

Date: September 9, 2019
To: District Administrators and Building Principals
From: Sharon Wendt, Director, Career and Technical Education Team
Subject: Wisconsin State Certified Skill Standards Program

The State Skill 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 who completed the program during the **2018-19** school year have been properly recorded into 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 **2019-20**:

- 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 WAMS IDs; and assign the appropriate programs to operational staff. WAMS is Wisconsin's secure Web Access Management System. 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:
https://dpi.wi.gov/sites/default/files/imce/cte/2018_11_07_CTE_Skills_DB_Directions.pdf

In addition, the DPI CTE team will be **retiring the following Skill Standards Cooperative Education Programs**. Academic year 2019-20 will be the last year these programs can be offered. It is recommended districts that currently offer these programs begin transitioning their Skill Standards Programs in these areas to another work-based learning option such as Youth Apprenticeship or a quality locally developed program:

- Construction
- Electronics
- Health Science

For more information on Youth Apprenticeship, contact your local consortium coordinator by school district at https://dwd.wisconsin.gov/youthapprenticeship/consortiums_directory.htm.

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

- DPI Work-Based Learning Program Information
 - Robin.Kroyer-Kubicek@dpi.wi.gov
 - (608) 266-2022
- DPI Assistant Child Care Teacher/Infant-Toddler Program Information
 - Diane.Ryberg@dpi.wi.gov
 - (608) 267-9088
- DPI Career and Technical Education Skills Standards database access and use
 - Erik.Sitts@dpi.wi.gov
 - (608) 267-2280
- Department of Workforce Development Youth Apprenticeship program information
 - Amelia.Phillips@dwd.wisconsin.gov
 - (608) 267-3214