

## Commonly Asked Questions

### **Q: How did you get my address?**

A: Your address was randomly selected from among all of the residential mailing addresses in the nation. It was selected using scientific sampling methods to represent other households in the U.S.

### **Q: Why don't you ask more questions about training and education in this questionnaire?**

A: The purpose of this questionnaire is to find out if anyone in your household is eligible for the next stage of the survey. If so, we will contact a member of your household to ask about their educational experiences.

### **Q: Why should I take part in this survey? Do I have to do this?**

A: You represent thousands of other households like yours, and you cannot be replaced. Your answers and opinions are very important to the success of this survey. Your participation is voluntary. You may choose not to answer any or all questions in this survey. There are no penalties should you choose not to participate in this survey. In order for the survey to be representative, it is important that you complete and return this questionnaire.

### **Q: How will the information I provide be used?**

A: Your responses will be combined with those of others to produce statistical summaries and reports. Your individual data will not be reported. Your answers may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law [Education Sciences Reform Act of 2002 (ESRA 2002) Public Law 107-279, Section 183].

### **Q: How much time will it take?**

A: On average, it should take 3 minutes for you to respond, including the time for reviewing instructions, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: The Adult Training and Education Survey, National Center for Education Statistics, U.S. Department of Education, 1990 K Street NW, Washington, DC 20006-5650. Do not return the completed form to this address.

### **Q: Should I include my son/daughter who is away at school? Should I include my mother who is visiting for the summer?**

A: Include adults age 18 and older who are temporarily away from home (for example, attending college or university) if they have no other permanent home. Do not include guests/visitors who have another permanent home.

### **Q: What should I do if there are more than 5 adults in my household?**

A: If there are more than five adults in your household, please call 1-888-xxx-xxxx for instructions about how to complete the form.

### **Q: Who is sponsoring the survey? Is this survey conducted by the Federal Government?**

A: The National Center for Education Statistics, within the Department of Education is authorized to conduct this survey (Section 9543, 20 US Code). Westat has been contracted to conduct this survey. This survey has been approved by the Office of Management and Budget, the office that reviews all federally sponsored surveys. The approval number assigned to this survey is XXXX-XXXX. You may send any comments about this survey, including its length, to the Federal Government. Write to: The Adult Training and Education Survey, National Center for Education Statistics, U.S. Department of Education, 1990 K Street NW, Washington, DC 20006-5650. You may send e-mail to [info@xxxxsurvey.org](mailto:info@xxxxsurvey.org).

### **Q: Who is Westat?**

A: Westat is a research company located in Rockville, Maryland. Westat is conducting this survey under contract to the U.S. Department of Education. If you have any questions about the survey, contact Westat toll-free at 1-888-xxx-xxxx.



# The Adult Training and Education Survey



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