

# **Attachment 1**

2021 Adult Training and Education Survey (ATES)  
Cognitive Interviews – First Round Updated

Communication Materials and Consent Form

OMB# 1850-0803 v. 228

(revised OMB# 1850-0803 v. 227)

**March 2018**

**revised April 2018**

**National Center for Education Statistics (NCES)**

## Email text for personal and professional contacts

### A. General email:

Dear [contact]:

The American Institutes for Research is assisting the National Center for Education Statistics (NCES), of the U.S. Department of Education, to recruit adults to test a series of survey items. We are specifically looking for employed adults ages 18 to 65 who either: have a **certification or license**; have **completed a certificate program** from a school after high school; have **completed a work experience program**, such as an internship or apprenticeship; or are **currently enrolled in or taking courses** from a college, university, technical or trade school, or other school after high school. We will be asking these adults to participate in a one-time, voluntary, 60-minute research interview.

Eligible participants will receive \$40 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]

### B. Email specific for those currently enrolled in or taking courses:

Dear [contact]:

The American Institutes for Research is assisting the National Center for Education Statistics (NCES), of the U.S. Department of Education, to recruit adults to test a series of survey items. We are specifically looking for employed adults ages 18 to 65 who are **currently enrolled in or taking courses** from a college, university, technical or trade school, or other school after high school. We will be asking these adults to participate in a one-time, voluntary, 60-minute research interview.

Eligible participants will receive \$40 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 advertisements on social media and/or Craig's List

These headers and bullets will be used in separate advertisements. For example, one advertisement will be for A. certifications and licenses and another will be for B. educational certificates. The accompanying text (in blue font) will be the same for all advertisements.

### **A. Do you have a professional certification or license for your job, such as a:**

- real estate license,
- teaching certification,
- healthcare technician certification,
- or any other professional certification or license?

### **B. Do you have an educational certificate from a:**

- community or technical college,
- vocational, trade, or business school?

### **C. Have you completed a work experience program?**

This may include an internship, apprenticeship, practicum, clerkship, externship, residency, clinical experience, or similar program

### **D. Are you currently enrolled in or taking courses from a college, university, technical or trade school, or other school after high school?**

*You may be eligible to receive \$40 by participating in a research interview about your education and work credentials.*

#### **About the interviews:**

American Institutes for Research (AIR) is conducting interviews for a research study being done by the National Center for Education Statistics (NCES) of the U.S. Department of Education. The research interviews will be conducted between <Month> and <Month>, 2018 and will be held at a central location convenient to major highways or public transportation. The interview will last approximately 60 minutes, during which time a researcher will ask you to answer written survey questions, including providing your interpretation of the survey questions. Your participation and responses are voluntary.

#### **Eligibility to Participate:**

We are looking for employed adults ages 18 to 65. Please call us between 9 a.m. and 5 p.m. weekdays to complete a brief telephone screening in order to determine if you are eligible. The telephone screening will take approximately 5 minutes to complete.

#### **Contact:**

<CONTACT NAME>

<CONTACT INFORMATION>

## Informed Consent

The American Institutes for Research (AIR) 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. We are interviewing employed adults ages 18 to 65 to gather information that will improve a national survey about adults' credentials for work. For this study, a staff member will meet with participants individually for 60 minutes at <Location>. Participants will receive \$40 to thank them for their time and participation.

Participants will be asked to think aloud while they read the survey questions. Additionally, the interviewer will ask targeted questions to gain a better understanding of the survey questions. Participants' responses will be audio-recorded. The information collected during this study is for research purposes only. 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 these interviews will help us improve the survey instrument.

Before you are eligible to participate, the attached consent form is required.

If you have questions about this research study, please contact **XXXX XXXXX** at the American Institutes for Research at **XXX-XXX-XXXX**.

Thank you,

<CONTACT NAME>

<CONTACT INFORMATION>

Name (Please Print): \_\_\_\_\_

I have read the attached consent form for the Adult Training and Education Survey study and all of my questions at this time have been answered. I understand that my session will be audio-recorded.

This cognitive interview has been approved by the Office of Management and Budget (OMB# 1850-0803). Your participation is voluntary. 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. All of the information you provide 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 and 6 U.S.C. §151).

I agree to participate in this study.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*