

Reporting Guidelines for Indiana CTE Technical Skills Attainment

Indiana Department of Education, Indiana Department of Workforce Development and
Indiana Association of Career and Technical Education Districts

General Guidelines for 2010-2011

Assessment and reporting of Technical Skill Attainment and improvement is required by the Carl D. Perkins Career and Technical Education Act of 2006. Assessment data is required to be reported specifically in the local level of performance core indicator **2S1 - Technical Skill Attainment**. Through a collaborative process that includes members of the Indiana Association of Career and Technical Education Districts (IACTED), Indiana Department of Workforce Development, and Indiana Department of Education, the guidelines for implementation of the assessments for this school year have been developed. They are as follows:

Definitions

A CTE Participant is:

A student who has earned one (1) or more credits in any career and technical education course.

A CTE Concentrator is:

A student who has earned at least six (6) credits in designated CTE courses in a single state approved College and Career Pathway.

A CTE Completer is:

A CTE concentrator who earns credits for all designated CTE courses in a state approved College and Career Pathway.

An Indiana College and Career Pathway (Program of Study) is:

An aligned sequence of secondary and, in most cases, postsecondary courses that leads to an industry-recognized credential or technical certification, or an associates or baccalaureate degree at an accredited postsecondary institution, or a registered apprenticeship in:

- 1) An occupation labeled as High Wage and Moderate/High Demand in Indiana, or
- 2) An occupation within the eight emerging career areas identified in the Indiana Strategic Skills Initiative, or
- 3) An occupation approved by the Indiana Commission on Career & Technical Education.

Which Students Must Be Tested?

All students who are completers of a CTE program leading to one of the certification or credentials listed in this document in the 2010-11 school year need to be tested. This includes students who will have completed the program or Pathway at the end of the first semester.

MUST FOLLOW RETEST POLICY OF THE TEST VENDOR.

Designated CTE Programs or Phase I College and Career Pathways (Required to administer tests in the spring of 2011)

<i>Pathway/Concentration</i>	<i>Assessment(s)</i>
Automotive Services Technology	NA3SA Certification
Construction Trades -	Dual Credit End of Course Assessment Bundle:

Construction Technology	<ul style="list-style-type: none"> Ivy Tech CONT 101, CONT 106 VU CNST 120, ARCH 102 HBI (Carpentry Basic, Wiring Basic, HVAC Basic)
Drafting and Design - Architectural	Dual Credit End of Course Assessment Bundle: <ul style="list-style-type: none"> Ivy Tech DESN 102, DESN 103 VU ARCH 102, ARCH 141
Drafting and Design - Mechanical	Dual Credit End of Course Assessment Bundle: <ul style="list-style-type: none"> Ivy Tech DESN 102, DESN 103 VU DRAF 140
Emergency Medical Services	Indiana EMT Certification
Fire Science	Firefighter I and II Certification
Health Science - All Pathways	NCHSE Foundations Certification
Precision Machine Technology	Dual Credit end-of-course assessment bundle: <ul style="list-style-type: none"> IVY Tech MTTC 101, MTTC 103 VU PMTD 110, 117 (MOODLE will be used)
Project Lead the Way (PLTW) - All Pre-engineering courses	End of Course Assessment Bundle <i>PLTW end of course assessments are a required component of the PLTW program.</i>
Welding	Pilot - AWS SENSE Level 1 Certification (MOODLE will be used)

Instructions Regarding Dual Credit End of Course Assessment Bundles

Teachers work with faculty with whom they have dual credit agreements to provide End of Course Assessments to student who are completers. Reporting of student test scores is the responsibility of the school administrator and teacher and the postsecondary faculty.

Instructions Regarding AWS SENSE Level 1

How to Register:

Step 1: Compile a list of completers and submit to DWD for approval to Cheryl Jones
cjones@dwd.in.gov

Step 2: Fill out the form found at:
http://files.aws.org/education/sense/sense_app_and_instructions.pdf

Step 3: Submit by either mail, fax, or email the form:

- a. Mail:
AWS Education Services (SENSE)
550 NW LeJeune Rd.
Miami, FL 33126
- b. Fax: 305-648-1655
- c. Email: education@aws.org

Please note that DWD/DOE will take care of all payments. When filling out online forms if you are asked for Purchase Order information just type or write INDIANA in the space provided. We will be piloting Moodle for this particular assessment.

Steps 1, 2 and 3 must be completed by March 18, 2011.

Instructions Regarding Indiana EMT Certification

How to Register:

Step 1 – Students must meet the following requirements:

1. Be 18 years or older
2. Have a High School Diploma or GED
3. Have no criminal convictions

***Students may be younger than 18 and not yet a graduate to take the test; however, they must be 18 to qualify for the certification.**

Step 2 – Enroll in accredited EMT program

Step 3 – Complete Application which can be found on line at: <http://www.in.gov/dhs/3062.htm>

Step 4 – The Practical Skills Test is administered by school or trainer and a written exam given.

Instructions Regarding Firefighter I and II Certification

How to Register:

Step 1 – Students must meet the following requirements:

- Be 18 years or older
- Have a High School Diploma or GED
- Have no criminal convictions

***Students may be 17 to take the test; however, they must be 18 to qualify for the certification.**

Step 2 – Enroll in accredited Firefighter program

Step 3 – Complete Application which can be found on line at: <http://www.in.gov/dhs/3078.htm>

Step 4 – The Practical Skills Test is administered by school or trainer and a written exam given.

Instructions Regarding NA3SA Certification

How to Register:

Testing is required for all completers (see definitions) in the four program area listed above at all sites in Indiana. Students will be completing the National Automotive Student Skills Standards Assessment (NA3SA) written tests.

Area directors/administrators serve as the Site Coordinator for all the schools in their area district that have these programs. You may delegate site organization and site supervision to a Testing Coordinator.

Test cost per student \$15.00. Steps to take:

Step 1: Create and review a list of completers, make any adjustments to your list and submit to cjones@dwd.in.gov for approval.

Step 2: Complete the testing form found online at: www.NA3SA.com with the total School Information, Site Administrator and Order Payment Information (Purchase Order).

The test will be sent directly to each director/area administrator per the address on your order. Make a copy of your order and send to Cheryl Jones at cjones@dwd.in.gov. The State will pay for the test through a Purchase Order.

Instructions Regarding NCHSE Foundations

How to Register:

Step 1. Compile a list of completers and submit to DWD for approval to Cheryl Jones at cjones@dwd.in.gov, this must be done before tests are ordered.

Step 2. Go to www.healthsciencetest.com

Step 3. Click on Ordering on the left menu

Step 4. Click on Continue

Step 5. Complete the form and fax to 405.743.6885 or scan and email to CTTC@okcareertech.org

a. Contact Information – the Testing Center Coordinator/ Proctor

b. Test Quantity - From the drop down choose Option 1

c. Test Quantity – Order Test

d. Billing Information- Be sure information is printed correctly and completely.

Step 6. Save and Submit

Step 7. Use Roster Template to create Testing Rosters and email rosters to TC@okcareertech.org

The cost per student is \$15.00.

Instructions Regarding PLTW End of Course Assessments

All students completing Project Lead the Way (PLTW) courses must be tested at the end of each PLTW course.

Project Lead the Way (PLTW)	<ul style="list-style-type: none"> • Introduction to Engineering Design • Principles of Engineering • Digital Electronics • Aerospace Engineering Technology • Biotechnical Engineering • Civil Engineering and Architecture • Computer Integrated Manufacturing 	Correlated PLTW end-of-course assessment
<i>PLTW end of course assessments are a part of the PLTW program and cost of testing students is included in program implementation costs.</i>		

PLTW Note: All schools in the Project Lead the Way (PLTW) network have agreed to use the end of course assessments (ECAs) managed by PLTW. These assessments are available online and accessible to PLTW teachers. Each student taking the online assessment for PLTW must use a unique STN. It is the responsibility of the district to ensure that the student uses his or her unique STN when taking the test. Test results will be returned to the schools for corrections by the teacher if no STN or an incorrect STN is used. Technical Skill Attainment data for the district could be impacted if this is not properly done.

End of Course testing is required for all students who earn credit in any of the PLTW courses taught in Indiana. Test scores will be reported by the PLTW testing manager to the DWD. For any student on PLTW course enrollment lists who is not tested, districts will be asked by DWD to supply the reason the student did not complete the test (e.g. student is failing class, student dropped the class, etc).

PLTW has changed the way the PLTW assessments are delivered. There will be a two part online assessment (instead of the 3 part as it was done in the past). Part one is the “regular assessment” for all schools teaching the PLTW courses. Part two will be for the “certified schools only” and students will need to complete successfully to be awarded dual credit. The tests are each 45 minutes in length. They will continue to be free of charge to schools and students.

Under the PLTW/School Agreement signed by all districts teaching these courses, all high schools must be certified by the second year in the program and re-certified every five years after. This process requires schools to demonstrate that they meet PLTW quality standards in professional development of teacher and counselors; the implementation of the curriculum using required equipment and software; the formation of a Partnership Team, and additional criteria specified in the agreements.

Instructions Regarding HBI/NAHB Assessment

Overview

Home Builders Institute (HBI), the workforce development arm of the National Association of Home Builders (NAHB), is dedicated to the advancement and enrichment of education and training programs serving the needs of the residential construction industry. The HBI/NAHB certification assessments were designed to measure industry-recognized skills in the fields of Basic Principles of Construction, Carpentry, Facilities Maintenance, House Wiring, and HVAC. Individuals meeting a nationally-established and recognized benchmark will earn certification through HBI/NAHB.

Tests

- *HBI Carpentry Basic*
- *HBI Wiring Basic*
- *HBI HVAC Basic*

How to Register:

Step 1: Compile a list of completers and submit to DWD for approval to Cheryl Jones at cjones@dwd.in.gov, this must be done before the tests are ordered.

Step 2: **(If you have completed Step 2 in prior school years, you may skip to Step 3).** Complete the Testing Agreement with each vendor-NOCTI – Testing Agreement is at www.NOCTI.org. You will be given a site code if you are a new site. You will be asked by NOCTI to sign a waiver allowing test scores to be released to DWD. You must agree. Scores will then be accessible by Chris Deaton at DWD. Each director/administrator will be able to access test results for all sites in their district. The NOCTI contact is Mandy McCall, *Project and Account Coordinator*, 800-334-6283 EXT. 252 or mandy.mccall@nocti.org.

Step 3: Fill out the online order form through the Client Services Center at <http://clientservices.nocti.org> and the form will automatically be submitted.

Cost

The cost of the assessment is \$19.00 (online); \$22.00 (written/performance combo) and \$25.00 (paper/pencil); \$28.00 (written/performance combo) and includes the administration materials, access to the assessment, scoring and reporting services as well as the certification (if applicable).

The test will be sent directly to each director/area administrator per the address on your order. Make a copy of your order and send to Cheryl Jones at cjones@dwd.in.gov. The State will pay for the test through a Purchase Order.

Who Covers the Costs of the Assessments?

The state of Indiana pays for testing for the certifications specified above. The state pays only for the test or assessment given at the end of the course and will not pay for any practice or pre-tests. If in doubt, please ask. Districts are responsible for ordering and paying for blueprints, pre-tests and other materials separately out of local funds. Each student who is required to complete the assessment or certification must have a unique Indiana Student Testing Number (STN) and this STN must be used during the testing process. If it is not possible to obtain a unique STN, that student is not required to take the test. The costs of assessments given to students without valid STNs will not be covered by the state. Examples of non-unique STN's are MICH12345, HOME12345, and EXCH12345.

The area CTE director/administrator is responsible for ALL schools in the district that have qualifying programs and for meeting with the teachers in all schools in the district to make sure that they are aware of the reasons for the End of Course or End of Pathway assessment(s). The director is responsible for communicating with superintendents, principals and counselors regarding the requirements of the assessment process.

For any student on your completer list who is not tested, you will be asked by the state to supply the reason the student did not complete the test (e.g. student is failing class, student dropped the class, etc).

Please contact Chris Deaton at DWD CDeaton@dwd.in.gov or 317-233-6697 or Peggy Wild at IDOE pwild@doe.in.gov or 317-232-9169 if you have questions.

APPENDIX: Additional Assessments

Indiana uses data for the following certifications/assessments to report Technical Skills Attainment.

Assessment Code Assessment Name

(From InTers)

tcom	3-Com
aplus	A Plus Certification
adob	Adobe
ace	Adobe Certified Expert (ACE)
anim	Advanced Life Science-Animals
plant	Advanced Life Science-Plant and Soil
addes	Advertising and Design
agsy	Agribusiness Systems
aoppl	Aircraft Operator-Private Pilots License
ame	AME 21 Certification
aws	American Welding Society (AWS) Certification
apeca	Anatomy & Physiology End of Course Assessment
as	Animal Science
ad	Architectural Drafting
ase	ASE Certification
aser	ASE Refrigerant Recovery/Recycle Certification
askb	ASK Fundamental Business Concepts
ask	ASK Fundamental Concepts
askm	ASK Fundamental Marketing Concepts
askim	ASK Institute Fundamental Marketing Concepts
abc	Associated Builders and Contractors Certification
acet	Associated Certified Electronics Technicians
auto	Automotive Technician
ayes	Automotive Youth Education Systems Certification
biord	Biotechnology Research & Development
boe	Bombardier Essentials 1,2 &3
bbf	Brainbench Business Fundamentals
bffcs	Broad field Family and Consumer Sciences
bco	Building Construction Occupations
btm	Building Trades Maintenance
bip	Business Information Processing
clo	Carpenter Level One
car	Carpentry
case	CASE
ccna	CCNA Certification
cda	CDA-National Credentialing Program
cdl	CDL Exam
ccacf	Certified Collunarium-American Culinary Federation
cfh	Certified Food Handler (through ServSafe Certification-Indiana Restaurant and Hospitality Association)
cnoa	Certified Novell Administrator (CNA)
cpc	Certified Pastry Culinarian-American Culinary Foundation
chda	Child Development Association (CDA)
cisco	CISCO (Cisco Network Design, Cisco Network Support, Cisco Router Fundamentals)
clep	CLEP
crrt	Collision Repair/Refinishing Tech
cp	Computer Programming

cr	Computer Repair
cem	Concepts of Entrepreneurship & Management
cf	Concepts of Finance
cj	Criminal Justice
ca	Culinary Arts
cwi	CWI (Certified Web Professional)
den	Dental
dhyg	Dental Hygienist
dent	Dentist
ds	Diagnostic Services
det	Diesel Engine Technology
cad	Drafting and CAD
ece	Early Childhood Education
echil	Early Childhood
edc	Education Careers
elco	Electrical Construction
et	Electrical Technology
ello	Electrician Level One
emt	Emergency Medical Technician (EMT)
eca	End of Course Assessment - CAERT
es	Environmental Systems
ee	Excel Expert
faaml	FAA Airframe Mechanic's License
faa	FAA Certification
faacp	FAA Commercial Pilot Certificate
fmem	Facility and Mobile Equipment Maintenance
fcsaa	Family and Community Services
fta	Fashion, Textiles and Apparel
fcp	Final Cut Pro
fcs	Final Cut Studio
first	First Responder Certification
fpps	Food Products & Processing Systems
fsa	Foundation Skills Assessment
cpr	Healthcare Provider CPR Certification - American Heart Association
aha	HeartSaver First Aid Certification - American Heart Association
heolo	Heavy Equipment Operator Level One
hp	Hewlett Packard
hha	Home Health Aid
hme	Home Infomatics
hmlo	Hospitality Management, Lodging Option
hvac	HVAC-NOCTI
ic3c	IC3 Certification
iaeyc	Indiana Association for the Education of Young Children
nurse	Indiana State Certified Nursing Assistant (CNA)
icec	Initial Certification in Early Childhood (ICEC)
icar	Inter-Industry Conference on Automotive Repair (ICAR)
id	Interior Design
lpn	Licensed Practical Nurse
lodge	Lodging
lmp	Lodging Management Program (LMP)
mcpp	Macromedia Certified Professional Program
mic	Marine Industry Certification in Hassle Free Boating, Code of Conduct and Shop Management

mlo	Masonary Level One
mb	Masonry-Bricklaying Option
mes	Mercury E-Skills
micro	Microsoft Certification
mos	Microsoft Office Specialist (MOS)
mosa	Microsoft Office Specialist (MOS) Access Expert
mous	Microsoft Office User Specialist, Excel
msscm	MSSC Maintenance Awareness
mssc	MSSC-Certified PProduction Technician
nca	National Certificate of Achievement - American Hotel and Lodging Educational Institute
nims	National Institute for Metalworking Skills (NIMS)
nrs	Natural Resource Systems
ela	NCCER Entery Level Assessment
netp	Network Plus Certification
nw	Networking-Fundamental
nfpac	NFPA Certification
nov	Novell
nsl	Nursing State Licensing
nut	Nutrition
opace	Office Proficiency Assessment and Certification Exam
ope	OPE (Outside Power Equipment) Certification
ocp	Oracle Certified Professional
pt	PeachTree
pff	Personal and Family Finance
phars	Pharmacist
pharm	Pharmacy
phari	Pharmacy Intern
phain	Pharmacy Tech In-Training
phatc	Pharmacy Technician
phte	Pharmacy Technician
phleb	Phlebotomy
photo	Photography
physn	Physician
ps-ce	Plant Systems
pltwb	PLTW Biomedical Sciences
biote	PLTW Biotechnical
pltw	PLTW end of course assessment (average)
plum	Plumbing
psts	Power, Structure & Tech. Systems
pm	Precision Machining
preen	Pre-Engineering
ped	PrintED
pt-no	Printing Technology
proc	ProCert
raef	Pro-Start National Certificate of Achievement-National Restaurant Association Education Foundation
psna	ProStart National Exam
peca	Purdue End of Course Assessment
qb	Quickbooks
regnu	Registered Nurse
ulpie	ROCK
what	SCSA
spc	Server Plus Certification
smr	Small Engine Repair

sbec	Society of Broadcast Engineers Certification
cosmo	State Board of Cosmetology
stlic	State Licensing
ss	Support Services
tvpro	Television Production
vcm	Visual Communications & Multimedia
weld	Welding
dual	Dual Credit

***Results of Additional Assessments are not required, but are approved for use for the 2s1 Core Indicator - Technical Skills Attainment.**