

# 2015-2016 STATE-APPROVED SKILLS CERTIFICATE (SASC) HANDBOOK



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### Directions for Submission of SASC

- **Due dates**
  - Mid-Year/End of Year – a minimum of (20) business days prior to date needed
  
- **Address and Attention**
  - Louisiana Department of Education  
Office of Student Opportunities  
Career and Technical Education  
P.O. Box 94064  
Baton Rouge, LA 70804-9064
  
- **Include name and address for certificate mail-out**

### SASC Request for Certificates - Submission Guidelines

The following documentation must be submitted:

- 1. Class Organization Report: One report should be submitted for each school site and should reflect all students included in the submission for certificates.**
  
- 2. The following documentation must be submitted for each student when requesting SASC**
  - Student transcript (prior to year 1 of SASC entrance)
  - Student transcript (year 1 of the SASC process)
  - Student schedule (year 2 of the SASC process)
  - Completed skills checklist
  - Documentation for work-based learning hours - must reflect skills learned for the SASC
    - Internship (70 hrs.)
      - Student Work Permit
      - Employer Evaluation of Student Intern Performance
      - Student Intern Evaluation (2)
      - Student Intern Weekly Work Record
      - Record of Coordinator Visits
    - Simulation (70 hrs.) - Utilized in the event that an internship is not possible due to: lack of business partners, transportation, and/or age restrictions.
      - Student Evaluation (2)
      - Student Weekly Time Sheet
      - Detailed Description of Simulation Activities (provided by instructor)
      - Teacher's Evaluation Tool (Rubric, etc.-provided by instructor)
      - Simulation Project Photos, Video, etc.(provided by instructor)
    - Community Service—based upon community needs (20 hrs. required for all students)
      - Service Learning Project Time Sheet
  
- 3. Grade Requirements**
  - Carnegie Credit Courses - Overall 1.5 GPA **and/or**
  - Non-Carnegie Credit Courses - Minimum of a D average (based upon district guidelines)

**And**

  - Minimum of 80% "Competency Mastery Level" on the SASC Checklist



**State Approved Skills Certificate  
Equine Care Technician  
Student Schedule**

**Year I**

- Agriscience I or Agriscience II (if Ag I completed during Connections)
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

**Year II**

- Agriscience II (if it was not completed in year I)
- Equine Care (note: Ag II may be completed simultaneously with Equine Care)
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

**Additional Component (20 hours)**

- Community Service Project guidelines, developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Equine Care Technician  
Minimum Criteria**

**Career Cluster:** Agriculture, Food, and Natural Resources

**Industry-Based Certification:** Equine Care

**Career Pathway (AOC):** Animal Science

**Secondary Course:** Equine Science; course code-010349

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials, and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Demonstrates basic knowledge of equine history and development.
2. \_\_\_\_\_ Illustrates a working knowledge of breeds, types, and classes of horses.
3. \_\_\_\_\_ Determines the height and weight of horses.
4. \_\_\_\_\_ Identifies the parts of a horse.
5. \_\_\_\_\_ Feeds and waters horses properly.
6. \_\_\_\_\_ Cleans feed and water containers.
7. \_\_\_\_\_ Illustrates understanding of basic equine shelter, stall, and fencing requirements.
8. \_\_\_\_\_ Halts and leads horses using the correct technique.
9. \_\_\_\_\_ Cleans and beds stalls with shavings or straw.
10. \_\_\_\_\_ Fills and hangs a hay net.
11. \_\_\_\_\_ Uses proper procedures to bathe a horse.
12. \_\_\_\_\_ Uses proper procedures to groom a horse.
13. \_\_\_\_\_ Properly tacks a horse using English, western and exercise equipment.
14. \_\_\_\_\_ Utilizes proper procedures of lunging a horse.
15. \_\_\_\_\_ Uses proper procedures for picking and painting hoofs.
16. \_\_\_\_\_ Washes legs and removes medication properly.
17. \_\_\_\_\_ Rubs legs and applies standing bandages properly.

18. \_\_\_\_\_ Applies the following bandages using the correct technique.
  - a. Polo
  - b. Trace
  - c. Ace
  - d. Vet Wrap
  - e. Cold Water
  - f. Spider
19. \_\_\_\_\_ Takes horse's vital signs.
20. \_\_\_\_\_ Cools out a horse using correct procedure.
21. \_\_\_\_\_ Puts horses on a walking wheel.
22. \_\_\_\_\_ Clips and pulls horse's manes.
23. \_\_\_\_\_ Ties horses to a fixed object.
24. \_\_\_\_\_ Loads and unloads horses from trailers.
25. \_\_\_\_\_ Demonstrates basic round penning.

**Competency Level/Mastery Level (Minimum 80%)**

**20/25=80%**

**21/25=84%**

**22/25=88%**

**23/25=92%**

**24/25=96%**

**25/25=100%**

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
Minimum of 70 hours (documentation attached)

**Work permit required**

\_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)

\_\_\_\_\_ Paid employment (must be in the skill area)  
**and/or**

**Work permit not required**

\_\_\_\_\_ Simulations (school-based)

***Student will demonstrate the ability to wrap legs and clean hooves properly. Student will demonstrate the ability to properly apply the bridle to the horse. Student will demonstrate how to properly saddle a horse. Student will demonstrate knowledge of grooming techniques. Student will demonstrate all traits of a good horseman. An alternate project, that demonstrates required skill attainment and approved by DOE, may be utilized. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student's progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTE Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Connections Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Education Signature

\_\_\_\_\_  
Date

**State Approved Skills Certificate  
Meat Processing Assistant  
Student Schedule**

**Year I**

- Agriscience I or Agriscience II (if Ag I completed during Connections)
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

**Year II**

- Agriscience II (if it was not completed in year I)
- Meat Processing (note: Ag II may be completed simultaneously with Meat Processing)
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

**Additional Component (20 hours)**

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Meat Processing Assistant  
Minimum Criteria**

**Career Cluster:** Agriculture, Food, and Natural Resources

**Industry-Based Certification:** Meat Processing

**Career Pathway (AOC):** Agriculture Production/Management/Entrepreneurship

**Secondary Course:** Meat Processing; course code - 010330

**Special Consideration:** Student must be at least 18 years of age to operate equipment and/or work in the meat processing industry

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials, and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Identifies basic Agroterrorism threats to local food and water sources.
2. \_\_\_\_\_ Demonstrates proper sanitation procedures.
3. \_\_\_\_\_ Demonstrates skill in proper knife, hook, and equipment handling.
4. \_\_\_\_\_ Utilizes weights and measures.
5. \_\_\_\_\_ Identifies unusable carcasses.
6. \_\_\_\_\_ Demonstrates proper disposal of waste products.
7. \_\_\_\_\_ Receives and stores meat properly.
8. \_\_\_\_\_ Demonstrates proper food handling.
9. \_\_\_\_\_ Demonstrates proper food preparation techniques.
10. \_\_\_\_\_ Demonstrates proper use of meat scales.
11. \_\_\_\_\_ Demonstrates sausage making.
12. \_\_\_\_\_ Knows meat codes and prices.
13. \_\_\_\_\_ Prices meats according to cut, degree of processing and weight.
14. \_\_\_\_\_ Operates wrapping machine properly.
15. \_\_\_\_\_ Communicates with customers and peers effectively in order to maintain quality control.
16. \_\_\_\_\_ Identifies and cuts various types of meat.
17. \_\_\_\_\_ Wraps meat per showcase requirement and/or customer request.
18. \_\_\_\_\_ Monitors dates/age of cuts of meat.
19. \_\_\_\_\_ Keeps accurate records in compliance with LA Dept. of Agriculture and Forestry regulations.
20. \_\_\_\_\_ Cuts vegetables and makes a variety of meat products and processed meat formulations.

**Competency Level/Mastery Level (Minimum-80%)**

- 16/20=80%
- 17/20=85%
- 18/20=90%
- 19/20=95%
- 20/20=100%

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
Minimum of 70 hours (documentation attached or on file)

**Work permit required**

- \_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)
  - \_\_\_\_\_ Paid employment (must be in the skill area)
- and/or**

**Work permit not required**

- \_\_\_\_\_ Simulations (school-based)

***Students are to work in a school-based meat processing center and perform all of the skills which are required for certification. An alternate project, that demonstrates required skill attainment and approved by DOE, may be utilized. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student’s progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTE Instructor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Connections Supervisor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Education Signature

\_\_\_\_\_  
Date

**State Approved Skills Certificate  
Nursery/Landscape Helper  
Student Schedule**

**Year I**

- Agriscience I or Agriscience II (if Ag I completed during Connections)
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

**Year II**

- Agriscience II (if it was not completed in year I)
- Horticulture (note: Ag II may be completed simultaneously with Horticulture)
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

**Additional Component (20 hours)**

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Nursery/Landscape Helper  
Minimum Criteria**

**Career Clusters:** Agriculture, Food, and Natural Resources

**Industry-Based Certification:** Certified Nursery Landscape Professional

**Career Pathway (AOC):** Horticulture

**Secondary Course:** Horticulture-course code- 010452

**Special Consideration:** None

**Prerequisites:** Agriscience I and II

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Waters plants.
2. \_\_\_\_\_ Mixes potting media.
3. \_\_\_\_\_ Plants seeds.
4. \_\_\_\_\_ Transplants and repots plants.
5. \_\_\_\_\_ Fertilizes plants.
6. \_\_\_\_\_ Prepares and pots plant cuttings.
7. \_\_\_\_\_ Propagates greenhouse plants.
8. \_\_\_\_\_ Maintains proper temperatures for plants and seedlings.
9. \_\_\_\_\_ Arranges and prepares plants for sale.
10. \_\_\_\_\_ Takes soil samples.
11. \_\_\_\_\_ Checks plants for insects and reports findings to supervisor.
12. \_\_\_\_\_ Removes grass and weeds from flower beds and gardens.
13. \_\_\_\_\_ Plants annual flowers and vegetables.
14. \_\_\_\_\_ Prepares and applies compost.
15. \_\_\_\_\_ Cleans tools.
16. \_\_\_\_\_ Plants/transplants seedlings, trees, and shrubs.
17. \_\_\_\_\_ Mulches flowers and vegetables seedbeds.
18. \_\_\_\_\_ Cleans ground of leaves and litter.
19. \_\_\_\_\_ Demonstrates knowledge of the aspects of seasonal inventory.

**Competency Level/Mastery Level (Minimum 80%)**

- 16/19=84%
- 17/19=89%
- 18/19=95%
- 19/19=100%

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
Minimum of 70 hours (documentation attached or on file)

**Work permit required**

- \_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)
  - \_\_\_\_\_ Paid employment (must be in the skill area)
- and/or**

**Work permit not required**

- \_\_\_\_\_ Simulations (school-based)
- Students must prepare and maintain a “square-foot garden,” or an alternate project, approved by DOE, that demonstrates required skill attainment. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student’s progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTE Instructor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Connections Supervisor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Education Signature

\_\_\_\_\_  
Date

**State Approved Skills Certificate  
Outdoor Power Equipment Assistant  
Student Schedule**

**Year I**

- Agriscience I or Agriscience II (if Ag I completed during Connections) or General Technology ED
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

**Year II**

- Agriscience II (if it was not completed in year I)
- Small Engines Application or Outdoor Power Equipment Technician I (note: Ag II may be completed simultaneously with Small Engines Application or Outdoor Power Equipment Technician I)
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

**Additional Component (20 hours)**

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate**  
**Outdoor Power Equipment Repair/Maintenance Helper**  
**Minimum Criteria**

**Career Cluster:** Agriculture, Food and Natural Resources

**Industry-Based Certification:** Four-Stroke Technician and/or Two-Stroke Technician

**Career Pathway (AOC):** Horticulture

**Secondary Courses:** Agriscience III-course code-010303 and Small Engines Application-course code-010346 or Outdoor Power Equipment Technician I-course code-312300

**OR**

**Career Cluster:** Transportation, Distribution, and Logistics

**Industry-Based Certification:** Four-Stroke Technician and/or Two-Stroke Technician

**Career Pathway (AOC):** Marine Operations

**Secondary Courses:** Agriscience III: course code - 010303 **and** Small Engines Application: course code - 010346 or Outdoor Power Equipment Technician I: course code - 312300

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Determine the steps for a minor engine tune-up.
2. \_\_\_\_\_ Identify problems that require a major tune-up or engine overhaul.
3. \_\_\_\_\_ Identify common practices needed for maintaining operation of a small engine.
4. \_\_\_\_\_ Changes oil properly,
5. \_\_\_\_\_ Changes filter properly,
6. \_\_\_\_\_ Changes spark plugs properly,
7. \_\_\_\_\_ Washes equipment,
8. \_\_\_\_\_ Sharpens blades/chains,
9. \_\_\_\_\_ Lubricates moveable engine parts,
10. \_\_\_\_\_ Checks all fluid levels,
11. \_\_\_\_\_ Identifies proper fluids for engine,
12. \_\_\_\_\_ Mixes fuels appropriately, if necessary,
13. \_\_\_\_\_ Replaces belts and/or chains.
14. \_\_\_\_\_ Identifies engine components in a four-stroke engine.

15. \_\_\_\_\_ Understands the operation of a four-stroke engine.
16. \_\_\_\_\_ Identifies the cooling system for the four-stroke engine.
  
17. \_\_\_\_\_ Determines the common applications of the four-stroke engine.
18. \_\_\_\_\_ Identifies the engine components in a two-stroke engine.
19. \_\_\_\_\_ Understands the operation of a two-stroke engine.
20. \_\_\_\_\_ Identifies the cooling mechanisms for the two-stroke engine.
21. \_\_\_\_\_ Determines common applications of the two-stroke engine.
22. \_\_\_\_\_ Determines proper steps for seasonal storage of a small engine.

**Competency/Mastery Level (minimum 80%)**

18/22=82%

19/22=86%

20/22= 91%

21/22=95%

22/22=100%

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*

Minimum of 70 hours (documentation attached)

**Work permit required**

\_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)

\_\_\_\_\_ Paid employment (must be in the skill area)

**and/or**

**Work permit not required**

\_\_\_\_\_ Simulations (school-based)

***Students are to work on repairing a minimum of three (3) engines which have been “bugged” by the instructor. Student will also work on trouble shooting and repairing power equipment which is brought in by the various members of the community. An alternate project, that demonstrates required skill attainment and approved by DOE, may be utilized. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student's progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTE Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer's Signature

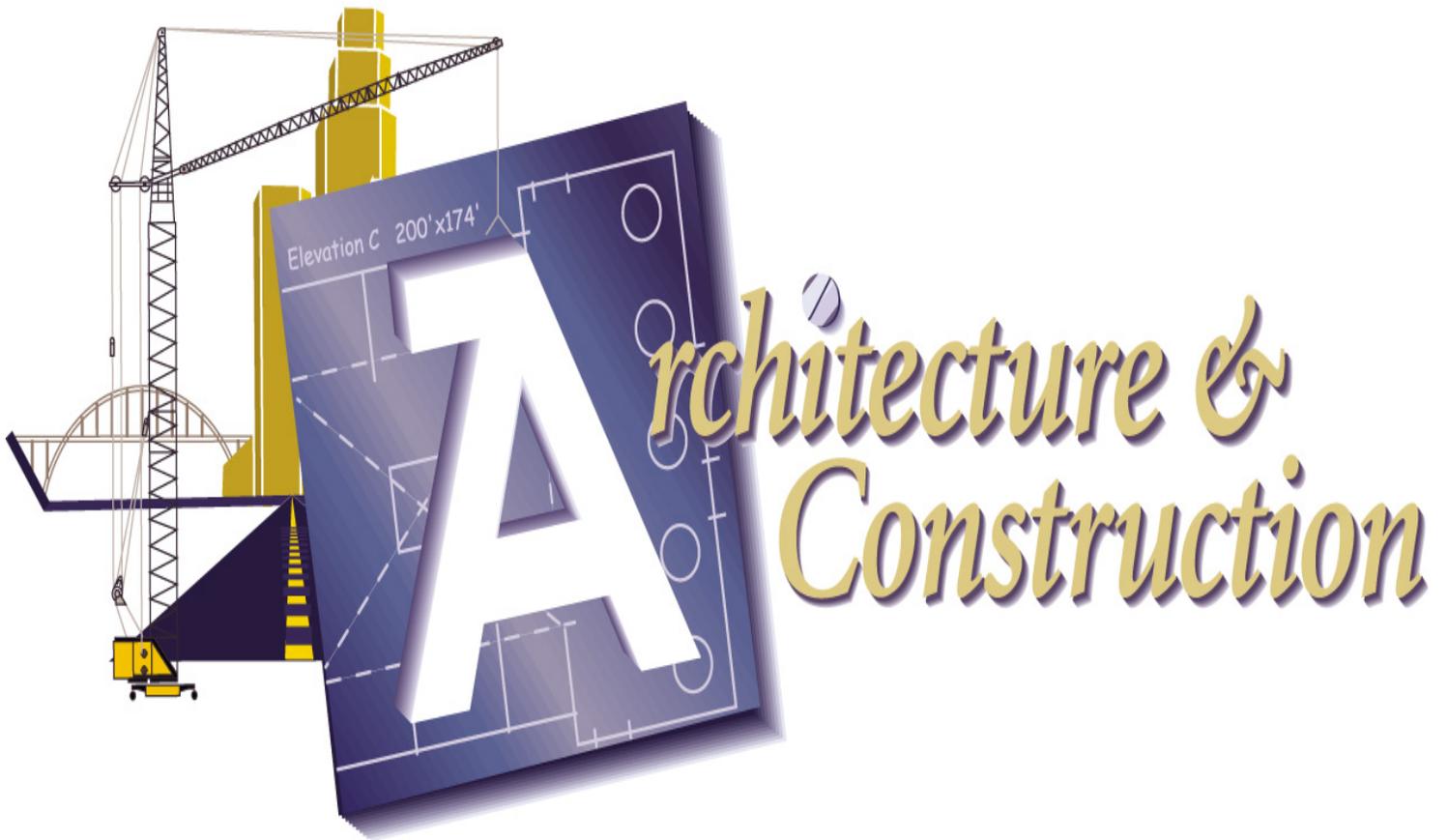
\_\_\_\_\_  
Date

\_\_\_\_\_  
Connections Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Education Signature

\_\_\_\_\_  
Date



**State Approved Skills Certificate  
Air Conditioner / Refrigeration, & Heating / Ventilation Helper  
Student Schedule**

Year I

- Basic Electricity/Electronics
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

Year II

- NCCER Electrical I and Air Conditioning and Refrigeration (both courses must be completed)
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

Additional Component (20 hours)

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

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**State Approved Skills Certificate**  
**Air Conditioner / Refrigeration, & Heating / Ventilation Helper**  
**Minimum Criteria**

**Career Clusters:** Architecture and Construction

**Industry-Based Certification:** NCCER HVAC

**Career Pathway (AOC):** Air Conditioning and Refrigeration, Heating and Ventilation

**Secondary Course:** Air Conditioning and Refrigeration-course code: 310100, 310102, or 310103

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Identifies various types of pipe, tubing and fittings.
2. \_\_\_\_\_ Demonstrates the ability to join tubes and pipes.
3. \_\_\_\_\_ Identifies various types of hand tools.
4. \_\_\_\_\_ Identifies electrical measuring instruments.
5. \_\_\_\_\_ Calculates series, parallel and series/parallel circuits.
6. \_\_\_\_\_ Evacuates, flushes and dehydrates refrigerant systems.
7. \_\_\_\_\_ Troubleshoots and repairs/replaces compressor, relay, overload, and capacitor.
8. \_\_\_\_\_ Troubleshoots and repairs/replaces thermostats.
9. \_\_\_\_\_ Identifies types of insulation.
10. \_\_\_\_\_ Identifies various applications of insulation.
11. \_\_\_\_\_ Identifies safety hazards associated with insulation.
12. \_\_\_\_\_ Follows blueprints of air distribution systems.
13. \_\_\_\_\_ Performs routine maintenance of heating and cooling systems.
14. \_\_\_\_\_ Installs fuel and water lines.
15. \_\_\_\_\_ Installs air ducts and vents.
16. \_\_\_\_\_ Installs heat pumps and other components.
17. \_\_\_\_\_ Checks for leaks.
18. \_\_\_\_\_ Adjusts burners and blowers.
19. \_\_\_\_\_ Charges a refrigeration system.
20. \_\_\_\_\_ Conserves, recovers and recycles refrigerants.

**Competency Level/Mastery Level (minimum-80%)**

- 16/20=80%
- 17/20=85%
- 18/20=90%
- 19/20=95%
- 20/20=100%

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
Minimum of 70 hours (documentation attached)

**Work permit required**

- \_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)
  - \_\_\_\_\_ Paid employment (must be in the skill area)
- and/or**

**Work permit not required**

- \_\_\_\_\_ Simulations (school-based)

***Student must troubleshoot and repair three (3) pieces of equipment. An alternate project, that demonstrates required skill attainment and approved by DOE, may be utilized. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student's progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTE Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Connections Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Education Signature

\_\_\_\_\_  
Date

**State Approved Skills Certificate  
Carpenter's Helper  
Student Schedule**

**Year I**

- Agriscience I or Agriscience II (if Ag I completed during Connections) or General Technology Education
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

**Year II**

- Agriscience II (if it was not completed in year I)
- NCCER Carpentry I (note: Ag II may be completed simultaneously with NCCER Carpentry)
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

**Additional Component (20 hours)**

- Community Service Project- guidelines, developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Carpenter's Helper  
Minimum Criteria**

**Career Clusters:** Architecture and Construction

**Industry-Based Certification:** NCCER Carpentry

**Career Pathway (AOC):** Carpentry and Construction

**Secondary Courses:** NCCER Carpentry-AG-course code: 010603, 010602, 010601; NCCER Carpentry-TE-course code: 110703, 110702, 110701; or NCCER Carpentry - T&I course code: 313303, 313302, 313300

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Identifies, describes, and selects lumber used in carpentry.
2. \_\_\_\_\_ Identifies and selects proper size lumber.
3. \_\_\_\_\_ Identifies types and sizes of staples, nails, screws, and hinges.
4. \_\_\_\_\_ Identifies hand and power tools used in carpentry.
5. \_\_\_\_\_ Uses hand and power tools safely and accurately.
6. \_\_\_\_\_ Recognizes and identifies basic carpentry blueprint terms, components, and symbols.
7. \_\_\_\_\_ Checks for foundation and exterior wall levels and squares using a variety of squaring, plumbing, and leveling techniques and tools.
8. \_\_\_\_\_ Frames wood floor decking.
9. \_\_\_\_\_ Frames walls, including roughing-in exterior doors and windows.
10. \_\_\_\_\_ Describes various styles of roofs.
11. \_\_\_\_\_ Frame roof, including rafters and roof shingles.

**Competency Level/Mastery Level**

**8/11=73%**

**9/11=82%**

**10/11=91%**

**11/11=100%**

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
Minimum of 70 hours (documentation attached)

**Work permit required**

- \_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)
  - \_\_\_\_\_ Paid employment (must be in the skill area)
- and/or**

**Work permit not required**

- \_\_\_\_\_ Simulations (school-based)

***Students must participate in the building of a major course assignment, such as constructing a storage building, picnic table, etc. as a class project. Building small items, such as birdhouses, is not acceptable. An alternate project, that demonstrates required skill attainment and approved by DOE, may be utilized. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student's progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTE Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

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Date

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Employer's Signature

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Date

\_\_\_\_\_  
Connections Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Education Signature

\_\_\_\_\_  
Date

**State Approved Skills Certificate  
Drafting Helper  
Student Schedule**

**Year I**

- Technology Education Computer Applications
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

**Year II**

- Drafting Design Technology or Basic Technical Drafting
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

**Additional Component (20 hours)**

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Drafting Helper  
Minimum Criteria**

**Career Clusters:** Architecture and Construction

**Industry-Based Certification:** American Design Drafting Association (ADDA)

**Career Pathway (AOC):** Drafting

**Secondary Course:** Drafting Design Technology-course code: 311300, 311302, 311303; Basic Technical Drafting-course code: 110560; or Architectural Drafting: 110580

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Discuss history and purposes of drafting.
2. \_\_\_\_\_ Identify job titles associated with drafting.
3. \_\_\_\_\_ Identify areas of specialization.
4. \_\_\_\_\_ Identify areas of employment.
5. \_\_\_\_\_ Practice visualizing objects.
6. \_\_\_\_\_ Identify and use drafting instruments and scales.
7. \_\_\_\_\_ Identify and use equipment.
8. \_\_\_\_\_ Describe and draw alphabet of lines.
9. \_\_\_\_\_ Describe types and sizes of drawing media and format.
10. \_\_\_\_\_ Describe methods of reproduction.
11. \_\_\_\_\_ Identify CAD equipment.
12. \_\_\_\_\_ Draw guidelines.
13. \_\_\_\_\_ Draw vertical and inclined letters and numerals.
14. \_\_\_\_\_ Draw lines, circles, tangents arcs, and angles.
15. \_\_\_\_\_ Draw parabola, polygons, and ellipses.
16. \_\_\_\_\_ Identify miscellaneous lettering styles.
17. \_\_\_\_\_ Identifies letter notes and titles.
18. \_\_\_\_\_ Identify types of pictorial drawings.
19. \_\_\_\_\_ Apply geometric construction to a single-view drawing.
20. \_\_\_\_\_ Describe objects through drawings.
21. \_\_\_\_\_ Read and understand projection methods and working drawings.

**Competency Level/Mastery Level (Minimum-80%)**

- 17/21=81%
- 18/21=86%
- 19/21=90%
- 20/21=95%
- 21/21=100%

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
Minimum of 70 hours (documentation attached)

**Work permit required**

- \_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)
  - \_\_\_\_\_ Paid employment (must be in the skill area)
- and/or**

**Work permit not required**

- \_\_\_\_\_ Simulations (school-based)

***Student draws a desk or other object to scale (show work for calculating scale, object dimensions and margins, draft square/legend and corresponding dimensions, legend information, etc.), or an alternate project, approved by DOE, that demonstrates mastery of required skill attainment. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student's progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTE Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

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Date

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Employer's Signature

\_\_\_\_\_  
Date

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Connections Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Education Signature

\_\_\_\_\_  
Date

**State Approved Skills Certificate  
Electrician's Helper  
Student Schedule**

**Year I**

- Agriscience I or Agriscience II (if Ag I completed during Connections) Or General Technology Education
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

**Year II**

- Agriscience II (if it was not completed in year I)
- NCCER Electrical I (note: Ag II may be completed simultaneously with NCCER Electrical I)
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

**Additional Component (20 hours)**

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Electrician's Helper  
Minimum Criteria**

**Career Clusters:** Architecture and Construction

**Industry-Based Certification:** NCCER Electrical

**Career Pathway (AOC):** Electrical/Electronics

**Secondary Courses:** NCCER Electricity-AG-course code: 010703, 010702, 010701; NCCER Electricity-TE-course code: 110713, 110712, 110711; or NCCER Electricity-T&I-course code: 313403, 313402, 313400

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety (Each student must demonstrate 100% mastery of Work Place Safety)**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Identify hand and power tools associated with the electrical installation applications.
2. \_\_\_\_\_ Demonstrates knowledge of basic electrical applications, terms, and functions.
  - a. Demonstrate basic competency using Ohm's Law applied to DC circuits.
  - b. Demonstrate knowledge of electromotive force, resistance and electric power equations.
3. \_\_\_\_\_ Demonstrates knowledge of the use, selection, and installation of electrical wires.
4. \_\_\_\_\_ Demonstrates knowledge of the installation of receptacles.
5. \_\_\_\_\_ Demonstrates knowledge of the installation of switches.
6. \_\_\_\_\_ Demonstrates knowledge of the installation of lighting fixtures.
7. \_\_\_\_\_ Demonstrates knowledge of repairing electrical applications.
8. \_\_\_\_\_ Demonstrates knowledge of testing electrical applications.
9. \_\_\_\_\_ Demonstrates knowledge of trouble shooting electrical applications.
10. \_\_\_\_\_ Demonstrates proper use of hand conduit bender.
11. \_\_\_\_\_ Demonstrates knowledge of proper wiring diagram for residential home.
12. \_\_\_\_\_ Demonstrates knowledge of wiring duplex outlets.
13. \_\_\_\_\_ Demonstrates knowledge of wiring single light switches.
14. \_\_\_\_\_ Demonstrates knowledge of wiring three-way light switches.
15. \_\_\_\_\_ Demonstrates knowledge of wiring a service entrance panel (SEP).
16. \_\_\_\_\_ Understands and applies series and parallel circuits.

**Competency Level/Mastery Level (Minimum-80%)**

- 13/16=81%**
- 14/16=88%**
- 15/16=94%**
- 16/16=100%**

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
Minimum of 70 hours (documentation attached)

**Work permit required**

- \_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)
  - \_\_\_\_\_ Paid employment (must be in the skill area)
- and/or**

**Work permit not required**

- \_\_\_\_\_ Simulations (school-based)  
***Students must successfully wire a panel board developed by the instructor. The simulation must replicate an actual problem which a student may encounter when doing residential wiring. An alternate project, that demonstrates required skill attainment and approved by DOE, may be utilized. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student’s progress report and has completed the required portfolio/ project.*

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTE Instructor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal’s Signature

\_\_\_\_\_  
Date

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Employer’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Connections Supervisor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Education Signature

\_\_\_\_\_  
Date

**State Approved Skills Certificate  
Plumber's Helper  
Student Schedule**

Year I

- Architectural Drafting
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

Year II

- Plumbing I
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

Additional Component (20 hours)

- Community Service Project guidelines, developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Plumber's Helper  
Minimum Criteria**

**Career Cluster:** Architecture and Construction

**Industry-Based Certification:** NCCER Plumbing

**Career Pathway (AOC):** Plumbing

**Secondary Course:** Plumbing I course code: 312503, 312502, or 312500

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

Identifies and appropriately utilizes hand tools such as:

1. \_\_\_\_\_ pipe wrenches
2. \_\_\_\_\_ screwdrivers
3. \_\_\_\_\_ basin wrench
4. \_\_\_\_\_ hammers
5. \_\_\_\_\_ pliers
6. \_\_\_\_\_ basket strainer wrench
7. \_\_\_\_\_ adjustable wrenches
8. \_\_\_\_\_ rim wrench

Identifies and appropriately utilizes hand cutting and threading tools for galvanized and steel pipe such as:

9. \_\_\_\_\_ tri-vise
10. \_\_\_\_\_ ratchet die
11. \_\_\_\_\_ wheel cutter
12. \_\_\_\_\_ drophead die
13. \_\_\_\_\_ pipe reamer
14. \_\_\_\_\_ cutting oil

Identifies and appropriately utilizes copper tools such as:

15. \_\_\_\_\_ tubing cutter
16. \_\_\_\_\_ fitting brush
17. \_\_\_\_\_ spring bender
18. \_\_\_\_\_ flux
19. \_\_\_\_\_ solder

- 20. \_\_\_\_ lever type bender
- 21. \_\_\_\_ sandcloth
- 22. \_\_\_\_ hand-held torch
- 23. \_\_\_\_ yoke and screw flaring tool
- 24. \_\_\_\_ flux brush
- 25. \_\_\_\_ friction lighter (striker)

Demonstrates proficiency in:

- 26. \_\_\_\_ calculating grade
- 27. \_\_\_\_ sizing the drain system
- 28. \_\_\_\_ set fixtures
- 29. \_\_\_\_ waste and vent stacks
- 30. \_\_\_\_ sizing water system
- 31. \_\_\_\_ soldering
- 32. \_\_\_\_ grading pipe
- 33. \_\_\_\_ roughing in
- 34. \_\_\_\_ cleanouts and traps
- 35. \_\_\_\_ stacking-out

Identifies all parts and services:

- 36. \_\_\_\_ hot water tank
- 37. \_\_\_\_ kitchen sink
- 38. \_\_\_\_ water closet
- 39. \_\_\_\_ tub and shower
- 40. \_\_\_\_ lavatory

Identifies and appropriately utilizes power tools such as:

- 41. \_\_\_\_ reciprocating saw
- 42. \_\_\_\_ jigsaw
- 43. \_\_\_\_ right-angle drill with wood bits
- 44. \_\_\_\_ skill saw
- 45. \_\_\_\_ 3/8 inch electric drill
- 46. \_\_\_\_ chop saw

**Competency Level/Mastery Level (Minimum-80%)**

- 37/46=80%**
- 38/46=83%**
- 39/46=85%**
- 40/46=87%**
- 41/46=89%**
- 42/46=91%**
- 43/46=93%**
- 44/46=96%**
- 45/46=98%**
- 46/46=100%**

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
Minimum of 70 hours (documentation attached)

**Work permit required**

- \_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)
  - \_\_\_\_\_ Paid employment (must be in the skill area)
- and/or**

**Work permit not required**

- \_\_\_\_\_ Simulations (school-based)

***Student must complete a project that includes, but is not limited to: “rough-in” of hot and cold water lines with copper tubing and “rough-in” sanitary drainage, waste, and/or vent lines with cast iron and PVC plastic for a water closet, a lavatory, a washer box, or a floor drain. An alternate project, approved by DOE, can be completed that demonstrates required skill attainment. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student’s progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTE Instructor’s Signature

\_\_\_\_\_  
Date

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Principal’s Signature

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Date

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Employer’s Signature

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Date

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Connections Supervisor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Education Signature

\_\_\_\_\_  
Date

**State Approved Skills Certificate  
Roofer's Helper  
Student Schedule**

**Year I**

- Agriscience I or Agriscience II (if Ag I completed during Connections) or General Technology Education
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

**Year II**

- Agriscience II (if it was not completed in year I)
- NCCER Carpentry-Ag; NCCER Carpentry-TE; or NCCER Carpentry-T&I  
(note: Ag II may be completed simultaneously with NCCER Carpentry-Ag; NCCER Carpentry-TE; or NCCER Carpentry-T&I)
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

**Additional Component (20 hours)**

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate**  
**Roofer's Helper**  
**Minimum Criteria**

**Career Cluster:** Architecture and Construction

**Industry-Based Certification:** NCCER Carpentry

**Career Pathway (AOC):** Carpentry and Construction

**Secondary Courses:** NCCER Carpentry-Ag course code: 010603, 010602, 010601; NCCER Carpentry-TE course code: 110703, 110702, 110701 or NCCER Carpentry-T&I course code: 313303, 313302, 313300

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials, and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Inventories supplies needed for roofing job.
2. \_\_\_\_\_ Removes old shingles and cleans roof area of all debris.
3. \_\_\_\_\_ Moves roofing materials to roof.
4. \_\_\_\_\_ Applies felt over roof.
5. \_\_\_\_\_ Installs fiberglass shingles on gable and hip roofs.
6. \_\_\_\_\_ Closes valley using fiberglass shingles.
7. \_\_\_\_\_ Completes the proper cuts and installs the main and hip ridge caps using fiberglass shingles.
8. \_\_\_\_\_ Lays out, cuts, and installs a cricket or saddle.
9. \_\_\_\_\_ Installs wood shingles and shakes on roofs.
10. \_\_\_\_\_ Completes the cuts and installs the main hip ridge caps using shakes/shingles.
11. \_\_\_\_\_ Demonstrates the techniques for installing other selected types of roofing materials.
12. \_\_\_\_\_ Cleans worksite of all debris and extra materials.

**Competency Level/Mastery Level (minimum 80%)**

**10/12=83%**

**11/12=92%**

**12/12=100%**

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
Minimum of 70 hours (documentation attached)

**Work permit required**

- \_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)
  - \_\_\_\_\_ Paid employment (must be in the skill area)
- and/or**

**Work permit not required**

- \_\_\_\_\_ Simulations (school-based)

***Students are to participate in a class activity, such as building a storage building. Students will be required to work on building the roof and laying roofing shingles. An alternate project, that demonstrates required skill attainment and approved by DOE, may be utilized. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student’s progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTE Instructor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Connections Supervisor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Education Signature

\_\_\_\_\_  
Date



**State Approved Skills Certificate  
News and Video Editing Assistant  
Student Schedule**

**Year I**

- Business and Computer Applications
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses, IBCA, Customer Service, music, art, etc.)

**Year II**

- Television Production I
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

**Additional Component (20 hours)**

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**News and Video Editing Assistant  
Suggested Minimum Criteria  
State Approved Skills Certificate**

**Career Cluster:** Arts, AV Technology, and Communication

**Industry-Based Certification:** Adobe Certified Associate – Video Communications

**Career Pathway (AOC):** Mass Communication

**Secondary Course:** Television Production course code: 312802

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly
3. \_\_\_\_\_ Follows cleanup procedures
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation
6. \_\_\_\_\_ Performs work in a safe manner

**Specific Skills Requirements**

1. \_\_\_\_\_ Demonstrates knowledge of the production planning and management process
2. \_\_\_\_\_ Demonstrates knowledge of how to organize and plan a video sequence
3. \_\_\_\_\_ Identifies general principles for video shooting
4. \_\_\_\_\_ Understands how white balancing a camera affects the video
5. \_\_\_\_\_ Operates various camcorders, including high-definition and standard definition
6. \_\_\_\_\_ Illustrates a variety of camera movements
7. \_\_\_\_\_ Operates various studio equipment, including video switcher, graphics, audio mixer, studio camera, and TelePrompTer
8. \_\_\_\_\_ Demonstrates knowledge of editing (Proficient in Premiere Pro CS6)
9. \_\_\_\_\_ Demonstrates knowledge of visual techniques for enhancing video content
10. \_\_\_\_\_ Demonstrates knowledge of using audio to enhance video content
11. \_\_\_\_\_ Demonstrates knowledge of using still images to enhance video content
12. \_\_\_\_\_ Imports various formats of video and audio
13. \_\_\_\_\_ Exports video from editing software in a variety of digital or disk formats
14. \_\_\_\_\_ Demonstrates knowledge of video and audio cables and connections
15. \_\_\_\_\_ Authors DVDs
16. \_\_\_\_\_ Create interview questions and topics based on background research
17. \_\_\_\_\_ Recognize effective techniques for conducting an interview
18. \_\_\_\_\_ Demonstrates knowledge of music copyright restrictions
19. \_\_\_\_\_ Demonstrates knowledge of green screen and chroma keying techniques

**Competency Level/Mastery Level**

- 14/19=74%
- 15/19=79%
- 16/19=84%
- 17/19=89%
- 18/19=95%
- 19/19=100

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
Minimum of 70 hours (documentation attached)

**Work permit required**

- \_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)
  - \_\_\_\_\_ Paid employment (must be in the skill area)
- and/or**

**Work permit not required**

- \_\_\_\_\_ Simulations (school-based)  
***Student will demonstrate the ability to plan and manage a production process including interviewing, video shooting, and editing. An alternate project, that demonstrates required skill attainment and approved by DOE, may be utilized. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student’s progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTE Instructor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Connections Supervisor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer’s Signature

\_\_\_\_\_  
Date



**State Approved Skills Certificate  
Office Clerk  
Student Schedule**

Year I

- Business and Computer Applications
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses, IBCA, Customer Service, music, art, etc.)

Year II

- Administrative Support Occupations
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

Additional Component (20 hours)

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Office Clerk  
Minimum Criteria**

**Career Clusters:** Business, Management, and Administration

**Industry-Based Certification:** Customer Service

**Career Pathway (AOC):** Administrative Support

**Secondary Course:** Customer Service course code: 041001

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Staples and un-staples materials.
2. \_\_\_\_\_ Places labels correctly.
3. \_\_\_\_\_ Stuffs envelopes appropriately.
4. \_\_\_\_\_ Circulates memos/documents to other departments.
5. \_\_\_\_\_ Sorts and routes incoming mail.
6. \_\_\_\_\_ Replays written and verbal messages accurately and appropriately.
7. \_\_\_\_\_ Operates copiers, fax machines, and/or scanners.
8. \_\_\_\_\_ Answers and uses telephone appropriately.
9. \_\_\_\_\_ Greets visitors appropriately.
10. \_\_\_\_\_ Types, formats, proofreads, and edits correspondence and other documents, from notes, using computers.
11. \_\_\_\_\_ Reviews files, records and other documents to obtain information to respond to request.
12. \_\_\_\_\_ Compiles, copies, sorts, and files records of office activities, business transactions, and other activities.

**Competency Level/Mastery Level (Minimum 80%)**

**10/12=83%**

**11/12=92%**

**12/12=100%**

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
Minimum of 70 hours (documentation attached)

**Work permit required**

- \_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)
  - \_\_\_\_\_ Paid employment (must be in the skill area)
- and/or**

**Work permit not required**

- \_\_\_\_\_ Simulations (school-based)

***Students must use the computer to compose and create three (3) types of business letters (block, indented, and modified block). Students must organize and file documents. An alternate project, that demonstrates required skill attainment and approved by DOE, may be utilized. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student's progress report and has completed the required portfolio/project.*

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Student's Signature

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Date

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CTE Instructor's Signature

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Date

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Principal's Signature

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Date

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Employer's Signature

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Date

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Connections Supervisor's Signature

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Date

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Department of Education Signature

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Date



**State Approved Skills Certificate  
Dietary Aide  
Student Schedule**

Year I

- Nutrition and Foods and Advanced Nutrition and Foods (may be completed during Connections)
- Food Service I
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

Year II

- Food Service II
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

Additional Component (20 hours)

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Dietary Aide  
Suggested Minimum Criteria**

**Career Clusters:** Health Science

**Industry-Based Certification:** ACF Junior Culinarian

**Career Pathway (AOC):** Nutrition and Food

**Secondary Course:** Food Service I course code- 100361

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies Supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Uses basic sanitation methods in accordance with health department standards.
2. \_\_\_\_\_ Keeps work area clean and clutter free.
3. \_\_\_\_\_ Washes dishes and/or loads the dishwasher.
4. \_\_\_\_\_ Unloads dishwasher and stores appropriately.
5. \_\_\_\_\_ Sweeps and mops floors.
6. \_\_\_\_\_ Empties trash.
7. \_\_\_\_\_ Rolls silverware in napkins.
8. \_\_\_\_\_ Places tablecloth on tables and replaces condiments.
9. \_\_\_\_\_ Wipes/buses tables.
10. \_\_\_\_\_ Sets tables/ dining room.
11. \_\_\_\_\_ Sweeps/mops/vacuums dining area.
12. \_\_\_\_\_ Assists in arranging tray cards, loading food carts, and serving meals.
13. \_\_\_\_\_ Demonstrates proper food handling techniques.
14. \_\_\_\_\_ Prepares various food groups.
15. \_\_\_\_\_ Assists in receiving and storing food and supplies.
16. \_\_\_\_\_ Takes inventory of foods and supplies.
17. \_\_\_\_\_ Identifies basic commercial kitchen equipment and their purpose.
18. \_\_\_\_\_ Defines basic cooking terms.
19. \_\_\_\_\_ Uses basic commercial equipment.
20. \_\_\_\_\_ Cleans basic commercial equipment.

21. \_\_\_\_\_ Uses weights and measures accurately.
22. \_\_\_\_\_ Uses recipes to prepare foods.
23. \_\_\_\_\_ Measures and assembles ingredients.
24. \_\_\_\_\_ Provides assistance to the cook in preparation and service of meals.

**Competency Level/Mastery Level (Minimum-80%)**

**20/24=83%**

**21/24=88%**

**22/24=92%**

**23/24=96%**

**24/24=100%**

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
Minimum of 70 hours (documentation attached)

**Work permit required**

\_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)

\_\_\_\_\_ Paid employment (must be in the skill area)

**and/or**

**Work permit not required**

\_\_\_\_\_ Simulations (school-based)

***Student must create a restaurant-style menu (includes appetizer, entree, and dessert), prepare the menu items, demonstrate proper service of dishes, set the table according to the type of service (formal/informal), and demonstrate preparation of patient meal trays or an alternate project, approved by DOE, that demonstrates required skill attainment. Supporting documentation must be submitted (menu, recipes, photos of all menu items prepared and table setting, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student's progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTE Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Date

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Connections Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Education Signature

\_\_\_\_\_  
Date

**State Approved Skills Certificate  
Patient Care Associate I  
Student Schedule**

Year I

- Introduction to Health Occupations or Allied Health Services I or Health Science 1
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

Year II

- Health Science I (if Allied Health Services I is not taken in Year I) or Allied Health Services I (if Health Science I is not taken in Year 1) or Allied Health Services II or Health Science II
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

Additional Component (20 hours)

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Patient Care Associate I  
Minimum Criteria**

**Career Clusters:** Health Science

**Industry-Based Certification:** Certified Nursing Assistant (CNA)

**Career Pathway (AOC):** Nursing

**Secondary Course:** Nurse Assistant course code: 090237

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies Supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.
7. \_\_\_\_\_ Explains and demonstrates proper body mechanics.
8. \_\_\_\_\_ Discusses the guidelines and safety precautions that need to be followed when lifting and moving a patient.
9. \_\_\_\_\_ Identifies what infection control precautions are used for all patients.
10. \_\_\_\_\_ Identifies OSHA standards for occupational exposure to blood borne pathogens.

**Specific Skills Requirements**

1. \_\_\_\_\_ Demonstrates the procedure for proper hand washing.
2. \_\_\_\_\_ Demonstrates ability in donning PPE properly.
3. \_\_\_\_\_ Helps patients maintain daily routine.
4. \_\_\_\_\_ Performs repetitive tasks as they pertain to patients' needs.
5. \_\_\_\_\_ Cares for dentures.
6. \_\_\_\_\_ Shaves male clients.
7. \_\_\_\_\_ Performs daily hair care.
8. \_\_\_\_\_ Sets up for meals and pass trays and nourishment.
9. \_\_\_\_\_ Feeds/assists patients with meals following proper procedures.
10. \_\_\_\_\_ Collects meal trays.
11. \_\_\_\_\_ Gives patients a bed bath.
12. \_\_\_\_\_ Assists patient with showering/bathing.
13. \_\_\_\_\_ Obtains body weights.
14. \_\_\_\_\_ Assists patient with oral hygiene and skin care.

15. \_\_\_\_\_ Dresses patients.
16. \_\_\_\_\_ Changes diapers.
17. \_\_\_\_\_ Empties urinary drainage units.
18. \_\_\_\_\_ Empties bedpans/urinals.
19. \_\_\_\_\_ Performs or assists in changing beds.
20. \_\_\_\_\_ Monitors patients during basic tasks.
21. \_\_\_\_\_ Performs simple dressing changes.
22. \_\_\_\_\_ Cleans patients' room.
23. \_\_\_\_\_ Performs and assists in properly moving patients.
24. \_\_\_\_\_ Maneuvers wheelchairs.
25. \_\_\_\_\_ Provides leisure activities for patients.
26. \_\_\_\_\_ Contacts supervisor when CPR is needed.
27. \_\_\_\_\_ Participates in CPR training.
28. \_\_\_\_\_ Participates in emergency procedures training.
29. \_\_\_\_\_ Cleans and maintains equipment.
30. \_\_\_\_\_ Communicates appropriately.
31. \_\_\_\_\_ Demonstrates interpersonal skills.
32. \_\_\_\_\_ Recognizes problems and reports to the appropriate person.

**Competency Level/Mastery Level (Minimum-80%)**

**26/32=81%**

**27/32=84%**

**28/32=88%**

**29/32=91%**

**30/32=94%**

**31/32=97%**

**32/32=100%**

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*

Minimum of 70 hours (documentation attached)

**Work permit required**

\_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the Community)

\_\_\_\_\_ Paid employment (must be in the skill area)

**and/or**

**Work permit not required**

\_\_\_\_\_ Simulations (school-based)

**Student will be videotaped while performing the skills necessary for the scenario below. The skills lab must be structured exactly to the specifications of a nursing home room with a manikin as the resident. The following is the situation to be used:**

*Mary Jones, 85, is a bedridden resident at the Geriatric Living Nursing Home. It is 7:00 am and Patient Care Associate I must perform all Activities of Daily Living (ADLs) for Ms. Jones, as well as changing the bed linens. Since she has*

*dentures, Ms. Jones has difficulty eating. Also, since her stroke, she has limited ability in her right arm.*

***An alternate project, that demonstrates required skill attainment and approved by DOE, may be utilized. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student's progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTE Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

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Date

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Employer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Connections Supervisor's Signature

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Date

\_\_\_\_\_  
Department of Education Signature

\_\_\_\_\_  
Date



**State Approved Skills Certificate  
Food Service Technician  
Student Schedule**

Year I

- Nutrition and Foods and Advanced Nutrition and Foods (may be completed during Connections)
- Food Service I
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

Year II

- Food Service II
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

Additional Component (20 hours)

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Food Service Technician  
Minimum Criteria**

**Career Cluster:** Hospitality and Tourism

**Industry-Based Certification:** ACF Junior Culinarian

**Career Pathway (AOC):** Culinary Arts

**Secondary Courses:** Food Services I course codes: 100361,100362 or 100363; Food Services II course codes: 100371, 100372, or 100373; Culinary Occupations I course codes: 311000, 311002, or 311002; or Culinary Occupations II course codes: 311005, 311012, or 311013

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials, and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Uses basic sanitation methods in accordance with Health Department standards.
2. \_\_\_\_\_ Demonstrates frequent and thorough hand washing procedures.
3. \_\_\_\_\_ Cleans and sanitizes foodservice equipment correctly.
4. \_\_\_\_\_ Recognizes and follows safety procedures designed to prevent injuries to self and others.
5. \_\_\_\_\_ Keeps work area clean and clutter free.
6. \_\_\_\_\_ Uses, handles, and cleans equipment correctly.
7. \_\_\_\_\_ Washes dishes and/or loads the dishwasher.
8. \_\_\_\_\_ Unloads dishwasher and stores appropriately.
9. \_\_\_\_\_ Weighs/measures and assembles ingredients.
10. \_\_\_\_\_ Sweeps and mops floors.
11. \_\_\_\_\_ Empties trash.
12. \_\_\_\_\_ Rolls silverware in napkins.
13. \_\_\_\_\_ Stocks and replenishes food, beverages, condiments, and sundries at side/server stations.
14. \_\_\_\_\_ Wipes/buses tables.
15. \_\_\_\_\_ Sets tables.
16. \_\_\_\_\_ Sweeps/mops/vacuums dining area.
17. \_\_\_\_\_ Receives food and beverages correctly to ensure security and food safety.
18. \_\_\_\_\_ Accurately follow recipes.
19. \_\_\_\_\_ Sets up and maintains food items; checks appropriate temperature of food on serving line.

- 20. \_\_\_\_\_ Cleans and maintains dining room.
- 21. \_\_\_\_\_ Provides assistance to the cook in preparation and service of meals.

**Competency Level/Mastery Level (Minimum-80%)**

- 17/21=81%
- 18/21=86%
- 19/21=90%
- 20/21=95%
- 21/21=100%

**Work Experience** - Follow guidelines in the *Work-Based Learning Manual*  
 Minimum of 70 hours (documentation attached)

**Work permit required**

- \_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)
  - \_\_\_\_\_ Paid employment (must be in the skill area)
- and/or**

**Work permit not required**

- \_\_\_\_\_ Simulations (school-based)

***The student will develop and implement a schedule for: cleaning and sanitizing food service equipment, stocking/replenishing food service consumables, and cleaning/maintaining the dining room/kitchen areas. In addition, the student will select, prepare, and serve an appetizer, entrée, and dessert. The teacher may select an alternate project, approved by DOE, that demonstrates required skill attainment. Supporting documentation must be submitted (menu, recipes, photos of all menu items prepared and table setting, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student's progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 CTE Instructor's Signature

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 Principal's Signature

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 Employer's Signature

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 Connections Supervisor's Signature

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 Department of Education Signature

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**State Approved Skills Certificate  
Hotel Maintenance and Grounds Assistant  
Student Schedule**

Year I

- Agriscience I or Agriscience II (if Ag I completed during Connections)
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

Year II

- Agriscience II (if it was not completed in year I)
- Horticulture (note: Ag II may be completed simultaneously with Horticulture; both courses must be completed)
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

Additional Component (20 hours)

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Hotel Maintenance and Grounds Assistant  
Minimum Criteria**

**Career Cluster:** Hospitality and Tourism

**Industry-Based Certification:** American Hotel and Lodging

**Career Pathway (AOC):** Tourism and Lodging

**Secondary Course:** Lodging Management I course code: 040502 and Agriscience II course code: 010302

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials, and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Obtains required supplies and equipment from maintenance shop storage.
2. \_\_\_\_\_ Restocks carts and supplies.
3. \_\_\_\_\_ Uses protective gloves and clothing as required.
4. \_\_\_\_\_ Handles cleaning solutions and chemicals safely.
5. \_\_\_\_\_ Returns and disposes used supplies to storage or for disposal as required.
6. \_\_\_\_\_ Keeps cart organized.
7. \_\_\_\_\_ Completes required records for stocking, use, and return/disposal of supplies.
8. \_\_\_\_\_ Determines and utilizes the appropriate equipment for the task.
9. \_\_\_\_\_ Follows and completes tool check list.
10. \_\_\_\_\_ Verifies tools/equipment are current for preventive maintenance and/or calibration.
11. \_\_\_\_\_ Inspects tools/equipment and work area for safety considerations.
12. \_\_\_\_\_ Checks air and power supplies as applicable.
13. \_\_\_\_\_ Sets up and prepares tools/equipment for safe operation, including lubrication and fluid level checks.
14. \_\_\_\_\_ Wears the required Personal Protective Equipment (PPE) at all times as required for the operation of tools/equipment.
15. \_\_\_\_\_ Operates tools/equipment safely with guarding devices, if applicable, in the manner required for the job task.

16. \_\_\_\_\_ Monitors tools/equipment for safe operation while operating.
17. \_\_\_\_\_ Follows facility procedures for clean up and shut down after use.
18. \_\_\_\_\_ Investigates and promptly reports abnormal tool/equipment conditions.
19. \_\_\_\_\_ Properly shuts down and labels any tools/equipment that are not operating as expected, if applicable.
20. \_\_\_\_\_ Follows Lock Out/Tag Out procedures as applicable.
21. \_\_\_\_\_ Documents use and maintenance as required.
22. \_\_\_\_\_ Operates powered equipment such as mowers, tractors, electric clippers, and weed eaters.
23. \_\_\_\_\_ Uses hand tools such as shovels, rakes, pruning saws, saws, hedge/brush trimmers and axes.

**Competency Level/Mastery Level (Minimum-80%)**

**19/23=83%**

**20/23=87%**

**21/23=91%**

**22/23=96%**

**23/23=100%**

**Work Experience**—Follow guidelines in the *Work-Based Learning Manual*

Minimum of 70 hours (documentation attached)

**Work permit required**

\_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)

\_\_\_\_\_ Paid employment (must be in the skill area)

**and/or**

**Work permit not required**

\_\_\_\_\_ Simulations (school-based)

***Students must prepare and maintain a “square-foot garden,” or an alternate project, approved by DOE, such as landscaping school grounds. The simulation will demonstrate that the required skills were obtained. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student's progress report and has completed the required portfolio/project.*

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Student's Signature

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Date

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CTE Instructor's Signature

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Date

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Principal's Signature

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Date

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Employer's Signature

\_\_\_\_\_  
Date

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Connections Supervisor's Signature

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Date

\_\_\_\_\_  
Department of Education Signature

\_\_\_\_\_  
Date

**State Approved Skills Certificate  
Hotel/Lodging Guest Room Attendant  
Student Schedule**

Year I

- Keyboarding (1/2 credit) and Customer Service (1/2 credit)
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

Year II

- Lodging Management I
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

Additional Component (20 hours)

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Hotel/Lodging Guest Room Attendant  
Minimum Criteria**

**Career Cluster:** Hospitality and Tourism

**Industry-Based Certification:** American Hotel and Lodging

**Career Pathway (AOC):** Tourism and Lodging

**Secondary Course:** Lodging Management I course code: 040502

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials, and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Uses a room status report to identify guestrooms for cleaning.
2. \_\_\_\_\_ Locates vacated guest rooms on status report.
3. \_\_\_\_\_ Enters the guest room appropriately.
4. \_\_\_\_\_ Prepares the guestroom for cleaning.
5. \_\_\_\_\_ Prepares the bathroom for cleaning.
6. \_\_\_\_\_ Cleans the tub and shower area.
7. \_\_\_\_\_ Cleans the toilet.
8. \_\_\_\_\_ Cleans the sink and vanity.
9. \_\_\_\_\_ Cleans the bathroom floors.
10. \_\_\_\_\_ Cleans the guestroom closet.
11. \_\_\_\_\_ Makes bed(s) and handles linen as described in the company policy.
12. \_\_\_\_\_ Dusts the guestroom.
13. \_\_\_\_\_ Vacuums upholstery.
14. \_\_\_\_\_ Removes stains from fabric upholstery.
15. \_\_\_\_\_ Replenishes supplies and amenities.
16. \_\_\_\_\_ Cleans windows, tracks, and sills.
17. \_\_\_\_\_ Vacuums carpet, removes stains (as needed), and cleans other floor surfaces appropriately.
18. \_\_\_\_\_ Exits the guest room properly.
19. \_\_\_\_\_ Reports and corrects cleaning problems found during inspection.

20. \_\_\_\_\_ Completes end-of-shift duties.
21. \_\_\_\_\_ Sets up or removes special guest service equipment.
22. \_\_\_\_\_ Cleans multi-room guest suites.
23. \_\_\_\_\_ Completes cleaning records.

**Competency Level/Mastery Level (Minimum-80%)**

**19/23=83%**

**20/23=87%**

**21/23=91%**

**22/23=96%**

**23/23=100%**

**Work Experience**—Follow guidelines in the *Work-Based Learning Manual*  
Minimum of 70 hours (documentation attached)

**Work permit required**

\_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)

\_\_\_\_\_ Paid employment (must be in the skill area)

**and/or**

**Work permit not required**

\_\_\_\_\_ Simulations (school-based)

***Teachers must submit the proposed simulation activity for approval to the Department of Education, Division of Career and Technical Education, two (2) weeks prior to implementation. The simulation must include elements that demonstrate application of skill attainment. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student's progress report and has completed the required portfolio/project.*

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Student's Signature

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Date

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CTE Instructor's Signature

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Date

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Principal's Signature

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Date

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Employer's Signature

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Date

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Connections Supervisor's Signature

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Date

\_\_\_\_\_  
Department of Education Signature

\_\_\_\_\_  
Date

**State Approved Skills Certificate  
Laundry Attendant  
Student Schedule**

Year I

- Keyboarding (1/2 credit) and Customer Service (1/2 credit)
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

Year II

- Lodging Management I
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

Additional Component (20 hours)

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Laundry Attendant  
Minimum Criteria**

**Career Clusters:** Hospitality and Tourism

**Industry-Based Certification:** American Hotel and Lodging

**Career Pathway (AOC):** Tourism and Lodging

**Secondary Course:** Lodging Management I-course code-040502

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Sorts, washes, and cleans guest and employee laundry and dry cleaning.
2. \_\_\_\_\_ Sorts, washes, and cleans hotel linens.
3. \_\_\_\_\_ Operates equipment necessary to sort guest laundry and dry cleaning.
4. \_\_\_\_\_ Operates equipment necessary to weigh guest laundry and dry cleaning.
5. \_\_\_\_\_ Operates equipment necessary to dry guest laundry and dry cleaning.
6. \_\_\_\_\_ Operates equipment necessary to iron guest laundry and dry cleaning.
7. \_\_\_\_\_ Operates equipment necessary to fold and package guest laundry and dry cleaning.
8. \_\_\_\_\_ Operates equipment necessary to sort, weigh, wash, dry, iron, fold, and package employee uniforms.
9. \_\_\_\_\_ Operates equipment necessary to sort, weigh, wash, dry, iron, fold, and package hotel linens.
10. \_\_\_\_\_ Logs, tags, and packages employee uniforms.
11. \_\_\_\_\_ Logs, tags, and packages guest clothing.
12. \_\_\_\_\_ Irons and folds guest room and food/beverage flat work.
13. \_\_\_\_\_ Picks up from and delivers to guest rooms.
14. \_\_\_\_\_ Picks up from and delivers to employee uniform room.
15. \_\_\_\_\_ Maintains an acceptable state of cleanliness and organization throughout the entire work area.

**Competency Level/Mastery Level (Minimum-80%)**

**12/15=80%**

**13/15=87%**

**14/15=93%**

**15/15=100%**

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*

Minimum of 70 hours (documentation attached or on file)

**Work permit required**

\_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)

\_\_\_\_\_ Paid employment (must be in the skill area)  
**and/or**

**Work permit not required**

\_\_\_\_\_ Simulations (school-based)

***Teachers must submit the proposed simulation activity for approval to the Department of Education, Division of Career and Technical Education, two (2) weeks prior to implementation. The simulation must include elements that demonstrate application of skill attainment. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student's progress report and has completed the required portfolio/project.*

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Student's Signature

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Date

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CTE Instructor's Signature

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Date

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Principal's Signature

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Date

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Employer's Signature

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Date

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Connections Supervisor's Signature

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Date

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Department of Education Signature

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Date



**State Approved Skills Certificate  
Child Care Assistant  
Student Schedule**

Year I

- Nutrition and Foods/ Adv. Nutrition and Foods (N&F and Adv. N&F may be completed during Connections)
- Early Childhood Education I
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

Year II

- Early Childhood Education II
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

Additional Component (20 hours)

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Child Care Assistant  
Minimum Criteria**

**Career Clusters:** Human Services

**Industry-Based Certification:** Child Development Associate (CDA)

**Career Pathway (AOC):** Child Development Services

**Secondary Course:** Early Childhood Education I course code: 100661, 100662, or 100663

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Holds/lifts/carries infants appropriately.
2. \_\_\_\_\_ Prepares meals.
3. \_\_\_\_\_ Follows feeding schedules.
4. \_\_\_\_\_ Knows safety principles regarding selection of food choices.
5. \_\_\_\_\_ Feeds infants and/or toddlers.
6. \_\_\_\_\_ Diapers infants and/or toddlers.
7. \_\_\_\_\_ Monitors infants and/or toddlers.
8. \_\_\_\_\_ Contacts supervisor when first aid is needed.
9. \_\_\_\_\_ Comforts a crying infant and/or toddler.
10. \_\_\_\_\_ Puts infant and/or toddler down for nap.
11. \_\_\_\_\_ Monitors toddlers during toilet training.
12. \_\_\_\_\_ Cleans the nursery/play area.
13. \_\_\_\_\_ Participates in child development classes.
14. \_\_\_\_\_ Interacts appropriately with infants and/or toddlers.
15. \_\_\_\_\_ Completes CPR training.
16. \_\_\_\_\_ Completes emergency procedures training.
17. \_\_\_\_\_ Uses proper sanitation and cleanliness practices.
18. \_\_\_\_\_ Demonstrates appropriate manner for speaking to a child.
19. \_\_\_\_\_ Demonstrates ability to properly guide child's behavior.

**Competency Level/Mastery Level (Minimum-80%)**

- 16/19=84%
- 17/19=89%
- 18/19=95%
- 19/19=100%

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
Minimum of 70 hours (documentation attached)

**Work permit required**

- Paid/unpaid internships (These may be on school sites, central office, or in the community)
  - Paid employment (must be in the skill area)
- and/or**

**Work permit not required**

- Simulations (school-based)

***Student may use an infant simulator to demonstrate skills from the checklist and should also complete infant/toddler CPR training or an alternate project, approved by DOE, that demonstrates required skill attainment. Supporting documentation must be submitted (photos, copy of CPR training certificate or certification card, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student’s progress report and has completed the required portfolio/project.*

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Student’s Signature

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Date

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CTE Instructor’s Signature

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Date

\_\_\_\_\_  
Principal’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer’s Signature

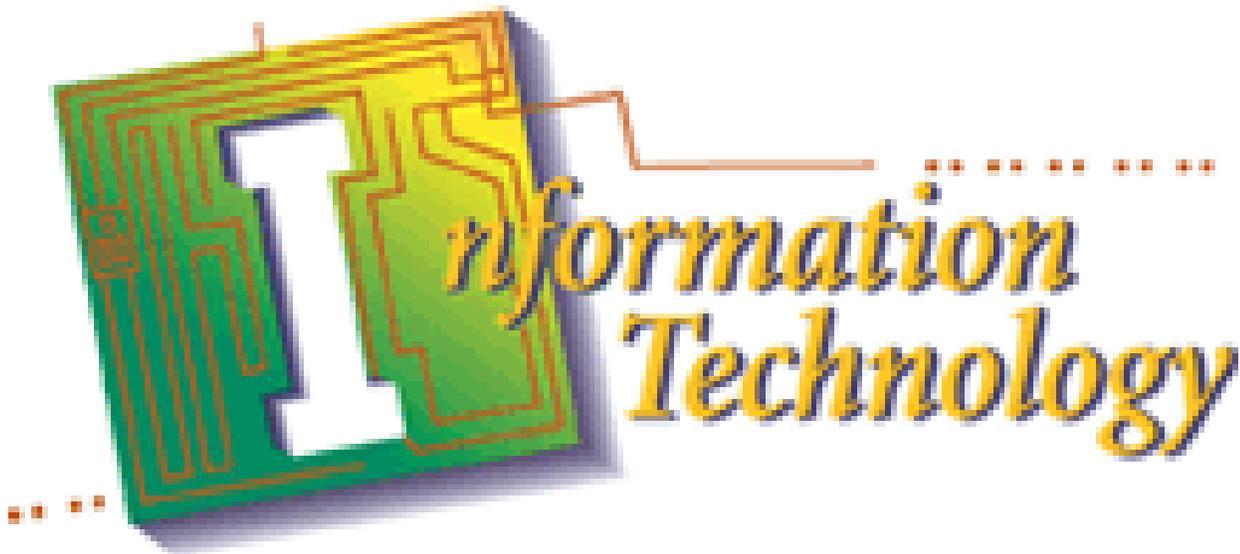
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Connections Supervisor’s Signature

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Date

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Department of Education Signature

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Date



**State Approved Skills Certificate  
Computer Repair Helper  
Student Schedule**

Year I

- Computer Service Technology I
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

Year II

- Computer Service Technology II
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

Additional Component (20 hours)

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Computer Repair Helper  
Minimum Criteria**

**Career Clusters:** Information Technology

**Industry-Based Certification:** CompTIA

**Career Pathway (AOC):** Computer Science

**Secondary Course:** Computer Service Technology I course code: 310820 or 310821

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Troubleshoots software.
2. \_\_\_\_\_ Installs software.
3. \_\_\_\_\_ Demonstrates knowledge and use of operating systems.
4. \_\_\_\_\_ Demonstrates knowledge and use of network security.
5. \_\_\_\_\_ Demonstrates knowledge and use of server hardware.
6. \_\_\_\_\_ Demonstrates knowledge and use of wireless technology.
7. \_\_\_\_\_ Demonstrates knowledge and use of emerging technology.
8. \_\_\_\_\_ Demonstrates knowledge and use of multi-layer switching.
9. \_\_\_\_\_ Demonstrates knowledge and use of designing networks.
10. \_\_\_\_\_ Demonstrates knowledge and use of Internet work support.
11. \_\_\_\_\_ Demonstrates knowledge and use of pix firewalls.
12. \_\_\_\_\_ Demonstrates knowledge and use of entrepreneurial ventures.
13. \_\_\_\_\_ Demonstrates knowledge and use of home technology integration.
14. \_\_\_\_\_ Demonstrates knowledge and use of special projects.
15. \_\_\_\_\_ Demonstrates knowledge and use of wide area networking.
16. \_\_\_\_\_ Demonstrates knowledge and use of basic routes.
17. \_\_\_\_\_ Demonstrates knowledge and use of basic router configuration.
18. \_\_\_\_\_ Demonstrates knowledge and use of wide area networking protocols.
19. \_\_\_\_\_ Demonstrates knowledge and use of advanced routing.

20. \_\_\_\_\_ Demonstrates knowledge and use of remote access.
21. \_\_\_\_\_ Maintains computers and related equipment.
22. \_\_\_\_\_ Utilizes computer diagnostic software.
23. \_\_\_\_\_ Maintains records of repairs, calibrations, and test.
24. \_\_\_\_\_ Talks with users to determine problems and causes of equipment breakdown.
25. \_\_\_\_\_ Replaces defective components and wiring.
26. \_\_\_\_\_ Reads and interprets technical manuals, schematic, and technical drawings and specifications.
27. \_\_\_\_\_ Explains computer technical problems and repairs to customers.

**Competency Level/Mastery Level (minimum 80%)**

**22/27=81%**

**23/27=85%**

**24/27=89%**

**25/27=93%**

**26/27=96%**

**27/27=100%**

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
Minimum of 70 hours (documentation attached)

**Work permit required**

\_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)

\_\_\_\_\_ Paid employment (must be in the skill area)  
**and/or**

**Work permit not required**

\_\_\_\_\_ Simulations (school-based)

***Students must demonstrate how to set up a computer, install hardware and software, and repair a computer system. An alternate project, that demonstrates required skill attainment and approved by DOE, may be utilized. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student's progress report and has completed the required portfolio/project.*

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Student's Signature

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Date

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CTE Instructor's Signature

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Date

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Principal's Signature

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Date

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Employer's Signature

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Date

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Connections Supervisor's Signature

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Date

\_\_\_\_\_  
Department of Education Signature

\_\_\_\_\_  
Date



**State Approved Skills Certificate  
Welder's Helper  
Student Schedule**

**Year I**

- Agriscience I or Agriscience II (if Ag I completed during Connections) or General Technology ED
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

**Year II**

- Agriscience II (if it was not completed in year I)
- NCCER Welding-AG; NCCER Welding-TE; or NCCER Welding-T&I (note: Ag II may be completed simultaneously with NCCER Welding-AG; NCCER Welding-TE; or NCCER Welding-T&I; both courses must be completed)
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

**Additional Component (20 hours)**

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Welder's Helper  
Minimum Criteria**

**Career Clusters:** Manufacturing

**Industry-Based Certification:** NCCER Welding

**Career Pathway (AOC):** Welding

**Secondary Courses:** NCCER Welding-AG course code: 010901, 010902, 010903; NCCER Welding-TE course code: 110741, 110742, 110743; or NCCER Welding-T&I course code: 313700, 313702, 313703

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety (Each student must demonstrate 100% mastery of Work Place Safety)**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Identifies and uses proper personal protective equipment used for welding.
2. \_\_\_\_\_ Demonstrates proper lifting techniques.
3. \_\_\_\_\_ Demonstrates safety techniques for storing cylinders.
4. \_\_\_\_\_ Demonstrates safety techniques for handling cylinders.
5. \_\_\_\_\_ Describes how to prepare metal for cutting and welding.
6. \_\_\_\_\_ Demonstrates how to prepare metal for cutting and welding.
7. \_\_\_\_\_ Sets up oxyfuel equipment.
8. \_\_\_\_\_ Operates oxyfuel equipment.
9. \_\_\_\_\_ Identifies basic joint designs.
10. \_\_\_\_\_ Explains basic joint designs.
11. \_\_\_\_\_ Identifies basic joint alignment.
12. \_\_\_\_\_ Explains basic joint alignment.
13. \_\_\_\_\_ Sets up shielded metal arc welding (SMAW) equipment.
14. \_\_\_\_\_ Makes bead welds in the horizontal position using SMAW equipment.
15. \_\_\_\_\_ Makes bead welds in the vertical position using SMAW equipment.
16. \_\_\_\_\_ Makes bead welds in the overhead position using SMAW equipment.
17. \_\_\_\_\_ Makes fillet welds in the horizontal position using SMAW equipment.
18. \_\_\_\_\_ Makes fillet welds in the vertical position using SMAW equipment.
19. \_\_\_\_\_ Makes fillet welds in the overhead position using SMAW equipment.

**Competency Level/Mastery Level (Minimum 80%)**

- 16/19=84%
- 17/19=89%
- 18/19=95%
- 19/19=100%

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
 Minimum of 90 hours (documentation attached or on file)

**Work permit required**

- \_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)
  - \_\_\_\_\_ Paid employment (must be in the skill area)
- and/or**

**Work permit not required**

- \_\_\_\_\_ Simulations (school-based)

***Students are to demonstrate competency in welding. Students must demonstrate mastery of all modules covered by the instructor as they pertain to NCCER. Students are also to work on projects, such as building utility trailers, etc. An alternate project, that demonstrates required skill attainment and approved by DOE, may be utilized. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student’s progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
 Student’s Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 CTE Instructor’s Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Principal’s Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Employer’s Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Connections Supervisor’s Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Department of Education Signature

\_\_\_\_\_  
 Date



**State Approved Skills Certificate  
Cashier  
Student Schedule**

Year I

- Principles of Marketing I
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, Customer Service, music, art, etc.)

Year II

- Principles of Marketing II
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

Additional Component (20 hours)

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate**  
**Cashier**  
**Minimum Criteria**

**Career Cluster:** Marketing, Sales, and Services

**Industry-Based Certification:** Customer Service

**Career Pathway (AOC):** Marketing and Sales Management

**Secondary Course:** Customer Service course code: 041001

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials, and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Greets customers appropriately.
2. \_\_\_\_\_ Listens to customers' complaints without interruption.
3. \_\_\_\_\_ Responds to customer issues with appropriate "tone of voice".
4. \_\_\_\_\_ Provides positive feedback to customers.
5. \_\_\_\_\_ Responds appropriately to customer requests and concerns.
6. \_\_\_\_\_ Totals the cost of goods, services, or admissions.
7. \_\_\_\_\_ Uses the cash register.
8. \_\_\_\_\_ Uses a scanner.
9. \_\_\_\_\_ Uses a debit/credit machine.
10. \_\_\_\_\_ Accepts reservations and take-out orders.
11. \_\_\_\_\_ Stocks shelves.
12. \_\_\_\_\_ Cleans shelves and counters.
13. \_\_\_\_\_ Calculates the total sales at the end of a shift.
14. \_\_\_\_\_ Completes forms (rain checks, returned items).
15. \_\_\_\_\_ Demonstrates ability to identify and locate a barcode on various items.
16. \_\_\_\_\_ Demonstrates ability to scan barcodes.
17. \_\_\_\_\_ Demonstrates ability to make appropriate change.
18. \_\_\_\_\_ Takes phone messages accurately.
19. \_\_\_\_\_ Demonstrates ability to bag/package merchandise appropriately.
20. \_\_\_\_\_ Identifies the main components of a retail business.

**Competency Level/Mastery Level (Minimum 80%)**

- 16/20=80%
- 17/20=85%
- 18/20=90%
- 19/20=95%
- 20/20=100%

**Work Experience**—Follow guidelines in the *Work-Based Learning Manual*  
Minimum of 70 hours (documentation attached)

**Work permit required**

- \_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)
  - \_\_\_\_\_ Paid employment (must be in the skill area)
- and/or**

**Work permit not required**

- \_\_\_\_\_ Simulations (school-based)

***Students must demonstrate through role-play how to handle cash, checks, refunds, overcharges, etc. using a cash register (such as the GoVenture Point of Sale Software). An alternate project, that demonstrates required skill attainment and approved by DOE, may be utilized. Supporting document must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student’s progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTE Instructor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Connections Supervisor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Education Signature

\_\_\_\_\_  
Date

**State Approved Skills Certificate  
Marketing/Sales Management Assistant  
Student Schedule**

Year I

- Principles of Marketing I
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, Customer Service, music, art, etc.)

Year II

- Principles of Marketing II
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

Additional Component (20 hours)

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Marketing/Sales Management Assistant  
Minimum Criteria**

**Career Cluster:** Marketing, Sales, and Services

**Industry-Based Certification:** Customer Service

**Career Pathway (AOC):** Marketing and Sales Management

**Secondary Course:** Customer Service course code: 041001

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Demonstrates addressing people professionally.
2. \_\_\_\_\_ Demonstrates use of proper telephone techniques.
3. \_\_\_\_\_ Recognizes privacy issues in the business environment.
4. \_\_\_\_\_ Demonstrates proper procedures for solving customer issues.
5. \_\_\_\_\_ Demonstrates procedures for handling difficult customers.
6. \_\_\_\_\_ Explains the principles of supply and demand.
7. \_\_\_\_\_ Understands the roles in marketing in relationship to sales/marketing career opportunities.
8. \_\_\_\_\_ Identifies types of advertising media.
9. \_\_\_\_\_ Understands the importance of customer service as a component of selling.
10. \_\_\_\_\_ Recognizes the impact of business ethics in selling.
11. \_\_\_\_\_ Orders merchandise.
12. \_\_\_\_\_ Creates a marketing plan for business.
13. \_\_\_\_\_ Controls inventory.
14. \_\_\_\_\_ Displays merchandise.
15. \_\_\_\_\_ Inventories merchandise.
16. \_\_\_\_\_ Operates a cash register.
17. \_\_\_\_\_ Keeps periodic balance sheet of amount and number of transactions.
18. \_\_\_\_\_ Sorts, counts, and wraps currency and coins.
19. \_\_\_\_\_ Describes merchandise and explains use.
20. \_\_\_\_\_ Recommends, selects, and obtains merchandise based on customer needs and desires.

- 21. \_\_\_\_\_ Cleans shelves, counters, and tables.
- 22. \_\_\_\_\_ Identifies the steps necessary to start a small business.

**Competency Level/Mastery Level (Minimum 80%)**

- 18/22=82%**
- 19/22=86%**
- 20/22=91%**
- 21/22=95%**
- 22/22=100%**

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
 Minimum of 70 hours (documentation attached)

**Work permit required**

- \_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)
- \_\_\_\_\_ Paid employment (must be in the skill area)
- and/or**

**Work permit not required**

- \_\_\_\_\_ Simulations (school-based)
- Students must create their own company portfolio, including creation of product, advertising for that product to a target audience, and all the components for a successful marketing mix. An alternate project, that demonstrates required skill attainment and approved by DOE, may be utilized. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student's progress report and has completed the required portfolio/project.*

Student's Signature	Date
CTE Instructor's Signature	Date
Principal's Signature	Date
Employer's Signature	Date
Connections Supervisor's Signature	Date
Department of Education Signature	Date

**State Approved Skills Certificate  
Retail Stock Clerk  
Student Schedule**

Year I

- Principles of Marketing I
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, Customer Service, music, art, etc.)

Year II

- Principles of Marketing II
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

Additional Component (20 hours)

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate**  
**Retail Stock Clerk**  
**Minimum Criteria**

**Career Cluster:** Marketing, Sales, and Services

**Industry-Based Certification:** Customer Service

**Career Pathway (AOC):** Marketing and Sales Management

**Secondary Course:** Customer Service course code: 041001

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials, and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Greets customers appropriately.
2. \_\_\_\_\_ Listens to customers' complaints without interruption.
3. \_\_\_\_\_ Responds to customer issues with appropriate "tone of voice".
4. \_\_\_\_\_ Provides positive feedback to customers.
5. \_\_\_\_\_ Responds appropriately to customer requests and concerns.
6. \_\_\_\_\_ Ensures a fresh and appealing display of products by checking codes, rotating products, and removing out-of-date merchandise, as directed.
7. \_\_\_\_\_ Maintains correct department signage and pricing.
8. \_\_\_\_\_ Ensures that all shelves and displays are properly stocked.
9. \_\_\_\_\_ Follows and complies with all applicable health and sanitation procedures.
10. \_\_\_\_\_ Answers department telephone calls and pages quickly and with appropriate phone etiquette.
11. \_\_\_\_\_ Follows instructions and procedures as designated by supervisor.
12. \_\_\_\_\_ Exhibits effective time management skills.
13. \_\_\_\_\_ Uses box cutters as needed.
14. \_\_\_\_\_ Documents and records information.
15. \_\_\_\_\_ Straightens/dusts shelves/display areas.
16. \_\_\_\_\_ Monitors and controls resources.
17. \_\_\_\_\_ Updates and uses job-related knowledge.

18. \_\_\_\_\_ Keeps records of items entering or leaving stock room.
19. \_\_\_\_\_ Inspects for damaged or spoiled goods.
20. \_\_\_\_\_ Sorts, organizes, and labels items with identifying codes, such as prices or inventory control codes.
21. \_\_\_\_\_ Uses hand-held scanners connected to computers to keep inventory up-to-date.
22. \_\_\_\_\_ Brings merchandise to sales floor and stocks shelves/racks.

**Competency Level/Mastery Level (Minimum 80%)**

**18/22=82%**

**19/22=86%**

**20/22=91%**

**21/22=95%**

**22/22=100%**

**Work Experience**—Follow guidelines in the *Work-Based Learning Manual*  
Minimum of 70 hours (documentation attached)

**Work permit required**

\_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)

\_\_\_\_\_ Paid employment (must be in the skill area)

**and/or**

**Work permit not required**

\_\_\_\_\_ Simulations (school-based)

***Students will use various merchandise to create four (4) fresh and appealing product displays. An alternate project, that demonstrates required skill attainment and approved by DOE, may be utilized. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student's progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTE Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Connections Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Education Signature

\_\_\_\_\_  
Date



# *Transportation, Distribution & Logistics*

**State Approved Skills Certificate  
Auto Detailing Assistant  
Student Schedule**

Year I

- Automotive Technician I
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

Year II

- General Automotive Maintenance
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

Additional Component (20 hours)

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Auto Detailing Assistant  
Minimum Criteria**

**Career Clusters:** Transportation, Distributing, and Logistics

**Industry-Based Certification:** ASE Certification

**Career Pathway (AOC):** Automotive Technology

**Secondary Courses:** General Automotive Maintenance course code: 310302

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Identifies the proper equipment, supplies, and chemicals needed to detail a vehicle.
2. \_\_\_\_\_ Identifies the proper equipment, supplies, and chemicals needed to clean and protect the interior of the vehicle.
3. \_\_\_\_\_ Vacuums floors and seats.
4. \_\_\_\_\_ Cleans fabric surfaces (carpet, headliner, door panels, and seats).
5. \_\_\_\_\_ Demonstrates the proper use of detailing equipment and supplies.
6. \_\_\_\_\_ Removes stains and odors.
7. \_\_\_\_\_ Cleans interior glass surfaces.
8. \_\_\_\_\_ Cleans and dresses vinyl and plastic dashboards, door panels, and trim panels.
9. \_\_\_\_\_ Vacuums and cleans trunk.
10. \_\_\_\_\_ Cleans door jams and vent openings.
11. \_\_\_\_\_ Applies fabric protectant.
12. \_\_\_\_\_ Cleans and dresses leather surfaces.
13. \_\_\_\_\_ Identifies the proper equipment, supplies, and chemicals needed to clean and protect the exterior of a vehicle.
14. \_\_\_\_\_ Demonstrates the proper sequence for washing a vehicle.
15. \_\_\_\_\_ Dries the vehicle without leaving lint, scratches, or water spots.
16. \_\_\_\_\_ Demonstrates techniques for cleaning various body surfaces, such as painted areas, chrome, vinyl tops, grills, and undercarriage.
17. \_\_\_\_\_ Cleans wheels, wheel wells, and tires.

**Competency Level/Mastery Level (Minimum-80%)**

- 14/17=82%
- 15/17=88%
- 16/17=94%
- 17/17=100%

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
 Minimum of 70 hours (documentation attached)

**Work permit required**

- Paid/unpaid internships (These may be on school sites, central office, or in the community)
  - Paid employment (must be in the skill area)
- and/or**

**Work permit not required**

- Simulations (school-based)

***Student must detail a minimum of ten (10) autos or complete an alternate project, approved by DOE, that demonstrates required skill attainment. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student’s progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
 Student’s Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 CTE Instructor’s Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Principal’s Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Employer’s Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Connections Supervisor’s Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Department of Education Signature

\_\_\_\_\_  
 Date

**State Approved Skills Certificate  
Automotive Collision Technician Helper  
Student Schedule**

Year I

- General Automotive Maintenance
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

Year II

- General Automotive Body Repair
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

Additional Component (20 hours)

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**Automotive Collision Technician Helper  
Suggested Minimum Criteria  
State Approved Skills Certificate**

**Career Cluster:** Transportation, Distribution, and Logistics

**Industry-Based Certification:** I-CAR Certification

**Career Pathway (AOC):** Collision Repair Technology

**Secondary Course:** General Automotive Body Repair course code: 310202

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly
3. \_\_\_\_\_ Follows cleanup procedures
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation
6. \_\_\_\_\_ Performs work in a safe manner

**Specific Skills Requirements**

1. \_\_\_\_\_ Identifies hand tools by description
2. \_\_\_\_\_ Removes and installs tires
3. \_\_\_\_\_ Removes and installs bumper systems
4. \_\_\_\_\_ Removes and installs exterior panels
5. \_\_\_\_\_ Removes and installs moldings and emblems
6. \_\_\_\_\_ Identifies dents
7. \_\_\_\_\_ Repairs dents with Hammer/Dolly, stud gun
8. \_\_\_\_\_ Completes application of fillers and putties
9. \_\_\_\_\_ Uses appropriate hand tool for sanding task
10. \_\_\_\_\_ Applies masking materials
11. \_\_\_\_\_ Mixes paints, reducers, and activators
12. \_\_\_\_\_ Applies paint via HVLP spray gun
13. \_\_\_\_\_ Maintains HVLP spray gun
14. \_\_\_\_\_ Nibs finishes level
15. \_\_\_\_\_ Buffs and polishes final finish
16. \_\_\_\_\_ Wash and detail vehicle

**Competency Level/Mastery Level**

12/16=75%

13/16=81%

14/16=88%

15/16=94%

16/16=100%

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
Minimum of 70 hours (documentation attached)

**Work permit required**

- \_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)
  - \_\_\_\_\_ Paid employment (must be in the skill area)
- and/or**

**Work permit not required**

- \_\_\_\_\_ Simulations (school-based)

***Student will demonstrate the ability to wrap legs and clean hooves properly. Student will demonstrate the ability to properly apply the bridle to the horse. Student will demonstrate how to properly saddle a horse. Student will demonstrate knowledge of grooming techniques. Student will demonstrate all traits of a good horseman. An alternate project, that demonstrates required skill attainment and approved by DOE, may be utilized. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** *As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student’s progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTE Instructor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Connections Supervisor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Education Signature

\_\_\_\_\_  
Date

**State Approved Skills Certificate  
Automotive Maintenance Helper  
Student Schedule**

Year I

- Automotive Technician I
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

Year II

- General Automotive Maintenance
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

Additional Component (20 hours)

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Automotive Maintenance Helper  
Minimum Criteria**

**Career Cluster:** Transportation, Distribution, and Logistics

**Industry-Based Certification:** ASE Certification

**Career Pathway (AOC):** Automotive Technology

**Secondary Course:** General Automotive Maintenance course code: 310302 or 310303

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Changes windshield wiper blades.
2. \_\_\_\_\_ Cleans windshields with appropriate cleaning fluids.
3. \_\_\_\_\_ Checks and changes oil and oil filter.
4. \_\_\_\_\_ Disposes of used oil appropriately.
5. \_\_\_\_\_ Checks tire pressure.
6. \_\_\_\_\_ Rotates tires.
7. \_\_\_\_\_ Changes spark plugs and spark plug wires.
8. \_\_\_\_\_ Changes rotary caps.
9. \_\_\_\_\_ Cleans engines.
10. \_\_\_\_\_ Checks and fills other fluids (water, windshield and coolant).
11. \_\_\_\_\_ Lubricates chassis and wheels.
12. \_\_\_\_\_ Services batteries (checks, charges and installs).
13. \_\_\_\_\_ Changes various belts.
14. \_\_\_\_\_ Repairs flat tires.
15. \_\_\_\_\_ Performs radiator service.
16. \_\_\_\_\_ Performs minor electrical service.

**Competency Level/Mastery Level (Minimum-80%)**

- 13/16=81%**
- 14/16=88%**
- 15/16=94%**
- 16/16=100%**

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
 Minimum of 70 hours (documentation attached)

**Work permit required**

- Paid/unpaid internships (These may be on school sites, central office, or in the community)
  - Paid employment (must be in the skill area)
- and/or**

**Work permit not required**

- Simulations (school-based)

***Student must complete maintenance procedures on a minimum of five (5) autos or an alternate project, approved by DOE, that demonstrates required skill attainment. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student's progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 CTE Instructor's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Principal's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Employer's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Connections Supervisor's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Department of Education Signature

\_\_\_\_\_  
 Date

**State Approved Skills Certificate  
Engine Repair Helper  
Student Schedule**

Year I

- General Automotive Maintenance
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, World Geography or World History)
- Science (GED preparation, Physical Science)
- Elective (Employability skills-i.e., Journey to Careers, entry level CTE courses; IBCA, music, art, etc.)

Year II

- Automotive Technician I
- Language Arts Elective (Reading I, GED preparation, Technical Writing, etc.)
- Mathematics Elective (GED preparation, Applied Algebra, Math Fundamentals, etc.)
- Physical Education or JROTC
- Social Studies (GED preparation, Civics)
- Two Electives (IBCA, Customer Service, music, art, etc.)
- Work-Based Learning Component

Additional Component (20 hours)

- Community Service Project - guidelines developed at the discretion of the teacher/school/district, may be completed in either year or a combination of both years, and alignment with the specific SASC is not required.

**State Approved Skills Certificate  
Engine Repair Helper  
Minimum Criteria**

**Career Clusters:** Transportation, Distribution, and Logistics

**Industry-Based Certification:** ASE Certification

**Career Pathway (AOC):** Automotive Technology

**Secondary Courses:** Automotive Technician I course code: 310300

**Special Consideration:** None

**Student Name** \_\_\_\_\_

**Home School** \_\_\_\_\_

**Workplace Safety**

1. \_\_\_\_\_ Understands and follows universal safety precautions.
2. \_\_\_\_\_ Stores and uses all equipment, materials and supplies correctly.
3. \_\_\_\_\_ Follows cleanup procedures.
4. \_\_\_\_\_ Performs basic and/or routine maintenance of equipment.
5. \_\_\_\_\_ Recognizes potential dangers, understands their consequences, and notifies supervisor when appropriate in an independent work situation.
6. \_\_\_\_\_ Performs work in a safe manner.

**Specific Skills Requirements**

1. \_\_\_\_\_ Identifies and uses hand tools.
2. \_\_\_\_\_ Identifies and uses power tools.
3. \_\_\_\_\_ Changes oil and oil filter.
4. \_\_\_\_\_ Greases fittings.
5. \_\_\_\_\_ Flushes radiator.
6. \_\_\_\_\_ Checks and refills all fluids.
7. \_\_\_\_\_ Checks and changes battery.
8. \_\_\_\_\_ Changes spark plugs and spark plug wires.
9. \_\_\_\_\_ Cleans engine.
10. \_\_\_\_\_ Changes fuses.
11. \_\_\_\_\_ Identifies loose or faulty wires.
12. \_\_\_\_\_ Identifies starter and alternator.
13. \_\_\_\_\_ Identifies basic symptoms of electrical problems.

**Competency Level/Mastery Level (Minimum-80%)**

**11/13=85%**

**12/13=92%**

**13/13=100%**

**Work Experience** – Follow guidelines in the *Work-Based Learning Manual*  
Minimum of 70 hours (documentation attached)

**Work permit required**

\_\_\_\_\_ Paid/unpaid internships (These may be on school sites, central office, or in the community)

\_\_\_\_\_ Paid employment (must be in the skill area)  
**and/or**

**Work permit not required**

\_\_\_\_\_ Simulations (school-based)

***Student must complete entry level engine repair/maintenance procedures on a minimum of five (5) autos or an alternate project, approved by DOE, that demonstrates required skill attainment. Supporting documentation must be submitted (photos, etc.) with the completed checklist.***

**Community Service Project:** Minimum of 20 hours; guidelines developed at the discretion of the teacher/school/district.

*As of the date posted below, this student has demonstrated \_\_\_\_\_% mastery of the above list of skills based on the student's progress report and has completed the required portfolio/project.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTE Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Connections Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Education Signature

\_\_\_\_\_  
Date

# Appendix

**STATE OF LOUISIANA  
DEPARTMENT OF EDUCATION  
CAREER AND TECHNICAL EDUCATION WORK-BASED LEARNING  
CLASS ORGANIZATION REPORT 20\_\_\_\_ - 20\_\_\_\_**

**Instructions:** Complete this form for each work-based learning class (do not combine classes on one form). Use additional forms for classes with more than 20 students. **(I-Internship; S-Simulation)**

NAME OF STUDENT	I	S	SEX		EMPLOYER (N/A FOR SIMULATION)	JOB TITLE OR TYPE OF WORK
			M	F		
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

**Program Area** (Please circle appropriate areas.)

AG      BUS      FACS      HEALTH OCC      MKT      TECH ED      T & I      GENERAL

Approved: \_\_\_\_\_  
(Principal)

Signed: \_\_\_\_\_  
(Teacher/Coordinator)

Approved: \_\_\_\_\_  
(CTE Supervisor)

School: \_\_\_\_\_

Number of Students: Total: \_\_\_\_\_

Parish/City: \_\_\_\_\_

Male: \_\_\_\_\_ Female: \_\_\_\_\_

Total Number of Employers Participating: \_\_\_\_\_

## STUDENT WORK PERMIT

Minor Employment Certificate Login—LA Workforce Commission:

<https://www.laworks.net/lpminoremp/lplogin.aspx>

Work Permit: [Application to Employ Minor Under Age 18 Form](#)

**EMPLOYER EVALUATION OF STUDENT INTERN PERFORMANCE**

Student Name \_\_\_\_\_ Job Assignment \_\_\_\_\_

Business \_\_\_\_\_

Supervisor/Mentor \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

**Instructions:**

This report is to be completed by the student's immediate supervisor/mentor, discussed with the student, signed by both the supervisor/mentor and the student and returned to the school coordinator by mail or during a visit. In the space at the left, check the phrase that best describes the student intern. Total the value for all the responses and record in the Total Scores section.

**Productivity**

- 1. \_\_\_ Fails to do an adequate job
- 2. \_\_\_ Does just enough to get by
- 3. \_\_\_ Maintains constant level of performance
- 4. \_\_\_ Very industrious; does more than is required
- 5. \_\_\_ Always cooperates eagerly and

**Ability to Follow Instructions**

- 1. \_\_\_ Seems unable to follow instructions
- 2. \_\_\_ Needs repeated, detailed instruction
- 3. \_\_\_ Follows most instructions with little difficulty
- 4. \_\_\_ Follows instructions with no difficulty
- 5. \_\_\_ Uses initiative in interpreting and following instructions

**Initiative**

- 1. \_\_\_ Always attempts to avoid work
- 2. \_\_\_ Sometimes attempts to avoid work
- 3. \_\_\_ Does assigned work willingly
- 4. \_\_\_ Willingly does more than the assigned job
- 5. \_\_\_ Shows originality/resourcefulness in going beyond assigned job

**Cooperation**

- 1. \_\_\_ Uncooperative, antagonistic
- 2. \_\_\_ Cooperates reluctantly
- 3. \_\_\_ Cooperates willingly when asked
- 4. \_\_\_ Cooperates eagerly and cheerfully
- 5. \_\_\_ Superior work production recorded cheerfully

**Ability to Get Along with Others**

- 1. \_\_\_ Frequently rude, unfriendly, and uncooperative
- 2. \_\_\_ Has some difficulty working with others
- 3. \_\_\_ Usually gets along well with others
- 4. \_\_\_ Is poised, courteous, and tactful with others
- 5. \_\_\_ Exceptionally well accepted by peers, customers, and supervisor

**Attendance**

- 1. \_\_\_ Often absent with good excuse and/or frequently late
- 2. \_\_\_ Lax attendance and/or frequently late
- 3. \_\_\_ Usually present and on time
- 4. \_\_\_ Very prompt and regular in attendance
- 5. \_\_\_ Always prompt and regular; volunteers for overtime

Internship Forms

Appendix C  
Appendix C-page 2

**Quality of Work**

1. \_\_\_ Does almost no acceptable work
2. \_\_\_ Does less than required amount of satisfactory work
3. \_\_\_ Does average amount of acceptable work
4. \_\_\_ Does more than required amount of neat, accurate work
5. \_\_\_ Shows special aptitude for doing neat, accurate work beyond required amount

**Appearance**

1. \_\_\_ Untidy or inappropriately groomed
2. \_\_\_ Sometimes neglectful of appearance
3. \_\_\_ Satisfactory appearance
4. \_\_\_ Careful about personal appearance
5. \_\_\_ Exceptionally neat and appropriately groomed

**Dependability**

1. \_\_\_ Unreliable, even under careful supervision
2. \_\_\_ Sometimes fails obligations, even under supervision
3. \_\_\_ Meets obligations under supervision
4. \_\_\_ Meets obligations under very little supervision
5. \_\_\_ Meets all obligations without supervision

**Total Score**

**Overall Estimate of Student's Work  
Employer's Grade**

Poor	Below 20
Below Average	20-25
Average	26-30
Above Average	31-35
Outstanding	36

Progress toward completion of Work-Site Competencies outlined in the Student's Training Plan and Progress Report

\_\_\_\_\_ Satisfactory

\_\_\_\_\_ Unsatisfactory

**Comments**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Mentor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WBL/Internship Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WBL/Internship Teacher's Grade

**STUDENT INTERN EVALUATION**

Student: \_\_\_\_\_ Work Site: \_\_\_\_\_

Date: \_\_\_\_\_ Mentor: \_\_\_\_\_ Dept: \_\_\_\_\_

Each student must receive a numerical grade after completion of 35 hrs. (mid-point) and at the completion of 70 hrs. (conclusion of internship). Please enter the number of points in each category that corresponds with the student’s job performance. The maximum a student can earn in each of the five categories is twenty (20) points. Please review the evaluation with the student and have him/her sign form in your presence. Return form to the internship coordinator.

**KEY: Excellent: 19-20 points**  
**Acceptable: 13-18 points**  
**Unacceptable: 0-12 points**

	Excellent	Acceptable	Points	Remarks
<b>Appearance</b>	<ul style="list-style-type: none"> <li>• Neat, clean, and well groomed</li> <li>• Consistent with dress code</li> <li>• Wears appropriate clothing for work area</li> <li>• Wears student ID at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Neat, clean, and well groomed</li> <li>• Consistent with dress code</li> <li>• Occasionally ID not visible</li> </ul>		
<b>Punctuality</b>	<ul style="list-style-type: none"> <li>• Always on time</li> <li>• Remains in duty area throughout assigned time block</li> </ul>	<ul style="list-style-type: none"> <li>• No more than 2 <b>excused</b> tardies</li> </ul>		
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• Cooperates willingly with superiors, all employees, and customers</li> <li>• Smiles frequently</li> <li>• Enthusiastic</li> <li>• Polite and considerate</li> </ul>	<ul style="list-style-type: none"> <li>• Cooperative, but not courteous</li> <li>• Requires urging</li> <li>• Occasionally frustrated</li> </ul>		
<b>Job Description Quality</b>	<ul style="list-style-type: none"> <li>• Good quality of work</li> <li>• Follows policies and procedures</li> <li>• Takes initiative, exhibits perseverance</li> <li>• Readily assumes responsibility</li> <li>• Accepts criticism</li> <li>• Rapidly improving skills and self-confidence</li> </ul>	<ul style="list-style-type: none"> <li>• Acceptable quality of work</li> <li>• Follows policies and procedures</li> <li>• Occasionally takes initiative</li> <li>• Completes work in a timely manner</li> <li>• Assumes responsibility</li> <li>• Accepts criticism</li> <li>• Gradually improving skills and self confidence</li> </ul>		
<b>Absences</b>	<ul style="list-style-type: none"> <li>• No absences (except for school functions with prior notification to employer)</li> </ul>	<ul style="list-style-type: none"> <li>• No more than three excused absences (except for school functions)</li> </ul>		

**Additional Comments:**

\_\_\_\_\_  
Supervisor/Mentor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**STUDENT INTERN WEEKLY WORK RECORD**

Student \_\_\_\_\_

Date \_\_\_\_\_

- This form must be submitted weekly to verify attendance and ensure course compliance.
- It is the responsibility of the intern to secure the appropriate signatures of his/her mentor or supervisor.
- The mentor or supervisor must initial the arrival and departure of the student intern each day.
- If any problems or concerns develop between the student and his/her mentor/supervisor, please contact the Internship Coordinator.

Date	Arrival Time	Departure Time	Supervisor or Mentor Initials	Activities or Assigned Duties
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Supervisor/Mentor Signature \_\_\_\_\_

Date \_\_\_\_\_

**WEEKLY COMMENTS:**



## **SIMULATION GUIDELINES**

Simulations are utilized in the event that an internship is not possible due to:

- Lack of business partners
- Transportation, and/or
- Age constraints

Simulation activities, when applicable, are included for each SASC. Simulations developed by the teacher/school/district must be submitted for review to:

Louisiana Department of Education  
Office of Student Opportunities  
Career and Technical Education  
P.O. Box 94064  
Baton Rouge, LA 70804-9064

Simulations submitted to LDOE must be approved prior to teacher/school/district implementation. Allow two (2) weeks for completion of the approval process.

Simulation Forms

Appendix H

Each student must receive an evaluation after completion of 35 hrs. (mid-point) and at the completion of 70 hrs. (conclusion of simulation).

**STUDENT EVALUATION**

Student's Name \_\_\_\_\_

Simulation/Project \_\_\_\_\_

Dates of Simulation/Project \_\_\_\_\_ To \_\_\_\_\_

**Attitude - Application to Work**

- \_\_\_ Outstanding in enthusiasm
- \_\_\_ Very interested and industrious
- \_\_\_ Average in diligence
- \_\_\_ Somewhat indifferent
- \_\_\_ Not interested

**Initiative**

- \_\_\_ Proceeds well on own
- \_\_\_ Works independently at times
- \_\_\_ Does all assigned work
- \_\_\_ Hesitates
- \_\_\_ Must be pushed frequently

**Quality of Work**

- \_\_\_ Excellent
- \_\_\_ Very good
- \_\_\_ Average
- \_\_\_ Below average
- \_\_\_ Very poor

**Quantity of Work**

- \_\_\_ Exceptionally high output
- \_\_\_ More than average
- \_\_\_ Normal amount
- \_\_\_ Below average
- \_\_\_ Low output, slow

**Responsibility**

- \_\_\_ Completely responsible
- \_\_\_ Above average
- \_\_\_ Usually responsible
- \_\_\_ Sometimes irresponsible
- \_\_\_ Irresponsible

**Attendance Punctuality**

- \_\_\_ Regular    \_\_\_ Regular
- \_\_\_ Irregular    \_\_\_ Irregular

**Time Management**

- \_\_\_ Always completes tasks timely
- \_\_\_ Usually completes tasks timely
- \_\_\_ Frequently misses deadlines
- \_\_\_ Never meets deadlines

**Overall Performance**

- \_\_\_ Outstanding    \_\_\_ Very Good    \_\_\_ Average    \_\_\_ Marginal    \_\_\_ Unsatisfactory

Teacher's Signature \_\_\_\_\_

**SIMULATION PROJECT  
WEEKLY TIME SHEET**

Student \_\_\_\_\_ Week ending \_\_\_\_\_

Day	Date	Starting Time	Ending Time	Total Hours

Total Hours for Week \_\_\_\_\_

Student Signature \_\_\_\_\_

Teacher Signature \_\_\_\_\_

## **COMMUNITY SERVICE LEARNING GUIDELINES**

Community Service Learning is a work-based learning strategy that combines meaningful community service with academic learning, personal growth, and civic responsibility. Service teaming projects emphasize both service and mastery of instructional goals and are designed to use volunteer community projects to reinforce classroom concepts. Projects may be classroom or individual projects and may be designed to accommodate students of any age or grade. If a student chooses to use service learning as a work-based learning activity for the 90 hour Career and Technical Diploma Endorsement, he/she must meet the requirements as outlined in the 90 Hour section of this manual. The service learning activity must be linked to the student's chosen career. Participation in 4-H, Scouts, Junior Achievement, and other similar youth organizations shall be considered forms of community service learning.

### **Service Learning**

- Empowers young people to assist in the community as a valuable resource. All citizens, regardless of their age, have the capacity to contribute.
- Benefits both the community and the student when service and learning are combined.
- Results in increased academic achievement, citizenship and character. Service learning is active learning that includes critical thinking and problem solving.
- Links academic content and standards.
- Provides students with opportunities to determine and meet real community needs.
- Can be used in any subject provided that is appropriate to the learning goal.

### **Steps in Implementing Service Learning Projects for a Group or School**

- Step 1: Create a planning committee involving teachers, students and community leaders.
- Step 2: Pick your projects by evaluating needs in the school, neighborhood, community, country and the world. Use resources from the Internet on successful community service learning projects.
- Step 3: Create a detailed timeline.
- Step 4: Create a budget and secure necessary funds, if necessary.
- Step 5: Implement the project.
- Step 6: Evaluate project for its effectiveness and identify areas that can be improved.
- Step 7: Use photography and local news media to share your students' accomplishments.

### **Steps in Implementing Service Learning Projects for an Individual Student**

- Step 1: Identify prospective work sites. Students may find work sites on their own or the school coordinator may locate organizations willing to work with a student. The activity and the work site should match the student's career objective.
- Step 2: Arrange for placement either by the school or by the student.
- Step 3: Arrange schedules that are convenient for the student and the work place.
- Step 4: Confirm plans with the job site coordinator and answer any questions that he may have.
- Step 5: Prepare students thoroughly by making them aware of the dress code and behavior expectations.

- Step 6: Sign agreements between the volunteer/student and the job site coordinator, which should also be signed by the school coordinator.
- Step 7: Evaluate the student and the project by providing employers with forms on which they can evaluate both student and the project.

### Legal Issues

- Automobile Accident Insurance – provided by the student/parent (for travel to and from project site). Parents must sign a waiver giving the student permission to travel to and from the project site and the school.
- Health/Life Insurance provided by student’s family.
- All state and federal child labor laws must be followed for learners under the age of 18. If student is under 18, employment certificates are required, even though the work is unpaid.

### Student Responsibilities

- Be prompt.
- Attend school and the work site as assigned.
- Obey all rules and regulations at school and the project site.
- Call school or work if he/she is late or absent for any reason.
- Keep school coordinator **and** training mentor informed if problems or concerns arise.

### Parent/Guardian Responsibilities

- Complete appropriate permission slips.
- Provide transportation to the project site.
- Attend any meetings necessary.
- Provide automobile and health insurance for your child.

### Job-site Coordinator Responsibilities

- Provide training necessary for the student.
- Notify the school of student’s progress.
- Maintain appropriate records.

### School’s Responsibilities

- Provide a school coordinator for the service-learning project.
- Monitor the student’s progress.
- Keep records to document service learning.
- Award school credit for the work-based learning experience upon completion of the project and submission of all necessary forms.

Community Service Learning

Appendix K

**SERVICE LEARNING EXPERIENCES  
INSURANCE AND EMERGENCY INFORMATION**

**PERSONAL DATA**

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**INSURANCE COVERAGE**

Name of Health Accident Insurance Company \_\_\_\_\_

Insured Name \_\_\_\_\_ Policy # \_\_\_\_\_

**STUDENT MEDICAL INFORMATION**

Allergic to medications ( ) Yes ( ) No If yes, what medication? \_\_\_\_\_

List any medical problems \_\_\_\_\_

**FAMILY INFORMATION**

Parent/Guardian Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

**ADDITIONAL EMERGENCY CONTACT**

Additional Emergency Contact in the event the above-named Parent/Guardians cannot be reached.

Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

**SIGNATURES**

I consent for my child to receive emergency medical treatment in case of injury or illness. The information provided is accurate to the best of my knowledge.

Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**COMMUNITY SERVICE LEARNING AGREEMENT**

<b>Student's Name:</b> _____	<b>School Name:</b> _____
<b>Student's Address:</b> _____	<b>Student's Phone:</b> _____
_____	
<b>School Coordinator:</b> _____	<b>School Phone:</b> _____

<b>Work Site:</b> _____	
<b>Job Site Coordinator:</b> _____	<b>Phone:</b> _____
<b>Address:</b> _____	
_____	

**AGREEMENT**

The job site coordinator agrees to allow the above student to participate on the work site as a volunteer worker. The student will report to work as assigned and record all time spent on the job site. The school coordinator may visit the job site at any time.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Job Site Coordinator

\_\_\_\_\_  
School Coordinator

**PARENT/GUARDIAN PERMISSION**

**Parent/Guardian Permission**

My child \_\_\_\_\_ has my permission to participate  
in the service learning activity \_\_\_\_\_ as assigned. I  
agree to provide my child's transportation. In addition, I verify that I provide health insurance, life  
insurance and vehicle insurance for my child.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

