

Attachment 3 and Attachment 4

NHES 2016 ATES Cognitive Interview

Table of Contents

<i>Attachment 3 NHES 2016 ATES Cognitive Interview Protocol</i>	<u>2</u>
<i>Attachment 4 NHES 2016 ATES Cognitive Interview Questionnaire</i>	<u>12</u>

Attachment 3 NHES 2016 ATES Cognitive Interview Protocol

Interview ID:		Date of Interview:	
First Name:		Interviewer	

STEP 1: WELCOME AND INTRODUCTION SCRIPT

Interviewer Instructions: The following scripts should NOT be read verbatim. Text in italics is suggested content with which the interviewer should be thoroughly familiar in advance. Text in brackets [] presents instructions for the interviewer.

Hello, my name is <your name > and I work for American Institutes for Research. It's nice to meet you, thanks for coming to help us out today.

[Create small talk to build rapport with the respondent]

You are here today to help us out with a survey that we are working on for the U.S. Department of Education. This survey asks about adults' education and training experiences. I will ask you to complete the survey as if you were taking a real survey. There are no right or wrong answers, and it's ok if you do not know some of the answers. As you are answering the questions I will ask you about your answers. This will help us make the survey better and clearer for other adults like you.

To make sure we learn everything we can from this session, I am going to be taking notes while you are answering the survey and while we are talking [INSERT IF THERE IS AN OBSERVER: and my colleague will also be observing our session today behind the glass].

Also, this interview will be audio recorded so researchers can review the recording later. Any information that refers to you personally, like your name or employer, will not be included in our report, and your responses will be used for research purposes only.

Remember, you are not being tested; all we want is to learn how well the survey works.

If at any time you want to stop, just let me know.

[If, for any reason, the participant is no longer interested in participating, thank the participant for his/her time and end the interview.]

Before we continue, do you have any questions? [Answer any questions they may ask.]

[Provide respondent with a copy of the informed consent form. Ask the respondent to read the form (or read it to him/her, depending on respondent preference), answer any questions, and have the respondent sign the form. Leave a separate copy of the form with the respondent.

If the respondent has consented to recording, start the recorder.]

STEP 2: THINK-ALOUD PRACTICE

While you fill out the survey I want you to talk about how you are answering the questions. Hearing you talk about how you decide on your answers will help me understand how to make the questions better. I am more interested in how you arrive at your answers than in the answers you give. To help you get started on thinking aloud, we are going to do a practice activity.

I'm going to give you a piece of paper with a question in it. I'm going to ask you to read out loud the question and think aloud as you decide on your answer.

[Give respondent handout with think aloud practice.]

How many windows are there in the house or apartment where you live?

Please tell me what you are thinking while you are figuring out your answer.

Probe as needed for detail: ***How did you arrive at that answer? What were you visualizing when you were deciding on that answer? Can you tell me more about what you are including in your count?***

When complete: ***Thank you; that's the kind of detail I'm looking for when you talk to me about your answers to the questions in the survey.***

[Hand respondent a copy of the questionnaire and a pen or pencil.]

STEP 3: COMPLETION OF THE QUESTIONNAIRE

Now I would like you to complete the questionnaire. I'd like you to think aloud while you decide on your answer. Please read aloud anything you would read to yourself if I were not here.

Remember that I am interested in hearing you talk about what you are thinking as you figure out your answers to the questions.

[REMEMBER TO TELL THEM THROUGHOUT THE QUESTIONNAIRE THAT THEY ARE DOING A GREAT JOB THINKING ALOUD, AND THEIR ANSWERS TO YOUR QUESTIONS ARE REALLY HELPFUL.]

Useful Probes

Can you tell me in your own words what that question was asking?

What does the word [term] in this question mean to you?

How easy or difficult is it to remember [topic]?

How easy or hard was it to choose an answer?

Tell me what you are thinking.

How did you come up with that answer?

You said [answer]. Can you tell me more about that?

[In response to R actions or comments]: Tell me what happened? Tell me what you were doing?

[If you pick up on a visual cue like a furrowed brow or a puzzled look]: Tell me what you are thinking.

[If you pick up on a visual cue that indicates confusion like paper flipping or rereading an old question before answering this question]: Tell me what just happened. Tell me about what you were just doing.

Education

ASK QUESTIONS AND USE PROBES ONLY AS NECESSARY

Instructions: It is not necessary to probe on the instructions. Note if the respondent has any problems if they read them.

Q1-Q2: It is not necessary to probe on these questions. Let the respondent continue to think aloud and only probe if respondent says something that indicates a potential problem, or if there is confusion or an inconsistent interpretation compared to other respondents.

Q3. *Since leaving high school, have you earned a diploma or certificate from a vocational, technical, trade, or school?*

In your own words, tell me what this question is asking about.

(If responded "yes") Can you tell me more about this diploma or certificate? What topic/field was it in?

Where did you earn it?

What did you have to do to earn it?

Q4-Q5: It is not necessary to probe on these questions. Let the respondent continue to think aloud and only probe if respondent says something that indicates a potential problem, or if there is confusion or an inconsistent interpretation compared to other respondents.

Q6. *Are you currently taking one or more classes from a college, university, technical or trade school, or other school after high school?*

In your own words, tell me what this question is asking about.

(If responded "yes") Can you tell me more about this class(es)? What topic/field was it in?

Where did you take it?	
<i>(If yes to Q6) Q7. If yes, are you currently a part-time or full-time student?</i> What do the terms “part-time” and “full-time” mean to you in this question?	
Certifications and Licenses	
STOP RESPONDENT AFTER Q16 – Probe on Q8-16	
Q8: It is not necessary to probe on this question. Let the respondent continue the think aloud and only probe if respondent says something that indicates a potential problem, or if there is confusion or an inconsistent interpretation compared to other respondents.	
Q9. (If applicable) If yes, how many <u>currently active</u> certifications and licenses do you have? <i>[If respond “yes,” to Q8]</i> How did you come up with that answer? What does the term “currently active” mean to you in this question? In your own words could you tell me what the instructions for this question mean?	
Q10. The next few questions ask about the certification or license that you consider to be your most important. What is the name of your <u>most important</u> certification or license? What do the words “most important” mean to you in this question? How did you decide which certification or license was your most important? How easy or hard was it to choose your most important certification or license?	
Q11. It is not necessary to probe on this question. Let the respondent continue the think aloud and only probe if respondent says something that indicates a potential problem, or if there is confusion or an inconsistent interpretation compared to other respondents.	
Q12. Was your most important certification or license issued by the federal, state, or local government (for example, by a state board of education or other state board, OSHA, or FAA)? In your own words, tell me what this question is asking about. How easy or hard was it to answer this question?	
Q13. In what year did you first get your most important certification or license? How did you come up with that answer? How easy or difficult is it to remember the year you first received your most important certification or license?	

Q14a. Did you do any of the following to prepare for <u>getting</u> your most important certification or license? Took classes from a college, technical school, or trade school? How did you determine whether to answer yes or no in this question?	
Q14. Did you do any of the following to prepare for <u>getting</u> your most important certification or license? Looking at question 14, was there anything else you did to get your most important certification/license other than what is listed?	
Q15: It is not necessary to probe on this question. Let the respondent continue to think aloud and only probe if respondent says something that indicates a potential problem, or if there is confusion or an inconsistent interpretation compared to other respondents.	
Q16. How useful has your <u>most important certification or license</u> been for each of the following? (a-c) How easy or hard was it to <u>only</u> answer about your most important certification or license for each question?	
Q10 through 16 (if responded in Q9 that they had more than 1 certification) Was it easy or hard to answer for just your most important certification or license? Did you think about other certifications or licenses when you answered these questions?	
STOP RESPONDENT AFTER Q24 – Probe on Q17-24	
Q17-21. Do you have another currently active certification or license? (if answer “Yes” to Q17 – probe) How did you decide which certification or license was your second most important? How easy or hard was it to choose your second most important certification or license?	
Q18 through 24 For questions 18 through 24, was it easy or hard to answer for just your second most important certification or license? Did you think about other certifications or licenses when you answered these questions?	
Q20. Was your second most important certification or license issued by the federal, state, or local government (for example, by a state board of education or other state board, OSHA, or FAA)? In your own words, tell me what this question is asking about. How easy or hard was it to answer this question?	
Q22a. (If applicable) Did you do any of the following to prepare for getting your most important certification or license? Took classes from a college, technical school, or trade school?	

How did you determine whether to answer yes or no in this question?	
Q22. (If applicable) Did you do any of the following to prepare for getting your most important certification or license? Looking at question 22, was there anything else you did to get your most important certification/license other than what is listed?	
Q23. It is not necessary to probe on this question. Let the respondent continue the think aloud and only probe if respondent says something that indicates a potential problem, or if there is confusion or an inconsistent interpretation compared to other respondents.	
Q24. How useful has your second-most important certification or license been for each of the following?(a-c) How easy or hard was it to only answer about your second most important certification or license for each question?	
STOP RESPONDENT AFTER Q28 – Probe on Q25-28	
Q25-28. (If respond “Yes” to Q25): If yes, what is the name of your third-most- important certification or license? How did you decide which certification or license was your third most important? How easy or hard was it to choose your third most important certification or license?	
Q27: It is not necessary to probe on this question. Let the respondent continue the think aloud and only probe if respondent says something that indicates a potential problem, or if there is confusion or an inconsistent interpretation compared to other respondents.	
Q28. (If applicable) Was your third-most important certification or license issued by the federal, state, or local government (for example, by a state board of education or other state board, OSHA, or FAA)? In your own words, tell me what this question is asking about. How easy or hard was it to answer this question?	
Q26 through 28 (If applicable) For questions 26 through 28, how easy or hard was it to only answer about your third most important certification or license? Did you think about other certifications or licenses when you answered these questions?	

Certificates	
Q29d. People sometimes earn certificates for completing an education or training program. A certificate is different from a certification or license. Do not include certifications or licenses here; include them in the previous section only. Have you ever earned any of the following types of certificates? d. A certificate—not a degree—for completing a program at a community or technical college, or other school after high school. Do not include teaching certificates or college degrees. In your own words, what do you think Q29d is asking about?	
Q30. (If yes.) We will refer to the certificates in question 29d as “post-secondary certificates.” Where did you get your last post-secondary certificate? In your own words, what is this question asking about? How easy or difficult was it to answer this question? (If R chooses “another college or university” or “Someplace else”): Can you tell me more about where you got your last post-secondary certificate?	
Q31. What was the field of study for your last post-secondary certificate? Were you able to find an option that fits your situation, or do you think there were any options missing? Can you tell me more about how you chose your answer? If chose ‘other’: What was the field of study for your certificate?	
Q32: It is not necessary to probe on this question. Let the respondent continue the think aloud and only probe if respondent says something that indicates a potential problem, or if there is confusion or an inconsistent interpretation compared to other respondents.	
Q33. Which one of the following was required for enrolling in your last post-secondary certificate program? Can you tell me in your own words what this question is asking? How easy or difficult was it to answer this question? Tell me more what you were thinking when answering this question.	
Q34. Were any of the following required for completing your last post-secondary certificate program?[a-d] Were there any other requirements needed to complete this program other than what is listed?	

Q35. Is your current job related to your last post-secondary certificate? How easy or difficult was it to answer this question?	
Q36-37: It is not necessary to probe on these questions. Let the respondent continue to think aloud and only probe if respondent says something that indicates a potential problem, or if there is confusion or an inconsistent interpretation compared to other respondents.	
Work Experiences Programs	
[Lower priority – If time is short do not probe on Q38] Q38: People sometimes prepare to enter a trade or profession through a program that combines work experience with education or formal training. Have you ever COMPLETED this type of work experience program—for example, an internship, student teaching, co-op, practicum, clerkship, externship, residency, clinical experience, or apprenticeship? (IF YES) Tell me about your program: • What job was it for? • Could you describe a typical day in the program? • What type of organizations were involved in it and what were their roles?	
Q39. (If applicable) If yes, how long did your last work experience program last? How easy or difficult was it to answer this question? How did you come up with your answer?	
Q40. (If applicable) What wage did you earn as part of your last work experience program? [If they did not answer quickly/easily]: Were you able to find a response option that fits your experience? (If not, what would be a better option for you?)	
Q41 a-c. (If applicable) Did you do any of the following as part of your last work experience program? (If yes to any of a-c): Can you tell me a bit more about the connection between your training program and the classes, training, or studying you did?	
Q42 a-e. (If applicable) Do the following statements describe your last work experience program? Were any of these questions difficult to answer?	
Q43. (If applicable) Did (or will) your last work experience program help you earn a professional certification or license? Can you tell me in your own words what that question is asking?	

Q44. (If applicable) Did you take your last work experience program as part of a school's education or training program? Can you tell me in your own words what this question is asking?	
Q45. (If applicable) What type of work was your last work experience program for? (Mark ONE only.) Can you tell me how you chose this category? How easy or hard was it to find your answer on that list? Were there any categories that are missing? <i>[Pay attention to R and if they want to select the category headers that don't have check boxes; probe if they are uncertain of where to mark their response]</i>	
Q46-Q47: It is not necessary to probe on these questions. Let the respondent continue the think aloud and only probe if respondent says something that indicates a potential problem, or if there is confusion or an inconsistent interpretation compared to other respondents.	
Q48. (If applicable) Is your current job related to your last work experience program? How easy or difficult was it to answer this question?	
Q47 & Q48. [Note to interviewer – Probe if the R is confused because they are not employed and uncertain how to answer these item]	
Employment	
Q49-Q66: It is not necessary to probe on these questions. Let the respondent continue the think aloud and only probe if respondent says something that indicates a potential problem, or if there is confusion or an inconsistent interpretation compared to other respondents.	
Q67. (If applicable) Did you have a license that was required by a federal, state, or local government agency to do this job? In your own words, what is this question asking? <i>[Check for consistency, if they answered inconsistently between either Q12/20/28 and Q67 then probe]</i> You reported in (Q12/Q20/Q28) “yes/no” but you reported “yes/no” in Q67. Could you tell me the difference between these two questions?	
Q68-Q69: It is not necessary to probe on these questions. Let the respondent continue the think aloud and only probe if respondent says something that indicates a potential problem, or if there is confusion or an inconsistent interpretation compared to other respondents.	

Your Household	
Q70-80: It is not necessary to probe on these questions. Let the respondent continue to think aloud and only probe if respondent says something that indicates a potential problem, or if there is confusion or an inconsistent interpretation compared to other respondents.	

FINAL QUESTION

Is there anything else you would like to tell me about this questionnaire that you haven't had a chance to mention?

(IF APPLICABLE) REMEMBER TO ASK OBSERVER FOR INPUT/ADDITIONAL QUESTIONS

STEP 4. THANK YOU FOR PARTICIPATING

We are finished. Thank you for helping us. The information you've provided will be very helpful for making this survey better.

Interviewer Instructions: Collect materials and escort them out of the interviewing room and to the lobby. Please give the respondent incentive envelope [\$40], and thank them for their time and effort.

Attachment 4 NHES 2016 ATES Cognitive Interview Questionnaire

Adult Training and Education Survey

Part of the 2016 National Household Education Survey



Thank you for helping us with this survey. Based on the information we received from your household in your last survey, we're asking you to complete this final step.

Conducted by

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau



This page left blank intentionally.

Instructions

- ♦ **In response to the survey you answered earlier, we recorded that the person listed below is between the ages of 16 to 65, is not in high school, and lives in this household. If this information is not correct, please call us toll-free at 1-888-xxx-xxxx to let us know.**
- ♦ **These questions should be filled out by:**

No one else in the household should fill out the survey.

- ♦ **To answer a question, simply mark the box [X] that best represents your answer.**
- ♦ **Use a black or blue pen, if available, to complete this survey.**
- ♦ **Please return the completed survey using the postage-paid envelope provided.**

The National Center for Education Statistics (NCES), within the U.S. Department of Education, is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002; 20 USC § 9543). The U.S. Census Bureau is administering this survey on behalf of NCES. You do not have to provide the information requested. However, the information you provide will help the Department of Education's ongoing efforts to learn more about the educational experiences of children and families. There are no penalties should you choose not to participate in this study. 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 (20 USC § 9573). Your responses will be combined with those from other participants to produce summary statistics and reports.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary survey is xxxx-xxxx. The time required to complete this survey is estimated to average 20 minutes per response, including the time to review instructions, gather the data needed, and complete and review the survey. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey, or any comments or concerns regarding the status of your individual submission of this survey, please write to: National Household Education Survey, National Center for Education Statistics, 1990 K Street, NW, Room 9016, Washington, DC 20006. Do not return the completed form to this address.

Education

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

- ☐ Elementary or high school, but no high school diploma or GED®
- ☐ High school diploma
- ☐ GED® or alternative high school credential
- ☐ Some college credit but less than one year of college credit
- ☐ 1 or more years of college credit, no degree
- ☐ 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. Which one of the following best describes the field of study for the highest level of school you have completed? (Mark ONE only.)

If there was more than one, please choose the one you consider most important.

- ☐ General studies, no major, undeclared major
- ☐ Accounting, finance, insurance, real estate
- ☐ Administrative support
- ☐ Agriculture
- ☐ Audio, broadcasting, multimedia, graphic technologies
- ☐ Business, management, marketing
- ☐ Communications, journalism
- ☐ Computer science, information technology
- ☐ Construction, repair, manufacturing, transportation
- ☐ Cosmetology
- ☐ Education
- ☐ Engineering, architecture
- ☐ English language, literature
- ☐ Fine arts, music
- ☐ Law, legal studies
- ☐ Law enforcement, security, firefighting
- ☐ Liberal arts
- ☐ Nursing, medicine, healthcare technologies
- ☐ Political science, economics, history, other social sciences
- ☐ Psychology
- ☐ Religious vocations, theology
- ☐ Sciences (biological or physical), mathematics
- ☐ Social or human services, public administration
- ☐ Other — Specify: 

3. Since leaving high school, have you earned a diploma or certificate from a vocational, technical, or trade school?

- ☐ No
- ☐ Yes

4. Since leaving high school, have you taken any classes to learn English as a second language, sometimes called ESL or ESOL classes?

- ☐ No
- ☐ Yes

5. Since leaving high school, have you taken any literacy classes to help improve your reading?

- ☐ No
- ☐ Yes

6. Are you currently taking one or more classes from a college, university, technical or trade school, or other school after high school?

- ☐ No
- ☐ Yes



GO TO question 8



7. If yes, are you currently a part-time or full-time student?

- ☐ Part-time student
- ☐ Full-time student

CONTINUE on the next page.

Certifications and Licenses

8. Do you have a currently active professional certification or a state or industry license? Do not include business licenses, such as a liquor license or vending 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 Teacher, or an IT certification.

- ☐ No
☐ Yes

GO TO question 29

9. If yes, how many currently active certifications and licenses do you have?

If you had to get a certification in order to get a license, count each certification and license separately.

Number of certifications and licenses

The next few questions ask about the certification or license that you consider to be your most important.

10. What is the name of your most important certification or license?

11. What kind of work is your most important certification or license for?

12. Was your most important certification or license issued by the federal, state, or local government (for example, by a state board of education or other state board, OSHA, or FAA)?

- ☐ No
☐ Yes
☐ Don't know

13. In what year did you first get your most important certification or license?

14. Did you do any of the following to prepare for getting your most important certification or license? (Mark ONE box for each item below.)

	No ▼	Yes ▼
a. Took classes from a college, technical school, or trade school.....	☐	☐
b. Took classes or training from a company, association, union, or private instructor	☐	☐
c. Studied on my own using textbooks or on-line resources.....	☐	☐
d. Got a college degree	☐	☐
e. Participated in on-the-job training, an internship, or apprenticeship	☐	☐

15. Is your most important certification or license for your current job?

If you are not employed, please answer "Not applicable, not currently working."

- ☐ No
☐ Yes, and it is required
☐ Yes, but it is not required
☐ Not applicable, not currently working

16. How useful has your most important certification or license been for each of the following? (Mark ONE box for each item below.)

a. Getting a job

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

b. Keeping a job

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

c. Keeping you marketable to employers or clients

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

d. Improving your work skills

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

17. Do you have another currently active certification or license?

- ☐ No
- ☐ Yes



GO TO question 29



18. If yes, what is the name of your second-most important certification or license?

19. What kind of work is your second-most important certification or license for?

20. Was your second-most important certification or license issued by the federal, state, or local government (for example, by a state board of education or other state board, OSHA, or FAA)?

- ☐ No
- ☐ Yes
- ☐ Don't know

21. In what year did you first get your second-most important certification or license?

22. Did you do any of the following to prepare for getting your second-most important certification or license? (Mark ONE box for each item below.)

	No	Yes
	▼	▼
a. Took classes from a college, technical school, or trade school.....	☐	☐
b. Took classes or training from a company, association, union, or private instructor.....	☐	☐
c. Studied on my own using textbooks or on-line resources.....	☐	☐
d. Got a college degree	☐	☐
e. Participated in on-the-job training, an internship, or apprenticeship	☐	☐

23. Is your second-most important certification or license for your current job?

If you are not employed, please answer "Not applicable, not currently working."

- ☐ No
- ☐ Yes, and it is required
- ☐ Yes, but it is not required
- ☐ Not applicable, not currently working

24. How useful has your second-most important certification or license been for each of the following? (Mark ONE box for each item below.)

a. Getting a job

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

b. Keeping a job

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

c. Keeping you marketable to employers or clients

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

d. Improving your work skills

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

25. Do you have another currently active certification or license?

- ☐ No
- ☐ Yes



GO TO question 29



26. If yes, what is the name of your third-most important certification or license?

27. What kind of work is your third-most important certification or license for?

28. Was your third-most important certification or license issued by the federal, state, or local government (for example, by a state board of education or other state board, OSHA, or FAA)?

- ☐ No
- ☐ Yes
- ☐ Don't know

CONTINUE on the next page.

Certificates

29. People sometimes earn certificates for completing an education or training program. A certificate is different from a certification or license. Do not include certifications or licenses here; include them in the previous section only. Have you ever earned any of the following types of certificates?

a. A certificate for completing a training program from an employer, employment agency, union, software or equipment manufacturer, or other training provider, but not from a school.

- ☐ No
☐ Yes

b. A certificate for completing a vocational program at a high school.

- ☐ No
☐ Yes

c. A high school equivalency certificate, such as a GED®.

- ☐ No
☐ Yes

d. A certificate—not a degree—for completing a program at a community or technical college, or other school after high school. Do not include teaching certificates or college degrees.

- ☐ No
☐ Yes

GO TO question 38

30. (If yes.) We will refer to the certificates in question 29d as “post-secondary certificates.” Where did you get your last post-secondary certificate? (Mark ONE only.)

- ☐ A community college
☐ A vocational, technical, trade, or business school
☐ Another college or university
☐ Someplace else — Specify: 

31. What was the field of study for your last post-secondary certificate? (Mark ONE only.)

- ☐ Accounting, finance, insurance, real estate
☐ Administrative support
☐ Agriculture
☐ Audio, broadcasting, multimedia, or graphic technologies
☐ Business, management, marketing
☐ Computer science, information technology
☐ Construction trades
☐ Cosmetology
☐ Culinary arts
☐ Education
☐ Engineering technologies, drafting
☐ Fine arts, music
☐ Funeral service, mortuary science
☐ Law enforcement, security, firefighting
☐ Law, legal studies
☐ Liberal arts
☐ Manufacturing, production (for example machinist, welder, boilermaker)
☐ Mechanic, repair technologies
☐ Nursing, healthcare technologies
☐ Transportation
☐ Other — Specify: 

32. About how many hours of instruction did you complete in order to earn your last post-secondary certificate?

- ☐ 480 or more hours (12 or more full-time weeks)
- ☐ 160 to 479 hours (4 full-time weeks to less than 12 full-time weeks)
- ☐ 40-159 hours (1 full-time week to less than 4 full-time weeks)
- ☐ Less than 40 hours (less than 1 full-time week)

33. Which one of the following was required for enrolling in your last post-secondary certificate program? (Mark ONE only.)

- ☐ Being enrolled in or having completed an advanced degree program (Master's or higher)
- ☐ Being enrolled in or having completed a Bachelor's degree program
- ☐ Having completed high school or a high school equivalency (such as a GED®)
- ☐ None of the above

34. Were any of the following required for completing your last post-secondary certificate program? (Mark ONE box for each item below.)

	No ▼	Yes ▼
a. Passing a written test or exam.....	☐	☐
b. Some other evaluation of my knowledge or performance	☐	☐
c. Completing a minimum number of credits.....	☐	☐
d. Completing a minimum number of instructional hours	☐	☐

35. Is your current job related to your last post-secondary certificate?

If you are not employed, please answer "Not applicable, not currently working."

- ☐ No
- ☐ Yes, somewhat related
- ☐ Yes, very related
- ☐ Not applicable, not currently working

36. Was your last post-secondary certificate part of the training you took for a professional certification or license?

- ☐ No
- ☐ Yes

37. How useful has your last post-secondary certificate been for each of the following? (Mark ONE box for each item below.)

a. Getting a job

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

b. Increasing your pay

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

c. Improving your work skills

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

Work Experience Programs

38. People sometimes prepare to enter a trade or profession through a program that combines work experience with education or formal training. Have you ever completed this type of work experience program—for example, an internship, student teaching, co-op, practicum, clerkship, externship, residency, clinical experience, or apprenticeship?

- ☐ No, and I am not in one now
- ☐ No, but I am in one now
- ☐ Yes, I have completed this type of program

GO TO question 49

If you have NOT completed a work experience program, go to question 49. If you HAVE completed a program, answer the following questions about the last work experience program you completed.

39. If yes, how long did your last work experience program last?

- ☐ Less than 3 months
- ☐ 3 months to less than 6 months
- ☐ 6 months to less than 1 year
- ☐ 1 year to less than 2 years
- ☐ 2 years to less than 3 years
- ☐ 3 years or more

40. What wage did you earn as part of your last work experience program?

- ☐ No wage
- ☐ A training wage that was lower than the wage of a fully qualified worker
- ☐ The same wage as a fully qualified worker

41. Did you do any of the following as part of your last work experience program? (Mark ONE box for each item below.)

- | | No
▼ | Yes
▼ |
|---|--------------------------|--------------------------|
| a. I took college, technical school, or trade school classes | ☐ | ☐ |
| b. I took classes or training from a company, association, union, or private instructor | ☐ | ☐ |
| c. I studied on my own using textbooks or online resources..... | ☐ | ☐ |

42. Do the following statements describe your last work experience program? (Mark ONE box for each item below.)

- | | No
▼ | Yes
▼ |
|--|--------------------------|--------------------------|
| a. I got instruction or training from another employee | ☐ | ☐ |
| b. I was evaluated by a co-worker or supervisor | ☐ | ☐ |
| c. I got college credit | ☐ | ☐ |
| d. I received journeyman status at the end of an apprenticeship..... | ☐ | ☐ |
| e. I got a state or federal apprenticeship registration number | ☐ | ☐ |

43. Did (or will) your last work experience program help you earn a professional certification or license?

- ☐ No
- ☐ Yes

44. Did you take your last work experience program as part of a school's education or training program? (Mark ONE only.)

- ☐ No
- ☐ Yes, as part of a high school program
- ☐ Yes, as part of a post-secondary certificate program from a community college, technical college, or other school after high school
- ☐ Yes, as part of an Associate's degree program
- ☐ Yes, as part of a Bachelor's degree program
- ☐ Yes, as part of an advanced degree program (Master's degree or higher program)

45. What type of work was your last work experience program for? (Mark ONE only.)

Building or construction trades:

- ☐ Carpenter
- ☐ Electrician
- ☐ Plumber, pipefitter
- ☐ Sheet metal worker, structural steel worker
- ☐ Other building and construction trades

Nursing, medicine, healthcare technologies:

- ☐ Medical doctor
- ☐ Nursing
- ☐ Healthcare technologies
- ☐ Accounting, finance, insurance, real estate
- ☐ Chef, cook, food preparation
- ☐ Computer networking, information technology
- ☐ Cosmetology
- ☐ Driving, piloting, other transportation
- ☐ Engineering, architecture
- ☐ Funeral service, mortuary service
- ☐ Law enforcement, security, firefighting
- ☐ Legal practice
- ☐ Machinist, tool and die maker
- ☐ Management, administration
- ☐ Mechanic or repair work
- ☐ Printing
- ☐ Social work, counseling, religious vocations
- ☐ Teaching
- ☐ Utility or telecommunications technician
- ☐ Other — Specify: 

46. How useful was your last work experience program for each of the following? (Mark ONE box for each item below.)

a. Getting a job

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

b. Increasing your pay

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

c. Improving your work skills

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

47. In your current job, how often do you use the skills or knowledge that you learned during your last work experience program?

If you are not employed, please answer "Not applicable, not currently working."

- ☐ Never or almost never
- ☐ Sometimes
- ☐ All or most of the time
- ☐ Not applicable, not currently working

48. Is your current job related to your last work experience program?

If you are not employed, please answer "Not applicable, not currently working."

- ☐ No
- ☐ Yes, somewhat related
- ☐ Yes, very related
- ☐ Not applicable, not currently working

Employment

49. Last week, were you employed for pay at a job or business?

If you were temporarily absent from a job or business (on vacation, temporarily ill, on maternity leave, etc.), answer "Yes."

☐ No



GO TO question 55

☐ Yes



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

☐ No

☐ Yes

51. Last week, how many jobs did you have?

Number of jobs

52. Last week, did you work at a full-time job (a job where you work 35 hours or more per week)?

☐ No

☐ Yes

53. Last week, did you work at a part-time job (a job where you work fewer than 35 hours per week)?

☐ No



GO TO question 59

☐ Yes



54. If yes, would you have preferred to work at a full-time job?

☐ No

☐ Yes



GO TO question 59

55. Last week, were you on layoff from a job?

- ☐ No
- ☐ Yes

56. During the last 4 weeks, have you been actively looking for work?



- ☐ No
- ☐ Yes

GO TO question 58

57. If no, do you intend to look for work within the next 5 years?

- ☐ No
- ☐ Yes
- ☐ Don't know

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

- ☐ Never worked for pay
- ☐ Over 12 months ago
- ☐ Within the past 12 months



GO TO question 70



GO TO question 62



59. During the past 12 months (52 weeks), how many weeks did you work, including paid vacation, paid sick leave, and military service?

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

60. During the past 12 months, in the weeks you worked, how many hours did you usually work each WEEK?

Usual hours worked each WEEK

61. 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.

- ☐ \$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

62. The next few questions ask about your current or last job. 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, 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 below.*

Name of company, business, or other employer:

63. What kind of business or industry was this?

(For example: hospital, newspaper publishing, mail order house, auto engine manufacturing, bank)

64. Which one of the following were you?

- ☐ An employee of a private company, business, or individual, for wages, salary, or commission
- ☐ A local (city, county, etc.), state, or federal government employee
- ☐ Self-employed in own business, professional practice, or farm
- ☐ Working without pay for family business or farm

65. What kind of work were you doing?

(For example: registered nurse, personnel manager, supervisor of order department, secretary, accountant)

66. What were your most important activities or duties?

(For example: patient care, directing hiring policies, supervising order clerks, typing and filing, reconciling financial records)

67. Did you have a license that was required by a federal, state, or local government agency to do this job?

- ☐ No
- ☐ Yes

68. What kind of position did you hold?

☐ Permanent

☐ Temporary

GO TO question 70

69. Would you have preferred to work at a permanent job?

- ☐ No
- ☐ Yes

CONTINUE on the next page.

Background

70. Have you ever served on active duty in the U.S. Armed Forces, Reserves, or National Guard?

- ☐ No, never served in the military → **GO TO question 72**
- ☐ Yes, but only on active duty for training in the Reserve or National Guard
- ☐ Yes, on active duty now or in past

71. Have you served on active duty since September 2001?

- ☐ No
- ☐ Yes

72. Are you male or female?

- ☐ Male
- ☐ Female

73. What is your current marital status? (Mark ONE only.)

- ☐ Now married → **GO TO question 76**
- ☐ Widowed
- ☐ Divorced
- ☐ Separated
- ☐ Never married

74. Are you currently living with a boyfriend/girlfriend or partner?

- ☐ No
- ☐ Yes

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

- ☐ No
- ☐ Yes

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

- ☐ No → **GO TO question 78**
- ☐ Yes

77. How well do you speak English?

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

78. How old are you?

years old

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

- ☐ No
- ☐ Yes

80. What is your race? You may mark one or more races.

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

Thank You.

Please return this questionnaire in the postage-paid envelope provided. If you have lost the envelope, mail the completed questionnaire to:

**National Household Education Survey
[RETURN ADDRESS HERE]**

Commonly Asked Questions

Q: How was my household chosen?

A: Your address was randomly selected from among all of the home addresses in the nation. It was selected using scientific sampling methods to represent other U.S. households. The sample was designed so that surveys of only a few thousand people will accurately describe the educational experiences of almost all Americans.

Q: Why should I participate? Do I have to do this?

A: Your answers are very important to the success of this study. You represent thousands of other adults like yourself, and you cannot be replaced. This survey is voluntary. You may choose not to answer any or all questions in this survey, but in order for the survey to be representative, it is important that you complete and return it. Those who do not return the survey will not be represented in statistics used by policymakers and researchers. There are no penalties should you choose not to participate in the study.

Q: Will the information I provide be kept confidential? Will my privacy be protected?

A: Yes. Your responses will be combined with those from other adults to produce statistical summaries about education and training in the United States. 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 (20 USC § 9573).

Q: How will my response help the Federal Government?

A: The U.S. Departments of Education and Labor want to understand how adults acquire and maintain the skills they need for work. This survey is the only way these Departments can learn about the education and training that adults receive from schools, employers, and other training sponsors. The survey will allow policymakers and researchers to better understand the demand for education and training programs, and can help direct national policy in these areas. Your responses will be combined with those from other households to inform educators, policymakers, and schools about how adults in the U.S. learn the skills needed for work.

Q: Who is sponsoring this study?

A: The National Center for Education Statistics (NCES), within the U.S. Department of Education, is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002; 20 USC § 9543). The U.S. Census Bureau is administering this survey on behalf of NCES. This study has been approved by the Office of Management and Budget (OMB), the office that reviews all federally sponsored surveys.

Q: What if I have other questions?

A: If you have any questions about the study, you may send e-mail to xxxx@census.gov or you may call the Census Bureau toll-free at 1-800-xxx-xxxx