

# Skill Attainment Documentation Checklist

Review the following questions to determine if a participant has completed the appropriate portions of Skill Attainment for the WIA program.

Participant's Name:

SS #:

## **Basic Skills**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Pre-test, transcripts or AIMS test scores                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Goal set on ISS   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Completed JT-036-2  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Post-test scores, if applicable                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Copy of GED, diploma or certificate listing skills achieved | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Input activity in VOS                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## **Work Readiness Skills**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Pre-test                            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Goal set on ISS                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Completed JT-036-1                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Post-test scores                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Certificate listing skills achieved | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Input activity in VOS               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## **Occupational Skills**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. OSA Presumptive Need                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Goal set on ISS                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Completed JT-036-3                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Post-test scores                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Certificate listing skills achieved | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Input activity in VOS               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Any Other Considerations:

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