

PROGRAM MEMORANDUM

Date: January 7, 2011

To: Cooperative Education Teachers

From: Leslie Kerns, Director
Business, Marketing and Information Technology Education
Office of College and Career Education

Subject: Cooperative Education Technical Skill Attainment Guidelines

Cooperative Career Education (CCE) is a separate program in Career Education that requires DESE approval. To determine whether a school district has an approved Cooperative Career Education Program, see the following website:

<https://k12apps.dese.mo.gov/webapps/reportmenu/DataCollection/CareerEdApprovedCourses.aspx>.

The course codes are:

40003 for Cooperative Career Education 1

40004 for Cooperative Career Education 2

40081 for Supervised Coop. Occupational Education Employment

Students that are concentrators receiving at least three full credits in the sequence of courses in the Cooperative Career Education Program are required to take an assessment for Technical Skill Attainment (TSA) upon completion of the program.

The Technical Skill Attainment assessments that are DESE approved for the Cooperative Career Education Program are **NOCTI Workplace Readiness:**

http://www.nocti.org/PDFs/JobReady/3033_Workplace_Readiness.pdf

and Skills USA Employability Skills:

http://www.workforcereadysystem.org/media/blueprints/employability_blueprint.pdf.

This program is the **only one** approved to use the above assessments. All other programs must use an assessment that is skill/content specific to the individual program.