TRACK Pre-Apprenticeship Assessment Student Registration Instructions Deadline – February 1

Step-by-step instructions for schools based on the **KDE TRACK Process Document** and CTE End-of-Program (EOP) Assessment / TRACK Pre-Apprenticeship **Critical Deadlines**

Purpose: This guide helps schools accurately identify eligible students in the Technical Education Database System (TEDS), to receive a TRACK Pre-Apprenticeship Assessment test ticket by the **February 1 registration deadline**.

Applicable TRACK Pre-Apprenticeship Assessments: TRACK Carpentry, TRACK Electrical, and TRACK Welding. These assessments are administered in E-SESS, the online testing system also used for CTE End-of-Program (EOP) Assessments.

Important Note: Registration is based on TEDS data and TRACK Pre-Apprenticeship program records; schools do not complete a separate registration. Test tickets are generated in E-SESS from TEDS data after February 1.

Step-by-Step Instructions – Current School Year

Step 1: Confirm the correct TRACK Pre-Apprenticeship pathway is available for the school in TEDS per the Secondary Schools Timeline**.** Schools must request any needed pathway additions in TEDS during the February – August career pathway additions and modifications request window. For assistance, contact the school TEDS Coordinator or the Office of Career and Technical Education CTE Data Services.

- Helpful links: Career Pathway Request Guidance, Request to ADD or REMOVE a Pathway, Frequently Asked Questions, Programs of Study and Valid Industry Certifications
- *Suggested completion timeline: (February – August)*

Step 2: Enroll each student in the correct TRACK pathway in TEDS. This is the primary registration step for assessment eligibility.

- Helpful links: Secondary Schools Timeline, TEDS Step-by-Step Directions, TEDS Monthly Notes
- *Suggested completion timeline: (October - November)*

Step 3: Verify concentrator status in TEDS before February 1. Each student record must show concentrator status in the pathway before February 1. A concentrator has completed at least two courses in the pathway. Review student objective status in TEDS with the TEDS Coordinator during December and January.

- Helpful links: *Review TRACK Pre-Apprenticeship Assessment Test Ticket Status in* TEDS Step-by-Step Directions, Critical Deadlines, TEDS Monthly Notes
- *Suggested completion timeline: (December – January 15)*

Step 4: Verify credits and course sequence in TEDS before February 1. Each student must have completed the four TRACK Pre-Apprenticeship courses or be enrolled in the remaining course(s) during the testing year. By February 1, the student record in TEDS must show **concentrator status and four or more pathway credits**.

- Helpful links: *Review TRACK Pre-Apprenticeship Assessment Test Ticket Status in* TEDS Step-by-Step Directions, Critical Deadlines, TEDS Monthly Notes, Programs of Study and Valid Industry Certifications, TRACK Test Ticket Flowchart
- *Suggested completion timeline: (December – January 15)*

Step 5: Run the TRACK Test Ticket Report in TEDS before February 1. Use the report to confirm that all students expected to receive a TRACK Pre-Apprenticeship Assessment test ticket appear on the report. This report is used to generate TRACK Pre-Apprenticeship Assessment test tickets in E-SESS after the February 1 deadline.

- Helpful links: *Review TRACK Pre-Apprenticeship Assessment Test Ticket Status in* TEDS Step-by-Step Directions, Critical Deadlines, TEDS Monthly Notes, TEDS Monthly Notes, TRACK Test Ticket Flowchart
- *Suggested completion timeline: (December – January 15)*

Step 6: Review the TEDS TRACK Test Ticket Report with teachers and administrators before January 15. Use the report to verify pathway enrollment, student objective concentrator status, pathway credits, and assessment assignment. Confirm the information with all students expected to receive a TRACK Pre-Apprenticeship Assessment test ticket for the current school year.

- **Note:** Verifying data with teachers, administrators, and students helps ensure all students expecting a test ticket are accurately identified before the February 1 deadline.
- *Suggested completion timeline: (December – January 15)*

Step 7: Verify all eligible TRACK Pre-Apprenticeship students on the TRACK Test Ticket Report before the February 1 registration deadline. Make any needed updates in TEDS and verify the changes before February 1. After February 1, TEDS data is used to generate TRACK test tickets in E-SESS. Students who are not accurately identified in TEDS by the deadline will not receive a test ticket.

- *Suggested completion timeline: (January 15 – January 31)*

Quick Checklist Before February 1

- Confirm the TRACK Pre-Apprenticeship pathway is active in TEDS before September 1.
- Enroll students in the correct TRACK pathway in TEDS before December 1.
- Ensure students are marked as a concentrator in the appropriate TRACK pathway in TEDS before February 1.
- Students have four or more pathway credits in the TRACK pathway in TEDS before February 1.
- Students have completed the TRACK Pre-Apprenticeship four-course sequence or are enrolled in remaining course(s) at time of testing and will complete the four-course sequence the same year of testing.
- A student's objective must be a concentrator **AND** four credits must be shown in the pathway in TEDS by Feb. 1 for a TRACK Pre-Apprenticeship Assessment test ticket to generate.
- TRACK Test Ticket Report was reviewed and verified to confirm all students expecting a TRACK Pre-Apprenticeship for testing in the current school year are showing on the TRACK Test Ticket Report.
    - This report will be used to generate test tickets in E-SESS after Feb. 1.
    - The TRACK Assessment Coordinator will receive further testing information and access to test tickets in E-SESS by Feb.15 for those students who are showing on the TRACK Test Ticket Report by Feb. 1.
        - Exception: If a student previously passed the exact same assessment, a test ticket will not be generated.

IMPORTANT NOTE: February 1 is the critical deadline for student registration. TRACK Assessment Coordinators and TEDS Coordinators must verify TEDS data in December and January to ensure all eligible students are accurately identified for the TRACK Pre-Apprenticeship Assessment. **No test tickets will be generated after the February 1 deadline**.

Post TRACK Pre-Apprenticeship Testing

The TRACK Pre-Apprenticeship Assessment is a component of the TRACK industry certification. After testing, refer to the TRACK Process Document for students meeting benchmark to apply for the TRACK Industry Certification. The TRACK Pre-Apprenticeship Completion Certification Form **must be completed and submitted** to KDE Office of Career and Technical Education per the instructions in the form for verification and approval for the official industry certification to be issued.

Contact Information

For assistance with TRACK Pre-Apprenticeship Assessment questions, contact the Office of Career and Technical Education (OCTE) 502-564-4286 or Sherri Craig.