

# THE 2013 NATIONAL ADULT TRAINING AND EDUCATION SURVEY

## INTRODUCTION

Adults acquire their job skills in many ways, including formal education, on-the-job-training, and other work training. This survey asks about all of these, including sections on professional certifications and licenses, educational certificates and other education degrees and classes, apprenticeship programs, and other classes taken for work reasons.

You will be asked to answer only the sections that apply to you. Please start with question A below.

**A. How many of the people living in this household are ages 16-65?**

If no one in this household is ages 16-65, please enter "0" in the box and return the questionnaire in the postage-paid envelope. It is important that you return your questionnaire. No one in your household needs to complete any other questionnaires.

**B. Of these people ages 16-65, how many are no longer in high school?**



*Please have each of these people fill out a questionnaire.*

☐

If everyone in this household ages 16-65 is still in high school, please mark this box and return this questionnaire in the postage-paid envelope. No one in your household needs to complete any other questionnaires.

*If you have any questions or need additional questionnaires,  
please contact us toll-free at 800-xxx-xxxx.*

## EDUCATIONAL ATTAINMENT

1. What is the highest degree or level of school you have completed? (Mark one.)

☐ Elementary or high school, but no high school diploma or GED



**GO TO question 4**

- ☐ High school diploma, GED, or other high school completion
- ☐ Some college credit but less than one year of college credit
- ☐ 1 or more years of college credit, no degree



**GO TO  
question  
3**

- ☐ Associate's degree (for example, AA, AS)
- ☐ Bachelor's degree (for example, BA, BS)
- ☐ Master's degree (for example, MA, MS, MEng, MEd, MSW, MBA)
- ☐ Professional degree beyond a bachelor's degree (for example, MD, DDS, DVM, LLB, JD)
- ☐ Doctorate degree (for example, PhD, EdD)

2. What was the major or field of study for your highest level of education? If there was more than one, please choose the one you consider most important.

Write in:

3. Did you complete your high school requirements through a regular high school diploma, or through the GED or other high school equivalency? (Mark one.)

- ☐ Regular high school diploma
- ☐ GED or other high school equivalency

4. Do you have a professional certification or a state or industry license? 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 Project Management Professional certification, or an IT certification.

☐ Yes (continue with question 5)

☐ No  **GO TO question 20**

5. Thinking of all the certifications and licenses you have, did you get any of them for work-related reasons, or were they all for personal interest? (Mark one)

☐ I got ONE OR MORE certifications or licenses for work-related reasons



**Continue on next page**

☐ I did NOT GET ANY certifications or licenses for work-related reasons



**GO TO question 20**

## CERTIFICATION AND LICENSURE

- In the questions below, we ask a few details about the certification or license that you most recently earned for work-related reasons.
- Please answer these questions only about this **MOST RECENT** work-related certification or license. If you got a certification as part of getting a license, please respond for the license.

6. In what year were you first issued your **MOST RECENT** work-related certification or license?

Write in year:

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7. Who issued this certification or license? (Mark one.)

- ☐ Federal, state, or local government
- ☐ Professional or trade association (for example, Pediatric Nursing Certification Board, National Exercise and Sports Trainers Association, CompTIA)
- ☐ Business or company (for example, Microsoft, 3M Company, Xerox)
- ☐ Other group or organization (specify)



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8. Why did you get this certification or license? (Mark "Yes" or "No" for each.)

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | To get a job in a new field                              |
| <input type="checkbox"/> | <input type="checkbox"/> | To get a promotion or raise in pay                       |
| <input type="checkbox"/> | <input type="checkbox"/> | To stay current in my field or expand skills in my field |
| <input type="checkbox"/> | <input type="checkbox"/> | To start my own business                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | To meet an employer requirement                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Other (specify)  |



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9. Did you have to pass a test or exam or demonstrate your skills to get this certification or license?

- ☐ Yes
- ☐ No

10. What kind of courses, training, or instruction (in-person or online) did you take in order to prepare for this certification or license? (Mark all that apply.)

- ☐ I did not need any courses, training, or instruction
- ☐ I took vocational or occupationally focused high school courses
- ☐ I took courses from a vocational or trade school, community or technical college, or other college or university
- ☐ I took courses from a private company or my employer
- ☐ I participated in on-the-job training, an internship, or an apprenticeship
- ☐ I studied on my own
- ☐ Other (specify)



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11. Do you have to earn continuing education units (CEUs) or other professional development credits to maintain this certification or license?

☐ Yes (continue with question 12)

☐ No  **GO TO question 14**

12. Which ONE of the following best describes the MOST RECENT activity you engaged in to earn your continuing education or other professional development credits for this certification or license? (Mark one.)

☐ Have not yet had to meet these requirements



**GO TO question 14**

☐ Attended conference or demonstration (on-line or in-person)

☐ Completed class or seminar (on-line or in-person)

☐ Read instructional materials (on-line or hardcopy)

☐ Other (specify)



13. Who was the main provider of the instruction or learning materials for the activity you indicated in question 12? (Mark one.)

☐ My employer

A group other than my employer:

☐ Professional or trade association

☐ Labor union or labor organization

☐ Community or technical college, vocational or trade school, college, or university

☐ Federal, state, or local government

☐ Private training company

☐ Other (specify)

14. What is the certification or license number and any abbreviations.

Write in:

15. What kind of work is this certification or license for? (For example: teaching, vocational nursing, computer network administration, auditing, truck driving)

Write in:

16. Could this certification or license be used if you wanted to get a job with any employer in that line of work? If you have a state certification or license that can be used state-wide, please answer "yes".

☐ Yes

☐ No

17. Is this certification or license for the job you have now? If you are currently not employed, please answer "no". (Mark one.)

☐ No

☐ Yes, and it is required for my job

☐ Yes, but it is NOT required for my job



**GO TO question 20**

**18. Is this certification or license for a job you held in the past or for a job you plan to hold in the future? (Mark "Yes" or "No" for each.)**

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | For a job that I held in the past           |
| <input type="checkbox"/> | <input type="checkbox"/> | For a job that I plan to hold in the future |

**19. Other than your most recent certification or license, do you have another certification or license for the job you have now? If you are currently not employed, please answer "no".**

- ☐ Yes  
☐ No

**Continue on the next page....**

## EDUCATIONAL CERTIFICATES

These next questions ask about education you might have received after high school. Include educational certificates you may have earned as part of getting a professional certification or license, but report only information for the educational certificate (not for the certification or license).

20. Some people complete a program of study at a vocational or trade school, community or technical college, or other college or university in order to earn an educational certificate rather than a degree. Sometimes this is called a vocational diploma, for example, a cosmetology or mechanics diploma, which differs from a high school diploma. Have you ever earned this type of educational certificate?

☐ Yes (continue with question 21)

☐ No → **GO TO question 29**

21. Thinking of all the educational certificates you have, which one of the following best describes them? (Mark one.)

☐ All of my educational certificates were for people who have a bachelor's degree

→ **GO TO question 29**

☐ One or more of my educational certificates were for people who do not have a bachelor's degree

- Of the educational certificates or diplomas you earned after high school, we would like to know a few details about the one you earned most recently. We will use the word "certificate" to refer to this educational certificate or diploma.
- Please answer the questions in this section about this **MOST RECENT** certificate.

22. In what year did you earn this **MOST RECENT** certificate?

Write in year: 

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23. How long did it take you to earn this certificate? (Mark one.)

- ☐ Less than 10 weeks (2 ½ months)
- ☐ 10 weeks (2 ½ months) or more, but less than one year
- ☐ One year or more
- ☐ I don't know

24. What type of school awarded this certificate? (Mark one.)

- ☐ Trade, vocational, or business school
- ☐ Community or technical college
- ☐ Other college or university
- ☐ Other type of school (specify)



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## APPRENTICESHIPS

25. Why did you get this certificate? (Mark "Yes" or "No" for each.)

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | To get a job in a new field                              |
| <input type="checkbox"/> | <input type="checkbox"/> | To get a promotion or raise in pay                       |
| <input type="checkbox"/> | <input type="checkbox"/> | To stay current in my field or expand skills in my field |
| <input type="checkbox"/> | <input type="checkbox"/> | To start my own business                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | To get a professional certification or license           |
| <input type="checkbox"/> | <input type="checkbox"/> | Other (specify)  |



26. What was the primary subject or field of study for this certificate?

Write in:

-

27. Is the subject field of this certificate related to the job you have now? If you are currently not employed, please answer "no."

- ☐ Yes  
☐ No



**GO TO question  
~~292828~~ after the  
orange section**

28. Is the subject field of this certificate related to a job you held in the past or to a job you plan to hold in the future? (Mark "Yes" or "No" for each.)

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Related to a job that I held in the past           |
| <input type="checkbox"/> | <input type="checkbox"/> | Related to a job that I plan to hold in the future |

29. In a formal apprenticeship program, an apprentice receives both instruction and on-the-job training and is paid a training salary. Have you ever participated in this type of apprenticeship program? (Do not count student teaching, medical internship or residency, or unpaid internships. Mark one.)

- ☐ Yes, I have COMPLETED this type of program
- ☐ Yes, I am currently participating in this type of program
- ☐ No, I have not participated in this type of program



**GO TO  
question 35**

30. In what year did you complete this apprenticeship program?

Write in year:

31. Did this apprenticeship program lead to a Certificate of Completion of Apprenticeship from your state or from the U.S. Department of Labor?

- ☐ Yes  
☐ No  
☐ I don't know

Continue on the next page...

## COLLEGE CLASSES

32. As part of this apprenticeship program, did you take any courses from a community or technical college or from another college or university?

- ☐ Yes  
☐ No

33. Was this apprenticeship program for the job or industry you work in now? If you are currently not employed, please answer "no".


- ☐ Yes  **GO TO question 35**  
☐ No

34. What occupation was this apprenticeship program for? (For example: carpenter, electrician, water treatment operator, emergency medical technician)

Write in:

Continue on the next page...


35. Are you currently taking classes from a vocational or trade school, community or technical college, or other college or university? If you are on spring, summer, or holiday break, please answer "yes".

- ☐ Yes  
☐ No 

**GO TO question 46**  
*after the orange section*

➤ The rest of this section asks about these college classes. If you are on a school break, please respond for the classes you were taking before you went on break.

36. Are you taking these classes to earn a diploma, certificate, or degree? (Do not count professional certifications or licenses.)

- ☐ Yes  
☐ No 

**GO TO question 39**  
*after the orange section*

37. What diploma, certificate, or degree are you earning? (Mark one.)

- ☐ Diploma or certificate below the bachelor's degree level  
☐ Associate's degree (for example, AA, AS, AAS)  
☐ Bachelor's degree (for example, BA, AB, BS, BFA)  
☐ Certificate above the bachelor's degree level  
☐ Master's degree (for example, MA, MS, MEng, MEd)  
☐ Professional or doctorate degree (for example, MD, DDS, DVM, LLB, JD, PhD, EdD)



38. Are you going to school full time or part time? (Mark one.)

- ☐ Full time  
☐ Part time



**GO TO question 46**

39. How many classes are you currently taking? (Mark one.)

- ☐ One class  
☐ Two or more classes

40. Which ONE of the following best describes the type of classes you are taking? (Mark one.)

- ☐ All my classes are for college credit  
☐ Some of my classes are for college credit, some are not for credit  
☐ All of my classes are not for credit  
☐ I don't know whether my classes are for college credit

41. Why are you are taking these classes? (Mark "Yes" or "No" for each.)

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | To get a job in a new field  |
| <input type="checkbox"/> | <input type="checkbox"/> | To get a promotion or raise in pay                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | To stay current in my field or expand skills in my field               |
| <input type="checkbox"/> | <input type="checkbox"/> | To start my own business   |
| <input type="checkbox"/> | <input type="checkbox"/> | To get a professional certification or license                         |
| <input type="checkbox"/> | <input type="checkbox"/> | To earn continuing education or other professional development credits |
| <input type="checkbox"/> | <input type="checkbox"/> | To help me decide if I want to get a diploma, certificate, or degree   |
| <input type="checkbox"/> | <input type="checkbox"/> | Classes are required to enter a college program                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Personal interest in the subject of the classes                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Other (specify)  |



42. What is the primary subject or field of study for these classes? If you are taking classes in different subjects, please list the subject you consider your main interest or focus.

Write in:

**43. Did your employer require that you take any of these classes?**

- ☐ Not relevant—I am not employed or I am self-employed



**GO TO question 46**

- ☐ Yes  
☐ No

**44. For any of these classes, is your employer paying your tuition or fees, or reimbursing you for your tuition or fees? (Mark one)**

- ☐ Yes, my employer is paying all of the tuition and fees  
☐ Yes, my employer is paying part of the tuition and fees  
☐ No

**45. Are any of these classes designed specifically for employees at your company?**

- ☐ Yes  
☐ No  
☐ I don't know

**Continue on the next page...**

## OTHER INSTRUCTION OR TRAINING

46. OTHER THAN COLLEGE CLASSES YOU MAY HAVE DESCRIBED EARLIER, in the past 12 months, have you completed any other courses, training, or formal instruction, either at work or outside of work?

*This includes both work or personal interest courses, seminars, webinars, or workshops on topics such as:*

- *job safety, work ethics or other regulations*
- *equipment use*
- *communication, sensitivity, or team-building*
- *computer or technical skills*
- *management skills*
- *other job skills*
- *fitness classes, art, dance, or music lessons, religious education*
- *learning to speak English*
- *basic skills education classes*

*and other topics not listed here.*

**Have you completed any such instruction or training IN THE PAST 12 MONTHS?**

☐ Yes (continue with question 47)

☐ No  **GO TO question 52**  
*after the orange section*

47. In the past 12 months, which of the following types of instruction or training have you completed, either in-person or on-line? (Mark all that apply.)

### Job training

- ☐ Safety and compliance training (includes information on company or professional procedures and regulations concerning legal, ethical, and safety issues)
- ☐ Communication, sensitivity, or team training (includes training to improve communication in the workplace, encourage teamwork, or to re-organize work teams and work flow)
- ☐ Management training (includes training in supervising employees and in implementing employment practices, regulations, and policies)
- ☐ Job skills training (includes training to develop the skills you need to do your work, such as sales and customer relations training, professional or technical skill development, use of computer applications, and other practical job skills)

### Basic skills education

- ☐ Basic reading, writing, or arithmetic instruction (instruction for adults below the high school level)
- ☐ High school completion (classes to prepare for the GED or other adult high school program)
- ☐ English language instruction (classes to learn to speak English)

### Other instruction or training

- ☐ Personal interest or development (instruction related to hobbies and interests outside of work)
- ☐ Other (specify)



48. Did any ONE of these activities last at least 8 hours (either in one session or across multiple sessions)?


☐ Yes (continue with question 49)

☐ No  **GO TO question 52**


- In the questions below, we ask a few details about your most recently completed instruction or training that lasted at least 8 hours.
- Please answer these questions only about this MOST RECENT completed instruction or training that lasted AT LEAST 8 HOURS.

49. Which ONE of the following best describes this instruction or training? (Mark one.)

- ☐ Safety and compliance training
- ☐ Communication, sensitivity, or team training
- ☐ Management training
- ☐ Job skills training
- ☐ Basic reading, writing, or arithmetic instruction
- ☐ High school completion
- ☐ English language instruction
- ☐ Personal interest or development

 **GO TO question 52**

☐ Other (specify)



50. Was this instruction or training that your employer offered at no charge during working hours?

- ☐ Yes
- ☐ No
- ☐ Not relevant—I was self-employed or not employed when I took the instruction or training

51. Why did you take this instruction or training? (Mark “Yes” or “No” for each.)

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | To get a job in a new field  |
| <input type="checkbox"/> | <input type="checkbox"/> | To get a promotion or raise in pay                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | To stay current in my field or expand skills in my field               |
| <input type="checkbox"/> | <input type="checkbox"/> | To start my own business   |
| <input type="checkbox"/> | <input type="checkbox"/> | To get a professional certification or license                         |
| <input type="checkbox"/> | <input type="checkbox"/> | To earn continuing education or other professional development credits |
| <input type="checkbox"/> | <input type="checkbox"/> | To meet an employer requirement  |
| <input type="checkbox"/> | <input type="checkbox"/> | Other (specify)  |



## EMPLOYMENT

52. LAST WEEK, were you employed for pay at a job or business, or were you temporarily absent from a job or business?

- ☐ Yes – was working (even for as little as one hour) or was temporarily absent from work (on vacation, temporary illness, maternity leave, other family/personal reasons, bad weather, etc.)
- ☐ No – was not employed, was on layoff, or was retired



**GO TO question 56**

53. For the job or business you were in last week, were you a member of a labor union or of an employee association, similar to a union (for example, AFL-CIO, Change to Win Federation, NEA)?

- ☐ Yes
- ☐ No

54. Which one of the following best describes your employment situation last week (or when you last worked)? (Mark one.)

- ☐ I worked at a full-time job (job of 35 hours or more per week)



**GO TO question 61**

- ☐ I worked at one or more part-time jobs (no full-time job)

55. Would you have preferred to work at a full-time job?

- ☐ Yes
- ☐ No



**GO TO question 61**

56. LAST WEEK, were you on layoff from a job?

- ☐ Yes

- ☐ No

57. During the LAST 4 WEEKS, have you been ACTIVELY looking for work?

- ☐ Yes
- ☐ No



**GO TO question 59**  
after the orange  
section

58. LAST WEEK, could you have started a job if offered one, or returned to work if recalled?

- ☐ Yes, I could have gone to work
- ☐ No, because of my own temporary illness
- ☐ No, because of some other reason (in school, etc.)

59. Do you intend to look for work within the next 5 years?

- ☐ Yes
- ☐ No
- ☐ I don't know

60. When did you last work, even for a few days?

- ☐ Within the past 12 months
- ☐ Over 12 months ago



**GO TO question 64**

- ☐ Never worked for pay



**GO TO question 70**

61. During the PAST 12 MONTHS (52 weeks), how many weeks did you work, even for a few hours, including paid vacation, paid sick leave, and military service? (Mark one.)

- ☐ 50 to 52 weeks
- ☐ 48 to 49 weeks
- ☐ 40 to 47 weeks
- ☐ 27 to 39 weeks
- ☐ 14 to 26 weeks
- ☐ 13 weeks or less

62. During the PAST 12 MONTHS, in the WEEKS WORKED, how many hours did you usually work each WEEK?

Usual hours worked each WEEK:

**63. Which category best fits your earnings from wages, salary, commissions, bonuses or tips, from all jobs over the PAST 12 MONTHS?**

**Report amount before deductions for taxes, bonds, dues or other items. (Mark one.)**

- ☐ \$0 to \$10,000
- ☐ \$10,001 to \$20,000
- ☐ \$20,001 to \$30,000
- ☐ \$30,001 to \$40,000
- ☐ \$40,001 to \$50,000
- ☐ \$50,001 to \$60,000
- ☐ \$60,001 to \$75,000
- ☐ \$75,001 to \$150,000
- ☐ \$150,001 or more

**GO TO  
question 65**

**64. Please write in the month and year for when you last worked.**

Month

Year

**65. For the next few questions, please describe clearly your chief job activity or business last week. If you had more than one job, describe the one at which you worked the most hours. If you had no job or business last week, give information for your last job or business.**

**In your current or last job, which ONE of the following were you? (Mark one.)**

- ☐ An employee of a PRIVATE FOR-PROFIT company or business, or of an individual, for wages, salary, or commissions
- ☐ An employee of a PRIVATE NOT-FOR-PROFIT, tax-exempt, or charitable organization
- ☐ A local GOVERNMENT employee (city, county, etc.)
- ☐ A state GOVERNMENT employee
- ☐ A Federal GOVERNMENT employee
- ☐ SELF-EMPLOYED in own business, professional practice, or farm

- ☐ Working WITHOUT PAY in family business or farm

**66. For whom did you work?**

*If now on active duty in the Armed Forces, mark (X) this box →* ☐

*and print the branch of the Armed Forces.*

Name of company, business, or other employer

**67. What kind of business or industry was this?**

*Describe the activity at the location where employed. (For example: hospital, newspaper publishing, mail order house, auto engine manufacturing, bank)*

**68. What kind of work were you doing? (For example: registered nurse, personnel manager, supervisor of order department, secretary, accountant)**

**69. What were your most important activities or duties? (For example: patient care, directing hiring policies, supervising order clerks, typing and filing, reconciling financial records)**

## BACKGROUND

70. Are you male or female?

- ☐ Male
- ☐ Female

71. How old are you?

years old

72. What is your current marital status?

- ☐ Now married
- ☐ Widowed
- ☐ Divorced
- ☐ Separated
- ☐ Never married

**GO TO  
question 75**

73. Are you currently living with a boyfriend/girlfriend or partner in this household?

- ☐ Yes
- ☐ No

**GO TO question 75**

74. Are you currently in a registered domestic partnership or civil union?

- ☐ Yes
- ☐ No

75. Are you of Hispanic or Latino origin?

- ☐ Yes
- ☐ No

76. What is your race? Choose one or more.

- ☐ White
- ☐ Black or African American
- ☐ Asian
- ☐ American Indian or Alaska Native
- ☐ Native Hawaiian or other Pacific Islander

77. Do you speak a language other than English at home?

- ☐ Yes
- ☐ No

**GO TO question 79**

78. How well do you speak English? (Mark one.)

- ☐ Very well
- ☐ Well
- ☐ Not very well
- ☐ Not at all

79. Where were you born? (Mark one.)

- ☐ In the United States (the 50 states or the District of Columbia)

**GO TO question 82**

- ☐ In a U.S. territory (Puerto Rico, Guam, American Samoa, U.S. Virgin Islands, or Northern Marianas)

**GO TO question 82**

- ☐ Outside the U.S. (in a foreign country)

80. Were you born abroad to one or more parents who were U.S. citizens?

- ☐ Yes
- ☐ No

**81. When did you come to live in the United States?**

Year:

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**82. Which category best fits the total income of all persons in your household over the past 12 months? Include your own income. Include money from jobs or other earnings, pensions, interest, rent, Social Security payments, and so on. (Mark one.)**

- ☐ \$0 to \$10,000
- ☐ \$10,001 to \$20,000
- ☐ \$20,001 to \$30,000
- ☐ \$30,001 to \$40,000
- ☐ \$40,001 to \$50,000
- ☐ \$50,001 to \$60,000
- ☐ \$60,001 to \$75,000
- ☐ \$75,001 to \$150,000
- ☐ \$150,001 or more

## **THANK YOU.**

Please return this questionnaire in the postage-paid envelope provided.

If you have lost the envelope, mail the questionnaire to:

U.S. Census Bureau  
ATTN: xxxxx  
1201 E. 10<sup>th</sup> Street  
Jeffersonville, IN 47132-0001