

Memo

To: Career Centers
Refugee Partners Providing Career Advancement Program Services

From: SFW Adult Programs

Date: March 20, 2008

Re: Reassessment Requirements for Test for Adult Basic Education (TABE)

The purpose of this memo is to revise TABE reassessment requirements for participants enrolled in vocational training, satisfactory attendance at a secondary school, education directly related to employment and job skills training.

As outlined in Procedure Transmittal #1 the Required Documents section for Vocational Training, Satisfactory Attendance at a Secondary School, Education Directly Related to Employment and Job Skills Training participants who are enrolled in these activities must receive a Test for Adult Basic Education (TABE) prior to entry into an education or training activity, and must also receive a periodic (at least every 6 months) reassessment in order to meet the “good or satisfactory” assessment requirements.

Effective March 17, 2008, if the participant is enrolled in a basic skills course, Satisfactory Attendance at a Secondary School (Adult Basic Education) and General Education Diploma (GED), a TABE reassessment is mandatory for the “good or satisfactory” requirement. However, the combination of a pre/post test or semester grades are acceptable forms of documentation for the “good or satisfactory” reassessment requirements, for those participants enrolled in job skills trainings, education directly related to employment, or other vocational training programs.