

Process to Propose a Certification for Federal Perkins Reporting

Michigan Department of Education:
Office of Career and Technical Education
Revised: March 29, 2017

Process to Propose a Certification for Federal Perkins Reporting

The purpose of this process is to prescreen proposed certifications that are intended to be used in lieu of the Office of Career and Technical Education (OCTE) accepted CTE program assessments for Federal Perkins IV reporting. The prescreen tool includes ratings for the general criteria our office uses to comply with federal reporting. Certifications and credentials are generally business and industry terms and are defined within this document. As the certifications and credentials are business and industry terms, the certifications will need to be reviewed by professionals from that group and program advisory committees can serve a purpose of prescreening.

The local advisory committee that reviews and compares the assessments to the program standards should ideally parallel the sub groups of the OCTE Assessment Cluster Referent Group (CRG) that is intended to review assessments. The CRGs usually consist of 12 or more members with sub groups that are ideally:

- Secondary teachers = 40 to 45%
- Postsecondary teachers = 40 to 45%
- Business and industry representatives of the program = 10% to 20%

CTE School Administrator:

Please administer this rating tool (as a whole) along with the program standards and information regarding the proposed certification to the business and industry advisory members and the teacher(s) for the program.

Please allot approximately 30 to 45 minutes for open review and discussion about the certification and credential terms, standards, and certification. Each rating will need to be completed individually, and each certification will need to be rated separately.

Please submit a current advisory member group roster. Submitted ratings will be reviewed by the appropriate program consultant who will then forward the completed instruments and their recommendation. OCTE Certification Policy Procedures will then be carried out for next steps on certifications that are recommended.

This request must be approved and signed by the CEPD Administrator and original requester prior to submitting to the OCTE.

CEPD Administrator

Date

CEPD #

PSN #

Original Requester

Date

Please forward all of the completed rating forms by FAX or electronic pdf form to: Jackie Martinez at 517-241-5344 or martinezj9@michigan.gov

District Proposed Certification Rating Tool for Program Business and Industry Advisory Members

To complete this task, Advisory Members should receive: this rating tool; information regarding a proposed certification's content; a set of CTE, Business and Industry Certification and Credential Terms; and the mandated program skills standards.

CTE Program Name: _____

CTE CIP Code: _____

School District: _____

School: _____

Advisory Member's career occupation and role:

Advisory Group Member's Role: Chair: Other:

Directions: Record your perceived rating for each of the following criteria as it fits the certification being reviewed by checking one of the choices. 1 = Very Low and 10 = Very High

Criteria Statements

1. How well does the proposed certification align to the breadth and depth of the program content standards?
2. What is your perceived value of the certification with regards to postsecondary school, colleges, or universities?
3. What is your perceived value of the certification with regards to employers in this industry?
4. Being the certification needs to represent the program standards, would this certification be a good candidate to allow a student to "test out" of the program?
5. If the proposed certification cannot be considered usable for a student to "test out," please describe why.

1	2	3	4	5	6	7	8	9	10
	NO		YES						

Advisory Member's Name

Advisory Member's Signature

Date

Contact Number

CTE, Business and Industry, Certification and Credential Terms

Retrieved September 8, 2015 from:

<https://www.workforce3one.org/view/2001523732879857569/info>

Certification/Personnel Certification: A certification indicates that the **individual has acquired the necessary knowledge, skills**, and sometimes personal attributes (based on a formal study) to perform a **specific occupation or skill**. The certification process is based on a formal study that has validated the necessary knowledge, skills, and sometimes personal attributes that have been assessed (through examinations that have been determined to be fair, valid, and reliable) and affirmed (re-certification) at a designated interval. The certificate that is given is owned by the certification body and can be taken away from the certified person for reasons of unethical behavior or incompetence after an appropriate process.

Credentials: There are many different types of credentials offered or awarded by various types of organizations. Within the context of education, workforce development, and employment and training for the labor market, the term credential refers to a verification of qualification or competence **issued to an individual by a third party with the relevant authority or jurisdiction to issue such credentials (such as an accredited educational institution, an industry-recognized association, or an occupational association or professional society)**. The range of different types of credentials includes:

- Educational diplomas, certificates, and degrees;
- Registered apprenticeship certificates;
- Occupational licenses (typically awarded by state government agencies);
- Personnel certifications from industry or professional associations; and
- Other skill certificates for specific skill sets or competencies within one or more industries or occupations (e.g., writing, leadership, etc.).

Some of these credentials are further defined and described in this glossary.

Industry-recognized Credentials: An industry-recognized credential is one that either is developed and offered by, or endorsed by **a nationally recognized industry association or organization** representing a sizeable portion of the industry sector, or **a credential that is sought or accepted by companies within the industry sector for purposes of hiring or recruitment**, which may include credentials from vendors of certain products. Consumer should be aware that in some industry sectors there may be more than one major industry association and that they may endorse or promote different credentials, and that the credentials that are sought by individual companies in an industry can vary by geographic region, by company size, or based on what product or equipment the company uses and needs workers to be able to operate. This is merely to point out that there may not be a single readily identifiable national credential for all industry sectors or occupations.

License/Occupational License: An occupational license is **typically granted by a federal, state, or local government agency, is mandatory in the relevant jurisdiction**, is intended to set professional standards and ensure safety and quality of work, is required in addition to other credentials, is defined by laws and regulations, and is time-limited. Violation of the terms of the license can result in legal action.

Portable Credential: A credential is considered portable when it is **recognized and accepted** as verifying the qualifications of an individual in other settings - **either in other geographic areas, at other educational institutions, or by other industries or employing companies.**

Stackable Credential: A credential is considered stackable when it is **part of a sequence of credentials that can be accumulated over time to build up an individual's qualifications and help them to move along a career pathway or up a career ladder to different and potentially higher-paying jobs.** For example, one can stack a high school diploma, an associate's degree, and then typically obtain two more years of appropriate postsecondary education to obtain a bachelor's degree. An individual can also stack an interim career/work readiness or pre-apprenticeship certificate, then complete an apprenticeship, and later earn a degree or advanced certification.