



August 6, 2018

Dear Superintendent,

On July 24th, you received a letter regarding changes in the administration of the assessments to earn a National Career Readiness Certificate. Based on the feedback we have received in response to that letter, we have worked with ACT to revise our original plan. For the 2018-19 school year, we are now able to offer schools two options for testing:

1. Have DLR staff on-site at a centralized school to offer assessments to students from several schools. This is what was originally proposed in the July 24 letter. Once applications have been received by DLR, schools will be informed of testing groups. It is then up to these schools to identify a testing location and collaborate with DLR to schedule a testing date. Each school must commit to providing staff to supervise its students, technological assistance as needed, and computers and internet access for each student tester.
2. Have DLR staff remotely assess your students. This is a new option and is a pilot. Once applications are received, DLR staff will coordinate with the school contact to schedule a testing date. School staff proctoring the exam must complete a brief online training, sign the test coordinator agreement and return to the DLR, prior to the exam. DLR staff will provide a script and troubleshooting guide for the proctor. DLR staff will be available by phone and email to assist with issues that may arise. Each school must commit to providing staff to supervise its students, technological assistance as needed, and computers and internet access for each student tester. Please bear in mind that DLR has not conducted remote assessment en masse previously. Thus, schools and DLR will need to work hand in hand as we work out best practices for this option.

Enclosed with this letter, you will find an Application for Assessments that includes the remote testing option. The deadline to complete this form is August 15, 2018. If you have already submitted an application, DLR staff (Heather Nelson or Barb Unruh) will contact you to confirm your preferred method of testing for the 2018-2019 school year.

Questions may be directed to Kendra Ringstmeyer at Kendra.ringstmeyer@state.sd.us. For additional information, visit dlr.sd.gov/workforce_services/ncrc or sdmylife.com/educators/national-career-readiness-certificate-ncrc.

Sincerely,

A handwritten signature in black ink that reads 'Kendra Ringstmeyer'.

Kendra Ringstmeyer
Director, Workforce Training
Department of Labor and Regulation

A handwritten signature in black ink that reads 'Laura Scheibe'.

Laura Scheibe
Director, Division of Career and Technical Education
Department of Education