

Attachment 1 – Contact and Consent Materials

NHES 2017 ATEs Concept Interviews

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Email text for personal and professional contacts

Dear [contact]:

The American Institutes for Research is assisting the National Center for Education Statistics, of the U.S. Department of Education, and other federal statistical agencies in learning more about the types of education and training adults participate in for work.

We are specifically looking for adults ages 18 to 65 who are currently participating in classes or training that is not part of a degree program in order to:

- Prepare for a certification, license, or certificate;
- Maintain a work-related credential;
- Maintain or update skills or get a promotion; or
- To prepare for a different job or career.

Eligible participants will take part in a one-time, voluntary, 60-minute telephone interview and will receive \$25 as a thank you for their participation.

If you or someone you know is interested in participating, please contact [contact info].

Thank you for your time and help with this important study.

Sincerely,

[Recruitment Contact Info]

Text for flyers and advertisements on social media and/or Craigslist

Version 1:

Are you currently participating in classes or training to prepare for or maintain a work-related certification, license, or certificate?

You may be eligible to earn \$25 by participating in a research interview about your classes or training.

About the interview:

American Institutes for Research (AIR) is conducting interviews for a research study sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education. Interviews will be conducted over the telephone between August 5 and September 14, 2015. The interview will last approximately 60 minutes, during which time a researcher will ask you to respond to questions about the work-related classes or training you are currently taking. Your participation and responses are voluntary.

Eligibility to participate:

Adults ages 18 to 65 are being sought. Please visit the website listed below to complete a brief online screening questionnaire to determine if you are eligible. These questions will take approximately 3 minutes to complete.

Screening website: [URL]

Version 2:

Are you currently participating in classes or training to maintain a credential, maintain or update job skills, or to get a promotion?

You may be eligible to earn \$25 by participating in a research interview about your classes or training.

About the interview:

American Institutes for Research (AIR) is conducting interviews for a research study sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education. Interviews will be conducted over the telephone between August 5 and September 14, 2015. The interview will last approximately 60 minutes, during which time a researcher will ask you to respond to questions about the work-related classes or training you are currently taking. Your participation and responses are voluntary.

Eligibility to participate:

Adults ages 18 to 65 are being sought. Please visit the website listed below to complete a brief online screening questionnaire to determine if you are eligible. These questions will take approximately 3 minutes to complete.

Screening website: [URL]

[Version 3:](#)

Are you currently participating in classes or training to prepare for a different job or career?

You may be eligible to earn \$25 by participating in a research interview about your classes or training.

About the interview:

American Institutes for Research (AIR) is conducting interviews for a research study sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education. Interviews will be conducted over the telephone between August 5 and September 14, 2015. The interview will last approximately 60 minutes, during which time a researcher will ask you to respond to questions about the work-related classes or training you are currently taking. Your participation and responses are voluntary.

Eligibility to participate:

Adults ages 18 to 65 are being sought. Please visit the website listed below to complete a brief online screening questionnaire to determine if you are eligible. These questions will take approximately 3 minutes to complete.

Screening website: [URL]

Informed Consent - Adult

The [CONTRACTOR] is assisting with data collection for a study being conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education. NCES and other federal statistical agencies are interested in learning more about the types of education and training adults participate in for work. As part of this effort, AIR is conducting a series of interviews with individuals, such as yourself, who are currently participating in work-related classes or training.

For this study, a staff member will interview each participant for 60 minutes by phone. Participants will be given a \$25 gift card to thank them for their time and participation.

Participants will be asked to describe the work-related classes or training that they are currently involved in and have taken recently. Participant responses will be audio-recorded and the information collected during this study will be for research purposes only. This interview has been approved by the Office of Management and Budget (OMB# 1850-0803). The information you give us will be combined with the responses of others in a summary report that does not identify you as an individual. 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 U.S.C. § 9573).

Your participation is voluntary, you can skip any question you do not want to answer, and you may request to stop at any time during the session. We do not anticipate that any of the questions will make you uncomfortable or upset. However, you may refuse to answer any question or take a break at any time. There are no direct benefits to you for participating in this study, but we hope that these interviews will help us develop and improve the materials for this important study.

Before you are eligible to participate, verbal consent is required. Do you agree to participate in this study?

If you have questions at any time and would like to contact the principal investigator for this research, please contact xxxx xxxxx at the American Institutes for Research at xxx-xxx-xxxx.

Thank you,

<CONTACT NAME>

<CONTACT INFORMATION>