

Brevard Public Schools Career & Technical Education



Student Industry Certification Manual

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Industry Certification Manual

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Introduction

Secondary schools around the nation are involved at various stages in high school redesign initiatives. This reform is based on the belief that setting high standards and establishing measurable goals can improve individual outcomes in education to ensure that all students graduating from high school are prepared to continue postsecondary education and have the competencies to enter the workforce. Today's educational environment is heavily focused on accountability, standards and assessment. At the same time, industry is seeking assurances that job seekers have the skills required to fill their openings.

At the local, state and federal levels, CTE programs are being tasked with providing students with credentials and certifications which are recognized and valued by our business and industry partners. Having a strong connection to industry, career and technical education has long understood the importance of industry recognized credentials and certifications.

In Brevard Public Schools, Secondary Schools of National Prominence (SSNP) was developed to address Brevard Public Schools vision for secondary school redesign. Brevard's aspirations for our students are ambitious and the SSNP component, *Increased Course Requirements* surpasses the requirements of both the A++ legislation as well as those of the national secondary school reform. To ensure every BPS graduate is postsecondary and/or workforce ready, students are required to complete a program of study which includes a minimum of 3 credits in one of the following areas:

- Approved dual enrollment, AP, IB, AICE or approved Honor Courses
- or
- Sequential CTE program of study resulting in a credential endorsed by a national, state or local industry

The BPS strategic plan includes the Key Performance Indicator – (KPI) 1.2.5: *By 2013, 90% of all high school graduates completing a Career and Technical Education (CTE) program of study will be eligible for an industry certification.* The CTE department has identified student industry credentials that meet the rigorous course requirements and this key performance indicator.

At the state level, Florida Statutes require that career and professional academies be coordinated with the appropriate industry indicating that all components of the program are relevant and appropriate to prepare the student for further education and for employment in that industry. Florida Statutes further define that the State Board of Education together with Workforce Florida, Inc. will develop and adopt rules for implementing an industry certification process, based upon the highest available national standards for specific industry certification, to ensure student skill proficiency and to address emerging labor market and industry trends.

Starting with SY 2009-10, Florida Statutes require a portion of the high school grade be determined by students' participation and performance in industry certifications, along with AP, IB, AICE and dual enrollment. Florida Statutes further expand the requirements for CTE industry certification by including student attainment of CTE industry certifications as one of the four Standard High School Diploma Designations.

At the federal level, the Carl D. Perkins Career and Technical Education Act was reauthorized in 2006 and requires student attainment of career and technical skill proficiencies, including student achievement on technical assessments, that are aligned with industry-recognized standards. They are designed to measure the extent CTE concentrators (3 credits in the same CTE program) are leaving high school with validated technical skills. The Florida DOE approves the Technical Skill Attainment List using the following criteria: requires a minimum of 150 hours instruction, is occupationally specific, is a State or federally regulated professional license, and the certifying agency is accredited.

In response to the federal requirements, future district Perkins funding to BPS includes performance measures, targets and potential sanctions regarding Technical Skill Attainment for program concentrators. The SY 2009-10 target for BPS, set by the Florida DOE, is 73%.

In addition to the local, state and federal requirements for student industry certification, teachers and administrators can use assessment results to learn about student's skills as well as learn about the effectiveness of instruction and then apply that to instructional improvements. Assessment can be one of the most effective tools for increasing student achievement. By using assessment data for instructional purposes, teachers can improve program curriculum, identify instructional needs and maintain a continuous improvement process.

Focused on the new vision of Career and Technical Education, assessments are to be utilized for CTE students as they complete their technical program of study. Assessments, while required at the federal, state and district levels, measure student understanding of both the knowledge and skills that are the foundation of the CTE program.

It is imperative that teachers and administrators maintain a positive perception of the value of technical skill attainment. Not only does it meet new local, state and federal requirements for CTE programs, assessments can provide a continuous improvement model for CTE instruction. Industry certifications can also provide business and industry with the assurance that CTE concentrators have the skills required to fill their openings; a win-win situation for all.

Requirements for Industry Certifications for CTE students

Recent legislation and initiatives concerning the requirement to earn industry credentials for CTE program students occurs at the federal, state and local levels.

Federal:

- Carl D. Perkins Federal Act / Technical Skill Attainment – Beginning in SY 2009-10, Brevard Public School's performance will be measured by the percentage of CTE program concentrators who earned an industry certified credential through a third party assessment approved by the FLDOE. A concentrator is defined as a student who has earned three or more credits in a single CTE program. Future funding includes performance measures, targets and potential sanctions regarding attainment of industry credentials by CTE program concentrators. The district target for SY 2009-10 is 73%.

State:

- Designation of School Grade - SY 2009-2010, Florida Statutes: 1008.34 - expanded to include student attainment of CTE industry certification exam on the SBE approved "Industry Certification Funding List" for the year.
- Standard High School Diploma Designation – Florida Statutes: 1003.4285 require a designation reflecting the attainment of one or more industry certifications from the SBE approved "Industry Certification Funding List" for the year.
- Cape Academy Bonus Funding – Florida Statutes: 1001.62 – Calculation of additional full-time equivalent membership based on certification of successful completion of industry-certified career and professional academy programs pursuant to F.S. 1003.491, 1003.492, and 1003.493 and identified in the Industry Certified Funding List pursuant to rules adopted by the State Board of Education. A value of .3 FTE student membership shall be calculated for each student who completes an industry-certified career and professional academy program under 1003.491, 1003.492 and 1003.493.
- Industry-certified career education programs.- Florida Statutes: 1003.492 - Career and professional academies shall be coordinated with the appropriate industry indicating that all components of the program are relevant and appropriate to prepare the student for further education or for employment in that industry. The State Board of Education shall use the expertise of Workforce Florida, Inc., and Enterprise Florida, Inc., to develop and adopt rules pursuant to ss. 120.536(1) and 120.54 for implementing an industry certification process. Industry certification shall be defined by the Agency for Workforce Innovation, based upon the highest available national standards for specific industry certification, to ensure student skill proficiency and to address emerging labor market and industry trends. A regional workforce board or a career and professional academy may apply to Workforce Florida, Inc., to request additions to the approved list of industry certifications based on high-demand job requirements in the regional economy. The list of industry certifications

approved by Workforce Florida, Inc., shall be published and updated annually by a date certain, to be included in the adopted rule.

District:

- BPS Secondary Schools of National Prominence (SSNP) Rigorous Course Requirement component increased graduation requirements beginning with the class of 2011, to include a minimum of 3 credits in one of the following areas:
 - Approved dual enrollment, AP, IB, AICE or approved Honors Courses
 - or
 - Sequential CTE program of study resulting in a credential endorsed by a national, state or local industry.
- BPS Key Performance Indicator (KPI) 1.2.5: By 2013, 90% of all high school graduates completing a Career and Technical Education (CTE) program of study will be eligible for an industry certification.

SSNP Goal: Every student will graduate from high school prepared to enter and be successful in the workplace, in further career education and/or in postsecondary degree opportunities.

CTE Industry Certification District Process for identifying students

District Level (September for 1st semester and October for 2nd semester)

1. Identify course in each CTE program where assessment should be administered.
2. Obtain the list of students, from AS400, enrolled in identified courses.
3. Identify courses beyond the 3rd level, where students are enrolled that also need to take assessment.
4. Obtain the list of students, from AS400, enrolled in these advanced level courses.
5. Eliminate any duplication of students on advanced level list.
6. Identify program enrollment and assessments for students enrolled in advanced courses that are a part of multiple CTE programs.
7. Determine if any of these students passed the assessment last school year by checking last year's student assessment records.
8. Eliminate students from the list who already passed assessment, unless there is a different assessment from the "Funded list" that they can take that will impact school grade or diploma designation.
9. Merge the second list of students to the original list and eliminate any duplication for each assessment.
10. CTE Resource teacher works with each high school CTE department chair and teacher to verify the student list.
11. Save list of identified students, by high school and program, and send it in the courier to the high school CTE Industry Certification designated contact.

School Level (Mid October for 1st semester and late October for 2nd semester)

1. CTE department chair should work with CTE teachers and information available in AS400 to validate the list of students. Handle student information with confidentiality.
2. Determine if assessment allows accommodations and what specific accommodations are available.
3. Identify students needing accommodations for each assessment and verify in student's IEP, 504, or other documentation. Provide documentation when required by assessment sponsor.
4. CTE department chair will recommend to CTE department, any changes to the student list, including supporting documentation. (Must use form provided)
5. Recommend additional students for testing. Teacher must validate student proficiency. (Must use form provided) Additional criteria might include:
 - a. Student is proficient and the assessment impacts school grade, diploma designation.
 - b. Student is proficient and there are no additional costs for assessment.
 - c. Student is proficient and transferred into the class.
6. Recommend students be deleted from the list (Must use form provided)
 - a. Student is seeking a Special Diploma
 - b. Student already passed assessment
 - c. Student transferred out of the class

CTE Industry Certification District Process for Validating District Identified Students for Assessments

*Note: All lists of student names and numbers are confidential and are **not** to be sent via email either as an attachment or copied and pasted into the body of the email.*

The list of student names will be sent to the high school CTE department chair and the CTE teacher through the courier, with the envelope marked “Confidential Student Information”. The list of student names may also be hand delivered.

Student numbers should be included with the list of student names.

The school CTE department chair and CTE teacher are to verify and provide additional student names/numbers for the list or delete student names/numbers on the list using the provided form. The completed form should be returned to the Director of CTE using the same mailing procedures listed above.

Reasons for changes to the list of identified students

7. Recommend additional students for testing. Teacher must validate student proficiency. (Must use form provided). Additional criteria might include:
 - d. Student is proficient and the assessment impacts school grade, diploma designation.
 - e. Student is proficient and there are no additional costs for assessment.
 - f. Student is proficient and transferred into the class.
 - g. other
8. Recommend students be deleted from the list (Must use form provided)
 - d. Student is seeking a Special Diploma
 - e. Student already passed assessment
 - f. Student transferred out of the class
9. Identify students on the modified list needing assessment accommodations and verify in student’s IEP, 504, or other documentation to support the request for accommodations. Provide documentation when required by assessment sponsor. Handle student information with confidentiality.

CTE Resource Teacher Responsibilities For Student Industry Certification SY 2011-2012

*Note: All lists of student names and numbers are confidential and are **not** to be sent via email either as an attachment or copied and pasted into the body of the email.*

Student Validation

CTE Resource Teachers will be given the total list of student names, including BPS student numbers, for all students identified through AS400 as those who should take the CTE assessment for the current school year. It is the responsibility of each CTE resource teacher to work directly with the classroom teachers to validate the students on the list for each CTE program for which they are responsible. The following procedures should be followed.

1. Separate the list of names according to school and teacher.
2. Send, through the courier in an envelope marked ***Confidential Student Information***, the list of student names to each CTE teacher with the following attachments:
 - a. CTE Teacher Responsibilities for Student Certification
 - b. Identified Course for CTE Assessment
 - c. Request to Add or Delete CTE Students to the Assessment List
 - d. Industry Certification Assessment Accommodations
 - e. Allowable Accommodations for Industry Assessments
3. CTE department chairs will return completed *Request to Add or Delete CTE Students to the Assessment List* and the *Industry Certification Assessment Accommodations*, for each CTE teacher to Jennifer McKee-Acevedo on or before October 24, 2011 for first semester and January 20, 2012 for second semester.
4. CTE resource teacher will review / approve any changes to the student list made by the CTE department chairs. Approved lists will be provided to Jennifer McKee-Acevedo.
5. Adjustments will be made to the master lists based on school's CTE department chairs input and review / approval from the CTE resource teacher.
6. The final corrected list of students will be provided to each CTE resource teacher to determine and confirm the number of assessments needed.
7. The final student list will also be used to report assessment results.
8. Each CTE resource teacher will be provided updated student lists as they are reported by each school.

Ordering Assessments

1. Each semester, CTE resource teacher works with CTE teachers to establish assessment date for each CTE program.
2. CTE resource teacher determines date assessments must be ordered for administration on established date(s).
3. Each CTE resource teacher will complete purchase requests as determined by the Test Date Calendar and give to Jennifer McKee-Acevedo to determine funding source and approval. Specific assessment accommodations must be included on the purchase request if accommodations must be ordered with assessments. A copy of the approved purchase request will be given back to each CTE resource teacher.
4. When the assessments are purchased at the school, each CTE resource teacher should provide a budget to Jennifer McKee-Acevedo indicating the amount of money and date to be transferred to each school.
5. Each CTE resource teacher will verify delivery of the assessments to each school in time for administration to students.

Administering Assessments

Each CTE resource teacher will work with each CTE department chair and school testing coordinator to answer questions regarding specific instructions related to assessment administration. Information might include: computer requirements, web-based requirements, specific instructions for proctors, testing facilities requirements, dates for assessments, etc.

Assessment Results

1. Each CTE resource teacher is responsible for obtaining results for every student listed on the final student list.
2. Results must be obtained from testing sponsor or licensing agency.
3. CTE resource teachers shall report student results to Jennifer McKee-Acevedo as soon as they are available from the assessment sponsor but no later than June 1, 2012.
4. CTE resource teachers will send preliminary results and analysis to each high school CTE teacher as soon as possible.
5. CTE resource teacher will provide information to high school CTE teachers regarding certificates for successful students.

CTE Teacher Responsibilities For Student Industry Certification SY 2011-2012

*Note: All lists of student names and numbers are confidential and are **not** to be sent via email either as an attachment or copied and pasted into the body of the email.*

Student Validation

Attached is a list of student names, including the BPS student number, who have been identified in AS400 as those who should take the CTE assessment this school year. The students on the list are those who are enrolled in the CTE course as per the attachment, *Identified Course for CTE Assessment*. Additional students enrolled in advanced level courses in the CTE program area were also identified and added to the list. In an effort to have an accurate list of the CTE students in the program who should be taking the assessment, please verify the list by adhering to the following procedures:

1. Work with guidance department to **validate** the list of students.
2. **Add or Delete** students to the list using the attached form *Request to Add or Delete CTE Students to the Assessment List*. Complete the top portion including school and program. If the list is correct as is, please attach the form with NONE written across the page.

In order to recommend additional students to the list please validate student proficiency. Student proficiency can be validated by student's passing of a pretest or teacher identified assessment that highly predicts student success on the industry certification assessment.

Additional criteria for adding students to the list may include:

- a. Student is proficient and the assessment impacts school grade, diploma designation
- b. Student is proficient and there are no additional costs for assessment
- c. Student is proficient and transferred into the class

Criteria for recommending that students be deleted from the list include:

- a. Student is seeking a special diploma
- b. Student already passed assessment
- c. Student transferred out of the class

3. **Identify** students needing accommodations as identified in student's IEP, 504, or other documentation and report using the attached form *Industry Certification Assessment Accommodations* form. Please refer to the chart, *Allowable Accommodations for Industry Assessments*, to determine available accommodations for each assessment. If there are no students needing accommodations, please attach the form with NONE written across the page.
4. **Sign** and date both completed forms, *Request to Add or Delete CTE Students to the Assessment List* and *Industry Certification Assessment Accommodations*, **make copies**, then give to the CTE department chair for approval, signature and to send through the courier on or before January 20, 2012 to Jennifer McKee-Acevedo, Office of Career and Technical Education.

5. Additional students may be added or deleted after the January 21st deadline by using the *Request to Add or Delete CTE Students to the Assessment List* form and the *Industry Certification Assessment Accommodations* form. The same procedures shall be used regarding providing the list to CTE department chair for their submission to the Office of Career and Technical Education.

Ordering Assessments

In most cases, the assessments will be purchased by the CTE office for each student verified by your school and reported to CTE in January 2010. If the assessments are purchased at the school level, funds will be transferred to your school to cover the costs of the assessments. The date to order assessments is listed on the *Test Dates for Student Industry Certification – SY 11-12*

Administering Assessments

Assessments will be administered based on the date(s) listed on the *Test Dates for Student Industry Certification – SY 11-12*.

A proctor, other than the CTE teacher, must be present during the entire testing period when the assessment is given on the high school campus. Some of the assessment sponsors require that the CTE trained teacher proctor the assessment but an additional proctor must be present as well. Sponsor specific assessment proctor instructions should be used when provided. Generic *Proctor Responsibilities* are provided in this manual for your use when proctor instructions are not provided by the assessment sponsor.

Assessments must be administered in the manner prescribed by the assessment sponsor. Completed assessments must be handled as prescribed by the assessment sponsor.

Assessment Results

The assessment sponsor should provide official assessment results to the CTE resource teacher responsible for the CTE program area. The CTE resource teacher will provide the CTE teachers with these results.

If the official sponsor results are provided to the CTE instructor, the instructor must send the results to the CTE resource teacher. Final results for all students in each CTE program will be provided to the school at the beginning of the 2012-13 SY.

CTE Department Chair Responsibilities for Student Industry Certification SY 2011-2012

*Note: All lists of student names and numbers are confidential and are **not** to be sent via email either as an attachment or copied and pasted into the body of the email.*

Student Validation

The CTE department chair will have additional responsibilities regarding validation of the lists of students at each school who will be taking the CTE Student Industry Certifications.

Each CTE teacher will be sent a list of student names, including the BPS student numbers, who have been identified as those who should take the assessment for the CTE program this school year. The CTE teachers are being instructed to work with the guidance department to validate the list of students, add or delete students using the form, *Request to Add or Delete CTE Students to the Assessment List*. If the CTE teachers list is correct as is, they should attach the form with NONE written across the page. Therefore, every CTE teacher should have an attachment to their list of students.

The CTE department chair will receive the complete list of student names that have been identified as those who should take the assessments for all CTE programs at the school.

In addition CTE teachers should identify students needing accommodations as identified in student's IEP, 504, or other documentation and report using the *Industry Certification Assessment Accommodations* form. Please refer to the chart, *Allowable Accommodations for Industry Assessments*, to determine available accommodations for each assessment.

After each CTE teacher validates the list of students, completes, signs and dates the *Request to Add or Delete CTE Students to the Assessment List* and the *Industry Certification Assessment Accommodations* form, they have been instructed to keep a copy for themselves and then give the original to the CTE department chair for an approval signature. Please make sure that the top portion including school and program is completed for each CTE teacher/program offered.

Both completed, signed forms from each CTE teacher should be sent to Jennifer McKee-Acevedo, Office of Career and Technical Education, in an envelope marked ***Confidential Student Information***. All forms are due on or before January 20, 2012.

The CTE department chair will be notified of any unapproved changes to the student lists.

Students may be added and/or deleted to the original list as necessary based on the criteria provided to each CTE teacher. Individual CTE teachers should provide the CTE department chair with the names of added or deleted students using the *Request to Add or Delete CTE Students to the Assessment List*. The CTE department chair signs each request and sends to Jennifer McKee-Acevedo as provided, to ensure accurate records are kept.

Ordering Assessments

In most cases, the assessments will be purchased by the CTE office. If the assessments should be purchased at the school level, funds will be transferred to your school to cover the costs of the assessments. The date to order assessments is listed on the *Test Dates for Students Industry Certification – SY 11-12*.

The CTE department chair should make sure that assessments or access to assessments are available for all identified students in each CTE program based on the timeline. Any discrepancies should be reported to Jennifer McKee-Acevedo.

Administering Assessments

Assessments will be administered based on the date(s) listed on the *Test Dates for Students Industry Certification – SY 11-12*.

As the department chair, it is your responsibility to ensure that:

- the school administration is fully aware of CTE assessment dates, requirements, and procedures
- assessments are given according to the Test Dates previously established
- computer labs are available and meet the requirements for the web-based assessments
- testing rooms meet all requirements established by the assessment sponsor, if provided
- each CTE assessment is administered according to the sponsor specifications
- a proctor(s), other than the teacher, is present for all assessments
- school technology technician/associate is involved with and aware of any technical issues such as software, web access, downloading assessments, etc.

Assessment Results

The assessment sponsor should provide official assessment results to the CTE resource teacher responsible for the CTE program area. The CTE resource teacher will provide the CTE teachers with these results.

If the official sponsor results are provided to the CTE instructor, the instructor must send the results to the CTE resource teacher. Final results for all students in each CTE program will be provided to the school at the beginning of the 2012-13 SY.

Proctor Responsibilities

These responsibilities are to be used when specific instructions and responsibilities for proctors are not provided by the sponsor of the CTE assessments.

The Proctor oversees the administration of an assessment. In addition, proctors should inventory testing materials before and after the assessment, take attendance to ensure all participants are present, distribute and collect testing materials, provide instructions to test takers, determine and monitor breaks, keep track of time, maintain a presence in the testing room to discourage talking or cheating, and document and report any irregularities.

When administering the CTE Industry Certification Assessments, proctors **MUST** be assigned to the testing site according to the table below.

1-25 Students	1 Proctor
26 – 50 Students	2 Proctors

Schools may use school personnel as proctors however; a CTE teacher may not proctor their own students. According to some of the industry specific guidelines for test administration the CTE teacher must be the “assigned” test administrator or proctor for their students but another proctor must be in the testing site at the time the assessment is administered

Proctor responsibilities may include:

- Review and follow prescribed procedures for specific assessment administration
- Inventory testing materials
- Ensure testing room and environment has adequate seating/computers for participants
- Verify that all workstations to be used have been properly configured.
- Verify if any accommodations will be needed during administration for special needs students.
- Inform participants of testing procedures and instructions
- Verify that non-programmable calculators, scratch paper, and pencils will be available to the students during the assessment session as allowed by assessment sponsor
- Distribute testing materials or access numbers to all participants
- Communicate the test instructions to students
- For computer-based assessments provide each student with their user code and password
- Be present at all times during the test administration and monitor all test takers during the testing session by moving around the room to observe the work stations to assure that students are working independently
- Be aware of participants who may be experiencing problems with equipment, connectivity or any other technical difficulty
- Protect the participants from disturbances and distractions
- Refrain from answering any questions relative to the meaning or intent of test items

- Collect testing materials for any participant who wishes to leave the room, as per assessment sponsor's guidelines
- Complete end of assessment requirements as per the assessment sponsor. Collect written assessments, answer sheets, or verify electronic tests have been completed properly
- Collect electronic scores, if provided at the conclusion of the assessment
- Inventory all testing materials, as required
- Report any irregularities or suspected breach of security to the school testing coordinator
- Notify the site coordinator in the event of technical or other administrative difficulties
- Be aware of the time elapsed for a test administration.
- If official results are provided, submit them to CTE department chair
- Instruct students to print two (2) copies of assessment results or certificate, if available.

First Semester Testing Schedule

Schools	Assessment Title	Program(s)	Date for Assessment	Date to Order tests	Length of exam	Format	Location	Retake wait period
AHS	NOCTI - Business Financial Management (Acct 1)	Finance	12/6/10 week	11/1/10	125 minutes	Web-based	HS campus	N/A
THS	Adobe Certified Associate, Photoshop	Digital Design	on-going by 12/17	N/A	1 hour	Web-based	CTE lab	N/A
AHS, THS	Adobe Certified Associate: Dreamweaver	Web Design	on-going by 12/17	N/A	1 hour	Web-based	CTE lab	N/A
All school - retakes	Retakes Selected students ASE - Automobile Technician: Brakes	Auto Service Technology	11/9/10	9/30/10 deadline to register	4 hours	Paper Pencil	Off - Site	6 months
AHS	Autodesk Certified Associate - AutoCAD	Drafting	12/6/10 week	11/1/10	1 hour	Web-based	CTE lab	N/A
AHS, THS	Certified Nursing Assistant (CNA)	PCA	12/6/10 week	9/1/10	2 hours	Web-based & Performance	CTE lab	1 month
AHS	Certified Solidworks Associate (CSWA)	Engineering	12/6/10 week	N/A	3 hours	Web-based	CTE lab	1 month
AHS	NOCTI - Accounting Basic	Accounting	12/6/10 week	11/1/10	3 hours	Web-based	HS campus	N/A
All Programs	NOCTI - Apparel and Textile Production and Manufacturing - Pre-test	Fashion Design	10/25/10 week	9/29/10	3 hours	Web-based	HS campus	N/A
THS	NOCTI - TV Broadcasting Certificate of Completion	TV Production	12/6/10 week	11/1/10	3 hours	Web-based	HS campus	N/A
BHS, CHS, MHS, PBHS	ServSafe Certified Professional Food Manager	Culinary Arts	9/13/10 week	9/1/10	1 hour	Paper Pencil	HS campus	3 months
THS	ServSafe Certified Professional Food Manager	Culinary Arts	11/15/10 week	9/1/10	1 hour	Paper Pencil	HS campus	3 months

Second Semester Testing Schedule

Assessment Title	School Grade	Program(s)	Date for Assessment	Date to Order tests	Length of exam	Format	Location	Retake wait period
Adobe Certified Associate, Photoshop	X	Comm Tech Digital Design New Media	on-going completed by 4/29/11	N/A	1 hour	Web-based	CTE lab	N/A
Adobe Certified Associate: Dreamweaver	X	Web Design	on-going completed by 4/29/11	N/A	1 hour	Web-based	CTE lab	N/A
ASE - Automobile Technician: Brakes	X	Auto Service Technology	May 2011	3/31/11 deadline to register	4 hours	Paper Pencil	Off - Site	6 months
ASE - Painting and Refinishing	X	Auto Collision Repair and Refinishing	May 2011	3/31/11 deadline to register	4 hours	Paper Pencil	Off - Site	6 months
Autodesk Certified Associate - AutoCAD	X	Drafting & Drafting and Illustrative Design	completed by 4/29/11	2/10/2011	1 hour	Web-based	CTE lab	N/A
Autodesk Certified Associate - Inventor (MIHS)	X	Pathways to Engineering Engineering	4/28 & 29/11	2/10/2011	1 hour	Web-based	CTE lab	N/A
Certified Medical Administrative Assistant	X	Dental Aide First Responder Health and Wellness	3/17/11	2/1/2011	2 hours	Web-based	HS campus	N/A
Certified Nursing Assistant (CNA) All programs	X	PCA	TBD	10/15/10	2 hours	Web-based & Performance	CTE lab	1 month
Certified Solidworks Associate (CSWA)	X	Engineering	4/28 & 29/11	N/A	3 hours	Web-based	CTE lab	1 month

Second Semester Testing Schedule

Assessment Title	School Grade	Program(s)	Date for Assessment	Date to Order tests	Length of exam	Format	Location	Retake wait period
Chief Architect	X	Interior Design	4/28 & 29/11	3/1/11	2 @ 2 hours each	Web-based	HS campus	N/A
CompTIA - A+	X	PC Support	4/28 & 29/11	3/15/11	2 @ 2 hours each	Web-based	Off - Site	none
First Responder	X	First Responder	4/28 & 29/11	4/1/11	1.75 hours	Web-based & Performance	Off - Site	4 per year
GIS Technician	X	Geospatial/Geographic	4/28 & 29/11	3/1/11	2 hours	Web-based	CTE lab	none
HEAT	X	HVAC	4/28 & 29/11	2/7/11	2 hours	Paper Pencil	HS campus	
Microsoft MOS Bundle Certification	X	Administrative Assistant Bus. Super & Mgmt. Finance International Business Medical Adm. Specialist	on-going completed by 4/29/11	N/A	1 hour each (4)	Web-based	CTE lab	N/A
National Professional Certification in Customer Service	X	Hospitality and Tourism	week of 3/14/11	2/1/2011	2 hours	Web-based	CTE lab	30 days
National Professional Certification in Retail Management		Marketing	week of 3/14/11	2/1/2011	2 hours	Web-based	CTE lab	30 days

Second Semester Testing Schedule

Assessment Title	School Grade	Program(s)	Date for Assessment	Date to Order tests	Length of exam	Format	Location	Retake wait period
NCCER Construction Technology	X	Construction Technology	on-going completed by 5/23/11	N/A	N/A	Modules	CTE lab	N/A
NOCTI - Accounting Basic		Accounting	Week of 2/14/11	1/4/11	3 hours	Web-based	HS campus	N/A
NOCTI - Apparel and Textile Production and Manufacturing		Fashion Design	Week of 2/14/11	1/4/11	3 hours	Web-based	HS campus	N/A
NOCTI - Criminal Justice		Criminal Justice Opps	Week of 2/14/11	1/4/11	3 hours	Web-based	HS campus	N/A
NOCTI - TV Broadcasting Certificate of Completion		TV Production	Week of 2/14/11	1/4/11	3 hours	Web-based	HS campus	N/A
ParaPro Assessment		Teacher Assisting	3/15/11	1/30/11	2.5 hours	Web-based	HS campus	N/A
ServSafe Certified Professional Food Manager, 2nd attempt	X	Culinary Arts	week of 3/14/11	1/30/11	1 hour	Paper Pencil	HS campus	3 months
Staff Credential		Early Childhood	2/14/11 & 2/28/11	12/17/10	3 hours	Paper Pencil	Off - Site	N/A

Testing Calendar

October 2010						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Fashion Pre-test –CBJSHS, EGHS, MHS, PBHS, RHS, SHS, THS						

Testing Calendar

November 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9 ASE Retakes – EGHS, MIHS, RHS, SHS, THS	10	11	12	13	14
15	16	17	18	19	20	21
Culinary Arts, ServSafe Exam – BHS, CHS, MHS, PBHS, THS						
22	23	24	25	26	27	28
29	30					

Testing Calendar

December 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6	7	8	9	10	11	12
<div style="border: 1px solid black; background-color: #d9ead3; padding: 5px;"> AHS, THS – NOCTI Assessments – Finance Academy, Accounting, TV Production AHS – AutoCAD & Solidworks AHS, THS – CNA completed </div>						
13	14	15	16	17	18	19
<div style="border: 1px solid black; background-color: #d9ead3; padding: 5px; margin-left: 400px;"> AHS, THS – Photoshop & Dreamweaver completed </div>						
20	21	22	23	24	25	26
27	28	29	30	31		

Testing Calendar

January 2011						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Testing Calendar

February 2011						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
NOCTI Assessments: Accounting, Criminal Justice, Fashion Design, TV Production						
ECE						
21	22	23	24	25	26	27
28						
ECE						

Testing Calendar

March 2011						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 ParaPro	16	17 Cert. Med. Admin. Assist	18	19	20
National Professional Certification in Retail Management Assessment, National Professional Certification in Customer Service. ServSafe						
21	22	23	24	25	26	27
28	29	30	31			

Testing Calendar

April 2011

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Last day to administer: Photoshop,
Dreamweaver, AutoCAD, MOS
Bundle NCCER

Solidworks, Chief Architect,
CompTIA, First Responder, HEAT,
Inventor, GIS Technician

Testing Calendar

May 2011

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5 ASE Brakes ASE Painting and Refinishing	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 NCCER completed	24	25	26	27	28	29
30	31					

Testing Calendar

June 2011						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			