

**ADOPTED REGULATION OF THE
STATE BOARD OF EDUCATION**

LCB File No. R001-12

Effective May 30, 2012

EXPLANATION – Matter in *italics* is new; matter in brackets ~~[omitted material]~~ is material to be omitted.

AUTHORITY: §1, NRS 385.080 and 385.110; §2, NRS 385.110 and 388.360.

A REGULATION relating to education; prescribing a course of study in employability skills for career readiness; revising provisions governing the general requirements for a program of career and technical education to include instruction in the standards for a course of study in employability skills for career readiness; and providing other matters properly relating thereto.

Section 1. NAC 389.555 is hereby amended to read as follows:

389.555 A course of study in employability skills *for career readiness* must include instruction designed to teach the pupil to do the following:

1. ~~[Demonstrate problem-solving and critical-thinking skills.~~
- ~~—2.— Speak, write and listen effectively.~~
- ~~—3.— Demonstrate the ability to select, apply and maintain appropriate technology.~~
- ~~—4.— Demonstrate leadership, teamwork and sound workplace ethics.~~
- ~~—5.— Demonstrate the ability to manage resources effectively in a high performance workplace.~~
- ~~—6.— Demonstrate career planning, job retention and lifelong learning skills.]~~ *For the area of personal qualities and skills, demonstrate:*

(a) A positive work ethic by coming to work on time each workday, being willing to follow directions and being motivated to accomplish each task.

(b) Integrity, honesty and reliability by abiding by applicable laws and workplace policies.

(c) Skills necessary for teamwork by contributing to the success of the workplace team, assisting coworkers and requesting help when needed.

(d) Positive self-representation by dressing appropriately for the workplace and using language and manners suitable for the workplace.

(e) Awareness of diversity in the workplace by working professionally with all customers and coworkers.

(f) Skills necessary for conflict resolution by negotiating diplomatic solutions to interpersonal and workplace issues.

(g) Creativity and resourcefulness by contributing new ideas to the workplace and working with initiative.

2. For the area of professional knowledge and skills, demonstrate:

(a) Effective speaking and listening skills by communicating effectively with customers and coworkers and by following directions.

(b) Effective reading and writing skills by reading and interpreting workplace documents and writing clearly.

(c) Skills of critical thinking and problem solving by analyzing and resolving problems that occur in the performance of assigned workplace tasks.

(d) Healthy behaviors and safety skills by managing personal health and following workplace safety guidelines.

(e) Understanding of workplace organizations, systems and climates by identifying overall workplace issues and fulfilling the mission of the workplace.

(f) Lifelong learning skills by continually acquiring new information related to the industry and improving professional skills.

(g) Skills necessary for the acquisition of a job and advancement in a job by preparing to apply for a job and seeking promotion in the job.

(h) Skills necessary for the management of time, tasks and resources by organizing and implementing a productive plan of work.

(i) Skills of mathematics necessary for the workplace by using mathematical reasoning to accomplish tasks in the workplace.

(j) Skills of customer service by identifying and addressing the needs of all customers and providing service in a helpful, courteous and knowledgeable manner.

3. For the area of technological knowledge and skills, demonstrate:

(a) Proficiency with technology that is specific to the job by selecting and safely using technological resources to accomplish workplace responsibilities in a productive manner.

(b) Proficiency with information technology by effectively using computers, techniques for file management and computer software programs.

(c) Proper and secure use of the Internet in a manner that is appropriate for the workplace.

(d) Proficiency with telecommunications by selecting and using technological devices, services and applications appropriate for the workplace.

Sec. 2. NAC 389.800 is hereby amended to read as follows:

389.800 1. Courses of study in career and technical education described in this chapter must:

(a) Be based upon *state standards and* a written curriculum that has been developed in collaboration with representatives of the occupation being studied to measure the competency of the pupil and which includes:

(1) The current duties, tasks, skills and levels of performance necessary to perform the duties and tasks involved in being employed in the occupation being taught.

(2) Instruction which reinforces academic skills of reading, writing, speaking, mathematics, science and using a computer.

(3) Instruction designed to develop leadership, initiative, integrity, confidence, poise, reliability, cooperation, the ability to accept divergent points of view, self-discipline, the ability to adapt to change, make decisions, solve problems and set priorities, the ability to learn and participate in discussions, and a willingness to seek and accept responsibility.

(b) Be designed to:

(1) Allow the student to advance in the course of study at his or her own pace and allow the teacher to evaluate the progress of the pupil based on the requirements for obtaining employment or being promoted in the occupation being taught.

(2) Include pupils with disabilities.

(c) Provide the student with reasonable access to the equipment used in the occupation the student is studying.

(d) Include instruction in employability skills for career readiness prescribed for the course of study in NAC 389.555 and measure the proficiency of the pupil in the standards prescribed for that course of study.

2. The teacher of a course of study in career and technical education shall:
 - (a) Possess a valid endorsement to his or her license for each occupation in which he or she teaches a course of study.
 - (b) Use resources, materials and techniques which do not discriminate among pupils.
 - (c) Evaluate the pupil's achievement of the required goals in the course of study.
3. Each pupil enrolled in a course of study of an occupation:
 - (a) Must be given the opportunity to participate in youth organizations that are:
 - (1) Affiliated with state and national organizations;
 - (2) Associated with the occupation the pupil is studying; and
 - (3) An integral part of the instructional program.
 - (b) Must be given a certificate upon completion of a course of study in an occupation which states the level of performance the pupil has attained in specific skills identified by representatives of business or industry.
 - (c) Upon completion of the course, should be qualified to enter a higher level of training without the necessity of repeating previously learned skills.
4. Written policies for the maintenance, replacement and disposal of equipment must be made available to the representatives of business or industry for review and comment.
5. The superintendent of each school district shall maintain a current and comprehensive inventory of all capital equipment, if any, maintained for each course offered in career and technical education. The superintendent shall establish a list of equipment that is comparable to that used in the occupations in which a course of study is offered. The superintendent shall not allow the use in career and technical education of equipment or facilities which do not meet the

generally applicable safety requirements, including those adopted to ensure occupational safety and health for that occupation.

6. The teacher of a course of study in career and technical education shall cooperate with the guidance counselor of each school to assist pupils to enroll in an appropriate course of study. The guidance counselor shall assist the pupil to achieve:

(a) An awareness of the opportunities for the development of the skills required in the various occupations.

(b) An exploration of the pupil's abilities with his or her occupational interest.

(c) Opportunities for the development of the pupil's skills.

(d) Realities of the workforce and expectations of employers.

(e) Opportunities for continued career and technical education and training.

7. The Department of Education shall cause surveys to be taken of each pupil who has completed a course of study in career and technical education to determine the effectiveness of the program.

8. Each school district shall adopt a written statement of philosophy for its program of career and technical education which includes stated goals that such instruction will:

(a) Contribute to each pupil's competency to enter the job market.

(b) Enable the pupils to succeed in further training.

(c) Enable the pupils to obtain employment.

(d) Enable the pupils to advance in job responsibilities.

NEVADA DEPARTMENT OF EDUCATION
NEVADA STATE BOARD OF EDUCATION
NEVADA STATE BOARD FOR CAREER AND TECHNICAL EDUCATION
LEGISLATIVE REVIEW OF ADOPTED REGULATIONS AS REQUIRED
BY ADMINISTRATIVE PROCEDURES ACT, NRS 233B.066
LCB File No. R001-12

NAC 389.555 Employability Skills and NAC 389.800 General Requirements for program.

INFORMATIONAL STATEMENT

The following statement is submitted for adopted amendments to Nevada Administrative Code 389:

1. A description of how public comment was solicited, a summary of public response, and explanation how other interested persons may obtain a copy of the summary.

Notice of Workshop to Solicit Comments on Proposed Regulations was sent to approximately 200 individuals and educational organizations. A workshop was held on January 27, 2012 There was public comment.

The Notice of Intent to Act Upon a Regulation for public hearing and adoption of R001-12; proposed changes to NAC 389.555 Employability Skills and NAC 389.800 General Requirements for Program was sent to approximately 200 individuals and educational organizations. A public hearing was conducted on February 24, 2012 to provide the opportunity for comments by affected parties and the public. There was public comment. The State Board of Education adopted the proposed new regulation.

2. The Number of Persons Who:

- a) Attended Each Hearing: First Workshop: 17; First Hearing: 13; Second Hearing: N/A
- b) Testified at Each Hearing: First Workshop: 4; First Hearing: 4; Second Hearing: N/A
- c) Submitted Written Statements: First Workshop: 0; First Hearing: 0; Second Hearing: N/A

A copy of any written comments may be obtained by contacting Karen Johansen, Administrative Assistant, Nevada Department of Education, 775-687-9225, or by writing to the Nevada Department of Education, 700 East Fifth Street, Carson City, Nevada 89701-5096.

3. A description of how comments were solicited from affected businesses, a summary of the response and an explanation how other interested parties may obtain a copy of the summary.

Comments were solicited through the workshop notice of January 5, 2012; and a public hearing notice of January 19, 2012. At the January 27, 2012 Workshop to Solicit Comments, there was public comment to the proposed regulation. At the February 24, 2012 public hearing there was public comment to the proposed new regulation language.

Workshop Comments:

Ardell Galbreth, Deputy Director, Workforce Connections, applauded Mr. Raponi for the partnership he established by reaching out to the workforce. He said they are working closely with economic development to boost skill sets of students. A key component from the employers of businesses is to assure the credentials the students obtain are of use to the employers and are transferrable.

Scott Lommori, Lyon County School District, CTE, said Lyon County supports the regulation.

Stan Hall, Clark County School District, CTE, said he supports the employability skills for career readiness; and employers overwhelming response is that these standards are absent from applicants seen on the job and this will provide greater influence in the classroom.

Ray Bacon, Nevada Manufactures Association (NAM), provided information about the program NAM is bringing forward to address workplace shortages in the manufacturing sector. He provided information about the National Career Readiness Certificate (NCRC) which has broad industry recognition. There is a series of three tests for the certification.

Public Hearing Comments:

Ryan Costella, Director Strategic Initiatives, Click Bond Inc. said he appreciates being involved in the Task force to discuss the importance of career and technical education and employability skills. He said the soft skills are important, but more important is if the person can read, write, do math and problem solve at basic level of proficiency; he sees some of these skills lacking. If they can't meet those requirements, the 21 standards are not relevant.

Robert Hooper, Executive Director, Northern Nevada Development Authority, stated he was excited about the 21 workplace skills. He said Mr. Raponi and Dr. Rheault have done a fantastic job bringing these to Nevada, and that our educational process is key to our economic success.

Ray Bacon, Nevada Manufacture's Association, stated that is not that the calculation skills are missing, rather it is utilizing the math skills and application of that skill is missing. He said the national recognized credential provides students who have recently graduated from school a certificate that states I have accomplished something that is recognized across the entire nation.

Michael Spangler, Dean of the School of Advanced Applied Technologies at the College of Southern Nevada, stated the 21 employability readiness plan is what the member

employers in their joint technical skills committees and advisory groups have indicated this needed for employment in Nevada. He added the 21 employability skills are integral and are not part of the realm of the college and university program.

A copy of the summary and/or minutes of the public hearing may be obtained by contacting Karen Johansen, Administrative Assistant, Nevada Department of Education, 775-687-9225, or by writing to the Nevada Department of Education at 700 East Fifth Street, Carson City, Nevada 89701-5096.

4. If the regulation was adopted with or without change to any part of the proposed regulation, a summary of the reasons for adopting.

The Nevada State Board of Education adopted the proposed regulation language at the public hearing held February 24, 2012. The reason for adopting the changes is to revise provisions governing the general requirements for a program of career and technical education to include instruction in the standards for a course of study in employability skills for career readiness.

5. The estimated economic effect of the adopted regulation on the business that it is to regulate and on the public. These must be stated separately and each case must include:

There is no economic effect on the public or the business it regulates.

There is no cost to the Department of Education to adopt these regulations. There is no federal law affecting the proposed regulations. There is no duplication or overlap of state or local governmental agencies. The proposed regulations do not establish a new fee nor increase an existing fee of the regulating agency.

6. The estimated cost to the agency for enforcement of the adopted regulation.

There is no additional cost to the agency for enforcement of this regulation.

7. A description of any regulations of other state or governmental agencies which the proposed regulation overlaps or duplicates and a statement explaining why the duplication or overlapping is necessary. If the regulation overlaps or duplicates a federal regulation, the name of the regulating federal agency.

No other state or governmental agency regulations will be overlapped or duplicated by the above noted regulation. There is no duplication or overlap of federal regulations.

8. If the regulation includes provisions which are more stringent than a federal regulation, which regulates the same activity, a summary of such provisions.

There are none.

9. If the regulation provides a new fee or increases an existing fee, the total annual amount the agency expects to collect and the manner in which the money will be used.

This regulation does not provide for a new fee or increase an existing fee.