



## Specific Competencies and Skills Tested in this Assessment:

### General Education Technical Skills

- Employ organizational and planning skills to meet the needs of learners and schools
- Employ standard-setting and curriculum development skills to meet the needs of students, employers, and communities
- Employ assessment skills to enhance professional practice in educational and training settings
- Locate, conduct, interpret, and share research findings to enhance professional practice

### Teaching and Training Technical Skills

- Display fundamental knowledge of teaching/training subject matter to plan and/or prepare effective instruction
- Utilize and adapt instructional strategies within educational and training settings to enhance learner achievement
- Establish a positive learning climate to promote learning
- Describe classroom organization and management skills to manage student activities



### Academic Foundations

- Apply reading skills in an education and training environment
- Apply written communication skills in an education and training environment
- Apply mathematical skills in an education and training environment
- Employ fundamental principles of psychology and sociology to enhance learner achievement (e.g., learning theory, motivational theory, social barriers to learning)

## ***Specific Competencies and Skills continued:***

### **Systems**

- Analyze and apply knowledge of the relationships between education and society
- Apply ethical reasoning to a variety of workplace situations in order to make ethical decisions (e.g., external regulations, systems that fund education and training)
- Demonstrate principles of internal/external customer service
- Apply industry quality standards and practices

### **Ethics and Legal Responsibilities**

- Identify ethical issues and demonstrate ethical behavior in educational and training environments
- Interpret and explain major laws that govern learning settings

### **Communications**

- Employ verbal communication skills when obtaining and conveying information to enhance learning
- Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences
- Apply listening skills and interpret verbal and non-verbal behaviors to enhance communication with coworkers and students
- Interpret and use tables, charts, and graphics to support written and oral communications



### ***Specific Competencies and Skills continued:***

#### **Information Technology**

- Operate and demonstrate word processing and presentation applications to prepare communications and support educational goals.
- Operate and demonstrate spreadsheet and database applications to manage and communicate data and information

#### **Problem Solving and Critical Thinking**

- Apply problem solving and critical thinking skills in educational and training settings to identify and address problems
- Apply problem solving and critical thinking skills in educational and training settings to determine root causes of problems and suggest solutions



#### **Leadership and Teamwork**

- Exhibit leadership qualities to improve the quality of work and the work environment
- Work effectively in a team environment to enhance professional practice

#### **Safety, Health, and Environment**

- Apply relevant first aid and use emergency equipment in an education and training environment
- Anticipate, evaluate, and control risks to safety and health in an education and training environment

#### **Employability and Career Development**

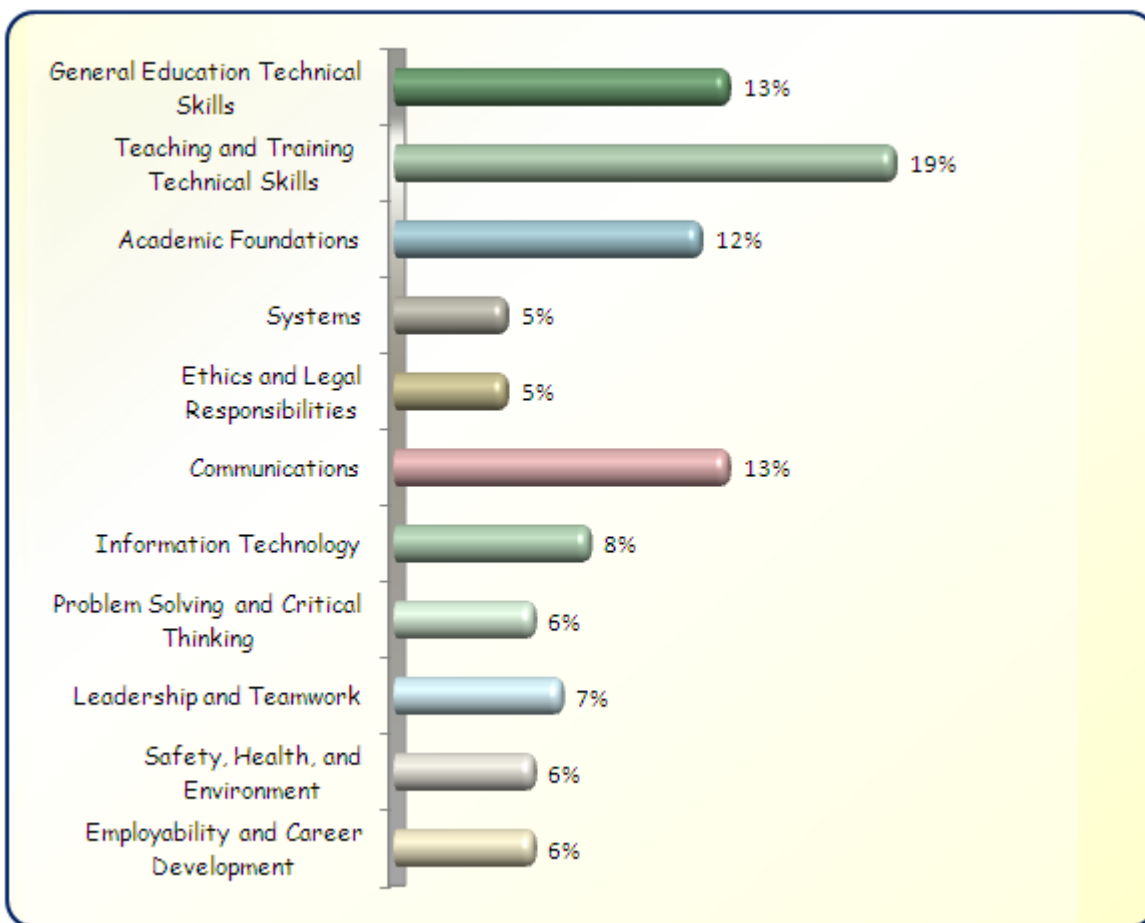
- Demonstrate employability skills related to a career in the education or training field (e.g., maintain a career portfolio)
- Practice career development skills to advance in the education or training field

### Written Assessment:

Administration Time: 2 hours

Number of Questions: 111

### Areas Covered:



## Sample Questions:

The scientific study of numerical facts and data is called

- A. numerology
- B. entomology
- C. logistics
- D. statistics



Effective classroom rules

- A. focus on undesirable behaviors
- B. state expected behaviors
- C. focus on punishment
- D. are detailed and numerous

Which of the following terms is spelled correctly?

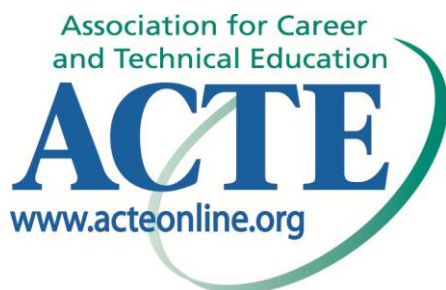
- A. syllibus
- B. transcript
- C. correspondence
- D. taxonimy

When preparing training material, the presenter should

- A. communicate at a level appropriate to the audience
- B. use brightly-colored paper for handouts
- C. include inside organizational humor
- D. include several topics with many details

An effective mentor is a person who

- A. shares mastered skills and experiences
- B. holds an executive position in the company
- C. is external to the employee's company
- D. has been given salary raises in the past



The Association for Career and Technical Education (ACTE), the leading professional organization for career and technical educators, commends all students who participate in career and technical education programs and choose to validate their educational attainment through rigorous technical assessments. In taking this assessment you demonstrate to your school, your parents and guardians, your future employers and yourself that you understand the concepts and knowledge needed to succeed in the workplace. Good Luck!