



TEXAS SKILL STANDARDS BOARD

**Application
for
Skill Standards Recognition**

Instructions for Application Preparation

All applications must be prepared and submitted according to the instructions and using the forms provided in this application. A separate application package must be completed for each set of skill standards being submitted for TSSB recognition.

APPLICATION CONTENTS

1. Application Cover Page - An application cover page bearing the original signature of the Industry Technical Advisory Committee (ITAC) Chair must accompany the skill standards.
2. Copy of Skill Standards - One paper and one electronic copy of the final standard shall be provided to the TSSB. The electronic copy shall be on the electronic medium (Diskette, CD, DVD etc.) specified by the TSSB. The submitted copy shall consist of the seven elements that comprise a skill standard, in the required TSSB format according to standard TSSB data specifications.
3. Rationale for Selection of Occupational Area - A brief description of the occupational area for which skill standards have been developed and supportive data explaining why it was chosen.
4. Assumptions Related to the Standards - A list of underlying assumptions, if any, determined by the ITAC to pertain across the skill standards statements.
5. Industry Technical Advisory Committee Composition - A list of ITAC members, with an explanation of how the committee represents the industry and was assembled and conducted through a fair, balanced, and procedurally valid process.
6. Description of Skill Standards Development Process - A description of the procedural steps undertaken to develop the skill standards, including a summary of the job analysis process and specific validation strategy used.
7. Review and Update Plan - A statement of commitment and a plan from the ITAC to regularly review and update the skill standards, including the time cycle to be followed.
8. Public Access and Storage - A statement of agreement that the skill standards will be public domain and will be available to be deposited in the TSSB repository.
9. Agreement to Meet TSSB Representative - A statement of agreement that a representative of the ITAC will meet with a representative of the TSSB prior to formal TSSB consideration of the submitted skill standards.

Mail completed application packet to: Texas Skill Standards Board, P.O. Box 2241, Austin, TX 78768-2241. For questions, call: 512/936 8100.