

*Date:* August 31, 2018  
*To:* School District Administrators and Building Principals  
*From:* Sharon Wendt, Director, Career and Technical Education Team (CTE)  
*Subject:* Wisconsin State Certified Skill Standards Program

The State Skills Standards Program awards state-approved certification to students who have successfully completed career development experiences in school-based and work-based learning and specified curriculum. This reminder is to make sure students that completed the program during the **2017-18** school year have been properly recorded in the CTE Skills database.

In the beginning of September, the CTE Skills database will display a new tab for choosing the program year. Once available, you must verify that data entry occurs in the correct program year. In addition, the following three processes must be completed prior to registering students for **2018-19**.

- Security must be assigned at the district level by the District Security Administrator to use the CTE Skills registration database for any new staff.
- District Administrators, or their administrative designee, must agree to the program operation assurances; add teachers using a Web Access Management System (WAMS) ID; and assign the appropriate programs to operational staff. To obtain a WAMS ID, see: <https://dpi.wi.gov/cst/data-security/wams/create-account>
- Teachers must enter and register students into the appropriate programs using the student WISEId numbers. WISEIds can be obtained from the district student information system.

Detailed instructions for this process are available at: <http://goo.gl/vkyQuk>

If you have questions or concerns, please feel free to contact:

- Department of Public Instruction Work-Based Learning Program Information
  - [robin.kroyer-kubicek@dpi.wi.gov](mailto:robin.kroyer-kubicek@dpi.wi.gov)
  - (608) 266-2022
- Department of Public Instruction Assistant Child Care Teacher/Infant-Toddler Program Information
  - [diane.ryberg@dpi.wi.gov](mailto:diane.ryberg@dpi.wi.gov)
  - (608) 267-9088
- Department of Public Instruction CTE Skills Standards database access and use
  - [erik.sitts@dpi.wi.gov](mailto:erik.sitts@dpi.wi.gov)
  - (608) 267-2280