



## ***CUSTOMIZED TEACHER ASSESSMENT BLUEPRINT***

### **COOPERATIVE EDUCATION**

**Test Code: 5961 / 5962**

**Version: 01**

#### ***Specific competencies and skills tested in this assessment:***

##### **Program Planning, Development, and Evaluation**

Demonstrate knowledge of business/community data and trends to enhance a cooperative education program  
Identify components of various work-based learning programs  
Comply with PDE regulations (Chapter 339) regarding capstone and diversified occupations programs  
Organize and maintain an occupational advisory committee according to PDE requirements  
Conduct student follow-up study

##### **Career Development and Planning**

Utilize information from student aptitude, interest, and ability assessment instruments  
Prepare for and conduct conferences to help meet student needs  
Provide information on educational and career opportunities  
Assist students in identifying a career objective and career pathway  
Assist students in applying for employment or further education

##### **School Community Relations**

Publicize the cooperative education program through development of promotional materials (e.g., program description, news article, brochures, social media) and community activities (e.g., open house, senior recognition, parent night)  
Give presentations to promote your career and technical program  
Participate in professional and community-based organizations  
Describe linkages and articulation with partners from other educational and government agencies

##### **Career and Technical Student Organizations**

Demonstrate knowledge of, and regulations regarding, the various state approved career and technical organizations  
Provide leadership for state approved career and technical student organizations  
Supervise activities of the career and technical student organization through the development of a yearly program of activities

## ***Cooperative Education (continued)***

### **Program Regulatory Compliance**

Establish guidelines for your cooperative education program  
Maintain individual student files to comply with PDE requirements  
Comply with federal and state legislation applicable to the employment of students (minimum wage, hours, hazardous occupations, ADA, unemployment compensation, and workers' compensation)  
Develop a training agreement and training plan  
Conduct and document on-site training station visits  
Assist students in obtaining work permits

### **Cooperative Education Coordination**

Utilize appropriate strategies for recruiting students  
Manage attendance, transfers, and terminations of co-op students  
Locate and assess training stations and place students on your co-op program (safety)  
Provide instructional assistance to the training supervisor  
Prepare student learning activities using the PA scope of instruction (formerly CAPS)  
Correlate related classroom instruction with on-the-job instruction  
Evaluate co-op students' on-the-job performance  
Supervise an employer-employee appreciation event

### **Students with Special Needs**

Comply with laws and regulations for students with special needs (IDEIA)  
Plan instruction based upon the components of the student's IEP and/or special needs  
Advise students with special needs experiencing on-the-job issues  
Collaborate with the employers of students with special needs  
Collaborate with local agencies and special education coordinators that can aid the career and technical development of students with special needs

## ***Cooperative Education (continued)***

### **Written Assessment:**

Administration Time: 2 hours  
Number of Questions: 90

#### ***Areas covered:***

12%	Program Planning, Development, and Evaluation
9%	Career Development and Planning
9%	School Community Relations
8%	Career and Technical Student Organizations
28%	Program Regulatory Compliance
22%	Cooperative Education Coordination
12%	Students with Special Needs

#### **Sample Questions:**

Which organization could best provide local and/or regional employment information?

- A. Workforce Investment Board
- B. Local Advisory Committee
- C. Occupational Advisory Committee
- D. Rotary Club

It is important to include \_\_\_\_\_ in a conference with a student who is having workplace difficulties.

- A. the career center or sending school's guidance counselor
- B. other students at the same work site
- C. the career center or sending school's nurse
- D. the training site supervisor

A good way to stay informed of new career-related developments and to network with others in the field is to participate in a/an

- A. informal online chat group
- B. professional organization
- C. company blood drive
- D. office holiday party

Who collaborates on developing a training plan?

- A. employer and cooperative education coordinator
- B. student and cooperative education coordinator
- C. parent/guardian and student
- D. cooperative education coordinator and principal

What delivery system should be used when working with students with special needs?

- A. include learning activities that last for a long time period
- B. modify the instructional techniques as appropriate
- C. encourage the student to compete with their classmates
- D. teach by telling rather than using sight and touch