

## CTE Industry Certification District Process for identifying students

### District Level (Early October)

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 3<sup>rd</sup> 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 (Late October)

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 not a CTE concentrator
  - b. Student is seeking a Special Diploma
  - c. Student already passed assessment
  - d. Student transferred out of the class