

**Request for Approval under the “Generic Clearance for the Collection of
Routine Customer Feedback” (OMB Control Number: 1880-0542)**

TITLE OF INFORMATION COLLECTION:

Meeting of the State Directors of Career and Technical Education: Customer Satisfaction Survey

PURPOSE:

The purpose of this voluntary survey is to measure participant satisfaction with the content and quality of information shared during the annual *Meeting of the State Directors of Career and Technical Education*. The feedback garnered from the survey will be used to inform Office of Vocational and Adult Education (OVAE), U.S. Department of Education staff on the value of the information presented and to improve future meetings. A hardcopy of the survey will be distributed at the conclusion of the annual meeting. This year’s meeting will be held on April 17, 2013.

DESCRIPTION OF RESPONDENTS:

Respondents will include state career and technical education (CTE) state directors, state agency CTE administrators from the secondary and postsecondary education levels, and other CTE stakeholders. OVAE anticipates up to 150 individuals will participate. No more than 150 participants will be asked to voluntarily complete the survey.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

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To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? Yes No
3. If Applicable, has a System or Records Notice been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
<i>Representatives of State, local, and tribal governments</i>	75	5 minutes	6.25 burden hours
<i>Private Sector</i>	75	5 minutes	6.25 burden hours
Totals	150	5 minutes	12.5 hours

FEDERAL COST: The estimated annual cost to the Federal government is: Not Applicable

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

Meeting participants must register for the event. All meeting attendees will be requested to complete a survey on a voluntary basis.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 Web-based or other forms of Social Media
 Telephone
 In-person
 Mail
 Other, Explain
2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.