

**UTAH ATE SKILL CERTIFICATION  
PORTFOLIO SUMMARY SCORE SHEET  
HEALTH OCCUPATIONS PROFESSIONAL ESSENTIALS (HOPE)**

The performance evaluation **is a required component of the skill certification process**. Each student must be evaluated on the required performance objectives. Performance objectives (Portfolio Criteria) may be completed and evaluated anytime during the course.

- Students should be aware of their progress throughout the course, so that they can concentrate on the objectives that need improvement.
- Students should be encouraged to repeat the performance objectives until they have performed at a minimum of a number 3 or 4 on the rating scale **(moderately to highly skilled level)**.

4 = highly skilled Successfully demonstrated without supervision  
3 = moderately skilled Successfully demonstrated with limited supervision  
2 = limited skill Demonstrated with close supervision  
1 = not skilled Demonstration requires direct instruction and supervision  
(0=no exposure)

- When a performance objective has been achieved at a minimum of 80% (moderately to highly skilled level), “**Y**” (**Y=YES**) is recorded on the Summary Score Sheet. If a student **does not** achieve a 3 or a 4 (moderately to highly skilled level), then “**N**” (**N=NO**) is recorded on the Summary Score Sheet for that objective.
- All performance objectives **MUST** be completed and evaluated prior to the written test.
- The signed Summary Score Sheet(s) **MUST** be kept in the teachers’ file for two years.
- A copy is also kept on file with the school’s CTE skill certification testing coordinator for two years.

**CRITERIA**

**THE REQUIRED PERFORMANCE CRITERIA ARE:**

- |    |                        |
|----|------------------------|
| 1  | Letter of Introduction |
| 2  | Resume                 |
| 3  | Health Care Project    |
| 4  | Writing Sample         |
| 5  | Work-base Learning     |
| 6  | Oral Presentation      |
| 7  | Service Learning       |
| 8  | First Aid and CPR      |
| 9  | Internet Application   |
| 10 | Leadership             |
| 11 | Journaling             |
| 12 | Other Content          |

## HEALTH OCCUPATIONS PROFESSIONAL ESSENTIALS PORTFOLIO SUMMARY SCORE SHEET

I verify that this is an accurate record of the student performance criteria. **Teacher's Signature** \_\_\_\_\_

**School** \_\_\_\_\_ **Teacher's Name (print)** \_\_\_\_\_ **Date** \_\_\_\_\_ **Period** \_\_\_\_\_

Copies of this sheet must be kept on file at the school for TWO years, by the teacher, and the school CTE testing coordinator.

Indicate student achievement on each required performance objective.																
(The performance criteria on this score sheet correspond to the criteria listed on the portfolio content requirements). each objective with a Y or an N as indicated below. "Y" (YES) = 3 or 4, moderate to highly skilled "N" (NO) = 1 or 2, needs direct supervision to limited skilled													<b>Mark</b>			
Student Names (Last Name, First Name)	1	2	3	4	5	6	7	8	9	10	11	12	All Yes	One or More No		
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2.																
3.																
4.																
5.																
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