WORKPLACE SKILLS ASSESSMENT PROGRAM
RECOMMENDATION PROCEDURES

How to Submit a Recommendation:

1. Input from local advisors and/or students for changes in workplace skills assessments shall be submitted on the Workplace Skills Assessment Program Recommendation Form located online at: register.bpa.org by June 15.

2. Recommendations for all changes in events and specifications must describe suggested wording change in the Secondary/Post-secondary Guidelines for the Workplace Skills Assessment Program.

3. Recommendations for all changes in the administration of workplace skills assessments must describe the suggested procedure to be followed by event administrators.

4. Recommendations, including a clearly stated rationale for all changes, must be completed and keyed with no abbreviations. Please attach all supporting documentation, if applicable. For example: if the recommendation concerns a form, refer to and attach the specific form; if it concerns a pilot test, refer to and attach the specific test.

5. Submitted recommendations must include:
    a) specific recommendation
    b) clearly stated rationale

6. Recommendations received after June 15, but prior to the summer CEAC meeting, must be distributed directly to each state advisor, CEAC representative, and the National Center.

How Recommendations are Answered:

1. CEAC will bring the state priority recommendations to the summer meeting for CEAC action as:
    a) approved as presented
    b) approved with changes
    c) rejected
    d) point of information
    e) tabled

2. If the recommendation is approved, and it is a major change, it will be taken to the Programs Committee of the Board of Trustees. Other changes will be presented as a "point of information."

3. Recommendations rejected will be returned to the originating state with an explanation.

4. The Programs Committee will review the CEAC recommendations and submit to the full Board of Trustees for final approval and implementation.