

PRE-APPRENTICESHIP PROGRAM SKILL ACHIEVEMENT CERTIFICATION

| | | |
|--|-------------------|------------------------|
| Student | | |
| Last Name: _____ | First Name: _____ | MI: _____ |
| Start Date: _____ | End Date: _____ | |
| DOB: _____ | Student ID: _____ | Grand Total Hrs: _____ |
| *MAINTAIN COMPLETED COPY WITH "NEXT STEP PLAN" IN LEARNER'S FILE* | | |

Write the targeted course and topic in the lines below. Record the dates as observations are made in the appropriate boxes on the right. Use the "Foundation Skill Rubric" as a guide in making judgment. Use additional sheets if necessary.

| | | Beginning | Emerging | Developing | Competent |
|--------------------------------------|---------------------------------|-----------|----------|------------|-----------|
| Semester Part 1 Course and topic: | Print Instructor's Full Name | Date | Date | Date | Date |
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Evaluation Comments/Total hours completed this term:

| Semester Part 2 Course and topic: | Print Instructor's Full Name | Date | Date | Date | Date |
|--------------------------------------|---------------------------------|------|------|------|------|
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Evaluation Comments/Total hours completed this term:

| Semester Part 3 Course and topic: | Print Instructor's Full Name | Date | Date | Date | Date |
|--------------------------------------|---------------------------------|------|------|------|------|
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Evaluation Comments/Total hours completed this term:

| Semester Part 4 Course and topic: | Print Instructor's Full Name | Date | Date | Date | Date |
|--------------------------------------|---------------------------------|------|------|------|------|
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Evaluation Comments/Total hours completed this term:

I certify the information contained is accurate to the best of my knowledge.

School District Name and Signature

Date

Program Instructor Name and Signature

Date

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Foundation Skill / Competency Rubric

| Category | Beginning | Emerging | Developing | Competent |
|---|---|---|---|--|
| Item | Rarely, between 0-20 % of the time | Sometimes, between 21- 50 % of the time | Often, between 51- 80 % of the time | Consistently, between 81- 100 % of the time |
| Item Evaluation – When demonstrating use of the skill, learner will: | | | | |
| Error Rate * includes accuracy and quality | Have an 80- 100% error rate * | Have a 50- 79% error rate* | Have a 20- 49% error rate* | Have a 0-19% error rate* |
| Amount of Support | Need total guidance or support | Need some guidance or support | Need limited guidance or support | Perform independently without guidance or support |
| Thorough or Complete | Miss most steps | Miss some steps | Include most steps | Include all steps |
| Use of Resources | Be unaware of available resources | Be aware of available resources but used them in a limited way | Locate and use most of the available resources | Locate and use all of the applicable available resources |
| Use of Time | Not complete in any of the task in the allotted or prescribed amount of time | Complete some of the task in the allotted or prescribed amount of time | Complete most of the task in the allotted or prescribed amount of time | Complete all of the task in the allotted or prescribed amount of time |
| Complexity | Incorporate few of the competencies | Begin to incorporate some of the competencies | Incorporate most of the competencies | Incorporate all of the competencies |