

o\*net<sup>®</sup>

ability profiler<sup>™</sup>



## Administrator Training Manual



U.S. Department of Labor  
Employment and Training Administration



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## Getting Started . . .

The complete **O\*NET® Ability Profiler™** consists of four packets:

### **Instrument Packet**

(includes: O\*NET Ability Profiler Form; Using Your Results; Part 7 Answer Sheet; Answer Sheet)

### **Administration Packet**

(includes: O\*NET Ability Profiler Administration Manual; User's Guide; Record of Apparatus Scores; Three-Dimensional Space Cutouts)

### **Scoring Packet**

(includes: Pre-marked Response Sheets for Scoring Calibration; CD-Rom containing the O\*NET Ability Profiler Scoring Program (APSP) software and a PDF version of the APSP User's Guide)

### **Training Packet**

(includes: O\*NET Ability Profiler Administrator Training Manual; Overhead Masters; Participant's Guide)

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**To administer** the **O\*NET Ability Profiler**, you will need both the *O\*NET Ability Profiler Instrument Packet* and the *O\*NET Ability Profiler Administration Packet*.

**To score** the **O\*NET Ability Profiler**, you will need *the O\*NET Ability Profiler Scoring Packet*.

**To conduct training** on how to administer the **O\*NET Ability Profiler**, you will need the *O\*NET Ability Profiler Training Packet*.

To order additional instrument, administration, scoring, and training materials, contact the **U.S. Government Printing Office (GPO)**, telephone: 202/512-1800 (DC area) or 1-866/512-1800 (toll free); or fax: 202/512-2250; or visit their online bookstore at: **<http://bookstore.gpo.gov>**.

To download various components, visit the **National O\*NET Consortium**, "Developer's Corner" web page, under the heading, "O\*NET Career Exploration Tools," at: **[http://www.onetcenter.org/dev\\_tools.html](http://www.onetcenter.org/dev_tools.html)**.