbox"/> Application, Resume, 3 Letters of Recommendation <input type="checkbox"/> 3 Comprehensive & 5 Single Event Assessments <input type="checkbox"/> YES Final Summary		
Submit portfolio for certification to: Colleen Ward/APICC, P.O. Box 751, Kenai, AK 99611		

SECTION FOUR: GOALS

PART ONE:

CAREER GOALS AT BEGINNING OF YES CERTIFICATION PROCESS - Write your career goal(s) at the beginning of the YES Certification Process.

PART TWO:

CAREER GOALS AT COMPLETION OF YES CERTIFICATION PROCESS - Write your career goal(s) at the completion of the YES Certification Process including information learned through career development activities (e.g.: interest inventories) and the YES Certification Process.

SECTION FIVE: SIGNATURES

Review your YES Portfolio documents with your parent(s) or guardian(s) and describe the YES Certification Process to them. Discuss ways they can support you and answer questions they might have. If either you or your parents or guardians have further questions you can contact your Host Organization for further information.

PRINT PARENT'S/GUARDIAN'S NAME:

PARENT'S/GUARDIAN'S SIGNATURE:

DATE:

PARTICIPANT'S SIGNATURE:

DATE: