

**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:				

Evaluation Comments/Total hours completed this term:

Semester Part 2				
Course and topic:				

Evaluation Comments/Total hours completed this term:

Semester Part 3				
Course and topic:				

Evaluation Comments/Total hours completed this term:

Semester Part 4				
Course and topic:				

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

**PRE-APPRENTICESHIP PROGRAM
SKILL ACHIEVEMENT CERTIFICATION**

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