

# Career and Technical Education Skill Certificate Program



Important Information About the  
CTE SKILL CERTIFICATE PROGRAM  
in Utah's High Schools

What Parents and Students Need to Know



# CTE SKILL CERTIFICATE PROGRAM

## *Verifying Technical Skill Attainment*

The CTE Skill Certificate Program provides students with opportunities to receive instruction aligned with standards and objectives set by the Utah State Office of Education and by industry. Students (grades 9-12) have the opportunity to receive a “skill certificate,” which verifies technical skill attainment, by taking a CTE course and demonstrating substantial skill at 80 percent.

In the late 1980s, CTE began to implement competency-based production assessments. In 1995, limited tests in Accounting, Word Processing, Data Processing, and Business courses were offered. Today, competency-based testing has expanded to include tests within nine CTE areas of study:

- Agricultural Education
- Business Education
- Economics and Entrepreneurship Education
- Family and Consumer Sciences Education
- Health Science and Technology Education
- Information Technology Education
- Marketing Education
- Skilled and Technical Sciences Education
- Technology and Engineering Education

What began as a small number of CTE skill certificate tests in the 1995 now total 126. The testing program continues to grow from over 32,000 test takers in 1995-96 to over 197,000 test takers in 2007-08.

CTE supports and encourages students to take industry and licensure certification tests. CTE areas that connect with industry include automotive, certified nursing assistant, computer programming, computer networking, cosmetology, culinary arts, emergency medical technician, fire science, pharmacy technician, and many others.

For information on certification and licensure for national tests, contact your teacher or school counselor.

Student participation in the CTE Skill Certificate Program is voluntary. However, students who participate in CTE courses are encouraged to take tests in the area in which they are studying. Students who successfully complete a specific skill certificate test, demonstrating substantial skill at 80 percent on ALL performance objectives and 80 percent on the written test, will be issued a Career and Technical Education Skill Certificate. While the assessment system is not a formal certification program, the certificates issued to students can be used when seeking a job or in applying for further education and training as evidence of the student's accomplishments.



## CTE SKILL CERTIFICATE TESTS OFFERED

### Agricultural Education

- > Agricultural Business & Mgmt.
- > Agricultural Science Technology
- > Agricultural System Technology
- > Animal Science & Technology
- > Floriculture & Greenhouse Mgmt.
- > Natural Resource Mgmt.
- > Nursery Oper. & Landscape Mgmt.
- > Plant and Soil Science

### Business & Economics Education

- > Accounting
- > Administrative Procedures
- > Banking and Finance
- > Business Communications
- > Business Law
- > Business Management
- > Business Web Page Design
- > Computer Technology
- > Computers in Business
- > Desktop Publishing
- > Desktop Publishing, Advanced
- > Electronic Spreadsheets/Database
- > Word Processing

### Family & Consumer Sciences Education

- > Adult Roles
- > Child Care
- > Child Development
- > Clothing and Textiles
- > Fashion Strategies
- > Food and Nutrition
- > Food Service/Culinary Arts
- > Interior Design

### Health Science & Technology Education

- > American Sign Language
- > Biotechnology
- > Dental Assisting
- > Ex. Science/Sports Medicine
- > Medical Anatomy & Physiology
- > Medical Assisting
- > Medical Terminology

### Information Technology Education

- > Computer Programming
- > Information Technology
- > Multimedia Design/Development
- > Multimedia Production

### Marketing Education

- > Advertising & Promotion
- > e-Commerce Marketing
- > Economics
- > Entrepreneurship
- > Fashion Merchandising
- > International Marketing
- > Leadership Management
- > Leadership Principles
- > Marketing
- > Promotion
- > Real Estate
- > Retail Management
- > Retailing
- > Sports & Entertainment Marketing
- > Travel & Tourism

### Skilled & Technical Sciences Education

- > Architectural Drafting
- > Automotive Collision Repair
- > Automotive Service
- > Cabinetmaking
- > CAD Drafting
- > Carpentry
- > Commercial Art
- > Commercial Photography
- > Construction Trades
- > Design & Drafting Technology
- > Electrician
- > Electronics
- > Furniture Design & Manufacturing
- > Graphic Communications
- > Law Enforcement
- > Machine Tool: Drill Press
- > Machine Tool: Lathe
- > Machine Tool: Mill
- > Mechanical Drafting
- > Plumbing
- > TV Broadcasting
- > Woodworking
- > Welding Technician

### Technology & Engineering Education

- > Computer Integrated Manufacturing
- > Digital Engineering
- > Engineering Design
- > Engineering Design and Development
- > Foundations of Technology
- > Principles of Engineering

*Eighteen of the 20 fastest-growing occupations within the next decade will require Career and Technical Education.*



## FREQUENTLY ASKED QUESTIONS

### 1. WHAT SCHOOLS PARTICIPATE IN THE CTE SKILL CERTIFICATE PROGRAM?

All of the state's 40 districts and 109 high schools participate in the program. Through their participation, districts can qualify for incentive funding based on their students' performance on the tests.

### 2. HOW DO STUDENTS BENEFIT FROM THE PROGRAM AND WHY SHOULD STUDENTS TAKE A SKILL CERTIFICATE TEST?

While the assessment system is not a formal certification program, the certificates issued to students can be used when seeking a job or in applying for further education and training as evidence of the student's accomplishments.

### 3. HOW ARE THE TESTS DEVELOPED?

Standards and objectives are derived from national and/or state task analysis. Questions are then taken from course standards and objectives.

### 4. WHEN ARE THE TESTS ADMINISTERED?

Tests are administered at the end of a course with a performance assessment done in the classroom. Each test includes a multiple-choice assessment consisting of up to 80 questions.

### 5. HOW DO STUDENTS RECEIVE A SKILL CERTIFICATE?

Students who successfully demonstrate substantial skill at 80% on ALL performance objectives and 80% on the written test will be issued a Career and Technical Education Skill Certificate.

### 6. CAN STUDENTS TAKE MORE THAN ONE SKILL CERTIFICATE TEST?

Yes. Students must be enrolled in the corresponding course and not have earned the certificate.

### 7. CAN STUDENTS RECEIVE MORE THAN ONE SKILL CERTIFICATE?

Yes. Students can receive a skill certificate for each CTE class they are enrolled in which offers a test.

### 8. IF A STUDENT DOES NOT INITIALLY EARN A CERTIFICATE, CAN HE OR SHE RETAKE THE TEST?

Yes. Students may retake the same skill certificate test during the NEXT school year, if they are enrolled again in the same class in which the test was administered.

### 9. HOW DOES THE "CTE SKILL CERTIFICATE PROGRAM" DIFFER FROM THE "UTAH BASIC SKILLS COMPETENCY TEST" (UBSCT)?

The UBSCT is an assessment of basic skills required beginning with the graduating class of 2006. Students need to pass this test in order to receive a basic high school diploma. A skill certificate is recognition given to students for attainment of skills. It is a portfolio builder which can be used to show achievement of skills to future employers and/or educators.



[www.utahcte.org](http://www.utahcte.org)



UTAH STATE OFFICE OF EDUCATION  
250 East 500 South P.O. Box 144200 Salt Lake City, UT 84114-4200  
Patti Harrington, Ed.D., State Superintendent of Public Instruction  
Mary Shumway, State Director of Career and Technical Education