Instructions for completing the “Proficiency Assessment Skills Test Sheet”:

Student:
1. Print the forms double sided
2. Fill in the top portion (name, date, proficiency #, injury, modality, condition, etc.)
3. Give the forms to your ACI at the beginning of the proficiency session
4. Make sure both you and the ACI sign and date the sheets
5. Keep the sheets in a folder – you must keep track of these forms
6. If you “passed” the proficiency (i.e. earned a “2” on the “overall performance” rating) have the ACI sign your competency and proficiency log (you’ll turn in the log at the end of the semester)
7. If you did not pass the proficiency, take some time to review the material, practice the proficiency with a peer, then schedule a time to repeat the proficiency, preferably with the same ACI. Bring the forms from the first attempt so the ACI can see the comments and ensure that you worked on the deficient areas.

ACI:
1. Complete the forms as the student performs the proficiency
2. Give the student the forms when completed and review it with him / her
3. Make sure you and the student both sign and date the forms
4. Only sign the student’s competency / proficiency log if the student “passed” the proficiency (i.e. they earned a “2” on the “overall performance” rating)
5. If this is a repeat for the student, ask to see the forms from the first attempt to ensure that the student addressed the deficiencies from the previous attempt.