

CTE Skill Certificate Test Performance Documentation

This document must be submitted to the test coordinator at the end of testing each trimester/semester.

Instructor's Name: _____ Course: DA: Dental Science IV
School: _____ Test Number: 723
Students in course: _____ Date: _____
Students tested: _____
Students who passed performance objectives at or above 80%: _____

To report the externship results, teachers must enter results into the Utah Career and Technical Education test administration site at:

<http://www.precisionexams.com/usoe/welcome/>

A copy of the signed externship grading sheet must also to the state. See the link below for more information:

<http://www.schools.utah.gov/ate/Skills/industry.htm>

Performance objectives:

1. Complete a minimum of 90 hours of clinical externship experience in a dental office. (1.0)
2. Discuss student externship evaluation with instructor. (1.05)
3. Prepare a target resume (2.02)
4. Using professional letter format, prepare a cover letter. (2.03)
5. Complete a job application. (2.04)
6. Using professional letter format, prepare a follow-up letter. (2.05)
7. Participate in a mock job interview. (2.08)

Each performance is documented and kept on file by the teacher for two years.
(Check the documentation method used)

- Class period summary score sheet
- Recorded and identified in the class grade book

Instructor's Signature: _____ Date: _____