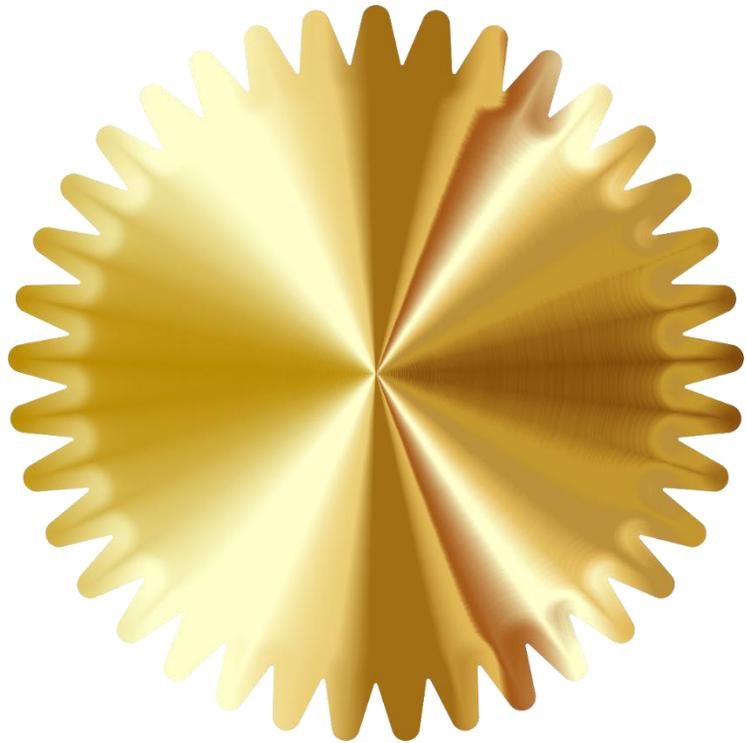


# National Certifications Manual



**2018-2019**

Guide for Secondary Career and Technical Education (CTE) Programs

**Research and Curriculum Unit**  
Mississippi State University

## Table of Contents

About Us.....	1
Errata.....	2
Introduction.....	3
Frequently Asked Questions.....	5
Construction/Carpentry, Electrical, Heavy Equipment Operation, HVAC, Industrial Maintenance, Masonry, and Welding Pathways .....	9
Culinary Arts Pathway .....	12
Information Technology Pathway.....	16
Automotive Service, Collision Repair, and Diesel Service Technician Pathways .....	19

## About Us

### Contact Information

Toll-Free Customer Service Number:	1.866.901.7433
RCU Website:	<a href="http://www.rcu.msstate.edu/Assessment.aspx">http://www.rcu.msstate.edu/Assessment.aspx</a>
Fax:	662.325.3296
Helpdesk and Live Chat:	<a href="mailto:helpdesk@rcu.msstate.edu">helpdesk@rcu.msstate.edu</a>
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### Notice of Nondiscrimination

The Mississippi Department of Education (MDE)'s Office of Career and Technical Education and Workforce Development does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in the provision of educational programs and services or employment opportunities and benefits. The following office has been designated to handle inquiries and complaints regarding the nondiscrimination policies of the Mississippi Department of Education:

Director, Office of Human Resources  
Mississippi Department of Education  
359 North West Street, Suite 203  
Jackson, Mississippi 39201  
601.359.3511

## Errata

The errata section contains documentation of changes made to this manual during the academic year.

## Introduction

The Research and Curriculum Unit (RCU) at Mississippi State University (MSU) provides the MS-CPAS Occupation-Specific Assessments used to evaluate career and technical education (CTE) program effectiveness. The purpose of this manual is to inform test coordinators, test administrators, directors, and teachers of the use of national certification exams as Occupation-Specific Assessments.

National certification exams for secondary CTE programs in Mississippi are overseen by the MDE's Office of CTE and Workforce Development. Please visit the Office's website at <https://www.mdek12.org/CTE> or call 1.601.359.3974 for more information about Mississippi's secondary CTE programs and national certification exams.

The RCU does not endorse or recommend any national certification or license, but rather provides resources and support to districts offering national certification opportunities to their students.

The goal of this document is to inform educators and other stakeholder groups about national certification exams provided for secondary CTE students by the MDE's Office of CTE and Workforce Development. Every possible effort will be made to keep this document as updated and accurate as possible; however, the information contained herein may be subject to change without notice due to changes made by national certification regulatory entities.

Suggestions or comments to improve this document are welcomed and may be submitted to [helpdesk@rcu.msstate.edu](mailto:helpdesk@rcu.msstate.edu) (1.662.325.2510 or 1.866.901.7433).

## 2018-2019 National Certifications Manual

# NATIONAL CERTIFICATIONS: FAQs

## Frequently Asked Questions

The purpose of this section is to address the most commonly asked questions about national certifications. For additional questions, please contact the RCU at [helpdesk@rcu.msstate.edu](mailto:helpdesk@rcu.msstate.edu) (1.662.325.2510 or 1.866.901.7433).

### How does a national certification benefit students?

Earning an industry-recognized national certification benefits students in multiple ways, such as by providing them with a sense of accomplishment, valuable professional credentials, and potentially improved employability with the possibility of higher starting salaries. Additionally, valid and reliable certification exams are tangible evidence of technical skill attainment. In select career clusters and career pathways in Mississippi, national certifications are the state-approved indicator of technical skill attainment. National certifications, therefore, are an important and growing component of many CTE students' programs of study.

### Does the national certification exam replace the MS-CPAS in some career clusters or career pathways?

First- and second-year students in eight career pathways take only national certification exams as their end-of-course assessments: information technology, carpentry/construction, electrical, masonry, HVAC, welding, industrial maintenance, and heavy equipment operation.

### How can a national certification help fulfill high-school graduation requirements?

National certifications can assist secondary CTE students in meeting high-school graduation requirements. The [Mississippi Public School Accountability Standards](#) lists options for completer CTE students' to use national certifications in partial fulfillment of their high-school graduation requirements, in combination with the ASVAB or the ACT WorkKeys exams. National certifications that may be used toward graduation have been approved by the State Board of Education for completer CTE students required to take national certification exams as end-of-course assessments (construction/carpentry, electrical, HVAC, heavy equipment operation, information technology, masonry, and welding), and those who may qualify as completers for free assessments paid for by the MDE's Office of CTE and Workforce Development (automotive service technician, collision repair technician, diesel service technician, and culinary arts pathways), based on their MS-CPAS qualifying averages. Note that passing a national certification exam does not necessarily constitute earning a national certification—there are often additional requirements a student must complete to achieve the certification. For the most recent guidance on using national certifications in partial fulfillment of high-school graduation options, please contact the MDE's Office of CTE and Workforce Development (<https://www.mdek12.org/CTE> or 1.601.359.3974).

### Why does the RCU have specified national certification testing windows?

National certification testing must take place during the RCU's national certification testing windows so that student data and reports may be collected and prepared for the MDE's Office of CTE and Workforce Development by state deadlines. The testing windows also ensure that the RCU and the national certification organizations' helpdesks are ready and prepared to assist districts as they administer the national certification exams. RCU national certification testing windows are included on the Testing Dates document found under MS-CPAS Resources on the RCU's website (<https://www.rcu.msstate.edu/Assessment/MS-CPAS.aspx>).

**Prior to the RCU's national certification testing windows, is it necessary for district test coordinators to upload and verify students taking national certification exams instead of or in addition to the MS-CPAS?**

Yes, just as test coordinators must upload and verify rosters of students taking the MS-CPAS assessments or performance-based assessments (PBA), test coordinators should complete the same upload and verification process for ALL students taking national certification exams. This verification process ensures that both the RCU and the MDE have the most accurate, complete information about students who are taking a national certification exam so that final score reports may be checked to verify all students' scores are included. This information also allows the RCU and the MDE to issue reports to districts regarding the results of national certification testing. By verifying rosters, test coordinators ensure that the RCU has the correct student identifiers on record, including important data such as student demographics.

**May students reattempt a national certification exam during the same RCU national certification testing window if their first attempt was unsuccessful?**

The MDE's Office of CTE and Workforce Development purchases a limited number of national certification exam testing vouchers per academic year, some of which expire annually. Depending on voucher availability and expiration dates, districts may be given the option to retest students in pathways where vouchers will soon expire, but this option is not guaranteed and may not be available during every testing window. For students who do not receive a retest provided by the MDE, the student may opt to purchase a retest attempt for an out-of-pocket cost, with the highest score being kept for reporting purposes as long as the retest is completed within the RCU's national certification testing window. Districts must also follow retesting policies, including waiting periods, established by the organizations that develop the national certification exams.

**Must districts report national certification data to the RCU after the close of a national certification testing window?**

Districts that administer national certification exams that are not required or funded by the MDE are encouraged to complete a national certification report template and submit it to the RCU because this is the only way that the MDE can collect data about optional national certification exams administered by schools/districts. Districts are not required to self-report national certification data for exams that are required and/or funded by the MDE, as this data is reported directly by the national certification regulatory entities to the RCU.

**What are the national certification requirements for CTE instructors?**

Please contact the MDE's Office of CTE and Workforce Development (<https://www.mdek12.org/CTE> or 1.601.359.3974) for the most accurate licensure requirements for secondary CTE educators.

**Does the RCU provide support for national certification testing for postsecondary CTE students?**

The RCU does not provide national certification testing support for postsecondary students; instead, this support is provided by the Mississippi Community College Board (<http://mccb.edu/WkfEdu/asDefault.aspx>). This guide is designed for use by secondary programs only.

**Should districts follow their test security procedures during national certification testing?**

Yes, districts must follow their established test security protocol for national certification exams, just as they would for other types of "high-stakes" testing. In some cases, districts may have to undergo a site authorization with a national certification regulatory entity prior to administering the national certification exam, and if the national certification regulatory entity's requirements conflict with the district's test security protocol, the national certification regulatory entity and the MDE's Office of CTE and Workforce Development should be contacted by the district for further guidance.

**Are special accommodations available for national certification exams?**

In most cases, yes, national certification regulatory entities offer accommodations for students whose individualized education programs (IEPs) or 504s include them. However, advanced notice is usually required by the national certification organizations, particularly for extended time and read-aloud accommodations, among other types. Districts should notify national certification regulatory entities and/or the RCU of students who need special testing accommodations at least four weeks prior to the district's planned dates of national certification testing.

## 2018-2019 National Certifications Manual

# CONSTRUCTION & MANUFACTURING

## Construction/Carpentry, Electrical, Heavy Equipment Operation, HVAC, Industrial Maintenance, Masonry, and Welding Pathways

<b>CREDENTIAL DESCRIPTION</b>	<p>The National Center for Construction Education and Research (NCCER) offers standardized curricula for construction- and manufacturing-related industries. The MDE and Mississippi Construction Education Foundation (MCEF) have worked with NCCER to create custom-built exams for Mississippi's secondary CTE students based upon NCCER's standards and test banks.</p> <p>Each exam covers the Construction Core curriculum and/or components of the Level 1 curriculum. The passing score for each exam is 70%.</p> <p>Exam blueprints detailing the modules included in each exam and the number of test items per module are available at <a href="http://www.rcu.msstate.edu/Curriculum/CurriculumDownload.aspx">http://www.rcu.msstate.edu/Curriculum/CurriculumDownload.aspx</a>.</p>
<b>REGULATORY ENTITY</b>	<p>National Center for Construction Education and Research (NCCER) 3600 NW 43rd Street, Building G Gainesville, FL 32606 1.888.622.3720 <a href="http://www.nccer.org">www.nccer.org</a></p> <p>Mississippi Construction Education Foundation 5165 Old Brandon Road Pearl, MS 39157 1.601.605.2989 <a href="http://www.mcef.net">www.mcef.net</a></p>
<b>TESTING PREREQUISITES</b>	<p>None</p> <p>First-year and second-year CTE students in the construction/carpentry, electrical, heavy equipment operation, HVAC, industrial maintenance, masonry, and welding pathways are required by the MDE to take the NCCER certification exams as end-of-course assessments.</p>
<b>TESTING PROCEDURES</b>	<p>Each custom NCCER test is timed and takes a maximum of two hours unless a student has extended time due to an accommodation request. If a candidate scores within 5 points of the passing cut score (65-69%), then he or she is permitted one retake compliments of the MCEF during the same national certification testing window.</p> <p>The RCU and other NCCER-authorized testing facilities and test administrators (<a href="http://www.nccer.org/center-search.aspx">http://www.nccer.org/center-search.aspx</a>) also offer standardized NCCER certification testing on site, primarily for teachers seeking the exams for licensure purposes. Exam availability may vary depending on NCCER's current assessment offerings. These test sessions are scheduled throughout the year by appointment and a testing fee is associated. To schedule a testing session at the RCU, please contact the RCU at <a href="mailto:helpdesk@rcu.msstate.edu">helpdesk@rcu.msstate.edu</a> or 1.662.325.2510.</p> <p>To test at the RCU, a candidate must bring an unexpired, government-issued form of photo identification. Candidates under 18 must also bring a completed parental or guardian waiver (or must be accompanied by a parent or legal guardian to the testing facility), giving the RCU permission to test a minor. The waiver is available upon request from the RCU. Credit card payment is also required at least one business day prior to the date the assessment is scheduled. The payment may be made by telephone by contacting the RCU. The candidate must also bring his or her correct NCCER card number, Social Security number (preferably on an original Social Security card), or notify the RCU in advance that he or she will need an alternative unique identification number established by the NCCER. The candidate's NCCER</p>

	certificate record will be permanently linked to this unique identifier and retrievable through the NCCER database using only this number.
<b>SCORE REPORTING</b>	NCCER score reports may be electronically generated by the proctor immediately following the exam.
<b>EXAM WINDOW &amp; FEE(S)</b>	As of 2018-19, the MCEF covers NCCER exam testing fees (one attempt) for construction and manufacturing students (construction/carpentry, electrical, heavy equipment operation, HVAC, industrial maintenance, masonry, and welding) during the RCU's national certification testing window.

## 2018-2019 National Certifications Manual

# CULINARY ARTS

## Culinary Arts Pathway

<p><b>CREDENTIAL DESCRIPTION</b></p>	<p>The National Restaurant Association Educational Foundation (NRAEF) offers industry-aligned curricula and national certifications for secondary culinary arts students.</p> <p>Students enrolled in the culinary arts career pathway typically take the NRAEF's Foundations of Restaurant Management and Culinary Arts Level One national certification exam upon the completion of their first year of study and the Foundations of Restaurant Management and Culinary Arts Level Two national certification exam upon the completion of their second year of study. To earn the NRAEF's Prostart National Certificate of Achievement, a student must complete both the Level One and Level Two national certification exams and 400 hours of mentored work experience within guidelines and time limits established by the NRAEF.</p> <p>The NRAEF offers two editions of the ProStart curriculum and assessments. It does not matter for certification purposes if students complete the assessments aligned to the <i>1<sup>st</sup> edition</i>, <i>2<sup>nd</sup> edition</i>, or a combination of the two.</p> <p>The <i>1<sup>st</sup> edition</i> Level One national certification exam includes:</p> <ul style="list-style-type: none"> <li>• Overview of the Restaurant and Food Service Industry</li> <li>• Keeping Food Safe</li> <li>• Workplace Safety</li> <li>• Kitchen Essentials 1 and 2</li> <li>• Stocks, Sauces, and Soups</li> <li>• Communication</li> <li>• Management Essentials</li> <li>• Fruits and Vegetables</li> <li>• Serving Your Guests</li> <li>• Potatoes and Grains</li> <li>• Building a Career in the Industry</li> </ul> <p>The <i>1<sup>st</sup> edition</i> Level Two national certification exam includes:</p> <ul style="list-style-type: none"> <li>• Breakfast Foods and Sandwiches</li> <li>• Nutrition</li> <li>• Cost Control</li> <li>• Salads and Garnishing</li> <li>• Purchasing and Inventory</li> <li>• Meat, Poultry, and Seafood</li> <li>• Marketing</li> <li>• Desserts and Baked Goods</li> <li>• Sustainability in the Restaurant and Foodservice Industry</li> <li>• Global Cuisine 1 and 2</li> </ul> <p>The <i>2<sup>nd</sup> edition</i> Level One national certification exam includes:</p> <ul style="list-style-type: none"> <li>• Welcome to the Industry</li> <li>• Career Opportunities</li> <li>• Professional Expectations</li> <li>• Communication Skills</li> <li>• Beginning Your Career</li> <li>• Introduction to Food Safety</li> <li>• Hygiene and Cleanliness</li> </ul>
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- The Safe Flow of Food
- Risk Management
- Workplace Safety Procedures
- Foodservice Equipment
- Knives and Smallwares
- Kitchen Basics
- Culinary Math
- Salads
- Sandwiches and Pizza
- Stocks, Sauces, and Soups
- Cooking Methods
- Introduction to Baking
- Principles of Great Service
- Front-of-House Basics
- Introduction to Management

The 2<sup>nd</sup> edition Level Two national certification exam includes:

- Introduction to Marketing
- Menu Management
- Eggs and Dairy Products
- Breakfast Cookery
- Fruits
- Vegetables
- Potatoes, Grains, and Pasta
- Introduction to Cost Control
- Food Costing
- Labor Costing
- Purchasing
- Building Successful Teams
- Sustainability
- Introduction to Nutrition
- Building Healthful Menus
- Meat
- Poultry
- Seafood
- Yeast Breads
- Cakes and Pies
- Desserts
- Plating and Garnishing

The passing score on the exams is 70%.

The NRAEF's 1<sup>st</sup> edition curricula and training materials are developed by [Pearson](#). More information about Pearson's 1<sup>st</sup> edition culinary arts textbooks and training materials is available at:

<http://www.pearsonschool.com/index.cfm?locator=PSZu7z&PMDBSOLUTIONID=6724&PMDBSITEID=2781&PMDBCATEGORYID=812&PMDBSUBSOLUTIONID=&PMDBSUBJECTAREAID=&PMDBSUBCATEGORYID=23124&PMDBProgramID=71141>

The 2<sup>nd</sup> edition curricula, training materials, and assessments are sold directly by the NRAEF.

<b>REGULATORY ENTITY</b>	<p>National Restaurant Association Educational Foundation (NRAEF)  2055 L Street Northwest  Washington, D.C. 20036  1.800.765.2122  <a href="https://chooserestaurants.org/">https://chooserestaurants.org/</a></p> <p>The NRAEF partners with the Mississippi Hospitality and Restaurant Association (MHRA) to coordinate NRAEF assessments in Mississippi:  MHRA  State ProStart Representative: Mike Cashion  130 Riverview Drive, Suite A  Flowood, MS 39232-8908  1.601.420.4210  <a href="http://www.msra.org/">http://www.msra.org/</a></p>
<b>TESTING PREREQUISITES</b>	<p>First-year CTE students in the culinary arts pathway are required by the MDE to take the Year 1 MS-CPAS assessment as the end-of-course assessment. First-year students who score a passing score on the first-year MS-CPAS will have the option to take the NRAEF's Foundations of Restaurant Management and Culinary Arts Level 1 exam, compliments of the MDE, during the national certification testing window.</p> <p>Second-year CTE students in the culinary arts pathway are required by the MDE to take the Year 2 MS-CPAS assessment as the end-of-course assessment. Second-year students who score a passing score on the second-year MS-CPAS will have the option to take the NRAEF's Foundations of Restaurant Management and Culinary Arts Level 2 exam, compliments of the MDE, during the national certification testing window.</p>
<b>TESTING PROCEDURES</b>	<p>School staff must register with the NRAEF as a Confirmed ProStart Program Educator (teachers) or a Confirmed ProStart Program Proctor (test proctors). More information is available at <a href="https://chooserestaurants.org/PS/services/proctor/default.aspx">https://chooserestaurants.org/PS/services/proctor/default.aspx</a>. Once the proctor has created an NRAEF account, he or she may then schedule exams for students, who must establish their own ProStart accounts.</p> <p>Beginning in 2018-2019, the ProStart exams are only administered online. All exams must be scheduled online.</p> <p>With the online exam, districts will receive secure, one-time-use voucher codes from the RCU, enabling the student to access the exam. An exam window expires after 24 hours. If a student is not able to test within the originally scheduled exam window, the ProStart proctor must create a new exam window for the student.</p> <p>During online tests, helpdesk support is available from the NRAEF, but the RCU can provide first-line support in some cases. If a voucher number is not allowing a student to log into an exam, then districts should contact the RCU at 1.662.325.2510 or <a href="mailto:helpdesk@rcu.msstate.edu">helpdesk@rcu.msstate.edu</a>. If a problem is test-related (e.g., the test closes unexpectedly or gives the student a score before the test has been completed), then districts should contact the NRAEF's Service Center at 1.800.765.2122.</p>
<b>SCORE REPORTING</b>	<p>After completing an online exam, students will be able to access their scores immediately and print their scores. (Students will need a valid email address to access their scores.)</p>
<b>EXAM FEE(S) &amp; TESTING WINDOW</b>	<p>As of 2018-19, during the RCU's national certification testing window, the MDE covers ProStart exam testing fees (one attempt) for culinary arts students who have made a passing score on the MS-CPAS assessment.</p>

## 2018-2019 National Certifications Manual

# INFORMATION TECHNOLOGY

## Information Technology Pathway

<b>CREDENTIAL DESCRIPTION</b>	<p>The Computing Technology Industry Association (CompTIA)'s IT Fundamentals national certification exam and Microsoft's Microsoft Technology Associate (MTA): Networking Fundamentals national certification exam assess a student's core knowledge of IT-related areas such as infrastructure, hardware, software, and security. These two national certification exams are administered independently.</p> <p>The CompTIA Strata IT Fundamentals national certification exam includes:</p> <ul style="list-style-type: none"> <li>Software</li> <li>Hardware</li> <li>Security</li> <li>Networking</li> <li>Basic IT Literacy</li> </ul> <p>The Microsoft Technology Associate (MTA): Networking Fundamentals national certification exam includes:</p> <ul style="list-style-type: none"> <li>Network Infrastructures</li> <li>Network Hardware</li> <li>Protocols and Services</li> </ul> <p>The CompTIA IT Fundamentals exam is 75 questions with passing scale score of 650. It has a 60-minute time limit unless extended time is granted due to a special accommodation request.</p> <p>The MTA: Networking Fundamentals exam typically consists of 40-60 questions depending on the version (with a passing score of 70%) and has a 50-minute time limit except where accommodations have been requested.</p>
<b>REGULATORY ENTITY</b>	<p>CompTIA 3500 Lacey Road, Suite 100 Downers Grove, IL 60515 1.630.678.8300 <a href="https://www.comptia.org/">https://www.comptia.org/</a></p> <p>The MTA: Networking Fundamentals national certification exams are available exclusively through Certiport, Inc. (a Pearson company): Certiport, Inc. 1276 South 820 East, Suite 200 American Fork, UT 84003 State Contact: Art Maxwell 1.888.999.9830 <a href="http://www.certiport.com">http://www.certiport.com</a></p>
<b>TESTING PREREQUISITES</b>	<p>None</p> <p>First-year and second-year secondary CTE students in the IT pathway are required by the MDE to take the CompTIA IT Fundamentals and the MTA: Networking Fundamentals certification exams as end-of-course assessments at the end of the first and second years, respectively.</p>
<b>TESTING PROCEDURES</b>	<p>Schools must become registered CompTIA Anywhere Proctored sites through Pearson VUE prior to administering the CompTIA IT Fundamentals and Certiport Authorized Testing Centers and Microsoft Imagine Academies prior to administering the MTA: Networking Fundamentals.</p>

	<p>The MDE purchases and distributes exam inventory to schools offering secondary IT pathways. Depending on the size of the school's annual IT enrollment, a school receives an allotted number of vouchers that expire annually and cannot be transferred among schools once assigned.</p>
<b>SCORE REPORTING</b>	<p>Students who complete the CompTIA IT Fundamentals and MTA: Networking Fundamentals national certification exams will be able to access their scores immediately and print their certifications.</p>
<b>EXAM FEE(S) &amp; TESTING WINDOW</b>	<p>As of 2018-19, the MDE covers CompTIA IT Fundamentals or MTA: Networking Fundamentals exam testing fees (minimum of one attempt), respectively, for first- and second-year IT pathway students during the RCU's national certification testing window.</p> <p>Because of the nature of the IT pathway national certification exams, which expire annually and cannot be transferred among schools, students who are unsuccessful on their first national certification exam attempts may sometimes have the opportunity to retest depending on a school's available inventory. All retesting must be completed by the end of the national certification testing window so that the students' test results may be reported to the RCU by the national certification regulatory entities in a timely manner.</p>

## 2018-2019 National Certifications Manual

# TRANSPORTATION

## Automotive Service, Collision Repair, and Diesel Service Technician Pathways

<p><b>CREDENTIAL DESCRIPTION</b></p>	<p>The National Institute for Automotive Service Excellence (ASE)'s student certification exams are provided by the MDE's Office of CTE and Workforce Development as a complimentary, optional assessment for secondary CTE students enrolled in the two-year automotive service technician, collision repair technician, or diesel service technician curricula within the transportation, distribution, and logistics career cluster.</p> <p>Secondary CTE students enrolled in the two-year automotive service technician curriculum typically take the ASE's Automobile national student certification exams at the completion of their second year of study. Secondary CTE students enrolled in the two-year collision repair technician curriculum typically take the ASE's Collision Repair and Refinish national student certification exams at the completion of their second year of study. Secondary CTE students enrolled in the two-year diesel service technician curriculum typically take the ASE's Medium/Heavy (M/H) Truck national student certification exams at the completion of the second year of study.</p> <p>The Automobile national student certification consists of ten separate assessments:</p> <ul style="list-style-type: none"> <li>• Suspension and Steering</li> <li>• Brakes</li> <li>• Electrical/Electronic Systems</li> <li>• Engine Performance</li> <li>• Engine Repair</li> <li>• Automatic Transmission/Transaxle</li> <li>• Manual Drive Train and Axles</li> <li>• Heating and Air Conditioning</li> <li>• Maintenance and Light Repair</li> <li>• Automobile Service Technology</li> </ul> <p>The Collision Repair and Refinish national student certification consists of four separate assessments:</p> <ul style="list-style-type: none"> <li>• Painting and Refinishing</li> <li>• Structural Analysis and Damage Repair</li> <li>• Non-Structural Analysis and Damage Repair</li> <li>• Mechanical and Electrical</li> </ul> <p>The M/H Truck national student certification consists of four separate assessments:</p> <ul style="list-style-type: none"> <li>• Diesel Engines</li> <li>• Electrical/Electronic Systems</li> <li>• Brakes</li> <li>• Steering &amp; Suspension</li> </ul> <p>Students who wish to use the ASE national certifications in partial fulfillment of their high-school graduation requirements must successfully complete the following ASE <u>student-level</u> assessments:</p> <p>Automotive service technician students must complete the student version of the <u>Maintenance and Light Repair</u> assessment within the Automobile suite.</p>
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	<p>Collision repair technician students must complete the student version of the <u>Painting and Refinishing</u> assessment within the Collision Repair and Refinish suite.</p> <p>Diesel engine technician students must complete the student version of the <u>Diesel Engines</u> assessment within the M/H Truck suite.</p>
<b>REGULATORY ENTITY</b>	<p>National Institute for Automotive Service Excellence (ASE)  101 Blue Seal Drive, Southeast Suite 101  Leesburg, VA 20175  1.800.390.6789  <a href="https://www.ase.com/entry-level/">https://www.ase.com/entry-level/</a></p>
<b>TESTING PREREQUISITES</b>	<p>Secondary CTE students who opt to take the ASE certifications provided compliments of the MDE must be completers in the automotive service technician, collision repair technician, or diesel service technician pathway and have taken both the first-year and second-year end-of-course MS-CPAS assessments for the courses, achieving a first-year and second-year MS-CPAS passing average.</p>
<b>TESTING PROCEDURES</b>	<p>Schools wishing to administer the ASE national certification assessments must register with the ASE to create a school account. Schools may contact the RCU to receive a registration form. Once the registration form is received by the ASE, a school's online account is typically created within one business day. Schools may then register and schedule students for one or more ASE assessments.</p> <p>The Automobile, Collision Repair and Refinish, and M/H Truck exams are administered independently. A student may opt to take as many of the ten Automobile <b>OR</b> four Collision Repair and Refinish <b>OR</b> four M/H Truck assessments as desired. The assessment cost is fixed per student, whether the student takes one or more of the assessments within each suite.</p> <p>Most ASE assessments are 40 to 60 questions. ASE tests are limited to two hours per assessment—unless a student needs extra time due to an accommodation request—except for the Maintenance and Light Repair and the Automobile Service Technology exams (three hours per assessment). The average time a student requires to complete most ASE assessments is 30 minutes. Once the student finishes an assessment, the proctor may then activate another assessment within the suite. For example, a student could reasonably expect to complete approximately four assessments within a two-hour block. For students taking multiple ASE exams, tests may be scheduled over multiple days, depending on the proctor's and student's preferences.</p> <p>Each student's ASE testing fee includes two attempts at each assessment within a suite per academic year—one attempt in the ASE's fall testing window, and one in the ASE's spring testing window. Fall tests may be designated by the school as a "pre-test" (i.e., practice test) at the school's discretion, although this is unnecessary. Note that it is necessary for a student to take an ASE exam first in the fall window and then in the spring window <i>if the student wishes to utilize both testing attempts within the same academic year.</i> (By contrast, if a student wishes to take an ASE exam in the spring testing window, he or she must then pay to retest in the fall since this testing scenario spans two separate academic years.) Once earned, ASE student certification is valid for two years.</p> <p>Again, please note that all assessments within the Automobile, Collision Repair and Refinish, and M/H Truck assessment suites do not have to be administered on the same day, but the assessments should be administered within the same ASE testing window to</p>

	<p>ensure the student has two attempts to complete each assessment (once during the fall and once during the spring).</p> <p>More information about ASE national certification exams is available at <a href="https://www.ase.com/entry-level/">https://www.ase.com/entry-level/</a>.</p>
<b>SCORE REPORTING</b>	<p>The proctor may print and award a certificate of completion immediately upon the student's successful completion of the online assessment.</p> <p>ASE student certification data is collected by the RCU annually for MDE reporting purposes.</p>
<b>EXAM WINDOW &amp; FEE(S)</b>	<p>The testing fee for each suite of ASE assessments is \$35 per student, and the ASE testing windows are typically open from August through January (fall window) and March through June (spring window). A school's ASE account balance will be automatically deducted \$35 per student assessed, regardless of how many assessments within each assessment suite the student wishes to take.</p> <p>Note that ASE's fees, cut scores, and/or testing window dates are subject to change.</p>