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**Attachment II
Recruitment Materials**

**Identification of Participants**

Advertisements will be targeted toward individuals qualified for this particular study, describing briefly the purpose of the cognitive interviews and the opportunity for respondents to contribute to the development of the Employment and Earnings survey. The advertisements will identify the requirement that participants be recent graduates (up to 4 years following completion of the credential) of eligible gainful employment programs, as well as the time commitment of the interview and the incentive amount for participation. Sample advertisements are presented below.

**Sample Facebook Post**

RTI International, a non-profit research firm, is looking for recent graduates of vocational and technical certificate, diploma, and associate’s degree programs to help test a new survey on employment and earnings after college.

**Who**: Those who earned a vocational or technical associate’s degree, certificate, or diploma after January 2011.

**When**: Appointment times are available morning, afternoon and evening.

**Where**: Interviews will be conducted at RTI’s office in [RTP/DC/Chicago].

The interview session will take approximately 40 minutes, and eligible participants will receive $40 to thank them for their time and participation.

If you are interested in participating, please contact XXX at XXX.

Please feel free to share this opportunity with anyone who may be interested.

**Sample Craigslist Ad**

**Title:**

EARNED AN ASSOCIATE’S DEGREE OR CERTIFICATE AFTER JANUARY 2011? RECEIVE $40 FOR A SURVEY

**Ad text:**

IF YOU...

Earned a vocational or technical associate’s degree, certificate, or diploma after January 2011…

WE NEED YOU TO...

Answer a few questions about your employment and earnings since completing your program.

You may be eligible to help us pretest a survey and RECEIVE $40 for your time!

To find out if you’re ELIGIBLE:

Email us: XXX@rti.org

Call us: XXX

Our appointment schedule is flexible, with weekend and evening sessions.

The private interview will be conducted at our [RTP/DC/Chicago] office and will take approximately 40 minutes. The purpose of the interview is to help test and refine survey questions.

RTI International is conducting this survey for the National Center for Education Statistics part of the U.S. Department of Education.

[RTI is a non-profit research firm located in Research Triangle Park near Cornwallis Road and Davis Drive, with easy access to and from I-40.]

[RTI’s DC office is located on 13th Street, N.W., with easy access to Metro Center.]

[RTI’s Chicago office is located on West Monroe St., with easy access to and from I-290 and I-94.]

**Attachment III
Informed Consent**



**Consent to Participate in Research**

**Title of Research**: Employment and Earnings Survey – Cognitive Interview

## Introduction

## You are being asked to participate in a cognitive interview to help improve a survey being constructed by RTI. The survey items will be used by the U.S. Department of Education as part of the National Household Education Study in 2016. Before you decide if you want to take part in this study, please read this Informed Consent form so that you understand what the interview is about and what you will be asked to do. This form also tells you who can participate in the interviews, the risks and benefits of participating, how we will protect your information, and who you can call if you have questions. Please ask the researcher to explain anything you don’t understand before you make your decision.

## Purpose

## The interview is being conducted on behalf of the National Center for Education Statistics, within the U.S Department of Education, by RTI International, a research organization with headquarters in Research Triangle Park, North Carolina.

Participation will involve answering questions and reviewing a survey for an upcoming study. During the interview, we will ask you to complete a survey questionnaire on paper or on a computer and give us your thoughts on the questions you are being asked. In addition, we will ask you questions as you go in order to measure your understanding and interpretation of the questions in the survey. The information from the interviews will help us finalize development of the questions for the final survey instrument.

## Procedures

## You are one of 15 individuals participating in these cognitive interviews. The interview will be audio recorded to make sure we don’t miss anything that you say and to help us write a report summarizing the results of the interviews. Upon completion of the written report, the recording will be destroyed. Your name or any information that could identify you personally will not be used in the report that we write.

## Study Duration

Your participation in the cognitive interview will take about 40 minutes.

 Possible Risks or Discomfort

## We do not anticipate that any of the discussion topics will make you uncomfortable or upset. However you may refuse to answer any question or take a break at any time.

## Your Rights

## | Your Benefits |

## There are no direct benefits to you from participating in this study.

| **Benefits for Other People** |

We hope that these interviews will help to prodice quality questions for the survey being developed on behalf of the U S Department of Education.

| **Payment for Participation** |

You will receive $40 upon completion of the interview.

## Confidentiality

## RTI International is conducting this study for the National Center for Education Statistics (NCES) of the U.S. Department of Education. This study is authorized by law under the Education Sciences Reform Act (20 U.S.C., Section 9543). Your participation is voluntary. Your responses may only be used for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S. Code, Section 9573).

## Future Contacts

We will not contact you in the future.

## Your Rights

Your decision to take part in this research study is completely voluntary. You can refuse to answer any question and you can stop participating at any time.

## Your Questions

If you have any questions about the study, you may call Dr. Jennifer Wine at RTI International (919-541-6870). If you have any questions about your rights as a study participant, you may call RTI’s Office of Research Protection at 1-866-214-2043 (a toll-free number).

**YOU WILL BE GIVEN A COPY OF THIS CONSENT FORM TO KEEP.**

Your signature below indicates that you have read the information provided above, have received answers to your questions, and have freely decided to participate in this research. By agreeing to participate in this research, you are not giving up any of your legal rights.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Participant |  | Date |
|  |  |  |
| Printed Name of Participant |  |  |

I certify that the nature and purpose, the potential benefits, and possible risks associated with participating in this research have been explained to the above-named individual.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Person Obtaining Consent |  | Date |
|  |  |  |
| Printed Name of Person Obtaining Consent  |  |  |

**Attachment IV
Survey Question Justification**

**Question 1** verifies that the earnings measure reported in the survey is for the individual sampled for the survey.

**Question 2** confirms a respondent’s completion of a postsecondary occupational program leading to an industry-recognized credential.

**Question 3** is included to verify zero or blank responses to the earnings questions (questions 4-6) as correct, if the respondent answers that he or she was not employed during the cohort period. This question’s language comes from item Q29a in the March, Annual Social and Economic (ASEC) supplement of the Current Population Survey (CPS).

**Questions 4-6** are included to capture respondent earnings. The language for these questions comes from section 4, part F of the most recent Computer-Assisted Telephone Interview (CATI) version of the American Community Survey (ACS). Specifically, the text instructions before question 4 and the wording for question 4 come from items P40a1 and P40a2/P40a2\_V. The wording for question 5 comes from item P40b1. The wording for question 6 comes from items P47b and P47b\_amount/loss.

For questions 4 and 5, additional prompt text was added to the end of the question, reminding respondents to consider all jobs when answering the question, in order to prevent them from limiting their responses to earnings from their main job (if multiple). Additionally, the term, “overtime pay,” was added to the list of additional sources of income to consider in question 5. This term is used in similar questions in the March ASEC supplement of the CPS (questions Q48a3 and Q48aad), and was identified as an important additional type of earnings during the Technical Review Panel which met in December 2014.

Three separate questions (4-6) are asked to measure earnings so as to mirror the way earnings are collected in the CATI version of the ACS survey. Additionally, including a question specifically regarding tip, overtime pay, bonus, and commission earnings is important to ensure these types of income are included in the total earnings measure.