

**2010 Adult Training and Education Survey Pilot:  
Certifications, Licensure, and Certificates**

**Topical Questionnaire**

**June 1, 2010**

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**Introduction**

IN1. Hello. My name is \_\_\_\_\_ from Westat. I'm calling about a research study sponsored by the U.S. Department of Education. Your household recently filled out a short survey for us and I am calling to ask some additional questions about [RNAME's] training and education. May I please speak to [RNAME] [the SEX in your household who is age AGE]?

- YES, R SPEAKING ..... 1 (GOTO IN3)
- YES, R AVAILABLE ..... 2 (GOTO IN2)
- NO, R NOT AVAILABLE\* ..... 3 (GOTO IN2A)
- NO, R DOES NOT LIVE HERE..... 4 (GOTO RESULT)
- NO, DOES NOT KNOW R..... 5 (GOTO RESULT)

*\* For some cases (number still to be determined), we will conduct a proxy interview so there we will need to change "your" to [NAME] or [HIS/HER] for proxy interviews. We will consider all suggestions for making this efficient.*

IN2. Hi [RNAME]. My name is \_\_\_\_\_ from Westat. I'm calling about a research study sponsored by the U.S. Department of Education. Your household recently filled out a short survey for us and I am calling to ask some additional questions about your training and education. (GOTO IN3)

IN2A. When would be a good time to reach [RNAME] [this person]? SET APPOINTMENT

IN2B. Is this the best phone number to reach [RNAME] [this person]?

- YES ..... 1 (GO TO RESULT)
- NO..... 2 (RECORD NEW NUMBER)

IN3. On average, this interview takes about 10 minutes [40 for the cognitive interview] and your participation is voluntary and confidential. Is this a good time for you to continue?

- YES ..... 1 (CONTINUE)
- NO ..... 2 (SET CALLBACK)

IN4. First, I have a few questions about your work experience

IN5. Did you work at a job for pay or income at any time in the past 12 months, including self-employment?

- YES ..... 1
- NO ..... 2 (GOTO CNINTRO)

IN6. Were you employed by government, by a private company, a nonprofit organization, or were you self-employed? [MARK ALL THAT APPLY – PEOPLE EMPLOYED BY A PERSON OR IN A PRIVATE HOME = PRIVATE BUSINESS

- GOVERNMENT ..... 1 (GOTO IN6A)
- PRIVATE COMPANY ..... 2
- NON PROFIT ORGANIZATION ..... 3
- SELF EMPLOYED..... 4

IN6A. Would that be the federal, state, or local government?

- FEDERAL ..... 1
- STATE..... 2
- LOCAL (COUNTY, CITY, TOWNSHIP) ..... 3

IN7. Are you currently employed?

- YES ..... 1
- NO ..... 2

**Certification and Licensure**

CNINTRO. Now I'd like to ask you about professional certification and licensure. A professional certification or license shows you are qualified to perform a specific job and includes things like Licensed Realtor, Certified Medical Assistant, Certified Construction Manager, a PMP certification, or an IT certification.

CN1. Do you have a professional certification or a state or industry license?

- YES ..... 1 (GOTO CN1A)
- NO ..... 2 (GOTO EDINTRO)

CN1A. Do you have more than one certification or license?

- YES ..... 1 (GOTO CN1B)
- NO ..... 2 (GOTO CN3)

CN1B. How many do you have? TWO DIGITS

CN2. Let's start with your most recent certification or license.

LOOP: ASK CN3 TO CN5 FOR EACH CERTIFICATION/LICENSE. TAKE UP TO FIVE.

IF CN1A=2, FILL CN3 WITH "YOUR" INSTEAD OF "THIS"

CN3. What is the major occupational field for this (your) certification or license?

VERBATIM TEXT STRING

CN3A. What is the name of this certification or license?

VERBATIM TEXT STRING [USE LENGTH OF NHES 2005 OR 2007 ADULT ED STRING]

CN4. Is that a certification, a license, or both? IF CLEAR FROM NAME, DON'T ASK

- CERTIFICATION ..... 1
- LICENSE ..... 2
- (FILL CN5-CN16 WITH "LICENSE", ELSE USE "CERTIFICATION")
- BOTH ..... 3

CN5. In what year did you get it?

[YYYY]

CN6. Did you get this [certification] [license] mainly for work or career-related reasons or mainly for personal interest?

- MAINLY WORK-RELATED..... 1
- MAINLY PERSONAL INTEREST ..... 2

IF CN1A>1: GOTO CN6B TO ASK ABOUT MOST RECENT CERTIFICATION AT CN5 (IF MORE THAN ONE IN A YEAR, TAKE FIRST LISTED AT CN3) THAT IS WORK-RELATED (CN6=1). IF NONE ARE WORK-RELATED, ASK ABOUT MOST RECENT PERSONAL INTEREST (CN6=2).

CN6B. These next questions are about the training and education you took in order to earn the [CERTIFICATION NAME].

CN7. Did you take courses or training to earn the [certification] [license]?

- YES ..... 1 (GOTO CN7A)
- NO ..... 2 (GOTO CN9A)

CN7A. Was the coursework or training for the [certification] [license] part of a college or university degree program?

- YES ..... 1
- NO ..... 2

CN7B. Was the coursework or training mainly self-study or mainly classes or courses with an instructor?

- MAINLY SELF-STUDY ..... 1
- MAINLY INSTRUCTOR ..... 2

CN8. How many weeks or months did it take you to earn the [certification] [license]? TWO DIGITS -- ENTER '00' IF LESS THAN 1 WEEK.

- UNIT 1=WEEK
- 2=MONTH

CN9A. About how many hours per week or per month did it take you to get the certification? TWO DIGITS

- UNIT 1=WEEK
- 2=MONTH

CN9. About how many hours per week or per month did you spend with an instructor? TWO DIGITS (IF > 0 GOTO CN10, ELSE GOTO CN9A) NOTE TO INTERVIEWER: ONLINE INSTRUCTOR IS ACCEPTABLE.

CN10. Did you have to do any of the following to get this [certification] [license]...

- a. demonstrate skills while you were on-the-job?..... YES NO
- b. pass a test or exam? ..... YES NO

CN11. Do you have to take...

- a. periodic tests to maintain it? ..... YES NO
- b. what about continuing education classes, or earning CEUs?. YES NO

IF IN7=1 (CURRENTLY EMPLOYED) GOTO CN12, ELSE GOTO CN14

CN12. Is this [certification] [license] related to your current job?

- YES ..... 1
- NO ..... 2 (GOTO CN14)

CN13. Is it required for your current job?

- YES ..... 1
- NO ..... 2

CN14. Were you [certified] [licensed] by your state, industry, a company, a professional association, or some other organization? MARK ALL THAT APPLY

- STATE..... 1
- INDUSTRY ..... 2
- COMPANY ..... 3
- PROFESSIONAL ASSOCIATION..... 4
- OTHER ..... 6
- SPECIFY \_\_\_\_\_

CN15. Can this [certification] [license] be...

- a. revoked or suspended for any reason? ..... YES NO
- b. used if you wanted to get a job with any employer in that field? ..... YES NO

CN16. What benefits did you receive from earning the [certification] [license]? MARK ALL THAT APPLY

- PROMOTION ..... 1
- HIGHER PAY OR BONUS ..... 2
- CAREER ADVANCEMENT ..... 3
- IS JUST MANDATORY OR REQUIRED FOR JOB ..... 4
- IMPROVED JOB PERFORMANCE..... 5
- HELPED ME STAY CURRENT WITH NEW REGULATIONS,

LAWS, OR TECHNOLOGIES .....	6
TO CHANGE JOB OR CAREER FIELD, ENTER THE WORKFORCE, .....	7
OR START OWN BUSINESS	
OTHER.....	8
SPECIFY _____	

EDINTRO. Now I have some questions about your education and training.

ED1. Are you attending or enrolled in school?

YES .....	1	(GOTO ED2)
NO .....	2	(GOTO ED3)

ED2. What grade or year of school are you attending?

ELEMENTARY GRADES 1-8 .....	1
HIGH SCHOOL GRADES 9-12 .....	2
VOCATIONAL, TECHNICAL, OR BUSINESS SCHOOL BEYOND HIGH SCHOOL LEVEL .....	3
ENROLLED IN COLLEGE, BUT NOT WORKING TOWARDS DEGREE .....	4
COLLEGE YEAR 1 (FRESHMAN) .....	5
COLLEGE YEAR 2 (SOPHOMORE) .....	6
COLLEGE YEAR 3 (JUNIOR).....	7
COLLEGE YEAR 4 (SENIOR) .....	8
FIRST YEAR GRADUATE OR PROFESSIONAL SCHOOL .....	9
SECOND YEAR OR HIGHER IN GRADUATE OR PROFESSIONAL SCHOOL .....	10

ED3. What is the highest degree or level of school you have completed?

NO SCHOOLING .....	0
NURSERY SCHOOL.....	N
KINDERGARTEN.....	K
GRADE 1-11.....	1
12TH GRADE NO DIPLOMA.....	2
REGULAR HIGH SCHOOL DIPLOMA .....	3
GED OR ALTERNATIVE CREDENTIAL.....	4
SOME COLLEGE CREDIT, BUT LESS THAN 1 YEAR OF COLLEGE CREDIT .....	5
1 OR MORE YEARS OF COLLEGE CREDIT, NO DEGREE .....	6
ASSOCIATE’S DEGREE (FOR EXAMPLE: AA, AS) .....	7
BACHELOR’S DEGREE (FOR EXAMPLE: BA, BS).....	8
MASTER’S DEGREE (FOR EXAMPLE: MA, MS, MENG, MED, MSW, MBA) .....	9
PROFESSIONAL DEGREE BEYOND A BACHELOR’S DEGREE .....	10
(FOR EXAMPLE: MD, DVS, DDM, LLB, JD)	
DOCTORATE DEGREE (FOR EXAMPLE: PHD, EDD).....	11

ED4. INTERVIEWER ONLY: DID THE RESPONDENT SAY THEY HAD A “CERTIFICATE” OR SOME TYPE OF TRADE OR VOCATIONAL DIPLOMA?

YES, CERTIFICATE .....	1	(GOTO ED5C)
YES, TRADE OR VOCATIONAL DIPLOMA .....	2	(GOTO ED5A)
NO .....	3	(GOTO CTINTRO)

ED5A. Is that diploma the equivalent of a high school diploma or something else?

HS DIPLOMA EQUIVALENT.....	1	(GOTO CTINTRO)
SOMETHING ELSE .....	2	(GOTO ED5B)

ED5B. We will refer to these types of vocational or trade diplomas as certificates in the next set of questions.

ED5C. These next questions are about certificates.

**Wording experiment 1:**

CTINTRO1. Some people decide to enroll at a college, university, community college, or trade school to earn a certificate rather than a degree.

CTINTRO2. Next I'd like to ask you about educational certificates that some people earn. An educational certificate is typically earned by completing a program of study offered by a college or university, a community college, or a trade school, but it does not lead to an associate's, bachelor's, or graduate degree.

Interviewer probe: Sometimes these are also called vocational diplomas, e.g., a cosmetology diploma, which differs from a high school diploma.

**Certificates**

CT1. Have you ever earned this type of certificate?

YES .....	1	(GOTO CT2)
NO .....	2	(GOTO AL1)

CT2. Do you have more than one certificate?

YES .....	1	(GOTO CT2A)
NO .....	2	(GOTO CT3)

CT2A. How many do you have? TWO DIGITS

CT2B. Let's start with the most recent certificate.

LOOP: ASK CT3 TO CT5 FOR EACH CERTIFICATE. TAKE UP TO FIVE CERTIFICATES.

CT3. What is the major subject or field of study for this certificate?

VERBATIM TEXT STRING

CT4. What is the name of this [your next] certificate?

VERBATIM TEXT STRING [USE LENGTH OF NHES 2005 OR 2007 ADULT ED QUEX STRING]

CT5. Did you complete this certificate program? *[Verification for cognitive testing for potential deletion]*

YES .....	1
NO .....	2

CT6. In what year did you complete it?

[YYYY]

IF CT2=1: GOTO CT7A TO ASK ABOUT MOST RECENT CERTIFICATE (CT6) THAT IS COMPLETED (CT5=1)

CT7A. These next questions are about the [CERTIFICATE NAME] certificate.

[IF IN7=2 GOTO CT10]

CT8. Is this certificate related to your current job?

YES .....	1	
NO .....	2	(GOTO CT10)

CT9. Is it required for your current job?

YES .....	1
NO .....	2

CT10. What type of school or organization provided the certificate program?

PROBE FOR CATEGORY

A COMMUNITY COLLEGE .....	1
ANOTHER UNIVERSITY OR COLLEGE .....	2
A TRADE SCHOOL .....	3
BUSINESS OR COMPANY .....	4
PROFESSIONAL ASSOCIATION .....	5
TRADE UNION .....	6
NON-PROFIT ORGANIZATION .....	7
A FEDERAL, STATE, OR LOCAL GOVERNMENT .....	8
SOMEPLACE ELSE:.....	9
SPECIFY _____	

CT11. Was the training mainly self-study or mainly classes or courses with an instructor?

MAINLY SELF-STUDY .....	1
MAINLY INSTRUCTOR .....	2

CT12. How many credits or hours were required to complete the certificate program?

TWO DIGITS ..... (IF ZERO GOTO CT15)

CT12A. Is that credits or actual hours?

CREDITS/CREDIT HOURS .....	1
HOURS .....	2

Note we will correct question number when the questionnaire is final.



CT15. What benefits did you receive from earning the certificate? MARK ALL THAT APPLY

- PROMOTION ..... 1
- HIGHER PAY OR BONUS..... 2
- CAREER ADVANCEMENT ..... 3
- IS JUST MANDATORY OR REQUIRED FOR JOB ..... 4
- IMPROVED JOB PERFORMANCE..... 5
- HELPED ME STAY CURRENT WITH NEW REGULATIONS,  
LAWS, OR TECHNOLOGIES ..... 6
- TO CHANGE JOB OR CAREER FIELD, ENTER THE WORKFORCE, ..... 7  
OR START OWN BUSINESS
- OTHER..... 8  
SPECIFY \_\_\_\_\_

CT16. Did you take the education or training for the certificate to earn continuing education units or CEUs?

- YES ..... 1
- NO ..... 2

**Additional Background and Labor Force Participation (From CPS and NHES)**

AL1. Now I would like to ask you a few more questions about your background. In what year were you born?

YEAR 19□□

**ADOBYY**

AL3. Are you of Spanish, Hispanic, or Latino origin?

**AHISPANI** YES ..... 1  
NO ..... 2

AL4. Which of the following races do you consider yourself to be? You may name more than one.  
[IF "HISPANIC" PROBE: Is that White Hispanic, Black Hispanic, both, or something else?]  
[CODE ALL THAT APPLY]

Are you...

**AWHITE** White,..... 1  
**ABLACK** Black or African American, ..... 2  
**AAMIND** American Indian or Alaska Native, ..... 3  
**AASIAN** Asian, or..... 4  
**APACI** Native Hawaiian or other Pacific Islander?..... 5

AL5. Are you currently...

**AMARSTAT**

Married or in a civil union,..... 1 (GO TO AL7)  
Separated, ..... 2 (GO TO AL6)  
Divorced,..... 3 (GO TO AL6)  
Widowed, or ..... 4 (GO TO AL6)  
Never married?..... 5 (GO TO AL6)

AL6. Are you currently living with a partner?

**ALIVWITH** YES ..... 1  
NO ..... 2

AL8. In what state, country, or territory were you born?

**ABORNUS** ONE OF 50 STATES OR THE DISTRICT OF COLUMBIA ..... 1 (GO TO BOX BEFORE AL11)  
ONE OF THE U.S. TERRITORIES [PUERTO RICO, GUAM, AMERICAN SAMOA, U.S. VIRGIN ISLANDS, MARIANA ISLANDS, MIDWAY ISLANDS, OR SOLOMON ISLANDS]..... 2 (GO TO AL8OV)  
**ATERROS/R** SPECIFY \_\_\_\_\_  
**ACONTOS/R** SOME OTHER COUNTRY ..... 3 (GO TO AL8OV)  
SPECIFY \_\_\_\_\_

AL8OV. How old were you when you first moved to the (United States/50 states or the District of Columbia)?

**AMOVEAGE** AGE.....□□



*If AL11 = 1 (worked last week) or AL12 = 1 (on leave or vacation), go to AL21. Else if AL11 = 3 (retired), then autocode AL17 = 3 and go to AL21. Else if AL11 = 4 (unable to work), then autocode AL17 = 5 and go to AL21. Else, go to AL15.*

AL15. Have you been actively looking for work in the past 4 weeks?

**JOBLOOK** YES ..... 1 (GO TO AL16)  
 NO ..... 2 (GO TO AL17)

AL16. What have you been doing in the past 4 weeks to find work? Have you...

		<u>YES</u>	<u>NO</u>
<b>JOBAGN</b>	a. Checked with an employment agency? .....	1	2
<b>JOBEMPL</b>	b. Checked with an employer directly or sent a resume? .....	1	2
<b>JOBREL</b>	c. Checked with friends or relatives? .....	1	2
<b>JOBANSAD</b>	d. Placed or answered job ads? .....	1	2

*If any of AL16 a-d = 1 (actively looking for work), go to box after AL17. Else, go to AL17.*

AL17. What were you doing most of last week? Would you say . . .

**JOBACTY** Keeping house or caring for children or other dependents, ..... 1  
 Going to school,..... 2  
 Retired, ..... 3  
 Volunteering, ..... 4  
 Unable to work, or ..... 5  
 Something else?..... 91

**JOBACTOS/R** What was that? \_\_\_\_\_

*If IN5 = 2 (not worked in past 12 months), then go to AL18. Else, go to AL21.*

AL18. Have you ever worked at a job for pay or income?

**JOBEVER** YES ..... 1 (GO TO AL19)  
 NO ..... 2 (GO TO AL20)

AL19. In what year did you last work for pay or income?

**JOBLSTYY**                                   |\_|\_|\_|\_|  
                                                   YEAR

AL20. Do you plan to work at a job for pay or income in the next year?

**JOBNXTYR** YES ..... 1  
 NO ..... 2

AL21 A. For whom did you work at your longest job during the past 12 months?

**EMPLNAME/R** NAME OF COMPANY \_\_\_\_\_

AL21 B. What kind of business or industry is this?

[BUSINESS/INDUSTRY PROBE: For example, TV and radio manufacturing, retail shoe store, state labor department, or farm.] [IF MORE THAN ONE JOB, COLLECT JOB WHERE R WORKS MOST HOURS.]

**INDUSTRY/R** TYPE OF INDUSTRY \_\_\_\_\_

*If IN6 = 4 only (self-employed in the past 12 months), go to AL22. Else, go to AL23.*

AL22. [IS THIS RESPONDENT'S OWN BUSINESS?]

**AOWNBUS** YES ..... 1  
NO ..... 2

AL23. What kind of work (are/were) you doing and what (are/were) your most important activities or duties?

[JOB PROBE: For example, electrical engineer, stock clerk, typist, or farmer.]  
[IMPORTANT DUTY PROBE: For example, typing, keeping account books, filing, selling cars, operating printing press, or finishing concrete.]  
[IF MORE THAN ONE JOB, COLLECT JOB WHERE R WORKS MOST HOURS.]

**PROFESSN/R** KIND OF WORK \_\_\_\_\_

**DUTIES/R** IMPORTANT DUTY \_\_\_\_\_

**DUTIES2/R** IMPORTANT DUTY \_\_\_\_\_

AL25. Does your occupation have legal or professional requirements for continuing training or education?

**CONREQ05** YES ..... 1  
NO ..... 2

AL26. (If you had worked for all 12 months this past year,) About how much (would/do) you (have earned/earn) before taxes and other deductions at (EMPLOYER/your business)?

**EARNAMT** AMOUNT ..... \$□□□,□□□  
**EARNAMTU/R**

**EARNUNT** Per  
**EARNUNTU/R** HOUR ..... 1  
DAY ..... 2  
WEEK ..... 3  
BI WEEKLY ..... 4  
MONTH ..... 5  
YEAR ..... 6  
OTHER..... 91

**EARNUNOS/R** What (is/was) that? \_\_\_\_\_

- AM3. Do you...
- HOWNHOME** Own your home, ..... 1  
 Rent your home, or ..... 2  
 Have some other arrangement?..... 3
- AM4. What was the total income of all persons in your household over the past year, including salaries or other earnings, interest, retirement, and so on for all household members?
- Was it...  
**HINCMRNG** \$25,000 or less, or ..... 1 (READ SET 1)  
 More than \$25,000? ..... 2 (GO TO AM12OV)
- AM120V. Was it...  
**HINCM50K** \$50,000 or less, or ..... 1 (READ SET 2)  
 More than \$50,000? ..... 2 (READ SET 3)
- Was it...  
**HINCOME** [SET 1]  
 \$5,000 or less ..... 1  
 \$5,001 to \$10,000..... 2  
 \$10,001 to \$15,000..... 3  
 \$15,001 to \$20,000, or ..... 4  
 \$20,001 to \$25,000?..... 5
- [SET 2]  
 \$25,001 to \$30,000..... 6  
 \$30,001 to \$35,000..... 7  
 \$35,001 to \$40,000..... 8  
 \$40,001 to \$45,000, or ..... 9  
 \$45,001 to \$50,000?..... 10
- [SET 3]  
 \$50,001 to \$60,000,..... 11  
 \$60,001 to \$75,000,..... 12  
 \$75,001 to \$100,000, or ..... 13  
 Over \$100,000?..... 14
- CLOSE. Those are all the questions I have for you. Thank you for your time.