



WIOA/CAEP Outcomes Reference Sheet: CTE & Pre-Apprenticeship

Completing Update Records for Adult School Students

Student update records may be collected via the CASAS “Program Update Record” bubble sheet, in ASAP, or via a school-provided form, at intervals determined by your institution. Updates are important indicators of program effectiveness for both WIOA II and CAEP. The fields **(6) Program Status** and **(7) Progress** are no longer necessary to indicate as they are already picked up in program reporting, but **(9) Learner Results and WIOA Milestones should be marked** per the table below. Teachers or support staff may mark self-reported outcomes for the student IF they have reasonable knowledge that the information is accurate (e.g., a classmate tells the teacher that the student is no longer attending because he/she got a job.) *Some update choices are not included here because they do not apply to adult school students or are not appropriate for the programs offered at our schools.*

Field 9: Learner Results and WIOA Milestones

Item (WORK)	Criteria for Marking	Who is responsible?	Notes
Got a job	The student obtained a part- or full-time job while enrolled in your class	Self-reported	ALL PROGRAM AREAS
Increased wages	The student received a pay increase in his/her job.	Self-reported	ALL PROGRAM AREAS
Retained a job	The student had a job when he/she entered your class and they still have that job.	Self-reported	ALL PROGRAM AREAS
Got a better job	The student got a promotion or a position with better pay, hours, conditions or benefits.	Self-reported	ALL PROGRAM AREAS
Met work-based project goal	Acquired the skills taught in a short-term learning course designed to teach specific work-based skills.	Teacher-reported	CTE, Pre-apprenticeship only
Training milestone	The student has accomplished a portion of the CTE program with passage of an exam that shows progress in attaining technical or occupational skills.	Teacher-reported	CTE, Pre-apprenticeship only
Entered apprenticeship	The student has enrolled or will enroll in an apprenticeship program.	Self-reported or other staff	ALL PROGRAM AREAS

Entered military	The student entered one of the branches of the U.S. military.	Self-reported	ALL PROGRAM AREAS <i>except</i> AWD

Item (EDUCATION)	Criteria for Marking	Who is responsible?	Notes
Transitioned to credit	The student has enrolled or will enroll in a credit class at the community college.	Self-reported	ALL PROGRAM AREAS <i>except</i> AWD
Occupational skills licensure	The student has completed a CTE program that leads to employment in a clearly defined occupation and for which a license is issued by the school.	Teacher-reported	CTE only
Occupational skills certificate	The student has completed a CTE program that leads to employment in a clearly defined occupation and for which a certificate is issued by the school.	Teacher-reported	CTE, Pre-apprenticeship

Item (FAMILY/COMMUNITY)	Criteria for marking	Who is responsible?	Notes
ALL Family/ Community update choices	Any updates in this section may be marked but they don't count as CAEP or WIOA outcomes.	Self-reported	ALL PROGRAMS