

North Carolina CTE Credential Application

Thank you in advance for submitting a credential to NCCTE for consideration to align with NCCTE pathways. Your request will be reviewed and forwarded to the appropriate CTE Education Consultant for review. The deadline to submit a credential application is July 1 of the year prior to the intended effective (or implementation) date.

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

1. Email *

Basic Information for Proposed Credential

2. Contributor Name

First and Last Name

3. Contributor Company and Title

4. Contributor Email

5. Contributor Phone Number

6. Proposed Credential Name

Please include the exact official name of the credetnial.

7. Credential Vendor Name

8. Credential Vendor Contact Name

9. Credential Vendor Contact Physical Address

10. Credential Vendor Website/URL

11. Credential Vendor Contact Phone

12. Credential Vendor Contact Email

Cost of Proposed Credential

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

14. Is there a cost to train the instructor to deliver content for the credential exam?

If yes, please include details.

15. How long is an exam voucher/license/seat valid?

NCCTE prefers no expiration date.

16. Are discounts available for volume purchases (vouchers, site licensing, etc.)?

If yes, please record options here.

Viability of Proposed Credential

17. Is the credential available for immediate use?

If no, please provide date of availability.

18. 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 lead Public School Unit (PSU) for further consideration.

19. 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 lead PSU.

20. What percentage of the course content is covered by the credential(s)?

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.

21. Please upload a standards crosswalk to support evidence of 80% alignment.

File Name Nomenclature: CredentialName_Crosswalk

Files submitted:

Industry Value of Proposed Credential

22. What is the lifespan of the credential for the student?

Explain any necessary renewal requirements, if applicable.

23. Does the credential articulate or transfer for credit to a post-secondary institution?

If yes, where?

24. Please provide supporting documentation to address the industry value.

File Name Nomenclature: CredentialName_IndustryValues

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.

Files submitted:

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

26. 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?

If so, how?

27. 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

28. What are the requirements to sit for the credential exam?

Such as age, ID, grade level, etc.

29. Are multiple exams required to obtain the credential?

If yes, please enter those below.

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

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

32. Does the credential require work experience?

Work experience may not exceed 1,500 hours and must be obtained throughout the student's high school career.

Mark only one oval.

☐ Yes

☐ No

Administration of Proposed Credential Exam

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

Check all that apply.

☐ Computer-based

☐ Paper-based

☐ Performance-based

☐ Other: _____

34. Does the credentialing agency require the exam be given in a proctored environment?

If yes, explain who may serve as a proctor and provide documentation of requirements.

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

36. Is the exam given in multiple parts?

If yes, please list each part and the time allowed.

37. 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?

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

Please specify.

39. What are the requirements to successfully pass the exam?

Such as score, time, etc.

40. Is a candidate permitted to retake an exam?

If yes, what are the requirements?

41. Are there requirements for the instructor to teach the course associated with this exam, such as hold the credential prior to instructing the course and/or administering the exam?

If yes, please list instructor requirements.

Validation of Exam Results for Proposed Credential Exam

42. NCCTE 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.

43. Please provide details on what artifact(s) can be used to validate the student earned the credential.

For example, the validation artifact may be a card, on a registry, or a printable or electronic certificate.

44. Please provide a sample copy of the validation artifact(s).
(File Name Nomenclature: CredentialName_Artifact)

Files submitted:

45. Is district level access to certification data available?

Accessibility for Proposed Credential Exam

46. 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.

47. Are training resources/materials used to prepare for the exam available in languages other than English?

Please list and/or provide a link.

Final Comments

48. Final comments/questions/concerns

Google Forms