CTE Credential Application

Thank you in advance for submitting a credential to NC CTE for consideration to include in CTE programs of study. Your request will be reviewed and forwarded to the appropriate consultant for review and further development. The deadline to submit a credential application is July 1 of the year prior to the intended effective date.

Please email any questions about the application process to Linda.Lay@dpi.nc.gov.

* Indicates required question

1. Email *

    _____

Basic Info for Proposed Credential

2. Contributor Name

    _____

3. Contributor Company and Title

    _____

4. Contributor Email

    _____

5. Contributor Phone Number

    _____

6.   Proposed Credential Name (be exact)

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7.   Credential Vendor Contact Name

_____

8.   Credential Vendor Contact Physical Address

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9.   Credential Vendor Website/URL

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10.   Credential Vendor Contact Phone

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11.   Credential Vendor Contact Email

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Required Agreements and Documentation

Before proceeding with this application, you must acknowledge and accept the following requirements.

12.   All vendors must agree to meet the [Third Party Data Integration](#) requirements   *
      from NCDPI.
      [NCDPI Third Party Data Integration Workflow](#)

      Mark only one oval.

      ◯ Agree

      ◯ Disagree (If this option is selected, do not submit the application.)

13.   All vendors must agree to sign a Memorandum of Understanding with regard to   *
      not sharing private student information.

      Mark only one oval.

      ◯ Agree

      ◯ Disagree (If this option is selected, do not submit the application.)

Cost of Proposed Credential

14.   What is the cost of an exam voucher/license/seat for this credential?

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      _____

      _____

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15. Is there a cost to train the instructor to deliver content for this exam? Please explain.

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16. How long is an exam voucher/license/seat valid? (NCCTE prefers no expiration date.)

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17. Are discounts available for volume purchases (vouchers, site licensing, etc.)? (Y/N) If so, please record options here.

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Viability of Proposed Credential

18. Is the credential available for immediate use? (Y/N) If no, please provide date of availability.

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19. Is this credential attainable by a high school student prior to or within 6 months after graduation?

Mark only one oval.

◯ Yes

◯ No

Alignment of Proposed Credential

Credentials may not be aligned to middle grade courses and will not be considered. Credentials aligned to LCOs (local course options) will be referred to affiliated districts for further consideration.

20. To which NCDPI CTE course(s) does the requested credential align? Provide course code and name of course from the NCCTE Course Management System. If this credential does not align to a currently existing course, please indicate N/A. (Note: Credentials aligned to LCOs (Local Course Options) must be submitted by the associated district(s).

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21.   To be considered a Proof of Learning for a course, at least 80% of course content must be covered by the credential assessment. In limited cases, multiple credentials may be tethered to meet the 80% requirement. What percentage of the course content is covered by the credential(s)?

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22.   Please upload a standards crosswalk to support evidence of 80% alignment. (File Name Nomenclature: CredentialName_Crosswalk)

Files submitted:

Industry Value of Proposed Credential

23.   What is the lifespan of the credential for the student? Explain any necessary renewal requirements, if applicable.

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24.   What is the most appropriately aligned Classification of Instructional Programs (CIP) code (one only)?

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25.   What are the aligned Standard Occupational Codes (SOC)? No more than three.

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26.   Does the credential articulate or transfer for credit to a post-secondary institution? (Y/N) If yes, where?

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27.   Employers within an industry signal the value of the occupation-specific certification by: (a) including the certification in job postings as required or highly recommended; and/or (b) using the certification as a factor in selecting candidates for an interview and/or hire; and/or (c) offering higher pay for those who possess the certification. Please provide supporting documentation to address these industry values.
(File Name Nomenclature: CredentialName_IndustryValues)

Files submitted:

28.   What other state(s), if any, have already adopted for their industry-recognized list?

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29. Does the credential contribute to a sequence of industry recognized credentials reflecting skill development and progression toward professional credentials needed to obtain employment in an industry? (Y/N) If so, how?

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30. Does the credential validate transferrable skills for the employee as they move from one employer to another within the same industry?

Mark only one oval.

◯ Yes

◯ No

Eligibility for Proposed Credential Exam

31. What are the requirements to sit for the credential exam? (Age, ID, grade level, etc.)

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32.   Are multiple exams required to obtain the credential? If yes, please record those
         here.

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33.   Approximately how many content hours of instruction are necessary for a high
         school student to be successful?

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34.   Approximately how many lab hours of instruction are necessary for a high school
         student to be successful?

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35.   Does the credential require work experience (work experience may not exceed 1500
         hours and must be obtained throughout the student's high school career)?

         Mark only one oval.

         ◯ Yes

         ◯ No

Administration of Proposed Credential Exam

36. Select the format by which the credential exam is delivered (select all that apply):

    Check all that apply.

    ☐ Computer-based
    ☐ Paper-based
    ☐ Performance-based

37. Does the credentialing agency require the exam be given in a proctored environment? Explain who may serve as a proctor and provide documentation of requirements.

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38. Approximately how long (minutes/hours) does it take to administer the credential exam?

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39. Is the exam given in multiple parts? If yes, please list each part and the time allowed.

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40. What are the requirements to serve as a test site? If a school cannot be the test site, where will the students be required to take the exam?

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41. Are there other testing environment requirements such as cameras, IDs, special equipment/software, etc.? Please specify.

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42. What are the requirements to successfully pass the exam? (Score, time, etc.)

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43.   Is a candidate permitted to retake an exam? (Y/N) If yes, what are the
       requirements?

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44.   Are there requirements of an instructor to teach the course associated with this
       exam? Must they hold the credential prior to instructing the course and/or
       administering the exam? If so, please list available training opportunities.

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Validation of Exam Results for Proposed Credential Exam

45.   NCDPI CTE prefers data sharing from the authoritative source, which would require
       an MOA or MOU between NCDPI - CTE and the authoritative source. Can this
       preference be met? Please explain.

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46.   Please provide details on what artifact(s) can be used to validate the student earned the credential. For example, some students will earn cards, some will be on a registry, and some will have a printable or electronic certificate.

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47.   Please provide a sample copy of valid artifacts.
      (File Name Nomenclature: CredentialName_Artifact)

      Files submitted:

48.   Is district level access to certification data available?

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Accessibility for Proposed Credential Exam

49.   Are accommodations available when taking this exam?Please list and/or provide a link to step-by-step instructions to obtain accommodations and the timeline for the request.

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50. Are training resources/materials used to prepare for the exam available in languages other than English? Please list and/or provide a link.

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Final Comments

51. Final comments/questions/concerns

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