

**DRAFT**  
**(For Discussion Purposes Only)**

**Preparation for Certifications and Licenses**

1. Are you currently working on any of the following? [Y/N for each]
  - a. Maintaining or renewing a professional certification or license
  - b. Getting a new professional certification or license

[IF YES TO 1B THEN CONTINUE; OTHERWISE SKIP TO NEXT SECTION]

2. How many new certifications or licenses are you currently working on?  
[text box] *number of certifications or licenses*
3. The next few questions ask about the new certification or license you are working on that you consider to be the most important. What is the name of the most important new certification or license that you are working on?  
[text box]
4. What kind of work is this certification or license for?  
[text box]
5. Is this certification or license required by a federal, state, or local government agency (such as a state board) in order to do that kind of work?
  - No
  - Yes
  - Don't know
6. Would you describe this certification or license as... [Y/N for each]
  - a. Your first certification or license in this field?
  - b. A certification or license in a field in which you already have another certification or license from a different state?
  - c. A specialized certification or license in a field in which you already have another certification or license?
  - d. An advanced-level certification or license in a field in which you already have another certification or license?
7. In what month and year did you start working on this certification or license?  
[MM/YYYY]

8. Which one of the following is required to get this certification or license?
- Having completed an advanced degree program (Master's or higher)
  - Having completed a Bachelor's degree program
  - Having completed a postsecondary certificate or associate's degree
  - Having completed high school or a high school equivalency (such as GED)
  - None of the above
9. Are any of the following required to get this certification or license? [Y/N for each]
- a. Demonstrating skills while on the job
  - b. Completing an internship, apprenticeship, practicum, clerkship, externship, or similar program
  - c. Working a minimum number of years in the field
  - d. Passing a certification or licensing exam
  - e. Submitting a portfolio of work
10. Have you done any of the following as part of working on this certification or license? [Yes/No, but I am working on it/No, and I have not started working on it for each]
- a. Demonstrate skills while on the job
  - b. Complete an internship, apprenticeship, practicum, clerkship, externship, or similar program
  - c. Working a minimum number of years in the field
  - d. Pass a certification or licensing exam
  - e. Submit a portfolio of work
11. Have you done any of the following as part of working on this certification or license? [Y/N for each]
- a. Take classes or training from a college, technical school, or trade school
  - b. Take classes or training from a company, association, union, or private instructor
  - c. Study on your own using textbooks or online resources
12. Is your employer helping to pay for this certification or license (for example, exam fees, tuition, books, or supplies)? Include reimbursements from your employer.
- Not applicable, not currently working
  - No
  - Yes, partly
  - Yes, completely

13. Do any of the following describe why you are working on this certification or license? [Y/N for each]

- a. To get a job
- b. To keep a job
- c. To get a promotion
- d. To increase your pay
- e. To meet an employer requirement
- f. To satisfy the requirements for working in your field
- g. To keep you marketable to employers or clients

14. In what month and year do you expect to get this certification or license?

[MM/YYYY]

15. On a scale of 0-10, how likely is it you will get this certification or license? A '0' means no chance at all and a '10' means absolutely certain.

[text box]

16. To what extent is each of the following a barrier to getting this certification or license? (Not at all/somewhat/very much for each item)

- a. Cost of preparation activities (for example, exam fees, tuition, books, or supplies)
- b. Timing or location of preparation activities (for example, exams, classes, or work experience programs)
- c. Work responsibilities
- d. Family/home responsibilities
- e. Transportation constraints