

**WORKFORCE DEVELOPMENT BOARD  
ADMINISTRATIVE POLICY #2**

Effective Date: July 1, 2016  
Updated 9-13-2017

Subject: Basic Skills Assessment/CCMEP

Purpose: To establish the test of Adult Basic Education (TABE) as the Basic Skills Assessment for CCMEP.

Policy: The TABE will be utilized to assess the basic skills, including the reading, math computation, and applied math and language skills of the CCMEP participant.

The participant's TABE results will be utilized as a factor in the assessment, as well as, in the development of the Individual Opportunity Plan.

Procedure: The TABE test will be administered to all CCMEP applicants. CCMEP staff will administer, score and record results.

As a part of the CCMEP Orientation process, the TABE test will be administered per the policies of the testing company. Each section of the TABE test will be timed and youth will not be allowed to go back to another section after that time has ended.

25 minutes Reading

15 minutes Math Computation

25 minutes Applied Math

25 minutes Language

Distribution: CCMEP Staff  
JFS Staff  
WIOA Staff