**CTE Technical Skill Assessment Secondary Student Data**

**(For use in local data entry)**

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| **Teacher** |  |
| **School** |  |
| **CTE Program Name** |  |
| **CTE Program CIP Code** |  |
| **Date of Assessment** |  |
| **Name of Assessment** |  |
| **Technical Skill Assessment ID Code** |  |

| **Student ID** | **Student Last Name** | **Student First Name** | **CTE Assessment Administration Date** | **Status (Pass indicator flag M=Met, D=Did not meet)** |
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**Instructions**

Complete a separate form for each CTE Program of Study. If students have completed more than one CTE Program of Study, their data should be recorded separately for each assessment on the appropriate page for each CTE Program of Study. The consolidated collection will accept up to 2 different assessments or credentials for each student each year. **Completed forms should be sent to the school district staff responsible for data entry**. **Do not** send this information directly to the Oregon Department of Education.

**Who should be assessed?**

Technical skill assessment data must be reported for **all** students who have completed the secondary component of a CTE Program of Study. Additional students may be assessed and reported if an instructor determines the students have reached an appropriate skill level through some other means.

**What assessments are eligible?**

Approved technical skill assessments are identified in the Oregon Skill Sets online database (<http://www.ode.state.or.us/search/results/?id=271>). The database includes both locally produced assessments and those produced by third-party organizations and vendors. Assessments that aren’t included in the database must be approved in advance. The approval process may take several weeks. If you are not certain which technical skill assessment is appropriate for your program or which assessment has been used in previous years, please contact your CTE Regional Coordinator.

**What is the technical skill assessment ID code?**

The technical skill assessment ID code identifies the specific approved technical skill assessment used by the CTE Program of Study. Each assessment is provided a unique identifier. The technical skill assessment ID codes for approved assessments are listed with the name of the assessment in the Oregon Skill Sets online database (<http://www.ode.state.or.us/search/results/?id=271>).

**How do I determine the status?**

Proficiency levels are different for different assessments. Refer to the guidance document that is located at <http://www.ode.state.or.us/teachlearn/pte/approvingtechnicalskillassessmentpart2.pdf> for general guidance. Guidance for specific assessments is posted at <http://www.ode.state.or.us/search/page/?id=1656>.

**How do I deal with multiple assessments for one program?**

You will need to decide on an overall proficiency status that is based on the multiple assessments. If you are using assessments that lead to certification or licensure, you can often find guidance from the sponsoring organization. Many certificates or licenses that have multiple assessments require demonstrated proficiency on all assessments. Another approach is to treat multiple assessments as a portfolio. It is important to consider whether the proficiency status reflects whether students are ready for next steps. For any solution, the method should be documented and used consistently.

**How are technical skill assessment and industry-recognized credential reporting related?**

Starting the 2015-2016 reporting year, you will be able to enter the code for an approved industry-recognized credential in the same way you enter the technical skill assessment ID code. The code for an approved industry-recognized credentials will always begin with CRED. The current list of approved industry-recognized credentials can be found at <http://www.ode.state.or.us/search/page/?id=5497> . An industry-recognized credential earned by a student may increase the amount of Secondary Career Pathway funding awarded to a CTE Program of Study, however, it is not required. Technical skill assessments are a part of the required Perkins reporting, In some cases, a technical skill assessment and an industry-recognized credential may be identical for a program.

**Contact:** Tom Thompson, Oregon Department of Education (503) 947-5790 or [tom.thompson@ode.state.or.us](mailto:tom.thompson@ode.state.or.us)