

Learn Everywhere Application:

North Main Music

I. Organizational Details

A. *Our Organization:*

North Main Music

The mission of North Main Music is to teach musicians improve their playing, enjoy music to the fullest while achieving their music goals, and to give back to our community.

North Main Music offers private, weekly music instruction in a fun and family-oriented environment. Our studios provide students with a comfortable setting so that they can feel free to focus on their music. Since 2003, we have taught thousands of students from Nashua, Merrimack, Hollis, Hudson, Bedford, and nearby Massachusetts communities.

B. *Contact Information:*

Primary Contact: Mike McAdam
Private Address: 4 Heritage Village Drive, Nashua, NH
Private Phone Number: 978-419-1715

North Main Music's Public Address: 28 Charron Avenue, Nashua, NH 03063
Public Phone Number: 603-505-4282

II. Program Description

North Main Music - Music and Voice

North Main Music is proposing a range of Instrument, Voice, Composition and Sound Technology Certificates, offering school credit to New Hampshire high school students.

- Our **Music Theory and Composition** Certificate will offer students opportunities to create and play their own music.
- Our **Beginner Guitar** Certificate will provide instruction and practice for the novice and developing player.
- Our **Beginner Voice** Certificate will provide instruction and practice for the novice and developing singer.
- Our **Beginner Piano** Certificate will provide instruction and practice for the novice and developing player.
- Our **Music History and Appreciation** Certificate will offer immersive experience and discussion of social, historical, and cultural contexts of music.

- Our **Music Technology** Certificate will provide instruction and practice in sound design, technology and recording mediums.
- Our **Music Career** Certificate will provide skill reinforcement and training for University and College programs, and initiation into the basics of the music business.

We will offer each of these Certificates at High School level (grades 9-12). Our programs will meet in a hybrid of online, contact-less environment and in-person instruction. The purpose of these Certificates is to create a fun, instructional, and interactive environment in which young students can develop their interests in music and hone the technical and artistic skills that the arts foster so well.

III. Policies

A. Instructor Qualifications

Under the rules of North Main Music, all our instructors are required to have an undergraduate degree in music, or significant, relative experience in the music field, such as five or more years of professional performance experience either onstage or as a professional recording, working musician. We at North Main Music confirm that all instructors meet or exceed these standards.

Many of our instructors also have backgrounds in education with experience teaching in private and public schools doing group and private lessons to a variety of ages and backgrounds. All our current instructors meet these required qualifications. At North Main Music we believe in providing continuous support for our teachers so that they can continue to learn and grow. Teachers are evaluated yearly and often meet with the school director or with each other to discuss ways to deal with challenges that occur inside the lessons. How do we make our services more exciting and innovative for students? We also require teachers to come into our school to shadow teachers on staff. This gives them the opportunity to witness different approaches and apply different methods. Teachers also often study with other teachers on staff to continue to develop their skills. Our teachers are required to have either a four-year degree in music studies and/or significant experience in the field as a performing musician or educator.

B. Criminal History Records Check

North Main Music runs a criminal background check on each prospective teacher and staff member prior to hiring. Since many of our instructors have done outreach programs in public schools, additional background checks have also been performed by local police departments. North Main Music will not allow instruction or student contact by a person who has been charged pending disposition for, or convicted of, any violation or attempted violation of any of the offenses as outlined in RSA 189:13-a, V pursuant to a criminal history records check conducted by the department of safety as outlined in

Saf-C 5703.06 through Saf-C 5703.11. We at North Main Music confirm that all our instructors and support staff who will be in contact with students have satisfied our criminal history requirements. Parents of Learn Everywhere program participants will be made aware of the criminal records check policy prior to enrollment.

C. Admissions

The Admission Process

With private music lessons, students are admitted to North Main Music based on their identified music goals and flexible scheduling. Since we offer a wide variety of programs, students can be assured that they are able to find teachers who can provide a good fit for them based on their learning style and music goals. During the admissions process each student's level of competency in a particular content area is assessed so that they may be placed in the correct course level (Beginner Guitar I vs Beginner Guitar II for example).

We provide music instruction to students of all races, ethnicities, religion, and ages. With a diverse and robust group of students, we offer a stimulating learning environment for all. On the initial registration form, families will be required to disclose their students' schools and school districts; our School Director, Mike McAdam, will maintain an annually updated list of the appropriate Local Education Agencies with whom we may need to liaise for each student. We affirm that our admissions process is not designed, intended, or used to discriminate or violate individual civil rights in any manner prohibited by law.

D. Liaison with the Local Educational Agency

With several teachers offering a diverse education background, we have worked successfully with students with disabilities and learning differences over the past 18 years. We understand that we have responsibilities to provide students with disabilities with equal access and equal opportunities to participate in the Learn Everywhere program, including by providing the student with reasonable accommodations.

North Main Music is staffed with a front office that provides support and communication between the students, families, and teachers to ensure that the process is smoothly run. Mike McAdam is the official School Director and will provide any necessary liaison services and accommodations any student or Local Education Agency would need.

IV. Facilities

A. Educational Facilities Description

North Main Music is a 2400- square-foot-facility spread between two floors. Our private studios are spacious, comfortable, and purpose built with up-to-date musical equipment. We feature real acoustic pianos and offer larger performance spaces that

allow students the space to comfortably perform and collaborate, whether it be for recordings, rehearsals, or recitals.

B. Safety Compliance

Our studio space complies with all federal and state safety laws, including all fire codes, including barrier-free access under Abfd 300, code for barrier-free design, and the Americans with Disabilities Act of 1990(ADA), as amended by the ADA Amendments Act of 2008.

C. Proof of Insurance

North Main Music has been licensed to do business in New Hampshire since its formation in 2003. We affirm that our insurance provider is also licensed to do business in the state of New Hampshire. Our policy provides one million dollars in liability insurance for all people in or on our property.

V. Educational Program

A. Proposed Certificates for Learn Everywhere

North Main Music's music classes provide an excellent opportunity for students to learn in several areas of Music and Arts. The planned curriculum provides for a variety of developmentally appropriate techniques and processes as well as learning materials such as equipment, facilities, and supplies, including but not limited to musical instruments, current recording devices, computers, and software, that meet the diverse needs, interests and capacities of each student. Our aim is to guide each student in their development of their observing, imagining, visualizing, listening, transforming, and synthesizing their thoughts and ideas into music through reading and writing music, improvisation, and performance.

Our different classes will not only cover different topics - most of these topics will be assessed at two different Competency Levels (where we have identified two cumulative levels of mastery of the core competencies of that); this will enable students to develop their skills sequentially over time. For further information on these Competency Levels and our Learning Outcomes Assessment Rubrics for each Learn Everywhere course, please see Sections B and C below.

All proposed Certificates are intended as equivalent to the graduation subject of **Music** as identified in NH Ed 306.27, section (t).

B. Competencies and Student Outcomes

The *Music Theory and Composition 1* Certificate will provide a wide ranging, interactive experience that will allow students to arrange and compose music within specified guidelines, while building the fundamental skills of reading and writing musical notation with scale building and interval recognition. Students will be able to imagine,

experiment, and interpret ideas in diverse ways while creating music that emphasizes meaning through personal expression. This certificate will enable students to develop, build, and apply developmentally appropriate mastery in music-making skills and ideas using traditional and new technologies, and an understanding of the unique characteristics and expressive features of music. $\frac{1}{2}$ Credit

Competencies

- Creating: students will apply the skills and language of music to conceive and develop artistic ideas and work. They will generate, conceptualize, and organize their artistic ideas.
- Presenting: students will apply the skills and language of music to convey meaning and communicate ideas of completed works by realizing, developing, and refining music pieces for presentation.
- Responding: students will apply the skills and language of music theory to convey meaning and communicate ideas of completed works by analyzing, interpreting, and selecting works for presentation.
- Connecting: students will apply the skills and language of music to relate personal meaning and external context to specific music pieces and during the music-making process by synthesizing and relating knowledge and experience to artistic ideas and artistic work.
- Major Scales: Understanding that major scales are foundation of all music theory, students will learn how to write and build major scales in all 12 keys.
- Interval Recognition: Ability to read, write and hear the distance between intervals.
- Chord Construction: Building, reading and analysis of major, minor, diminished and augmented triads.
- Composition: Applying these musical elements to create sound musical compositions.

Outcomes

Students will be able to:

- Read and notate music.
- Listen to, analyze, and describe music.
- Improvise melodies, variations, and accompaniments.
- Perform on instruments, alone and/or with others, a varied repertoire of music.
- Compose minimum eight measure pieces that demonstrate mastery of all course materials.
- Intelligently compose melodic, chordal and rhythmic notation.
- Creatively express themselves using course materials

- Be able, melodically and harmonically, to analyze basic pieces of music from all styles and genres.

The *Music Theory and Composition 2* Certificate will continue to build on the concepts learned from Music Theory and Composition 1 by adding circle of 5ths, modes, ear training, cadences, and harmonic analysis to students' competencies in composition. Students will be able to imagine, experiment, and interpret ideas in diverse ways while creating and honing music that emphasizes meaning through personal expression. This certificate will enable students to continue to develop, build, and apply developmentally appropriate mastery in music-making skills and ideas using traditional and new technologies, and further an understanding of the unique characteristics and expressive features of music. $\frac{1}{2}$ Credit

Competencies

- Creating: students will apply their growing skills and language of music to conceive and develop artistic ideas and work. They will generate, conceptualize and organize their artistic ideas.
- Presenting: students will apply their growing skills and language of music to convey meaning and communicate ideas of completed works by realizing, developing, and refining music pieces for presentation.
- Responding: students will apply their growing skills and language of music theory to convey meaning and communicate ideas of completed works by analyzing, interpreting, and selecting works for presentation.
- Connecting: students will apply their growing skills and language of music to relate personal meaning and external context to specific music pieces and during the music-making process by synthesizing and relating knowledge and experience to artistic ideas and artistic work.
- Students will learn how to read, write, and compose using the circle of 5ths.
- Construction of all modes of the major scale.
- Four-part Chord Construction: Building, reading and construction of all minor, major, and dominant seventh chords.
- Composition: Applying these musical elements to create sound musical compositions.

Outcomes

Students will be able to:

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- Read and notate music well.
- Listen to, analyze, and describe music with confidence.
- Improvise melodies, variations, and accompaniments with proficiency.
- Perform on instruments, alone and/or with others, a varied repertoire of music with proficiency.

- Compose minimum eight measure pieces that demonstrate mastery of all course materials.
- Intelligently compose melodic, chordal, and rhythmic notation.
- Creatively express themselves using course materials.
- Be able, melodically and harmonically, to analyze basic pieces of music from all styles and genres.

The *Beginner Guitar* Certificate teaches students with little to no experience of playing the necessary skills to learn the guitar. Students will be able to develop their musical proficiency in instrumental music. Included will be correct playing form, tuning, single note melodies and chords, scales and proper warm-ups, and the introduction of musical notation as applied to the guitar. Students will also have the opportunity to perform alone and with others, developing their ability to perform and respond with understanding. This certificate enables creative personal realization and, for those playing in a group, will foster a sense of community engagement. **1/2 Credit**

Competencies

- **Creating:** students will apply the skills and language of music to conceive and develop artistic ideas and work. They will generate, conceptualize, and organize their artistic ideas.
- **Presenting:** students will apply the skills and language of music by developing musical pieces for presentation.
- **Responding:** students will apply the skills and language of music by beginning to interpret intent and meaning of musical pieces and thus develop their playing skills.
- Student will be able to play the guitar with proper form and fingerings.
- Execute basic first position guitar melodies.
- Sight reading of melodies and basic chord charts.
- Performances of beginner etudes with correct timing, pitch, and dynamics.

Outcomes

Students will be able to:

- Read and notate music.
- Read and interpret many common songs and guitar pieces.
- Perform on instruments, alone and/or with others, a small repertoire of music.
- Play basic guitar repertoire with excellent interpretation of melody, rhythm, and harmony.
- Be able to play beginner accompaniment chords and strumming patterns.

The *Intermediate Guitar* Certificate expands the ideas of Beginner Guitar by adding playing techniques such as barre chords, arpeggios, chord staff reading and finger

picking and proper musical time. Students will thus be able to further their musical proficiency in instrumental music. Increased emphasis is put on students being able to perform and translate published works with accurate interpretation and musical skill. Students will also have the opportunity to perform alone and with others, developing their ability to perform and respond with understanding. This certificate enables creative personal realization and, for those playing in a group, will foster a sense of community engagement. **1/2 Credit**

Competencies

- Creating: students will apply the skills and language of music to conceive and develop artistic ideas and work. They will generate, conceptualize, and organize their artistic ideas. Their compositions and ideas will become more refined and complete.
- Presenting: students will apply the skills and language of music by refining artistic works for presentation.
- Responding: students will apply the skills and language of music to interpret intent and meaning of musical pieces and thus further their playing skills.
- Student will be able to play up to barre chords in all 12 keys.
- Execution of major and minor arpeggios in all 12 keys.
- Sight reading of melodies and basic chord charts.
- Performances of intermediate etudes with correct timing, pitch, and dynamics.

Outcomes

Students will be able to:

- Read and notate music with some confidence.
- Read and interpret many common songs and guitar pieces.
- Perform on instruments, alone and/or with others, a more varied repertoire of music.
- Play basic guitar repertoire with excellent interpretation of melody, rhythm, and harmony.
- Be able to play intermediate accompaniment chords and strumming patterns.

The *Beginner Voice* Certificate will allow students the opportunity to learn how to develop and control their voice by introducing breath and pitch control, muscle development of the supporting muscles, interval matching, and musical notation. Current and classic works are used to nurture these ideas. Students will also learn to execute these skills in a performance situation, thus developing their ability to perform with understanding, and promoting creative personal realization. **1/2 Credit**

Competencies

- Creating: students will apply the skills and language of music to conceive and develop artistic ideas and work. They will generate, conceptualize, and organize their artistic ideas. Their compositions and ideas will become more refined and complete.
- Presenting: students will apply the skills and language of music by analyzing, interpreting, and selecting vocal performances for presentation.
- Responding: students will apply the skills and language of music by perceiving and analyzing vocal performances.
- Connecting: students will apply the skills and language of music by relating knowledge and experience to musical ideas and vocal performance.
- Basic ability to read treble clef notation.
- Understanding basic musical terminology and language
- Performance of published works with correct pitch, time, and dynamics.

Outcomes

Students will be able to:

- Read and notate music.
- Sing alone and/or with others, a small repertoire of music.
- Listen to, analyze, and describe music in relation to vocal performance.
- Evaluate vocal performances. Correctly interpret basic vocal works.
- Develop the muscles in and around the voice for structured singing.
- Accurately match musical pitches with their voice.

The *Intermediate Voice* Certificate expands the ideas learned in Beginner Voice 1 by adding concepts such as harmonization, expanding vocal range, interpretation of classical vocal repertoire such as Italian Opera and dynamics and time. Students will continue to develop these skills in performance situations, thus furthering their ability to perform with understanding, and promoting creative personal realization. $\frac{1}{2}$ Credit

Competencies

- Creating: students will apply the skills and language of music to conceive and develop artistic ideas and work. They will generate, conceptualize, and organize their artistic ideas. Their compositions and ideas will become more refined and complete.
- Presenting: students will apply the skills and language of music by realizing, developing, and refining vocal performances for presentation.
- Responding: students will apply the skills and language of music by perceiving and analyzing vocal performances and interpreting their intent and meaning.
- Connecting: students will apply the skills and language of music by synthesizing and relating knowledge and experience to musical ideas and vocal performance.
- Intermediate ability to read treble clef notation and harmony.

- Understanding and interpretation of basic musical terminology and language.
- Performance of published works with correct pitch, time, and dynamics.

Outcomes

Students will be able to:

- Read and notate music well. Sight read basic vocal melodies.
- Sing alone and/or with others, a varied repertoire of music.
- Listen to, analyze, and describe music in relation to vocal performance with confidence.
- Correctly interpret intermediate vocal works in several styles.
- Accurately match musical pitches and harmonize with their voice.
- Evaluate their own and other vocal performances.

The *Beginner Piano* Certificate enables creative personal realization by giving beginner students a full introduction to the piano by teaching them note values, basic notation and reading, scale warm-ups as well as chords and melodies with variations and accompaniments, developing their ability to perform and respond with understanding. Students will thus be able to further their musical proficiency in instrumental music, developing these skills through published works that they will master by performing solo and in duets with their instructor. **1/2 Credit**

Competencies

- **Creating:** students will apply the skills and language of music to conceive and develop artistic ideas and work. They will generate, conceptualize, and organize their artistic ideas.
- **Presenting:** students will apply the skills and language of music by developing musical pieces for presentation.
- **Responding:** students will apply the skills and language of music by beginning to interpret intent and meaning of musical pieces and thus develop their playing skills.
- Basic music reading on treble and bass clefs.
- Ability to play major scales in the keys of C, F, G and Bb
- Beginner level sight reading of melodies and basic chord accompaniments.
- Performances of intermediate etudes with correct timing, pitch, and dynamics.

Outcomes

Students will be able to:

- Read and notate music.
- Sight read basic piano repertoire with competent timing and execution.

- Obtain basic music reading skills applicable to most instruments.
- Perform on instruments, alone and/or with others, a small repertoire of music.
- Use their skills to perform with other similar level musicians.

The *Intermediate Piano* Certificate enables creative personal realization by continuing to build the repertoire from Beginner Piano 1. Students will develop their two-handed technique and dual staff reading, more advanced scales and modes and melodies, as well as more challenging accompaniments that increase the development of musical time, tempo and dynamics, thus furthering their ability to perform and respond with understanding. Performance skills are enhanced via more complex solos and duets with their instructor. *1/2 Credit*

Competencies

- Creating: students will apply the skills and language of music to conceive and develop artistic ideas and work. They will generate, conceptualize, and organize their artistic ideas. Their compositions and ideas will become more refined and complete.
- Presenting: students will apply the skills and language of music by refining artistic works for presentation.
- Responding: students will apply the skills and language of music to interpret intent and meaning of musical pieces and thus further their playing skills.
- Intermediate music reading on treble and bass clefs.
- Ability to play major scales in all 12 keys.
- Intermediate level sight reading of melodies and basic chord accompaniments.
- Major and minor arpeggios in all 12 keys.
- Performances of intermediate etudes with correct timing, pitch, and dynamics.

Outcomes

Students will be able to:

- Read and notate music with some confidence.
- Sight read intermediate piano repertoire with competent timing and execution.
- Obtain intermediate music reading skills applicable to most instruments.
- Perform on instruments, alone and/or with others, a more varied repertoire of music.
- Use their skills to perform with other similar level musicians.

The *Music History and Appreciation* Certificate allows students to listen to, analyze and describe music from primitive Gregorian chants to present day pop music. Emphasis will be put on understanding musical terminology and what mechanically makes music work as well as its place in history and culture. Evaluation of classic musical

performances and published works will be analyzed. Students will analyze and evaluate works from structural, historical, and cultural perspectives, including acquiring the ability to understand and evaluate pieces; they will also be taught to recognize exemplary musical works from a variety of historical periods and cultures, as well as understand historical development within the discipline of Music. This will help students to understand relationships among music, the other arts, and disciplines outside the arts, as well as understand music in relation to history and culture. **½ Credit**

Competencies

- Research: students will be able to demonstrate an understanding of musical terminology.
- Reflection: students will develop an appreciation of what mechanically makes music work as well as its place in history and culture.
- Responding: students will apply the skills and language of music to evaluate how music conveys meaning, by listening to and analyzing music; interpreting intent and meaning of music; and applying criteria to artistic work.
- Connecting: students will apply the skills and language of music to relate personal meaning and external context to specific music pieces. They will synthesize and relate knowledge and experience to artistic ideas within music and apply societal, cultural, and historical contexts to musical performances.

Outcomes

Students will be able to:

- Understand music terminology.
- Listen to, analyze, and describe music.
- Evaluate music and music performances.
- Understand relationships among music, the other arts, and disciplines outside the arts.
- Understand music in relation to history and culture.

The *Music Technology* Certificate takes a look at sound design and electronic music through recording mediums and sound reinforcement and enables students to use technology as ways to create, perform, or respond in the discipline of music. Students will learn the basics of signal flow, recording and mixing, music streaming and sound creation. Apps and computer DAW's are fused with classic analog sound capturing devices to give a comprehensive overview of modern practices. Students will compose and create beats and sounds using these techniques and thus have the opportunity to develop, build, and apply developmentally appropriate mastery in music-making skills and ideas using new technologies. **1 Credit**

Competencies

- Creating: students will apply the skills and language of music to conceive and develop artistic ideas and work. They will generate, conceptualize, and organize their artistic ideas. Their compositions and ideas will become refined and complete.
- Presenting: students will apply the skills and language of music by realizing, developing, and refining music works for presentation.
- Responding: students will apply the skills and language of music to perceive and analyze recorded performances. They will demonstrate an understanding of how technology can be used to generate meaning within music.
- Connecting: students will apply the skills and language of music to relate personal meaning to their music.
- Students will understand signal flow as applicable to live sound and/or recording purposes.
- Understand basic DAW functions including editing and sound processing.
- Demonstrate basic mixing of multiple tracks of audio and how to make them work together cohesively.

Outcomes

Students will be able to:

- Compose and arrange music within specified guidelines. Express and create musical ideas in a recorded format. Be able to create synthesized sounds of their own.
- Understand the relationship between music and new technologies.
- Improvise melodies, variations and accompaniments using computer-based sound design.
- Capture sound that can be used for public address or recording purposes.
- Analyze recorded performances competently.

The *Music Career* Certificate allows the instructor to work closely with students looking to pursue music as a profession. Instruction will therefore be provided that embeds Music-related, competency-based academic knowledge. This will be accomplished by reinforcing required skills for University and College music programs as well as teaching necessary tech, ear training and music theory. These occupation-specific skills will provide the individual student with the ability to be college and career ready and able to adapt to the changing demands of the workplace. Music-based careers are explored, and the basics of the music business are taught. The flexibility of this course allows a mentorship that enables students to be successful as they move into a career in the arts.

1/2 Credit

Competencies

- Creating: Students will obtain a clearer pathway into a music-based career
- Presenting: Students will get feedback on musical ideas and projects.
- Responding: Students will learn how to monetize and market their skills.
- Connecting: The ability to work with industry professionals and get valuable advice and mentorship.

Outcomes

Students will be able to:

- Identify the range of careers in the field of music.
- Develop a complete music skill set that will enable success at any music school or university.
- Learn how to best market and present themselves in a competitive marketplace.
- Develop self-knowledge, self-confidence, and self-awareness in defining and refining life and work roles within this field.
- Become familiar with the skills and knowledge essential for making individual career and educational decisions.

C. Assessment Plan

Assessments of student competency attainment in NHLA are expressed in a four-point scale. These four achievement levels are as follows:

- Level 1 (Beginning): The student is beginning competency attainment
- Level 2 (Approaching): The student is approaching competency attainment.
- Level 3 (Meeting): The student is meeting competency attainment.
- Level 4 (Exceeding): The student is exceeding competency attainment

Our school director prepares a Progress Report for all Learn Everywhere students, evaluating each of the relevant Competencies and assigning the student a value between 1 and 4 for each. This Progress Report will be provided upon completion of all modules and courses. Students who receive a 3 or 4 in a Competency have met expectations for developing proficiency in the Competency. Once the student achieves this proficiency in each of the required Competencies, the student is awarded a Certificate. To ensure that our Team Leaders have a clear and sufficient basis on which to establish assessments, we require that students complete their program before receiving their certificate.

“Students move forward through the assigned material by demonstrating competency in a musical environment. This would include written work as well as playing course material with the instructor. The student will be expected to grow and stay current with

the assignments with applied weekly practice. A final will often include a culmination of materials learned in the course by showcasing a student in a performance setting where they will be graded.”

Example of Assessment Rubric:

Music Theory and Composition 1 Competency Assessment Rubric				
<i>Competency</i>	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Level 4</i>
	The student is beginning to process the material but still requires additional instruction.	The student understands parts of the course, and with proper further instruction can make noticeable improvements.	The student has fundamental understanding of the learned materials and can demonstrate competency with the applied skills.	The student shows exceptional ability and can process and interpret the coursework with few problems.

D. Communication of Student Progress

The School Director and instructors are consistently engaged in a continuous feedback loop with students throughout the program, including verbal feedback to both the student and their parent(s). We will send students monthly Progress Reports, letting them know where their assessments stand and what their progress towards a Certificate is. Should they receive a 3 or higher in all of the Competency categories for their certificate, we will let them know they have completed the requirements and have earned a Certificate. All scores are calculated based on their progress in the course, as observed by the instructors, as well as qualitative feedback from their Team Leader and instructors.

For each student registered with NMM who is seeking Learn Everywhere credit, we will maintain a Student Scorecard that registers each Certificate the student is taking, the progress they make on the relevant competencies, whether they are awarded the Certificate, and when the Certificate is awarded. In this way, we can maintain a clear record of each student’s current progress towards each Certificate for which they have begun working on developing the Competencies.

Example of a Student Progress Report:

Student’s Progress Report

Certificate Name:				
Competency	Proficiency Score (Level 1 – 4) ⁽¹⁾	Strengths	Challenges	Opportunities & Recommendations
#1				
#2				
#3				
#Etc.				

(1) – See Example Assessment Rubric on previous page for a definition of each Level.