A PLAN

FOR THE

ASSESSMENT AND CERTIFICATION CENTERS

AT FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE

September 28, 1999

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INTRODUCTION

In early 1999, the College Assessment and Certification Centers (ACCs) began a study of the services offered to FCCJ's faculty, staff and prospective and current students, as well as services to business and industry, in order to determine how best they might be reorganized to provide improvement. Prior to FY 1999/2000, the College had maintained three primary offices to support assessment and certification activities, with positions funded from both College monies and grants. A central office provided support for students in credit programs leading to the Associate of Arts (AA) degree, Associate of Science (AS) and technical certificates, as well as testing for all students entering and leaving the College. This office, at Kent Campus, provided support for small, walk-in test centers located on each of the four FCCJ campuses (Kent, Downtown, North and South). These walk-in centers were designed to meet basic student assessment needs primarily on a first-come, first-served basis.

A second major assessment and certification office was maintained in the Urban Resource Center. This center was designed primarily to serve the needs of post-secondary, adult vocational, adult education and other non-credit and prospective students. In addition, this center provided the basic outreach service to business and industry for assessment and certification purposes, working jointly with other offices in the Urban Resource Center concerned with providing training and related services to business and industry in the Jacksonville metropolitan area. The third center, located on the North Campus, was concerned with providing vocational assessment services for prospective students with disabilities as well as individuals with disabilities from business and industry.

In FY 1998/99, the decision was made by the College to combine the first two offices, while simultaneously decentralizing a major part of the staff housed in the Urban Resource Center to the four major campuses, in order to provide one-stop services for students on each campus. Similarly, the staff who assessed prospective students with disabilities was to be relocated to the campuses to better meet student needs at the local level. The remaining assessment and certification staff in the Urban Resource Center, under the direction of a College-wide director, was to provide planning, coordination, development and monitoring of professional standards to be maintained in the campus centers, as well as providing guidance and support for the expansion of assessment and certification services to business and industry at all sites.

A College-wide Task Force chaired by the Associate Vice President for Workforce Development was appointed to review the above concepts and to recommend basic guidelines and procedures for implementation. This group met over the summer and early fall months and this document reflects the recommendations made by the Task Force as well as the views of the staffs of the assessment and certification centers and others concerned

MISSION OF THE ASSESSMENT AND CERTIFICATION CENTERS

The mission of the Assessment and Certification Centers at Florida Community College at Jacksonville is to provide the highest quality professional services in academic and career assessment, certification and evaluation. Making maximal uses of technology, center staff will provide services to prospective FCCJ students, enrolled students and clients from business and industry.

GOALS AND OBJECTIVES

Goal 1. Provide highest quality one-stop assessment and certification services to FCCJ prospective and enrolled students and clients from business and industry on each of the major FCCJ campuses.

Objectives

1. Campus Assessment and Certification Centers will provide the required assessment and certification support to permit students to enroll and successfully complete the programs of their choice at the College by visiting any one of the campus centers.

2. Campus centers will provide the required support so that clients from business and industry will be able to meet many of their needs at the campus center of their choosing (or at the URC administrative center).

3. Campus centers will devote a part of their activities to special functions and projects which will advance assessment and certification activities College-wide. Projects such as the evaluation of life/work experiences and the development of large test item data bases to support mastery learning will be undertaken to advance knowledge and improve service.

4. Staff of the campus Assessment and Certification Centers will be made a part of the campus structure. Campus center full-time staff will provide the assessment and certification services for that campus and will, in general, not travel to other campuses to provide such services except in cases of emergency or to support overloads at specific sites.

2.

5. Specialists within the Office of Services for Students with Disabilities at each campus will provide recommended accommodations to ensure full accessibility to students with a documented disability enrolled at FCCJ.

6. Staff of the campus centers will participate in the development of College-wide guidelines to ensure coordinated service to students on all campuses, with coordination in the development of these guidelines provided by the URC administrative center.

Goal 2. Provide a coordinating and planning center to support the campus centers.

Objectives

1. Provide an administrative Assessment and Certification Center (located in the Urban Resource Center) to serve as a planning and coordination hub for the campus Assessment and Certification Centers.

2. The URC center will work with the campus centers to develop professional standards for all assessment and certification centers. Standards will be based on guidelines provided by the State of Florida, FCCJ, the American Psychological Association and other pertinent professional associations. The URC center will monitor these guidelines to ensure that students and clients from business and industry receive the highest quality services at all FCCJ sites.

3. The URC center will work with the campus centers in the monitoring of guidelines provided in the contracts covering grant-funded positions in the centers to assure that they are followed.

4. The URC center will order and distribute to the campuses tests requiring special security measures or having other unique characteristics to ensure the secure distribution and maintenance of these assessment tools.

5. The URC center will administer special assessment and certification tools that are deemed inappropriate for delivery at the campus level, due to costs or other factors.

6. The URC center will work with the campus centers to develop guidelines and support for the expansion of assessment and certification services to business and industry at all sites. The URC center will monitor the guidelines to ensure that business and industry client needs are successfully met at all sites.

7. The URC center will provide large-scale services to business and industry.

8. The URC center will provide leadership in the development of automated procedures and in the general uses of technology to improve services to FCCJ students and to clients in business and industry.

3.

9. The URC center will coordinate the development and assignment of special College-wide projects to the campus centers as well as initiating College-wide projects at the URC facility. These will include the assessment of life/work experiences for credit.

10. The URC center will manage and report college-wide Assessment and Certification data.

11. The URC center will serve as a central resource and dissemination point for College-wide communication of assessment and certification matters via a Web site and other communication tools as appropriate.

12. Services for Students with Disabilities will be available on each campus. Each office will review documentation of disability and provide for accommodations.

13. The Director of Services for Students with Disabilities will provide orientation to staff at each campus Assessment and Certification and Career Development Center regarding services for students with disabilities.

14. The Downtown Assessment & Certification Office will provide specialized assessment to individuals referred from the Division of Vocational Rehabilitation for the purpose of developing a comprehensive plan to ensure maximum success in education and employment.

Goal 3. Coordinate activities of the Assessment and Certification Centers (ACCs) with the Career Development Centers (CDCs) to assure highest quality, non-duplicative services to FCCJ students and to clients in business and industry

Objectives

1. Career development on-line programs, where appropriate, will be made available to FCCJ students on all PCs in all College labs, including those in the Assessment & Certification Centers, the LRCs, the LACs, the CDC facilities and the Campus Open Computer Labs. As such, all computers in these facilities will be covered under the computer lab replacement cycle.

2. FCCJ Students who request personal assistance in planning their careers will be referred to the Career Development Centers where they will be seen by an intake staff member.

3. Students will be referred to appropriate sources for further assessment, career guidance or job placement assistance as determined by the CDC intake staff member. The CDC intake staff member continues to be the central source of assistance and referral to each student initially interviewed.

4.

4. Academic assessment and certification data will be entered into the student's master file through Orion by the appropriate office. All hard copy information will be maintained in the appropriate campus Office of Student Success. Such files will be made available to Assessment & Certification staff, advisors and counselors.

5. ACC and CDC staff will cooperate in all ways possible to ensure the highest quality of service to students.

6. At some point in the future, CDC's will provide services to business and industry and the general public in regard to career planning; until that time such contractual services will be provided by the URC administrative center in conjunction with campus ACCs.

7. Throughout the academic year, ACC and CDC staff will meet monthly on each campus and heads of each campus ACC and CDC (or their designees) will meet College-wide each month.

8. Students requesting or identified as possibly needing specialized assistance due to a disability will be referred to the specialist for Services for Students with Disabilities office for an intake interview and a referral to community based services (Division of Vocational Rehabilitation) when appropriate.

Goal 4. Develop highest quality physical facilities and technological support to permit all service goals to be realized.

Objectives

1. Identify sufficient space for the ACC on each campus , including accommodations for students with disabilities, adjacent, contiguous or in the general area of the campus CDC and renovate it to complement the existing CDC facilities.

2. Provide and maintain updated technological support for each ACC (PC's, printers, scanners, software, et. al.) which matches the physical facilities in quality.

3. Identify and provide sufficient space in the URC to house the administrative facility and renovate it to complement the renovated ACC campus facilities.

4. Provide and maintain updated technological support for the URC center (PC's, printers, scanners, software, et. al.) which matches the physical facilities in quality.

5. The Director of Services for Students with Disabilities will provide technical assistance as to accessibility structure and assistive technology needs to meet college-wide ADA requirements for each campus Assessment and Certification and Career Development Center. The Director will also provide specialized technology support and instruction to maximize effective use of all assistive technology software and equipment.

Goal 5. Explore and disseminate new initiatives in higher education, business and industry that impact assessment and certification in the learning environment.

Objectives

1. Assessment and Certification staff on all campuses and the URC will . systematically review professional literature in these areas and disseminate relevant findings to all ACC staff.

2. Assessment staffs will explore the development of innovative assessment and certification procedures, to include assessment of life/work experiences for credit.

Goal 6. Evaluate the effectiveness of services and implement needed improvements

Objectives

1. Formative evaluations will be an on-going process. An annual evaluation of the services provided by each assessment center will also be conducted by the center concerned. This evaluation will include responses from FCCJ students, faculty and administrators who use the center's services, as well as representatives from business and industry clients. A standard evaluation form and procedures will be developed by the central office in consultation with the Assessment and Certification Council and will be followed by all centers.

2. The results of the annual evaluations will be made available to those concerned and will provide the basis for improvements to be made to services at each site.

ORGANIZATION

Campus Assessment Centers. Each campus will have a designated lead person to head activities within the center. The leaders of the centers will report to the campus president through a designated chain of command, usually through the Dean of Student Success and the campus Executive Dean. Each campus ACC may choose to create a local advisory council in conjunction with the CDCs and other related service departments, which may also include faculty representing departments that are primary users of the center's services, as well as representatives from business and industry as appropriate..

URC Administrative Center. An administrative center headed by the Director of Assessment and Certification Centers will provide coordination and guidance to the campus centers.

Assessment and Certification Committee. A College-wide Assessment and Certification Committee will advise the Director of Assessment and Certification Centers. It will recommend and coordinate policy and procedures affecting professional services and contract negotiations and charges to business and industries within all FCCJ ACC's. The Committee will be comprised of the leader of each campus center (or his/her designee) and will be chaired by the Director of ACCs. The Committee will meet monthly (or more often as needed) throughout the academic year.

Services to Business and Industry. A chief mission of the URC administrative center will be to provide service to local business and industries. However, all campus centers will be encouraged to provide contractual services to business and industry as well as to FCCJ students. To support cooperation among campus centers in this regard, campus centers will be encouraged to provide services to businesses and industries in their geographical area whose needs are complemented by the academic programs given special emphasis by that campus.

Campus centers will need to coordinate business and industry contracts with the URC center; this office in turn will develop and maintain an on-line data base of employers currently being served by the ACC's. This data base will be accessible by each center prior to recruiting in their area. Should concerns arise as to the appropriate site for service to be rendered to any business or industry, it will be resolved by the Assessment and Certification Committee.

FUNDING

All Centers. Campus Centers as well as the URC center will receive funds to support basic activities. However, the ordering and funding of the costs for those assessment measures requiring special security and unique considerations will be borne by the URC center. The authorized representative for campus center budgets will be determined by each campus. The authorized representative for the URC center funds will be the Director of ACCs.

Business and Industry Contracts and Agreements. Contracts for services with businesses and industries will be negotiated by the center providing the service, whether this is a campus center or the URC center. Negotiated services and charges will be based on standards developed and approved by the Assessment and Certification Council. Funds obtained as a result of these contracts and agreements (as well as other funds generated through grants or other entrepreneurial activities) will be deposited through the appropriate campus or URC business office in College general funds and will be made available to the center concerned to cover costs of executing the contract or grant .

TIME TABLE

The major components of this plan (allocation of staffs to campuses and URC center; training of all staff; identification and renovation of permanent physical facilities on the campuses and URC; and implementation of the primary goals and objectives) are expected to be completed within the period September, 1999 through August 2000. A time frame for completion of these activities follows:

August, 1999: Initial consideration of the plan by the Assessment and Certification Council and key administrators.

September, 1999: Review of the plan by the Assessment and Certification Task Force and others as appropriate. Training of ACC center staff and staff of Services for Students with Disabilities conducted. Planning continues for identification of space for centers at each campus and URC.

September 30, 1999: Assessment and Certification Centers Plan approved; implementation begins. Space identified for all campus centers and the URC center.

October 8, 1999. All center staff training completed. Automation of selected activities begins.

November-December, 1999: Automation of activities continues. Work begins on standards for business and industry contracts and charges.

January 1, 2000: All centers now perform basic operations on their own campuses with their own staffs. Special projects identified for each campus and URC for remainder of fiscal year. Standards for business and industry contracts and charges completed. Task Forces identified to recruit clients from business and industry. ACC Web site functional. Data base of business and industry clients functional.

February-July, 2000: Renovation of ACC physical facilities on each campus and URC underway. Furnishings and equipment selected and ordered. Automation of key activities completed. Development of on-line procedures for selected tests underway.

July, 2000: All renovations completed, furnishings and equipment delivered and in place. ACC's unofficially open.

Fall Convocation, 2000: Official opening of campus and URC Assessment and Certification Centers.

Appendix A. Current Services at Assessment Centers

Area of Responsibility	Kent Campus Assessment & Certification Center	URC Assessment & Certification Center	Other Campuses Assessment & Certification Centers
1. Serve as a general information center relating to all Assessment and Certification Centers and maintain a general information web site.	x	x	
2. Coordinate the College-wide development and expansion of services to business and industry to facilitate campus center' participation.		x	
3. Further develop the on-line certification program for dissemination to certification and assessment centers.		x	
4. Coordinate the establishment of college-wide policies, procedures and contracts related to all testing programs (e.g. research, materials selection, establishment of cut scores, establishment of fees, test security, reporting and recording methods, etc.)	x	x	
5. Analyze the effectiveness of all testing programs.	x	x	
6. Coordinate and administer Duval and Nassau public, private, home-school high school testing programs (e.g. dual enrollment, tenth grade testing, tech prep).	x		
7. Administer TABE and CASAS assessments to community sites/schools on behalf of adult studies.		x	
8. Contract for and coordinate the administration of certification exams and college exit tests (GED, CLAST, HSCT, NAT & HOT).	x	x	
9. Administer credit by exam programs with the exception of PEP.	x		
10. Provide business and industry with assessment services on behalf of the College with billing from the servicing site.		x	
11. Schedule and administer group testing for placement, entrance and course exit on each campus including the hiring of needed personnel.	x	x	x
12. Establish hours for walk-in testing centers in coordination with Student Success.	x		x
13. Produce and distribute a college-wide schedule detailing all walk-in testing center hours.	x		
14. Determine whether placement, career, vocational and entrance tests will be administered by group or in the walk-in centers.	x	x	
15. Provide group and walk-in placement, course exit, vocational and entrance testing programs.	x	x	x
16. Produce and disseminate an annual testing schedule for the campuses.	x	x	
17. Produce an annual schedule by combining all campus schedules on June 15 each year.	x	x	
18. Design and develop mainframe and microcomputer applications related to test administration, scanning, uploading, scoring, reporting and recording including Orion.	x	x	
19. Order, store, update and distribute test booklets, study guides, brochures, forms, and scan sheets for the most widely used assessment measurements for all centers.	x	x	
20. Provide score reports and input test scores for placement, exit and entrance tests administered in centers.	x	x	
21. Participate on grant writing teams representing assessment and coordinate assessment activities related to funded grants.	x	x	
22. Receive and process scores from external agencies (e.g. SAT, ACT, AP, GED, CLAST, HSCT)	x	x	
23. Provide vocational evaluation services to students.	x	x	
24. Select and hire assessment certification staff.	x	x	
25. Train certification and assessment staff.	x	x	
26. Acquire computers, equipment and non-testing related supplies for certification and assessment staff.	x	x	
27. Accept registrations for credit by exam, entrance and college wide exit tests from prospective or current students.	x	x	
28. Coordinate the processing of CLAST waiver requests, CLAST remediation courses, CLAST remediation tracking, and item analysis.	*Edythe Abdullah's office		
29. Provide make-up (not re-take) on behalf of full and part-time faculty (excluding telecourses).	x		x

Appendix B. Projected Services at Assessment Centers
at Implementation of Plan, 2000

Area of Responsibility	URC Assessment & Certification Center	Campus Assessment & Certification Centers
1. Serve as a general information center relating to all Assessment and Certification Centers and maintain a general information web site.	x	
2. Coordinate the College-wide development and expansion of services to business and industry to facilitate campus center' participation.	x	
3. Further develop the on-line certification program for dissemination to certification and assessment centers.	x	x
4. Coordinate the establishment of college-wide policies, procedures and contracts related to all testing programs (e.g. research, materials selection, establishment of cut scores, establishment of fees, test security, reporting and recording methods, etc.)	x	
5. Analyze the effectiveness of all testing programs.	x	
6. Coordinate Duval and Nassau public, private, home-school high school testing programs (e.g. dual enrollment, tenth grade testing, tech prep); also coordinate administration of certification exams and college exit tests (GED, CLAST, HSCT, NAT & HOT).	x	
7. Administer TABE and CASAS assessments to community sites/schools on behalf of adult studies.		x
8. Administer Duval and Nassau public, private, home-school high school testing programs (e.g. dual enrollment, tenth grade testing, tech prep); also administer certification exams and college exit tests (GED, CLAST, HSCT, NAT & HOT).		x
9. Administer credit by exam programs with the exception of PEP.		x
10. Provide business and industry with assessment services on behalf of the College with billing from the servicing site.	x	x
11. Schedule and administer group testing for placement, entrance and course exit on each campus including the hiring of needed personnel.		x
12. Establish hours for walk-in testing centers in coordination with Student Success.		x
13. Produce and distribute a college-wide schedule detailing all walk-in testing center hours.	x	
14. Determine whether placement, career, vocational and entrance tests will be administered by group or in the walk-in centers.		x
15. Provide group and walk-in placement, course exit, vocational and entrance testing programs.		x
16. Produce and disseminate an annual testing schedule at each campus.		x
17. Produce an annual schedule by combining all campus schedules on June 15 each year.	x	
18. Design and develop mainframe and microcomputer applications related to test administration, scanning, uploading, scoring, reporting and recording including Orion.	x	
19. Order, store, update and distribute to all centers those booklets, study guides, brochures, forms, and scan sheets for the assessment measures requiring the most security.	x	
20. Provide score reports and input test scores for placement, exit and entrance tests administered in centers.		x
21. Participate on grant writing teams representing assessment and coordinate assessment activities related to funded grants.	x	x
22. Receive and process scores from external agencies (e.g. SAT, ACT, AP, GED, CLAST, HSCT)	x	
23. Provide vocational evaluation services to students.		x
24. Select and hire assessment certification staff.	x	x
25. Train certification and assessment staff.	x	x
26. Acquire computers, equipment and non-testing related supplies for certification and assessment staff.	x	x
27. Accept registrations for credit by exam, entrance and college wide exit tests from prospective or current students.		x
28. Coordinate the processing of CLAST waiver requests, CLAST remediation courses, CLAST remediation tracking, and item analysis.	*Edythe Abdullah's office	
29. Establish policies and procedures for limited testing on behalf of FCCJ faculty for special circumstances only	x	x
30. Provide assessment of life/work experience for credit	x	x

Appendix C. Current Services
within
Services for Students with Disabilities Department

Area of Responsibility	Central North	Campus North, South, Kent & Downtown
1. Coordinate college-wide services to individuals with disabilities receiving services through the Auxiliary Aid Program.	(AA)	(AA)
2. Review documentation of disability and authorize all services within the Auxiliary Aids and Vocational Services Program.	(AA) (VS)	
3. Review documentation of disability and provide appropriate recommendations for Course Substitutions/CLAST Waivers, Testing Accommodations for CLAST, GED, TABE.	(AA)	
4. Maintain Fund I and Fund II budgets and negotiate contractual services with community based referral agencies.	(AA) (VS)	
5. Represent the College concerning disability issues by participation in statewide taskforce and state rehabilitation organizations.	(AA) (VS)	
6. Serve as general information center concerning college-wide services available to students with disabilities and maintain a general information web site.	(AA)	
7. Provide specialized assessment to individuals referred from the Division of Vocational Rehabilitation for the purpose of developing a comprehensive plan.	(VS)	
8. Analyze behavioral observations and vocational assessment results (aptitudes, interests, cognitive potential, academic achievement levels and physical tolerances).	(VS)	
9. Provide recommendations for achieving maximum independence in employment and education to referring Vocational Rehabilitation counselors and consumers of service with severe disabilities by conducting an individual staffing and issuing an extensive written report.	(VS)	
10. Provide disability orientation concerning accessibility issues, disability etiquette and special needs of students with disabilities.	(AA)	(AA)
11. Select and hire individuals to provide recommended education support services (notetakers, tutors, readers, scribes) which ensure full accessibility to students with a documented disability.		(AA)
12. Perform intake interviews, receive documentation of disability, process request for educational support services.		(AA)
13. Provide general information as to accessibility structure and assistive technology needs to meet college-wide ADA requirements.	(AA)	(AA)
14. Provide instruction to maximize effective use of all assistive technology software and equipment.		(AA)
15. Promote statewide leadership and facilitate statewide training conferences through participation in the Florida Vocational Evaluation and Work Adjustment Association.	(VS)	

(AA) Auxiliary Aids Program
(VS) Vocational Services Program

Area of Responsibility	Central North	Campus North, South, Kent & Downtown
16. Analyze feedback from participants completing Vocational Services program evaluation surveys to ensure quality services and/or provide the basis for improvements to be made to services as necessary	(VS)	
17. Refer individuals to community based services (Vocational Rehabilitation) when appropriate.	(AA)	(AA)
18. Maintain data banks necessary for accountability in generating Department of Education yearly report for Auxiliary Aids budget and services.	(AA)	
19. Maintain master files for Auxiliary Aids and Vocational Services Programs.	(AA) (VS)	
20. Facilitate communication in the classroom and provides full campus accessibility for deaf/hard of hearing students and faculty through American Sign Language and/or Signed English.		(AA)
21. Serve as mentors for AS Interpreter Training Program		(AA)
22. Evaluate and supervise temporary/part-time interpreters.	(AA)	(AA)
23. Develop course vocabularies, training materials and tapes for courses in which signs have not been established utilizing American Sign Language.	(AA)	
24. Generate a master schedule for interpreter services for deaf/hard of hearing students college-wide.	(AA)	
25. Process timecards for temporary part-time interpreters.	(AA)	
26. Administer work sample testing to individuals with severe disabilities referred to the Vocational Services Program	(VS)	
27. Maintain accountability reports and billing information to referring community based agencies.	(VS)	
28. Schedule individuals with severe disabilities for a comprehensive assessment to establish a vocational plan.	(VS)	
29. Type Vocational Evaluation and Job Placement reports	(VS)	
30. Provide vocational placement to individuals with severe disabilities, which often includes an accessibility survey, job development and comprehensive job analysis to identify essential functions of a position or reasonable accommodations.	(VS)	
31. Provide transitional intervention services to address work adjustment issues and rehabilitation engineering issues as necessary.	(VS)	
32. Instruct individuals with severe disabilities to ensure job seeking and keeping skills in the following areas: employment application completion, resume development, proper interviewing techniques, job search strategies, and realistic work behavior expectations.	(VS)	

(AA) Auxiliary Aids Program
(VS) Vocational Services Program

Appendix D. Projected Services
within
Services for Students with Disabilities Department.
Year 2000

Area of Responsibility	Downtown	Campus North, South and Kent
1. Coordinate college-wide services to individuals with disabilities receiving services through the Auxiliary Aid Program.	(AA)	(AA)
2. Review documentation of disability and authorize all services within the Auxiliary Aids and Vocational Services Program.	(AA)(VS)	(AA)
3. Review documentation of disability and provide appropriate recommendations for Course Substitutions/CLAST Waivers, Testing Accommodations for CLAST, GED, TABE.	(AA)	(AA)
4. Maintain Fund I and Fund II budgets and negotiate contractual services with community based referral agencies.	(AA)(VS)	
5. Represent the College concerning disability issues by participation in statewide taskforce and state rehabilitation organizations.	(AA)(VS)	
6. Serve as general information center concerning college-wide services available to students with disabilities and maintain a general information web site.	(AA)	
7. Provide specialized assessment to individuals referred from the Division of Vocational Rehabilitation for the purpose of developing a comprehensive plan.	(VS)	
8. Analyze behavioral observations and vocational assessment results (aptitudes, interests, cognitive potential, academic achievement levels and physical tolerances).	(VS)	
9. Provide recommendations for achieving maximum independence in employment and education to referring Vocational Rehabilitation counselors and consumers of service with severe disabilities by conducting an individual staffing and issuing an extensive written report.	(VS)	
10. Provide disability orientation concerning accessibility issues, disability etiquette and special needs of students with disabilities.	(AA)	(AA)
11. Select and hire individuals to provide recommended education support services (notetakers, tutors, readers, scribes) which ensure full accessibility to students with a documented disability.	(AA)	(AA)
12. Perform intake interviews, receive documentation of disability, process request for educational support services.	(AA)	(AA)
13. Provide general information as to accessibility structure and assistive technology needs to meet college-wide ADA requirements.	(AA)	(AA)
14. Provide instruction to maximize effective use of all assistive technology software and equipment.	(AA)	(AA)
15. Promote statewide leadership and facilitate statewide training conferences through participation in the Florida Vocational Evaluation and Work Adjustment Association.	(VS)	

(AA) Auxiliary Aids Program
(VS) Vocational Services Program

Area of Responsibility	Downtown	Campus North, South and Kent
16. Analyze feedback from participants completing Vocational Services program evaluation surveys to ensure quality services and/or provide the basis for improvements to be made to services as necessary.	(VS)	
17. Refer individuals to community based services (Vocational Rehabilitation) when appropriate.	(AA)	(AA)
18. Maintain data banks necessary for accountability in generating Department of Education yearly report for Auxiliary Aids budget and Services.	(AA)	
19. Maintain master files for Auxiliary Aids and Vocational Services Programs.	(AA)(VS)	
20. Facilitate communication in the classroom and provides full campus accessibility for deaf/hard of hearing students and faculty through American Sign Language and/or Signed English.	(AA)	(AA)
21. Serve as mentors for AS Interpreter Training Program.	(AA)	(AA)
22. Evaluate and supervise temporary/part-time interpreters.	(AA)	(AA)
23. Develop course vocabularies, training materials and tapes for courses in which signs have not been established utilizing American Sign Language.	(AA)	(AA)
24. Generate a master schedule for interpreter services for deaf/hard of hearing students college-wide.	(AA)	
25. Process timecards for temporary part-time interpreters.	(AA)	(AA)
26. Administer work sample testing to individuals with severe disabilities referred to the Vocational Services Program.	(VS)	
27. Maintain accountability reports and billing information to referring community based agencies.	(VS)	
28. Schedule individuals with severe disabilities for a comprehensive assessment to establish a vocational plan.	(VS)	
29. Type Vocational Evaluation and Job Placement reports.	(VS)	
30. Provide vocational placement to individuals with severe disabilities, which often includes an accessibility survey, job development and comprehensive job analysis to identify essential functions of a position or reasonable accommodations.	(VS)	
31. Provide transitional intervention services to address work adjustment issues and rehabilitation engineering issues as necessary.	(VS)	
32. Instruct individuals with severe disabilities to ensure job seeking and keeping skills in the following areas: employment application completion, resume development, proper interviewing techniques, job search strategies, and realistic work behavior expectations.	(VS)	

(AA) Auxiliary Aids Program
(VS) Vocational Services Program

**Appendix E. Current Tests
Administered in Assessment Centers**

Current Tests Administered

Test Type	Test Name	Kent Assessment & Certification Center	URC Assessment & Certification Center	Campus Assessment & Certification Centers
Placement Tests for Programs and Courses	CPT	TRCS		TRS
	TABE	TRS	TRCS	CS
–	FCELPT	TRCS		TRS
	CPT-L	TRCS		TRS
	CASAS		TRCS	
	Chemistry	CS		TRS
	Nelson Denny	CS		TRS
	SAT		TRS	
	ACT	TRS	TRS	
Career Assessments	Career Scope	TRS	TRCS	TRS
	Apticom		TRCS	
	SHL		TRCS	
	Sage		TRCS	
	Myers Briggs		TRCS	
	ACT Work Keys		TRCS	
	Qwiz		TRCS	
	ERI	TRS	TRCS	TRS
	Choice	TRS	TRCS	TRS
	MVS	TRS	TRCS	TRS
	Kiersey Temerament Sorter	TRS	TRCS	TRS
	Vocational Learning Styles	TRS	TRCS	TRS
	Self-Directed Search	TRS	TRCS	TRS
	Career Decision Making	TRS	TRCS	TRS
	Sigi Plus	TRS	TRCS	TRCS
Credit by Exam	CLEP	C		TS
	PEP	TCS		
	DANTES	C	TRCS	TS
	Other	C		
Course Exit Tests	MAT 0002	TRCS		TR
	MAT 0024	TRCS		TR
	ENC 0021	TRCS		
	REA 0010	TRCS		
Program Entrance Exams	NAT		TRCS	
	HOT		TRCS	
	CAT		TRCS	
College Exit Exams	GED/Practice GED	T	TRCS	T
	CLAST	TRCS		T
	HSCT	T	TRCS	T
Business/Industry	Various		TRCS	
Licensure/Certification	Various		TRCS	
	Food Handlers		TRCS	
High School Programs	Dual Enrollment	TRCS		
	Tenth Grade	TRCS		
	Tech Prep	TRCS		
	Recruiting	TRCS		
Institutional Testing		TCS	TCS	TCS
Community Schools/Sites			TRCS	

T=Administer test to current and prospective students and business and industry as appropriate.

R= score tests for current and prospective students and business and industry as appropriate.

C=establish procedures for test security, approve contracts, select and purchase materials, produce brochures, establish cut scores, perform research, establish criteria for retesting, set fees, design scan sheets; administer to business and industry as appropriate.

S=determine test administration schedule.

**Appendix F. Projected Tests
to be Administered in Assessment Centers,
Year 2000**

Projected Tests Administered at Implementation of Plan

Test Type	Test Name	URC Assessment & Certification Center	Campus Assessment & Certification Centers
Placement Tests for Programs and Courses	CPT	CS	TRS
	TABE	CS	TRS
	FCELPT	CS	TRS
	CPT-L	CS	TRS
	CASAS	CS	TRS
	Chemistry	CS	TRS
	Nelson Denny	CS	TRS
	SAT		TRS
	ACT		TRS
Career Assessments	Career Scope	CS	TRS
	Apticom	CS	TRS
	SHL	RCS	TS
	Sage	RCS	TS
	Myers Briggs	CS	TRS
	ACT Work Keys	RCS	TS
	Qwiz	CS	TRS
	ERI	CS	TRS
	Choice	CS	TRS
	MVS	CS	TRS
	Kiersey Temperament Sorter	CS	TRS
	Vocational Learning Search	CS	TRS
	Self-Directed Search	CS	TRS
	Career Decision Making	CS	TRS
	Sigi Plus	CS	TRCS
Credit by Exam	CLEP	CS	TRS
	PEP	RCS	T*
	DANTES	CS	TRS
	Other	CS	TRS
Course Exit Tests	MAT 0002	CS**	TRS
	MAT 0024	CS**	TRS
	ENC 0021	CS**	TRS
	REA 0010	CS**	TRS
Program Entrance Exams	NAT	CS	TRCS
	HOT	CS	TRCS
	CAT	CS	TRCS
College Exit Exams	GED/Practice GED	CS	TRCS
	CLAST	RCS	T
	HSCT	RCS	T
Business/Industry	Various	TRCS	TRS
Licensure/ Certification	Various	TRCS	TRS
	Food Handlers	CS	TRS
High School Programs	Dual Enrollment	TRCS	
	Tenth Grade	TRCS	
	Tech Prep	TRCS	
	Recruiting	CS	TRS
Institutional Testing		CS	TRS
Community Schools/Sites		CS	TRS

T=Administer test to current and prospective students and business and industry as appropriate.
R= score tests for current and prospective students and business and industry as appropriate.
C=establish procedures for test security, approve contracts, select and purchase materials, produce brochures, establish cut scores, perform research, establish criteria for retesting, set fees, design scan sheets; administer to business and industry as appropriate.
S=determine test administration schedule.
*Given outside the campus centers.
**Cut scores established by academic areas concerned and disseminated college-wide by URC center

**Appendix G. Individual Evaluation Plan,
Vocational Services Program
(Current & Projected)**

Individual Evaluation Plan Vocational Services Program

Achievement

1. Stanford Achievement
   Reading Comprehension
   Spelling
   Language
2. Wide Range Achievement Test
   Concept of Numbers
   Math Computation
3. Woodcock-Johnson Psycho Educational Battery

Intelligence

1. Raven Progressive Matrices
2. Revised Beta Examination

Personality

1. Psychological Screening Inventory
2. Carlson Psychological Survey
3. Beck Depression Inventory

Work Samples

1. Valpar #2 - Size Discrimination
2. Valpar #3 - Numerical Sorting
4. Valpar #4 - Upper Extremity Range of Motion
5. Valpar #6 - Independent Problem Solving
6. Valpar # 8 - Simulated Assembly
7. Valpar # 9 - Whole Body Range of Motion
8. Valpar #11 - Eye-Hand-Foot Coordination

Specifics

1. Dvorine Color Vision
2. Minnesota Paper Form Board
3. Minnesota Spatial Relations
4. Oral Directions Tests
5. Survey of Study Habits & Attitudes
6. Typing Test
7. Employability Maturity Interview
8. Vocational Decision-Making Interview
9. Learning styles Inventory (LSI)

Aptitudes

1. Aptitude Tests for Occupations
   Personal - Social
   Mechanical
   General Sales
   Clerical Routine
   Computation
   Science
2. Bennett Mechanical Comprehension
3. Career Ability Placement Survey
4. Computer Operator Aptitude Battery
5. Computer Programmer Aptitude
6. General Clerical Test
7. Minnesota Clerical Test

Language Development

1. Peabody Picture Vocabulary Test

Dexterity

1. Bennett Hand-Tool Dexterity
2. Crawford Small Parts Dexterity
3. Minnesota Rate of Manipulation
4. Pennsylvania Bi-Manual Worksample
5. Purdue Pegboard

Interest inventories

1. Wide Range Interest Opinion Test
2. Pictorial Inventory of Careers (PIC)
3. Vocational training Inventory and
   Exploration Survey (VOC-TIES)

Career Exploration

1. Dictionary of Occupational Ties
2. Florida Views
3. Guide for Occupational Exploration
4. Guide for Basic Skills Jobs
5. Occupational Outlook Handbook
6. Self-Directed Search (Form R)
7. Self-Directed Search (Form E)
8. America's top Jobs (Computerized)
9. Business U.S.A. (Computerized)

Other

APTICOM (Computerized Evaluation
Instrument)

**Appendix H. Projected Staffing
of Assessment Centers,
Year 2000**

PROJECTED STAFFING OF ASSESSMENT CENTERS
AT IMPLEMENTATION OF PLAN, YEAR 2000

URBAN RESOURCE CENTER

Assessment & Certification Center

Jack Chambers, Interim Director of Assessment & Certification Centers
Jean Baker, Project Coordinator
Brenda Herman, Technical Assistant I
Carl Jowers, Vocational Evaluation Specialist III
Abram King, Test Center Coordinator (32 hours)
Karen Stearns, Admin. Asst. III
Jessica Weaver, Assessment Services Technical Assistant (replaces Lee Clements)
Susanne Wedberg, Vocational Evaluation Specialist I

DOWNTOWN CAMPUS

Assessment & Certification Center

Patricia Becton, Assessment & Certification Center Manager
Jackie James, Senior Support Specialist
Kathryn Keith, Test Center Coordinator
Robert Lily, Vocational Evaluation Specialist I
Lois Lindsey, Vocational Evaluation Specialist I

Vocational Rehabilitation Staff

Charles R. Grissinger, Project Coordinator/Vocational Evaluator
William C. Grissinger, Jr., Job Placement Specialist
Marian E. Hunt, Admin. Asst. II
Leonie Nelson, Vocational Evaluator I (10 hours)

Office for Services for Students with Disabilities

Cecilia Sumner, Director of Office for Services for Students with Disabilities
Admin. Asst. II (Position Open)
Specialist for Students with Disabilities (Position Open)
Interpreter II (Position Open)

KENT CAMPUS

Assessment & Certification Center

Betty Neyer, Assessment & Certification Center Manager
Sheila Davis, Test Center Coordinator
Jace Loehmann, Senior Support Analyst
Marie Signorile, Vocational Evaluation Specialist III

Office for Services for Students with Disabilities

Carolann Melican, Specialist for Students with Disabilities (32 hours)
Opal Player, Interpreter II

NORTH CAMPUS

Assessment & Certification Center

Joe Avirett, Test Center Coordinator
Leonie Nelson, Vocational Evaluation Specialist I (30 hours)
Gary Smith, Vocational Evaluation Specialist I

Office for Services for Students with Disabilities

Mary Daum, Advisor I (32 hours)
John Dennis, Specialist for Students with Disabilities (20 hours)

SOUTH CAMPUS

Assessment & Certification Center

Marcia Samuel-Alase, Test Center Coordinator
Elle Barry, Administrative Assistant I
Amanda Murray, Vocational Evaluation Specialist I
Diane Smith, Senior Support Specialist

Office for Services for Students with Disabilities

Specialist for Students with Disabilities/Placement Specialist (32 hours--Position Open)
Deborah Tucker, Interpreter II

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Appendix I. On-Line Certifications
(Current & Projected)

CERTIFICATION	EXAM #	PROVIDER	EXAM NAME	FEE	SITE	TIMES	LANG.
Hycurve	1210i	VUE	Building Web documents with HTML	$100.00	URC	Daily	English
Hycurve	1210s	VUE	Building Web documents with HTML	$100.00	URC	Daily	English
Hycurve	1250i	VUE	Planning Web Site Requirements	$100.00	URC	Daily	English
Hycurve	1250s	VUE	Planning Web Site Requirements	$100.00	URC	Daily	English
Hycurve	3510i	VUE	Performing Effective Web Administration	$125.00	URC	Daily	English
Hycurve	3510s	VUE	Performing Effective Web Administration	$125.00	URC	Daily	English
Hycurve	4510i	VUE	Information and Media Design for the Web	$125.00	URC	Daily	English
Hycurve	4510s	VUE	Information and Media Design for the Web	$125.00	URC	Daily	English
Hycurve	5510i	VUE	Planning and Implementing a Secure InterNet Presence	$125.00	URC	Daily	English
Hycurve	5510s	VUE	Planning and Implementing a Secure InterNet Presence	$125.00	URC	Daily	English
Hycurve	6510i	VUE	Planning and Deploying Web Applications	$125.00	URC	Daily	English
Hycurve	6510s	VUE	Planning and Deploying Web Applications	$125.00	URC	Daily	English
Hycurve	9740i	VUE	Reengineering Applications for the InterNet	$150.00	URC	Daily	English
Hycurve	9740s	VUE	Reengineering Applications for the InterNet	$150.00	URC	Daily	English
Lucent	BTE161T01B	VUE	Basic Definity I Certification	$150.00	URC	Daily	English
Lucent	BTE162T01B	VUE	Basic Definity II Certification	$150.00	URC	Daily	English
Lucent	BTE163T01B	VUE	Advanced Definity Certification	$150.00	URC	Daily	English
Lucent	DTT001T01B	VUE	Lucent Clear Trac Installation Certification	$150.00	URC	Daily	English
Lucent	DTT023T01B	VUE	Lucent Access Concentrator Installation Certification	$150.00	URC	Daily	English
Lucent	DTT081T01B	VUE	Lucent A500 Installation Certification	$150.00	URC	Daily	English
Lucent	DTT082T01B	VUE	Lucent P550 Installation Certification	$150.00	URC	Daily	English
Lucent	DTT108T01B	VUE	Lucent Postmaster Installation Certification	$150.00	URC	Daily	English
Microsoft	070-013	VUE	Implementing & Supporting Microsoft SNA Server 3.0	$100.00	URC	Daily	English
Microsoft	070-018	VUE	Implementing & Supporting Microsoft Systems Management Server 1.2	$100.00	URC	Daily	English
Microsoft	070-021	VUE	Microsoft SQL Server 4.2 Database Implementation	$100.00	URC	Daily	English
Microsoft	070-022	VUE	Microsoft SQL Server 4.2 Database Administration for Windows NT	$100.00	URC	Daily	English
Microsoft	070-024	VUE	Developing Applications with C++ Using the MS Foundations Class Library	$100.00	URC	Daily	English
Microsoft	070-025	VUE	Implementing OLE in Microsoft Foundation Class Library 4.0 Applications	$100.00	URC	Daily	English
Microsoft	070-026	VUE	System Administration for Microsoft SQL Server 6.5	$100.00	URC	Daily	English
Microsoft	070-027	VUE	Implementing a Database Design on Microsoft SQL Server 6.5	$100.00	URC	Daily	English
Microsoft	070-028	VUE	Administering Microsoft SQL Server 7.0	$100.00	URC	Daily	English
Microsoft	070-042	VUE	Implementing and Supporting Microsoft Windows NT Server 3.51	$100.00	URC	Daily	English
Microsoft	070-043	VUE	Implementing and Supporting Microsoft Windows NT Server 3.51	$100.00	URC	Daily	English
Microsoft	070-053	VUE	Internetworking Microsoft TCP/IP on Microsoft Windows NT (3.5-3.51)	$100.00	URC	Daily	English
Microsoft	070-055	VUE	Designing and Implementing Web Sites with Microsoft FrontPage 98	$100.00	URC	Daily	English
Microsoft	070-058	VUE	Networking Essentials	$100.00	URC	Daily	English
Microsoft	070-059	VUE	Internetworking with Microsoft TCP/IP on Microsoft Windows NT 4.0	$100.00	URC	Daily	English

CERTIFICATION	EXAM #	PROVIDER	EXAM NAME	FEE	SITE	TIMES	LANG.
Microsoft	070-064	VUE	Implementing & Supporting Microsoft Windows 95	$100.00	URC	Daily	English
Microsoft	070-065	VUE	Programming with Microsoft Visual Basic 4.0	$100.00	URC	Daily	English
Microsoft	070-067	VUE	Implementing and Supporting Microsoft Windows NT Server 4.0	$100.00	URC	Daily	English
Microsoft	070-068	VUE	Implementing & Supporting MS Windows NT Server 4.0 in the Enterprise	$100.00	URC	Daily	English
Microsoft	070-069	VUE	Microsoft Access for Windows 95 & Microsoft Access Developers Toolkit	$100.00	URC	Daily	English
Microsoft	070-073	VUE	Implementing & Supporting Microsoft Windows NT Workstation 4.0	$100.00	URC	Daily	English
Microsoft	070-076	VUE	Implementing and Supporting Microsoft Exchange Server 5.0	$100.00	URC	Daily	English
Microsoft	070-077	VUE	Implementing & Supporting MS Internet Info Server 3.0 & MS Index Server 1.1	$100.00	URC	Daily	English
Microsoft	070-078	VUE	Implementing and Supporting Microsoft Proxy Server 1.0	$100.00	URC	Daily	English
Microsoft	070-079	VUE	Implementing & Supporting MS Internet Explorer 4.0 using MS Admin. Kit	$100.00	URC	Daily	English
Microsoft	070-081	VUE	Implementing and Supporting Microsoft Exchange Server 5.5	$100.00	URC	Daily	English
Microsoft	070-085	VUE	Implementing and Supporting Microsoft SNA Server 4.0	$100.00	URC	Daily	English
Microsoft	070-086	VUE	Implementing and Supporting Microsoft Systems Management Server 2.0	$100.00	URC	Daily	English
Microsoft	070-087	VUE	Implementing and Supporting Microsoft Internet Information Server 4.0	$100.00	URC	Daily	English
Microsoft	070-088	VUE	Implementing and Supporting Microsoft Proxy Server 2.0	$100.00	URC	Daily	English
Microsoft	070-098	VUE	Implementing and Supporting Microsoft Windows 98	$100.00	URC	Daily	English
Microsoft	070-152	VUE	Designing & Implementing Web Solutions with Microsoft Visual InterDev 6.0	$100.00	URC	Daily	English
Microsoft	070-160	VUE	Microsoft Windows Architecture I	$100.00	URC	Daily	English
Microsoft	070-161	VUE	Microsoft Windows Architecture II	$100.00	URC	Daily	English
Microsoft	070-165	VUE	Developing Applications with Microsoft Visual Basic 5.0	$100.00	URC	Daily	English
Microsoft	070-175	VUE	Designing & Implementing Distributed Applications with MS Visual Basic 6.0	$100.00	URC	Daily	English
Microsoft	070-176	VUE	Designing & Implementing Desktop Applications with MS Visual Basic 6.0	$100.00	URC	Daily	English
Microsoft	072-058	VUE	AATP: Networking Essentials	$55.00	URC	Daily	English
Microsoft	072-064	VUE	AATP: Implementing and Supporting Microsoft Windows 95	$55.00	URC	Daily	English
Microsoft	072-067	VUE	AATP: Implementing and Supporting Microsoft Windows NT Server 4.0	$55.00	URC	Daily	English
Microsoft	072-073	VUE	AATP: Implementing and Supporting Microsoft Windows NT Workstation 4.0	$55.00	URC	Daily	English
Microsoft	072-098	VUE	AATP: Implementing and Supporting Microsoft Windows 98	$55.00	URC	Daily	English
Microsoft	076-102	VUE	Mastering COM Development Using Microsoft Visual C++	$50.00	URC	Daily	English
Microsoft	076-106	VUE	Mastering COM Development Using Visual C++	$50.00	URC	Daily	English
Microsoft	076-109	VUE	Mastering Web Site Fundamentals	$50.00	URC	Daily	English
Microsoft	076-125	VUE	Programming With Microsoft Exchange Collaboration Data Objects	$50.00	URC	Daily	English
Microsoft	076-153	VUE	Overview of Collaboration Development with Microsoft Exchange Server	$50.00	URC	Daily	English
Microsoft	076-203	VUE	Updating Support Skills From Microsoft Windows NT 4.0 to Windows 2000	$50.00	URC	Daily	English
Microsoft	076-251	VUE	Application Development Using Microsoft Word	$50.00	URC	Daily	English
Microsoft	076-254	VUE	Programming With Microsoft WIN 32 in C Using Visual C++, 32 Bit Edition	$50.00	URC	Daily	English
Microsoft	076-255	VUE	Performance Tuning and Optimizing of Microsoft SQL Server for Windows NT	$50.00	URC	Daily	English
Microsoft	076-256	VUE	Inter-Networking with Microsoft TCP/IP Using Microsoft Windows NT	$50.00	URC	Daily	English

CURRENT AND PROJECTED CERTIFICATIONS
FCCJ ON-LINE CERTIFICATIONS
MASTER LIST

CERTIFICATION	EXAM #	PROVIDER	EXAM NAME	FEE	SITE	TIMES	LANG.
Microsoft	076-257	VUE	Windows Based Programming Using the Microsoft Foundation Class Library	$50.00	URC	Daily	English
Microsoft	076-258	VUE	Implementing OLE in Microsoft Foundation Class Applications	$50.00	URC	Daily	English
Microsoft	076-259	VUE	Mastering Microsoft Exchange Development	$50.00	URC	Daily	English
Microsoft	076-260	VUE	Administering Windows NT 4.o	$50.00	URC	Daily	English
Microsoft	076-261	VUE	Mastering Internet Development	$50.00	URC	Daily	English
Microsoft	076-665	VUE	Performance Tuning and Optimizing	$50.00	URC	Daily	English
Microsoft	076-778	VUE	Mastering Microsoft Office '97 Development	$50.00	URC	Daily	English
Microsoft	076-792	VUE	Mastering Microsoft Visual J++	$50.00	URC	Daily	English
Microsoft	076-793	VUE	Mastering Web Site Development	$50.00	URC	Daily	English
Microsoft	077-110	VUE	Microsoft Sales Specialist Core Level Skills Assessment	$50.00	URC	Daily	English
Microsoft	077-111	VUE	Microsoft Sales Specialist Selling Volume Licensing Programs	$50.00	URC	Daily	English
Microsoft	Word-P	Nivo Inter.(MS)	MOUS - Microsoft Word Proficiency - 60 minutes	$65.00	URC	Daily	English
Microsoft	Word-E	Nivo Inter.(MS)	MOUS - Microsoft Word Expert - 60 minutes	$65.00	URC	Daily	English
Microsoft	Excel-P	Nivo Inter.(MS)	MOUS - Microsoft Excel Proficiency - 45 minutes	$65.00	URC	Daily	English
Microsoft	Excel-E	Nivo Inter.(MS)	MOUS - Microsoft Excel Expert - 45 minutes	$65.00	URC	Daily	English
Microsoft	Access	Nivo Inter.(MS)	MOUS - Microsoft Access Expert - 60 minutes	$65.00	URC	Daily	English
Microsoft	PwrPoint	Nivo Inter.(MS)	MOUS - Microsoft PowerPoint Expert - 75 minutes	$65.00	URC	Daily	English
Novell	050-130	VUE	NetWare 3.1 x System Administration	$95.00	URC	Daily	Multiple
Novell	050-131	VUE	NetWare 3.1 x Advanced Administration	$95.00	URC	Daily	Multiple
Novell	050-132	VUE	NetWare 3.1 x Installation and Confiquartion Workshop	$95.00	URC	Daily	Multiple
Novell	050-145	VUE	TCP/IP Services: NetWare TCP/IP Transport	$95.00	URC	Daily	Multiple
Novell	050-147	VUE	Networking Technologies	$95.00	URC	Daily	Multiple
Novell	050-154	VUE	GroupWise 4 Administration	$95.00	URC	Daily	Multiple
Novell	050-160	VUE	NetWare NFS Services:Management,Printing, File Sharing-NetWare 4 Edition	$95.00	URC	Daily	Multiple
Novell	050-230	VUE	CNI - 3.1 x System Administration	$95.00	URC	Daily	Multiple
Novell	050-231	VUE	CNI - NetWare 3.1 x Advanced Administration	$95.00	URC	Daily	Multiple
Novell	050-232	VUE	CNI - NetWare 3.1 x Installation and Confiquartion Workshop	$95.00	URC	Daily	Multiple
Novell	050-245	VUE	CNI - TCP/IP Services: NetWare TCP/IP Transport	$95.00	URC	Daily	Multiple
Novell	050-247	VUE	CNI - Networking Technologies	$95.00	URC	Daily	Multiple
Novell	050-254	VUE	CNI - GroupWise 4 Administration	$95.00	URC	Daily	Multiple
Novell	050-260	VUE	CNI-NetWare NFS Services:Management,Printing,File Sharing-NetWare 4 Ed.	$95.00	URC	Daily	Multiple
Novell	050-269	VUE	CNI - Novell CNS Mastery Exam	$95.00	URC	Daily	Multiple
Novell	050-420	VUE	Certified Novell Salesperson - Web only - pending release	$95.00	URC	Daily	Multiple
Novell	050-435	VUE	Certified Novell Salesperson - Paper Only - pending release	$95.00	URC	Daily	Multiple
Novell	050-601	VUE	NetWare 4.1 Design and Implementation	$95.00	URC	Daily	Multiple
Novell	050-604	VUE	GroupWise 4 Advanced Administration	$95.00	URC	Daily	Multiple
Novell	050-605	VUE	NetWare for SAA 2.0	$95.00	URC	Daily	Multiple

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CURRENT AND PROJECTED CERTIFICATIONS
FCCJ ON-LINE CERTIFICATIONS
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CERTIFICATION	EXAM #	PROVIDER	EXAM NAME	FEE	SITE	TIMES	LANG.
Novell	050-606	VUE	Fundamentals of Network Management	$95.00	URC	Daily	Multiple
Novell	050-611	VUE	Fundamentals of Internetworking	$95.00	URC	Daily	Multiple
Novell	050-612	VUE	GroupWise 4 Async Gateways (NLM and 0S/2) and GroupWise Remote	$95.00	URC	Daily	Multiple
Novell	050-613	VUE	IntranetWare: NetWare 4.11 Administration	$95.00	URC	Daily	Multiple
Novell	050-614	VUE	IntranetWare: NetWare 4.11 AdvancedAdministration	$95.00	URC	Daily	Multiple
Novell	050-615	VUE	IntranetWare: NetWare 3 to NetWare 4.11 Update	$95.00	URC	Daily	Multiple
Novell	050-617	VUE	IntranetWare: 4.11 Installation and Configuration Workshop	$95.00	URC	Daily	Multiple
Novell	050-618	VUE	GroupWise 5 Administration	$95.00	URC	Daily	Multiple
Novell	050-619	VUE	GroupWise 5 Advanced Administration	$95.00	URC	Daily	Multiple
Novell	050-620	VUE	GroupWise Net Access and Connectivity	$95.00	URC	Daily	Multiple
Novell	050-622	VUE	Printing in a Intergrated NetWare Environment	$95.00	URC	Daily	Multiple
Novell	050-623	VUE	GroupWise 4.1 to GroupWise 5 Differences	$95.00	URC	Daily	Multiple
Novell	050-624	VUE	IntranetWare: Intergrating Windows NT	$95.00	URC	Daily	Multiple
Novell	050-625	VUE	DNS/FTP Installation and Configuration	$95.00	URC	Daily	Multiple
Novell	050-626	VUE	Service and Support Rev. 1.03	$95.00	URC	Daily	Multiple
Novell	050-627	VUE	Building Intranets with IntranetWare	$95.00	URC	Daily	Multiple
Novell	050-628	VUE	Network Management Using ManageWise 2.1	$95.00	URC	Daily	Multiple
Novell	050-629	VUE	Securing Intranets with BorderManager	$95.00	URC	Daily	Multiple
Novell	050-632	VUE	Networking Technologies	$95.00	URC	Daily	Multiple
Novell	050-633	VUE	GroupWise 5.5 System Administration	$95.00	URC	Daily	Multiple
Novell	050-634	VUE	NDS Design Implementation	$95.00	URC	Daily	Multiple
Novell	050-635	VUE	Service and Support	$95.00	URC	Daily	Multiple
Novell	050-636	VUE	IntranetWare: Intergrating Windows NT Rev. 1.01	$95.00	URC	Daily	Multiple
Novell	050-637	VUE	Netware for SAA	$95.00	URC	Daily	Multiple
Novell	050-638	VUE	NetWare 4.11 to NetWare 5 Update	$95.00	URC	Daily	Multiple
Novell	050-639	VUE	NetWare 5 Administration	$95.00	URC	Daily	Multiple
Novell	050-640	VUE	Course 570 - NetWare 5 Advanced Administration	$95.00	URC	Daily	Multiple
Novell	050-641	VUE	Network Management Using ManageWise 2.6	$95.00	URC	Daily	Multiple
Novell	050-642	VUE	Intranet Security Management with BorderManager Enterprise Edition	$95.00	URC	Daily	Multiple
Novell	050-643	VUE	GroupWise 5.5 Advanced Administration	$95.00	URC	Daily	Multiple
Novell	050-644	VUE	NetWare: Intergrating Windows NT Rev. 1.02	$95.00	URC	Daily	Multiple
Novell	050-645	VUE	NetWare 5 Administration	$95.00	URC	Daily	Multiple
Novell	050-701	VUE	Internet Business Strategies	$95.00	URC	Daily	Multiple
Novell	050-703	VUE	Designing Effective Web Sites	$95.00	URC	Daily	Multiple
Novell	050-704	VUE	Web Authoring and Publishing	$95.00	URC	Daily	Multiple
Novell	050-706	VUE	Advanced Web Authoring	$95.00	URC	Daily	Multiple
Novell	050-710	VUE	Web Server Mangement	$95.00	URC	Daily	Multiple

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CERTIFICATION	EXAM #	PROVIDER	EXAM NAME	FEE	SITE	TIMES	LANG.
Novell	050-712	VUE	Managing Netscape Enterprise Server for NetWare	$95.00	URC	Daily	Multiple
Novell	050-751	VUE	CNI - Internet Business Strategies	$95.00	URC	Daily	Multiple
Novell	050-753	VUE	CNI - Designing Effective Web Sites	$95.00	URC	Daily	Multiple
Novell	050-754	VUE	CNI - Web Authoring and Publishing	$95.00	URC	Daily	Multiple
Novell	050-756	VUE	CNI - Advanced Web Authoring	$95.00	URC	Daily	Multiple
Novell	050-760	VUE	CNI - Web Server Management	$95.00	URC	Daily	Multiple
Novell	050-762	VUE	CNI - Managing Netscape Enterprise Server for NetWare	$95.00	URC	Daily	Multiple
Novell	050-801	VUE	CNI - NetWare 4.1 Design and Implementation	$95.00	URC	Daily	Multiple
Novell	050-804	VUE	CNI - GroupWise 4 Advanced Administration	$95.00	URC	Daily	Multiple
Novell	050-805	VUE	CNI - CNI - NetWare for SAA 2.0	$95.00	URC	Daily	Multiple
Novell	050-806	VUE	CNI - Fundamentals of Network Management	$95.00	URC	Daily	Multiple
Novell	050-811	VUE	CNI - Fundamentals of Internetworking	$95.00	URC	Daily	Multiple
Novell	050-812	VUE	CNI - GroupWise 4 Async Gateways (NLM and OS/2) & GroupWise Remote	$95.00	URC	Daily	Multiple
Novell	050-813	VUE	CNI - IntranetWare: NetWare 4.11 Administration	$95.00	URC	Daily	Multiple
Novell	050-814	VUE	CNI - IntranetWare: NetWare 4.11 Advanced Administration	$95.00	URC	Daily	Multiple
Novell	050-815	VUE	CNI - IntranetWare: NetWare 3 to NetWare 4.11 Update	$95.00	URC	Daily	Multiple
Novell	050-817	VUE	CNI - IntranetWare: NetWare 4.11 Installation and Configuration Workshop	$95.00	URC	Daily	Multiple
Novell	050-818	VUE	CNI - GroupWise 5 Administration	$95.00	URC	Daily	Multiple
Novell	050-819	VUE	CNI - GroupWise 5 Advanced Administration	$95.00	URC	Daily	Multiple
Novell	050-820	VUE	CNI - GroupWise Net Access and Connectivity	$95.00	URC	Daily	Multiple
Novell	050-822	VUE	CNI - Printing in an Integrated NetWare Environment	$95.00	URC	Daily	Multiple
Novell	050-823	VUE	CNI - GroupWise 4.1 to GroupWise 5 Differences	$95.00	URC	Daily	Multiple
Novell	050-824	VUE	CNI - IntranetWare: Integrating Windows NT	$95.00	URC	Daily	Multiple
Novell	050-825	VUE	CNI - DNS / FTP Installation and Configuration	$95.00	URC	Daily	Multiple
Novell	050-826	VUE	CNI - Service and Support Rev. 1.03	$95.00	URC	Daily	Multiple
Novell	050-827	VUE	CNI - Building Intranets with IntranetWare	$95.00	URC	Daily	Multiple
Novell	050-828	VUE	CNI - Network Management Using ManageWise 2.1	$95.00	URC	Daily	Multiple
Novell	050-829	VUE	CNI - Securing Intranets with BorderManager	$95.00	URC	Daily	Multiple
Novell	050-832	VUE	CNI - Networking Technologies	$95.00	URC	Daily	Multiple
Novell	050-833	VUE	CNI - GroupWise 5.5 System Administration	$95.00	URC	Daily	Multiple
Novell	050-834	VUE	CNI - NDS Design Implementation	$95.00	URC	Daily	Multiple
Novell	050-835	VUE	CNI - Service and Support	$95.00	URC	Daily	Multiple
Novell	050-836	VUE	CNI - IntranetWare: Integrating Windows NT Rev 1.01	$95.00	URC	Daily	Multiple
Novell	050-837	VUE	CNI - NetWare for SAA	$95.00	URC	Daily	Multiple
Novell	050-838	VUE	CNI - NetWare 4.11 to NetWare 5 Update	$95.00	URC	Daily	Multiple
Novell	050-839	VUE	CNI - NetWare 5 Administration	$95.00	URC	Daily	Multiple
Novell	050-840	VUE	CNI - Course 570 - NetWare 5 Advanced Administration	$95.00	URC	Daily	Multiple

Certification and Assessment Center
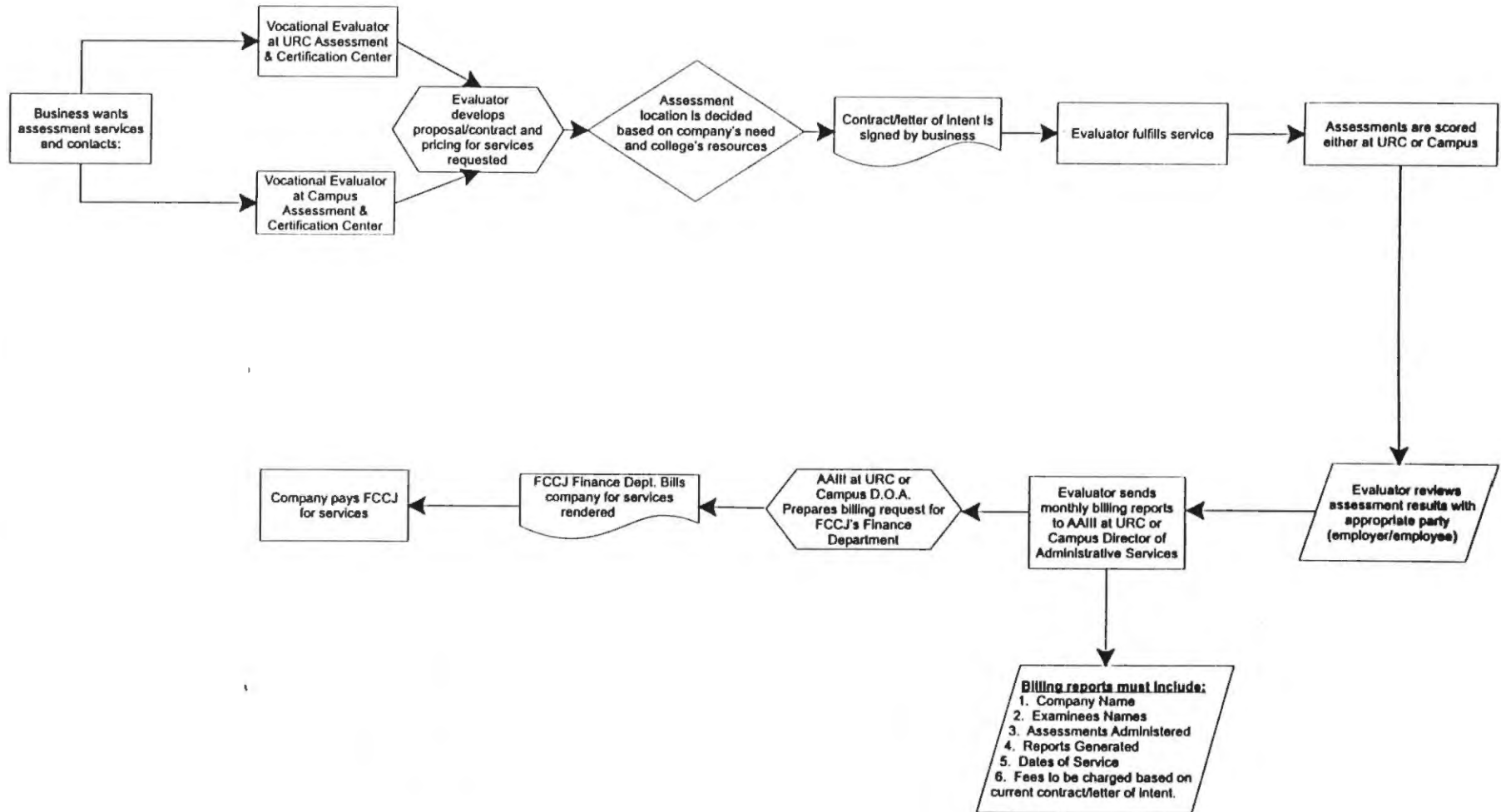call (904) 632-5020 for appointment

CERTIFICATION	EXAM #	PROVIDER	EXAM NAME	FEE	SITE	TIMES	LANG.
Novell	050-841	VUE	CNI - Network Management Using ManageWise 2.6	$95.00	URC	Daily	Multiple
Novell	050-842	VUE	CNI - Network Management Using Management 2.6	$95.00	URC	Daily	Multiple
Novell	050-843	VUE	CNI - GroupWise 5.5 Advanced Administration	$95.00	URC	Daily	Multiple
Novell	050-844	VUE	CNI - NetWare: Integrating Windows NT Rev 1.02	$95.00	URC	Daily	Multiple
Novell	050-845	VUE	CNI - NetWare 5 Administration	$95.00	URC	Daily	Multiple
State of Florida	FFM	Cat Global	Florida Food Manager Certification	$40.00	URC	Daily	English
Sybase	510-006	VUE	SQL Server System 11: Migration	$150.00	URC	Daily	Multiple
Sybase	510-007	VUE	SQL Server System 11: Fast Track	$150.00	URC	Daily	Multiple
Sybase	510-008	VUE	SQL Server System 11: Server Administration	$150.00	URC	Daily	Multiple
Sybase	510-009	VUE	SQL Server System 11: Performance & Tuning	$150.00	URC	Daily	Multiple
Sybase	510-010	VUE	Adaptive Server Enterprise 11.5 Migration	$150.00	URC	Daily	Multiple
Sybase	510-011	VUE	Adaptive Server Enterprise 11.5 Associate	$150.00	URC	Daily	Multiple
Sybase	510-012	VUE	ASE 11.5 Server Administration Professional	$150.00	URC	Daily	Multiple
Sybase	510-013	VUE	SQL Server Developer	$150.00	URC	Daily	Multiple
Sybase	510-201	VUE	CPD 5.0 Associate Fundamentals	$100.00	URC	Daily	Multiple
Sybase	510-202	VUE	CPD 5.0 Associated Advanced Concepts	$100.00	URC	Daily	Multiple
Sybase	510-204	VUE	CPD 5.0 Associate Maintenance	$100.00	URC	Daily	Multiple
Sybase	510-301	VUE	Certified PowerBuilder Developer 6.0 Associate	$150.00	URC	Daily	Multiple
Sybase	510-303	VUE	CPD 6.0 Professional Migration Exam	$150.00	URC	Daily	Multiple
* 204 Certifications							
14 Hycurve Certifications							
8 Lucent Technologies							
63 Microsoft IT Certifications							
6 Microsoft MOUS Certifications							
99 Novell Certifications							
1 State of Florida Certification							
13 Sybase Certifications							

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06/25/99 rev-siw

**Appendix J. Assessment & Certification Flowchart
for Business & Industry**

**Appendix K. Sample Model--
Space Allocations for Campus Assessment Centers**

Individual Testing

Individual Testing

Individual Testing

Office

Office

Office

Entrance

Queuing Area

Computer Testing 10-20

550 sq. ft. for 10

Paper/Pencil Testing 20-30

One way glass

Counter Work Area

One way glass

Group Testing 20 - 30

500 sq. ft. for 20

Storage/Work Room

500 sq. ft. for 20

Glass
not to scale

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