Learning that works for Arizona
CTE

Arizona
Department of Education

CTE Administrators Meeting
November 7, 2019
8:00am – 11:30am
Sign-in begins at 8:00am
Meeting starts promptly at 8:30am

Prescott Resort - 1500 E State Rte. 69, Prescott AZ 86301

AGENDA

Welcome – Clarkdale/Cottonwood Rooms
Kate Wright, Associate Superintendent HASS

ADE Updates: **Career Literacy**
                             CTE Quality and Compliance
                             Presidential Scholars
                             Perkins V: Public Comment is open until Nov. 30

Grants

Updates: **ACOVA – Postsecondary –**

Program Monitoring, Credentials

Updates: **ACTEAZ – Premier Program Series – AZ CTE Curriculum Consortium**

Fall Assessment Update, TSA Meetings, New Tutorials and Assessment Website

Break

Updates: **CTED – CTE Leadership Continuum – Project Change**

Accountability and Fiscal

Counseling

Reminders and Closing

Next CTE Administrators Meeting will be
February 6, 2020 – Prescott Resort, Prescott AZ – 8:00am to 11:30am

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ACOVA Fall Conference & CTE Administrators Meeting - Room Rates - $97 single/$117 double

TECHNICAL SKILLS ASSESSMENT MEETINGS for 2020

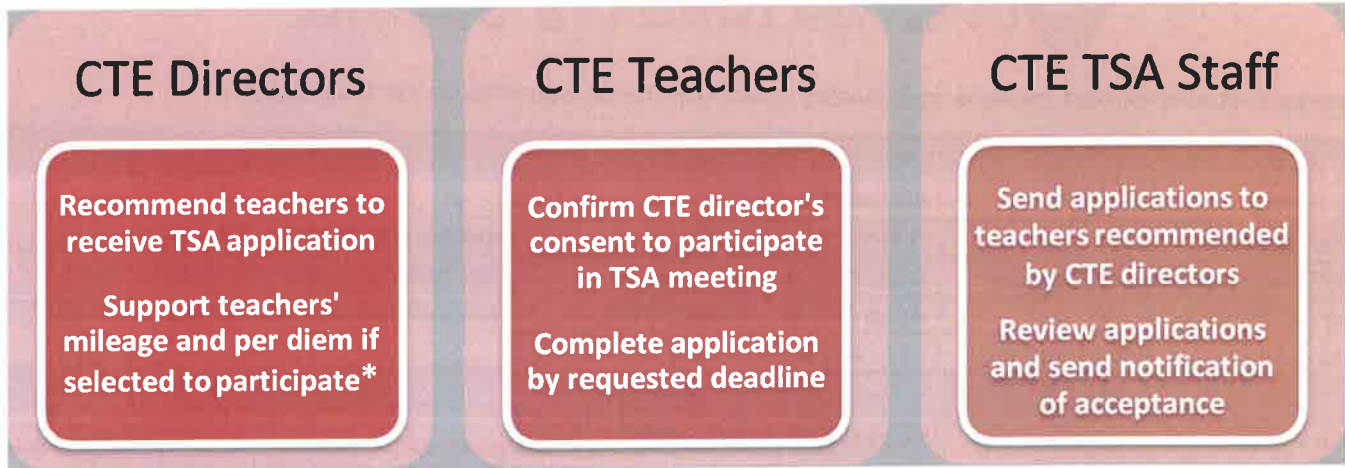## SUPER SATURDAYS GALORE

Please note that all meetings are held on Saturday unless otherwise indicated on the table below.

Saturday, January 11	Saturday, February 1	Application/Notification
AgriScience	Aircraft Mechanics	
Air Transportation	Architectural Drafting	Application available: November 1, 2019
Cosmetology and Related Services	Automotive Technologies	Application deadline: December 6, 2019
Home Health Aide	Automotive Collision Repair	Notification of acceptance: December 13, 2019
Mental and Social Health Technician	Fire Service	
Saturday, February 22	**Saturday, March 7**	**Application/Notification**
Culinary Arts	Automation and Robotics	
Hospitality Management	Cabinetmaking	Application available: January 17, 2020
Nursing Services	Carpentry	Application deadline: February 5, 2020
Sports Medicine and Rehabilitation	Electronic Technologies	Notification of acceptance: February 12, 2020
Therapeutic Massage	Heavy Equipment Operations	
Saturday, April 25	**Saturday, May 2**	**Application/Notification**
Construction Technologies	Animation	
Dental Assisting	Computer Maintenance	Application available: March 20, 2020
Law and Public Safety	Diesel Engine Repair	Application deadline: April 8, 2020
Pharmacy Support Services	Digital Communication	Notification of acceptance: April 15, 2020
Precision Machining	Music and Audio Production	
Veterinary Assisting		
Tuesday, June 2*	**Wednesday, June 3***	**Application/Notification**
Digital Photography	Early Childhood Education	
Digital Printing	Education Professions	Application available: April 3, 2020
Film and TV Production	Medical Records Technologies	Application deadline: April 24, 2020
Finance	Stagecraft	Notification of acceptance: May 8, 2020
Graphic Design		
Saturday, June 6	**Saturday, June 13**	**Application/Notification**
Accounting	Bioscience	
Fashion Design and Merchandising	Business Management	Application available: April 3, 2020
Interior Design and Merchandising	Business Operations	Application deadline: April 24, 2020
Laboratory Assisting	Marketing	Notification of acceptance: May 8, 2020
Medical Assisting Services	Emergency Medical Services	
Tuesday, June 30*		**Application/Notification**
Engineering		
Mechanical Drafting	Learning that works for Arizona **CTE**	Application available: April 3, 2020
Network Security		Application deadline: April 24, 2020
Software and App Design		Notification of acceptance: May 8, 2020
Welding Technologies		

See next page for the **Recommendation—Application—Notification Process** and additional details about the Technical Skills Assessment Meetings.

Recommendation-Application-Notification Process
for the Technical Skills Assessment Meetings for 2020

CTE Directors	CTE Teachers	CTE TSA Staff
Recommend teachers to receive TSA application **Support teachers' mileage and per diem if selected to participate***	**Confirm CTE director's consent to participate in TSA meeting** **Complete application by requested deadline**	**Send applications to teachers recommended by CTE directors** **Review applications and send notification of acceptance**

*The Technical Skills Assessment Meetings bring teachers together to develop, review, and edit assessment items for the TSAs. Teachers tell us this is some of the best professional development/personal networking they have ever experienced. District funds allocated for professional development can be used to cover teachers' mileage and per diem expenses to participate in the TSA meetings.

LOCATION AND TIME	All meetings are held at the Arizona Department of Education, 3300 N Central Avenue, Phoenix. Meetings start at 8:30 and adjourn no later than 4:30. Lunch is "on your own."
TEACHER COMMITTEES	Each teacher committee is 8-10 teachers plus a facilitator. Committees include teachers who have experience with the item development/analysis process, teachers who are new to the process, and teachers who represent various geographic areas.
PROFESSIONAL DEVELOPMENT CREDIT	Teachers will earn 8 hours of professional development credit. *There is no financial compensation provided by the state for this work. Participants are asked to check with their CTE director to request mileage reimbursement and per diem.*
APPLICATION PROCESS	CTE directors recommend teachers to receive an application for the Technical Skills Assessment Meetings. So as not to omit any teacher from applying, an application will be sent to all teachers with the request to contact their director for consent and to request financial support.
NOTIFICATION OF ACCEPTANCE	Teachers and their directors are notified by the TSA staff of their acceptance to participate.

To recommend teachers for TSA Meetings, to request TSA Meeting Applications, to get answers to other TSA questions contact:

Judy Balogh, 602-542-4155, judy.balogh@azed.gov, TSA policies and processes, outcomes and results
Cathy Reed, 602-364-0104, cathy.reed@azed.gov, TSA meeting process, teacher tools, technical standards
Jet Wilson, 602-542-5540, jet.wilson@azed.gov, TSA meeting application and notification process
Julie Shumate, 602-542-5044, julie.shumate@azed.gov, TSA registration, student testing, TSA resources

Arizona Department of Education
Career and Technical Education
Technical Skills Assessments

USER GUIDE REFERENCE LINKS

2019-2020 CTE Programs with Technical Skills Assessments

2019-2020 Schedule for Technical Skills Assessments

How Assessment Items Are Developed

How to Access and Utilize the TSA Dashboard

How to Log into the Technical Skills Assessments

How to Prepare and Motivate Students to Take the Assessments

How to Take the Assessments

Proctor Instructions for Monitoring the Assessments

Student Eligibility Policy for Taking the Technical Skills Assessments

STEP-BY-STEP TUTORIALS WITH VIDEOS

How do I access TSA reports?

How do I create a roster?

How do I manually register one student?

How do I use the bulk registration tab?

How do I use the certificate mailing address tab?

How do I use the change request tab?

Questions?
Please call the assessment
helpline at: 602-542-5452
or
Send an email to:
CTEAssessmentHelp@azed.gov

This information is available by going to your ADEConnect Portal at **https://home.azed.gov/Portal/** and click on CTE Technical Skills Assessments and select the **Help tab.**

http://www.azed.gov/cte/assessments/

Now Available!

ADE/CTE website for Technical Skills Assessments

▶ **CTE Technical Skills Assessments**
- Overview: Arizona's CTE Technical Skills Assessments
- Validating Authority: Arizona Career and Technical Education Quality Commission
- Student Eligibility to Take the Technical Skills Assessments
- 2019-2020 Schedule for Taking the Technical Skills Assessments
- 2019-2020 CTE Programs with Technical Skills Assessments
- 2019-2020 Item Development Meetings and Teacher Tools
  - Meeting Dates, Programs, Location, and Application Process
  - How Assessment Items Are Analyzed PowerPoint
  - How Assessment Items Are Developed PowerPoint
  - Instructional Guidelines for Bloom's Classification
  - Instructional Guidelines for Higher Order Thinking Items
  - Instructional Guidelines for Item Analysis
  - Instructional Guidelines for Item Development
  - Statement of Professionalism
  - Sample Assessment Items
- User Guide and Step-by-Step Tutorials and PowerPoints
  - CTE Technical Skills Assessments User Guide
  - How to Access and Utilize the TSA Dashboard
  - How to Access a TSA Report Tutorial
  - How to Create Rosters Tutorial
  - How to Manually Register One Student Tutorial
  - How to Prepare and Motivate Students to Take the Assessments PowerPoint
  - How to Take the Assessments PowerPoint
  - How to Use the Bulk Registration Tab Tutorial
  - How to Use the Certificate Mailing Address Tab Tutorial
  - How to Use the Change Request Tab Tutorial
- Universal Test Administration Conditions and Accommodations Guide
- Secondary and Postsecondary Security and Testing Protocol Agreements
- Statewide Technical Skills Assessment Results
- Miscellaneous Technical Skills Assessments Information

Construction Technologies

1. After updating the technical standards for Construction Technologies, the committee members from the construction industry suggested it be a 3 Carnegie Unit program rather than a 2 Carnegie Unit program.

Please indicate your opinion:

◯ Yes, Construction should be a 3 Carnegie Unit program

◯ No, Construction should remain a 2 Carnegie Unit program

◯ We don't have a Construction program.

Comments

DONE

0 of 1 answered   Powered by