

**Office of Career and Technical Education**  
**Alternative Assessment Request Deadlines**

A process has been put into place to request an alternative assessment in lieu of the state implemented assessment. This process must be followed in order to have the alternative assessment implemented.

To view the process, click the following link to view the document, *Process to Propose a Certification for Federal Perkins Reporting*.

[Process to Propose a Certification for Federal Perkins Reporting](#)

This document must be filled out in collaboration with the Advisory Group. The document can then be emailed to Jackie Martinez, [martinezj9@michigan.gov](mailto:martinezj9@michigan.gov). An initial review will be conducted to ensure that the document is complete. After the initial review, the document is then forwarded to the program consultant who will complete an analysis to determine whether the program standards match the content on the assessment. After the analysis, the administrative team must review and either approve or deny the alternative assessment. The OCTE will then notify the CEPD Administrator on the approval or denial of the alternative assessment.

Following are deadlines for the alternative assessment process:

| Task   | Due Date   |
|--|--|
| Submission of Alternative Assessment Request   | September 1 – January 30<br><b>(prior school year)</b> |
| OCTE reviews request, program consultant matches standards, etc. and either approves/denies and notifies program | February 1 - June 30                                   |
| OCTE begins implementation process – works with vendor(s) on implementation and data collection process, etc.    | July 1 – September                                     |
| Alternative Assessment is implemented  | Current School Year                                    |

Please contact Valerie Felder at [felderv@michigan.gov](mailto:felderv@michigan.gov) or at 517-335-1066 if you have question or concerns.