Indiana College and Career Pathways
Pathway Assessments (PAs) and Reporting Guidelines for Perkins Technical Skills Attainment for 2015-2016

GENERAL GUIDELINES
issued August 14, 2015

Every Indiana Area Career and Technical Education (CTE) District that receives federal Perkins funding is required to report annually on the number of students taking and percentage passing the state's identified Technical Skills Attainment measures. These measures – including technical skills certifications, licenses and dual credit final exams or end-of-course assessments – are identified for each College and Career Pathway and are referred to as Pathways Assessments (PAs).

The number of Indiana students taking Pathway Assessments and the percentage meeting the student performance indicators for Technical Skill Attainment (TSA), called 2S1, must increase each year in each CTE District and statewide. This document contains a list of all of the approved industry-recognized assessments and end-of-course examinations that will be used in Indiana to calculate Technical Skills Attainment in 2015-2016.

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 (CTE) course.

A **CTE Concentrator** is:
An Indiana student who has earned at least six (6) credits in courses designated as CTE pathway courses in a state approved College and Career Pathway (revised January 2012).

A **CTE Completer** is:
A **CTE Concentrator** who has completed the logical sequence of CTE pathway courses identified in the student's pathway plan **and taken** the state-specified pathway assessment in a state approved College and Career Pathway (revised January 2012).

An **Indiana College and Career Pathway** (Program of Study) is:
An aligned sequence of secondary and, in most cases, postsecondary courses leading 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 Department of Education.

Which Students **Must** Be Tested?

Listed in the chart on the next page are the Indiana College and Career Pathways for which Technical Skill Attainment measures are **required** in 2015-2016, along with the Pathway Assessments that are required. All students who are completers (see definitions on page 1) in 2015-2016 of a logical sequence of courses in one of the College and Career Pathways listed in the chart below need to be tested via the Pathway Assessment specified in the chart. This includes students who will have completed a logical sequence of courses in one of the College and Career Pathways at the end of the first semester. Further, for pathways that use ECAs as the Pathway Assessment, students who are completing one or more of the courses in pathways specified in the chart need to be tested as they finish the individual courses even though they will not be completers until a later year.

When Are Students To Be Tested?

Assessments may be administered **when students are ready** to be tested unless otherwise specified by the test vendor, certifying agency or postsecondary program. Generally, that means testing as close as possible to the finish of instruction on the content being tested. All schools **MUST** follow the postsecondary test, pretest, retest policy for dual credit courses or the test vendor policies for industry-recognized testing and credentialing.

Selection of Dual Credit Final or Assessments for Industry-Recognized Certifications or Credentials

For courses in which both dual credit agreements and industry-recognized credentials exist, it is recommended that students be provided with opportunity to earn both the dual credit and the industry-recognized credential.

Pathway Assessments (PAs) and Technical Skill Attainment Measures For Specified College and Career Pathways - **Required to be administered in the 2015-2016 school year.**

Pathway/Concentration	*Required Assessment(s)*
Automotive Services	End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements. **OR** ASE Student Certification Series: Maintenance and Light Repair (MLR) – or – Automotive Service (AST)
Biotechnology (PLTW Biomedical Courses)	PLTW End of Course Assessments/Final Exams are a required component of the three Biomedical courses that have course assessments (PBS, HBS, MI)
Collision Repair	End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements. **OR** ASE Student Certification Series: Collision Repair and Refinish
Construction Trades	End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements. **OR** Home Builders Institute exam: • HBI Basic Principles of Construction, or • HBI Carpentry Basic, or • HBI Wiring Basic **OR** HVAC Excellence
Criminal Justice	End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements.
Culinary Arts and/or Hospitality Management	End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements.

Pathway/Concentration	*Required Assessment(s)*
	OR ProStart Year I and Year II National Exams **OR** Culinary Arts Pre-PAC Assessment
Dental	End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements. Pathway Workgroup recommendation: • Ivy Tech DENT 102,115,116
Diesel	End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements. **OR** ASE Certification Series: • Medium/Heavy Truck
Drafting and Design - Architectural	End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements.
Drafting and Design - Mechanical	End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements.
Early Childhood	End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements. **OR** Early Childhood Education Pre-PAC Assessment **OR** Schools certified to administer the Child Development Associate (CDA) credentials may submit CDA results. *Note that the state pathways project will not cover costs of CDA credentialing. Contact TEACH for scholarship possibilities.*
Education Professions	End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements. **OR** Education Fundamentals Pre-PAC Assessment
Electronics and Computer Technology	End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements. **OR** ETA SET (Student Electronics Technician) **OR** ESPA Certified-EST® *Note that the state pathways project will not cover costs of ESPA exams. Contact ESPA for information about the potentials scholarships to cover cost of exams.*
Emergency Medical Services	End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements. **OR** Indiana EMT Certification
Engineering (PLTW Pre-engineering courses)	PLTW End of Course Assessments/Final Exams are a required component of every course in the PLTW Pre-engineering program
Fire Science	End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements. **OR** Firefighter I and II Certifications
Food Science	End of Course Assessments/Final Exams for Dual Credit course for which you have articulation agreement.

Pathway/Concentration	*Required Assessment(s)*
	OR Food Science Fundamentals Pre-PAC Assessment
Health Science	Pathway assessments are NOT required for students in Health Science pathways in 2015-2016. NCHSE exams MAY be used, with the state paying the exam fee. **OR** End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements. **OR** NHA Health Certifications: Certified Patient Care Technician (CPCT) Certified Clinical Medical Assisting (CCMA) Examination for the Certification of Pharmacy Technicians (ExCPT) *Note that the state pathways project will not cover costs of NHA certifications.*
Human Services	End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements. **OR** Family and Community Services Pre-PAC Assessment
Landscape Management	End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements. **OR** Indiana Nursery and Landscape Association's Passport to Landscape Industry Certifications *Note that the state pathways project does not cover costs of this certification*
Manufacturing	End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements. **OR** MSSC exams as appropriate to the course/curriculum being used.
Precision Machine Technology	End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements. **OR** NIMS Online Theory Exam – Level I *Note that the state pathways project will cover cost of Candidate Registration Fee and Level I Online Theory Exam only.*
Welding	End of Course Assessments/Final Exams for Dual Credit courses for which you have articulation agreements. **OR** AWS SENSE Level 1 Certification test for modules 2, 3, 8-unit 1, 8-unit 3, and 9, and one welding process.

Who Covers the Costs of the Assessments?

The State of Indiana pays for testing for the certifications specified above, unless noted otherwise. **The State pays only for the tests or assessment packages** and will not pay for separate practice tests or separate pre-tests or for any re-tests or for cost of credentials if separate from the cost of the assessment. If in doubt, please ask. Districts are responsible for ordering and paying separately with their local funds for costs of items such as blueprints, separate pre-tests and other materials not provided as part of the assessment packages.

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. ***The school and teacher must verify***

that accurate STNs are provided in each student record. The costs of assessments given to students without valid STNs in their test records will not be covered by the state.

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 requirements for Pathway Assessment(s) and the procedures to be followed. The director is responsible for communicating with superintendents, principals, counselors and teachers 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).

Why are other state approved certifications not listed in this chart?

The chart lists only those pathways for which pathway assessments are required. Unless otherwise noted, the state pathways project will pay for the assessments in the required pathways. Please refer to the state approved industry certifications for the full list of certifications that qualify for use in the honors diploma and A-F accountability metrics.

Please contact IDOE if you have questions – Davis Moore at dmoore@doe.in.gov or 317-233-6697 or Peggy Wild at pwild@doe.in.gov or 317-232-9169.

Indiana College and Career Pathways
Pathway Assessments (PAs) and Reporting Guidelines

APPENDIX A: ORDERING INSTRUCTIONS

ASE Student Certification Certification Series Instructions

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 ASE Student Certification Series 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. Steps to take:

Step 1: Complete the testing form found online at: www.asestudentcertification.com with the total School Information, Site Administrator and Order Payment Information (Purchase Order).

Step 2: 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 Ron Hoke at rhoke4@indy.rr.com The State will pay for the test through a Purchase Order.

AWS SENSE Level 1 Instructions

How to Register:

1. If you haven't already, you need to register with the SENSE program. To do this fill out the form found at: http://www.aws.org/library/doclib/SENSE-RegForm.pdf and the EIM SENSE forms (see attachment)

***Only pages 1-8 apply. Please note you only need to fill out the SENSE program application.**

Submit by mail or fax or email the form:

a. Mail:
AWS Education Services (SENSE)
8669 N.W. 36th Street, Suite 130
Miami, FL 33166
b. Fax: 305-648-1655
c. Email: isantacruz@aws.org or irodriguez@aws.org

2. If you're already a SENSE school, please follow the registration instructions through the online portal at this link http://sense.aws.org/ If you have questions about the system, please contact Armando Campana at acampana@aws.org

EMT Certification Instructions

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/3527.htm

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

ESPA Electronics Systems Technician (EST) Certification Instructions

How to register or become a training partner:

ESPA Electronics Systems Technician (EST) Certification Instructions

Schools may teach to the ESPA certification and send students to an approved testing center to take the proctored exam, or they can become an ESPA Authorized Training Partner which includes presentations, book discounts, free online pre-tests, and the option of testing in-house. Public high school students may apply for NSCA scholarships to cover the exam fee ($199) in full.
For more info on ESPA visit www.espa.org. For info on becoming an Authorized Training Partner, email certification@espa.org.

ETA- Student Electronics Technician (SET) Certification Instructions

How to Register:

A certification administrator must be present during all testing. To become a certified administrator a program official or instructor must complete the application at the link below. This is also the method for ordering assessments. The cost is $30 per assessment. www.nocti.org/CertificateProgram-ETA.cfm

Firefighter I and II Certification Instructions

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.

HBI/NAHB Assessment Instructions

HBI/NAHB Assessment Instructions

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, and House Wiring. Individuals meeting a nationally-established and recognized benchmark will earn certification through HBI/NAHB. Assessments offered include:

- HBI Basic Principles of Construction
- HBI Carpentry
- HBI Wiring Basic

How to Register:

☐Step 1: 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. Each director/administrator will be able to access test results for all sites in their district. Schools will only be able to see their own results unless otherwise designated. The NOCTI contact is Lisa Brauher, Outreach Coordinator, 800-334-6283 EXT. 258 or lisa.brauher@nocti.org.

☐Step 2: Fill out the online order form through the Client Services Center at http://clientservices.nocti.org and the form will automatically be submitted.

☐The cost of the assessment is $20.00 (online); $24.00 (written/performance combo) and $30.00 (paper/pencil); $34.00 (written/performance combo) and includes shipping costs, the administration materials, access to the assessment, scoring and reporting services as well as the certification (if applicable).

☐Step 3: Make a copy of your order and send to Ron Hoke at rhoke4@indy.rr.com. The State will pay for online written tests through a Purchase Order.

HVAC Excellence Instructions

How to Register:

1. If you haven't already, you will need to register with HVAC Excellence as a 'proctor.' Proctor applications can be obtained by calling 800-726-9696.
2. If you are already a proctor with HVAC Excellence, you may order 'paper' examinations or you may administer HVAC Excellence examinations online. Paper examinations may be ordered by calling 800-726-9696; online examinations may be purchased by logging into your online proctor account at www.hvacexcellence.org.
3. If you have any questions regarding the examinations, please contact 800-726-9696.

Indiana Nursery and Landscape Management Association Assessment Instructions

Step 1 – Students must meet the following requirements:

1. Be 18 years or older
2. Have a High School Diploma or GED
3. Have 1000 hours of actual work experience

☐**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 Landscape Industry Certified **OR** Indiana Accredited Horticulturist Program

Step 3 – Complete applications may be obtained by contacting info@inla1.org or calling 317-889-2382. Coordination of this program requires endorsement by the Landscape/Horticulture Instructor of the participating school.

Cost is: $50 for enrollment includes the "Softscape" Test Booklet plus $70 (est) for the PLANET training manual to be purchased separately.

MSSC/NAHB Assessment Instructions

MSSC/NAHB Assessment Instructions

The Manufacturing Skill Standards Council (MSSC) is an industry-led training, assessment and certification system focused on the core skills and knowledge needed by the nation's production workers. The nationwide MSSC System, based upon federally-endorsed national standards, offers both entry-level and incumbent workers the opportunity to credential the skills increasingly needed in the high-growth, technology-intensive jobs of the 21st century. **For more information, visit www.msscusa.org, call 703-739-9000 or email reddyn@msscusa.org.**

The courses, training, assessments and credentials are all based upon the four critical work functions ("Modules") for production, as defined by MSSC's industry-led, nationally validated skill standards:

- Safety. NOTE: The Safety course and assessment includes cross-functional employability skills (e.g. communications, teamwork, customer awareness, workplace conduct, training ability). MSSC thus strongly recommends that individuals take the safety course and assessment first.
- Quality Practices & Measurement.
- Manufacturing Processes and Production
- Maintenance Awareness

How to Register:

Step 1. When a site is ready to order, the site coordinator will place an order for the registrations and assessments.

Step 2. Candidates will be provided with the registration codes and will access the MSSC system to register.

Step 3- Candidates will need to activate their account.
Step 4- Once the account is active candidates will log in to schedule their assessment, with the code provided by the site coordinator.
Step 5- Site coordinator approves the assessments and the information is automatically transferred to Nocti. The codes will be available for the site coordinator to pick up in NOCTI immediately after the candidates are approved.

Step 3. Coordinators will retrieve the user codes from the Client Services Center (using the log-in credentials provided) and provide the user code information to the test proctor for distribution to the test takers on the day of testing.

Important: Indiana high schools need to use the student STN number to track their students; the STN number can be put in the "Student ID" field in MSSC's registration screen. For tracking their progress as students in the MSSC system, they will also need to be assigned MSSC "Membership IDs" as certificants going through our certification programs. The Candidate ID will be used to identify the student throughout the testing process.

Step 4. The test proctor will distribute user codes to test takers on the day of testing and oversee the online test administration. Test takers will typically see their results as the test is completed (option designated at the time of order). Regardless of whether the student sees his/her results, final test scores will be emailed to site coordinator at the completion of the test.

Step 6. NOCTI will process the test results following its normal scoring procedures to ensure that the results are added to the database.

Step 7. Scores and certificates are uploaded to the MSSC website after 2 business days.

Step 8. Candidates are able to print their certificates from their MSSC candidate accounts. Site coordinators will also be able to print or order certificates for their students.
The costs of the Individual Test Taker Registration Fee and the assessments are paid by the State

National Healthcareer Association Health Science Certifications
Campuses may offer the CPCT (Certified Patient Care Technician) and CCMA (Certified Clinical Medical Assistant) exams on-site upon completion of an NHA Site Application. Applications can be obtained through your NHA certification specialist, Tricia Austin (Tricia.Austin@nhanow.com) CPhT (Certified Pharmacy Technician) certification is offered at PSI Lasergrade testing centers. After becoming an NHA testing site, Tricia Austin will provide instructor training on student preparation, exam registration, exam proctoring and how to schedule certification examination testing dates. Students can register for the CPCT, CCMA on the NHA website, selecting the appropriate campus from the “institution” drop down box and selecting the testing date indicated by their instructor. Registration for the CPhT may also be completed on the NHA website, but students will be directed to the nearest PSI testing center location for testing. Students will receive a provisional certification for the CCMA and CPCT, valid for 12 months. Provisional certification may be transitioned to a full certification once the student submits proof of graduation to NHA (contact info@nhanow.com). Provisional certification is not provided for the CPhT, but students are eligible for this exam, provided they are within 30 days of meeting their high school graduation requirements. For a site application, additional information about the certification exams, study guides, or curriculum resources, contact Tricia Austin at Tricia.Austin@nhanow.com or 913-661-6505.

NCHSE Foundations Instructions
The instructions for proctors to register and get set up for NCHSE testing are found at: www.precisionexams.com/nchse.
You may also contact customer support at 800-470-1215 or Gary Snyder at 801-850-9183.

NIMS Certification Instructions

How to register your school:

1. First check to make sure your school or organization is not already registered with NIMS. If your organization has never been registered go to www.nims-skills.org and click on the "Organization Registration" link on the left toolbar.

2. Complete the registration form and list the person who is to be the primary contact for your organization with NIMS (Name and email address should be that of the lead metalworking teacher.) Complete the form to reflect the school name, mailing address, and phone.

Within 24 hours of submission an email will be sent to the address entered in the registration form. The email will contain a username and password for the primary contact that provides log-in access to the NIMS Online Testing Center, where materials for performance and theory exam components may be downloaded or printed.

How to register your teachers as sponsors:

Sponsors must register before students/trainees register as candidates. To do so, simply have your Primary Organization Contact log in to the NIMS website. Then click "Add Sponsor" on the left-hand menu. You can always contact NIMS Staff for assistance by calling (703) 352- 4971 or by emailing support@nims-skills.org.

How to register a proctor for theory exams:

Selecting a Proctor The proctor is any employee of integrity. The proctor cannot be the instructor or anyone with the ability to alter a student's grade. Proctors must be present during all online exams, regardless of whether the person testing is a student or an instructor.

During online testing, proctor duties include:

- Be present for the duration of testing
- Verify each student by checking IDs
- Instruct students to log in at www.nims-skills.org and purchase appropriate exam -Allow no talking during the exam
- Allow only the following NIMS-approved items:
    - Calculator
    - Pencil and paper
    - Machinery's Handbook or Student's Shop Reference Handbook

Registering a Proctor

Proctors must register before students and/or instructors may take online exams. To do so, the proctor should go to www.nims-skills.org and click "Proctor Registration" on the left. The proctor should then complete the registration form, entering his or her contact information. The registration form has a space for Proctor Code. This is a password of the proctor's choosing, so it can be any combination of numbers and/or letters – whatever the proctor will be able to remember.

Proctor codes are to be kept 100% confidential and may not be shared with any other faculty, staff or students.

If your registered proctor is unavailable when a student or instructor is ready to take an online exam, you may select and register another employee as a back-up proctor by simply completing the registration steps listed above.

After registration is submitted, NIMS will verify the proctor's registration and the proctor will be able to monitor online exams. Within a few days, the proctor will receive a letter from NIMS restating his or her responsibilities as proctor. If your proctor does not receive this letter or cannot recall his or her proctor code, he or she must contact NIMS by phone at (703) 352-4971. NIMS will not provide proctor codes by email, nor will NIMS provide proctor codes to instructors or students under any circumstances.
Schools may register more than one proctor to ensure a monitor is always available when students are ready to take online theory exams.

PLTW End of Course Assessments Instructions

PLTW End of Course Assessments Instructions

End of Course testing is required for all students enrolled in any of the PLTW courses taught in Indiana, including:

- Introduction to Engineering Design
- Principles of Engineering
- Digital Electronics
- Aerospace Engineering (no Technology in name)
- Biotechnical Engineering
- Civil Engineering and Architecture
- Computer Integrated Manufacturing
- Principles of the Biomedical Sciences
- Human Body Systems
- Medical Interventions
- Computer Science and Software Engineering
- Environmental Sustainability (replacing Biotechnical Engineering)

PLTW end of course assessments are available online to PLTW teachers. Each student taking the online PLTW assessment must use a unique STN. It is the responsibility of the district to ensure that the student uses his or her correct STN when taking the test. Test results will be returned for corrections if no STN or an incorrect STN is used. Technical Skill Attainment data for the district could be negatively impacted if this is not done correctly. Test scores will be reported by the PLTW testing manager to the DWD. Districts will be required to justify any student on PLTW course enrollment lists who is not tested (e.g. student is failing class, student dropped the class, etc).

Pre-PAC (Pre-Professional Assessment and Certification)/AAFCS Instructions

Note, the State will pay for Pre-test/Post Test package (referred to as Test/Retest on the Pre-PAC order form) or Post Test only.

How to Register:

Step 1: A school or program administrator should complete the online AAFCS Pre-PAC Test Site Approval Agreement (instructions and link available at http://www.aafcs.org/CredentialingCenter/get_started.asp). In the online application, the site will be asked to agree to stipulations which allow assessment scores to be released to the state. AAFCS will confirm approval via email distributed to the Test Site Administrator and Test Site Coordinator provided in the Test Site Agreement. This confirmation email will include: (1) unique Test Site Username and Approval Code and (2) instructions regarding ordering.

Step 2: Place an order using the order form provided in the Test Site Confirmation Email. AAFCS will direct bill the state for testing; thus, no payment is required when ordering. Please allow 1-2 business days for the order to be processed. Order confirmation will be sent via email to the Test Site Coordinator/Administrator.

Step 3: Follow the instructions in the order confirmation email to complete the student registration template and submit to AAFCS. When registering students, test sites are required to provide the state-issued STN for each student. Please allow 24 hours for processing.

Step 4: When the registration has processed, the site will receive unique usernames for each student (via email) and can then administer the online assessment. To administer the assessment, visit the Pre-PAC Management System (available at http://www.aafcs.org/CredentialingCenter/test.asp) and click on "Assessment Administration" to find (a) detailed instructions (Candidate Guide to Assessments) for accessing the assessment; (b) Proctor Instructions and Script; and (c) a direct link (URL) to access the Assessment System.

Step 5: Once assessments are administered, the site can immediately access and download official results and reports. Visit the Pre-PAC Management System (available at http://www.aafcs.org/CredentialingCenter/test.asp) and click on "Data Reports" to find (a) detailed instructions for accessing the results and (b) a direct link (URL) to log into the Data Reporting System. The AAFCS contact is Lori Myers, Director, Pre-Professional Assessment and Certification (LMyers@aafcs.org; 1-800-424-8080 ext 4602).

ProStart (Culinary Arts) instructions

The procedure to follow when ordering ProStart Level I & II final exams has been finalized. You, or your school personnel who do the purchasing, order the tests through the Pearson and have the vendor invoice you. DO NOT PAY THE INVOICE WHEN YOU RECEIVE IT. Send the invoice to Ron Hoke, with a list of the STNs of the students whom you are testing. Send STNs only (no student names). You can mail or scan and send via email to rhoke4@indy.rr.com

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