APPROVED ASSESSMENT REQUEST

INSTRUCTIONS: Complete this form and attach documentation from the vendor that:

☐ explains the prerequisites for taking the assessment, AND

Classification: _____

☐ shows the criteria covered/required to take the assessment - used for badging, AND

Cluster Areas: _____

☐ describes the procedures for administering the assessment and if/how instructors can access exam content

AC   AG   AR   BA   ED   EP   FN   GV   HL

☐ submit assessment for PLA approval

☐ written assessment

HM   HT   IT   LW   MK   MN   SC   TR

Incomplete requests, requests with incorrect information, or requests submitted without documentation will not be considered.

Assessment Name: _____

Vendor/ Organization: _____

Website: _____

What Schools are requesting or using this assessment?

Assessment Cost:

Given by industry? ☐ Yes ☐ No	Required by industry? ☐ Yes ☐ No	Endorsed by industry? ☐ Yes ☐ No	Aligned with standards? ☐ Yes ☐ No
Endorsing organization:		**Standard Setting Organization:**	

List the ONET Standard Occupational Codes (SOC) this assessment is linked to	List the ONET Standard Occupational Codes (SOC) this assessment is linked to	State Program/Course Name	OCAS Code	State Program/Course Name	OCAS Code

Signature of State Program Manager: _____

Date Submitted: _____

APPROVED ASSESSMENT REQUEST

INSTRUCTIONS: Complete this form and attach documentation from the vendor that:
- ❑ explains the prerequisites for taking the assessment, AND
- ❑ shows the criteria for being a proctor for the assessment, AND
- ❑ describes the procedures for administering the assessment and if/how instructors can access exam content

Incomplete requests, requests with incorrect information, or requests submitted without documentation will not be considered.

NOTE: ADDITIONAL SPACE FOR OCCUPATION CODES AND CAREER MAJORS/COURSES PROVIDED ON REVERSE

List the ONET Standard Occupational Codes (SOC) this assessment is linked to	List the ONET Standard Occupational Codes (SOC) this assessment is linked to	Career Major/Course Name	OCAS Code	Career Major/Course Name	OCAS Code

Information Needed to Complete an

Approved Assessment Request Form

Documentation that must be attached to the request: (*if multiple credentials from one vendor, only needs to be included once*)

1. <u>Explains the Prerequisites for taking the assessment</u> – are there any special requirements or items that must be completed in order to take the assessment. Specials requirements could include age, hours, training course(s), educational level, etc….
2. <u>Shows the criteria covered/required to take the assessment</u> – see Information Required for Badge Creation.pdf to complete/attach
3. <u>Describes the Procedures for administering the assessment & if/how instructors can access exam content</u> – this information should include:
    a. Who can be a proctor (instructor, neutral 3rd party, etc…)
    b. How is it administered (by the instructor as part of a course, through a 3rd party vendor, etc…)
    c. Can instructors take or view exam content?
    d. If it is a national test – the rules that apply nationally decide the answer. Even if OK does it different, the guidelines for all are the determining factor.
4. <u>Submit assessment for PLA approval</u> – do you want it submitted to count towards a Prior Learning Agreement. If it is to be submitted, the documentation must be included for the contacts at the tech center and partnering educational institution that will set the criteria for credit to be issued at the educational institution.
5. <u>Written Assessment</u> – does it have a written component? Some credentials only encompass a skills portion.

Selection Information:

1. <u>Classification</u>: Licensure or Certification or Micro-Credential
   - ■ Definitions are:
     a. License – Awarded by state government agencies and required for a specific position
     b. Certification –
        - Awarded by a professional organization or other nongovernmental body
        - Is not legally required to work in an occupation
        - Requires demonstrating competency to do a <u>specific job</u>, often through an examination process
     c. Micro-credential certificate (skill) – Awarded for completion of a training, course, or series of courses
        - Issued for specific skill sets
        - Desirable, but not required

2. <u>Cluster Areas</u> – Can be listed in multiples
3. <u>Assessment Name</u>
4. <u>Vendor/Organization</u> – who provides the exam – usually the owner of the testing platform that is used to administer the exam (i.e. Precision, Certiport, NOCTI, NCCER, etc….)
5. <u>Website</u> – should be the site used to provide the supporting documentation and how to access the exam
6. <u>What schools are requested or using this assessment</u> -- At least one school should be listed. Only credentials actually being used should be requested.
7. <u>Assessment Cost</u> – this should list what the cost is to gain access to the credential (exam). Some will have a direct cost. Others may require a subscription or license fee to access course materials that include the exam – that is the fee that should be listed.
8. <u>Given by industry</u> – very few exams fall into this category. This would mean that XYZ industry provides the exam on their own platform with no 3rd party involvement.
9. <u>Required by industry</u> – this category will always be a yes for licensures.

10. <u>Endorsed by industry</u> – does a 3rd party industry organization/association/business partner say that they credential is valuable and represents what industry wants for the occupation or skill being assessed
11. <u>Endorsing Organization</u> – see the above. This should never be the same as the Standard Setting Organization. An entity cannot endorse themselves as being great. It needs to be a 3rd party.
12. <u>Aligned with standards</u> – are the objectives/content covered by the credential created by a specific entity. Who determines what is included/covered? In some instances, this can be the same as the vendor.
13. <u>Standard Setting Organization</u> – see the above. This should never be the same as the Endorser.
14. <u>ONET Codes (SOC)</u>
15. <u>State Program/Course Name – OCAS Code</u>

Information Required for Badge Creation

Credential/Assessment Name: _____

Is the credential already badged by the testing vendor?   Y   N

    If Yes, then leave the rest of the form blank.

Description of the Credential/Assessment: *(This needs to be what is covered on the assessment or what has to be completed to qualify to take the assessment. This can be a paragraph or can be a blueprint for the exam content. If the information is too lengthy for the area provided, please attach it separately. If attaching, please comment – see attachment in the area below.)*

Suggested Skills – minimum of 3 skills should be listed (*These are keywords, phrases, etc… that can be used to tag the credential/assessment. These can be important to help link to job listings that use the same wording.*)