

Attachment A for Superintendent's Memo No. 211

Industry Certification Training and Testing Academies for
November 2004-January, 2005
Virginia Department of Education
Office of Career and Technical Education

Use a separate form for each training/testing academy for which you are submitting a registration.

Application Form (Page 1)
(Submit name/address page and the specific page(s) of interest.)

Please print or type.

First Name	Last Name
School Division	School Name
School Address	
School Address City	School ZIP
School Phone (daytime phone)	Home Phone
E-mail	School Fax
Home Street Address and City	Home ZIP
Career and Technical Education Administrator Approving This Registration	Career and Technical Education course/program you teach that is used to prepare students for industry certification content covered by the training academy for which you would like to register

**Teacher Training/Testing Academies for Industry Certification
Application Form (Page 2)**

(Submit name/address page and the specific page(s) of interest.)

Please indicate (checkmark) the Industry Certification Training/Testing Academy for which you would like to be registered.

First Name	Last Name
<p>_____ Brainbench AutoCAD 2000/2002 Certification, December 14-15, 2004 - Henry County Schools hosting, Coordinator: George Willcox (gwillcox@pen.k12.va.us), Virginia Department of Education</p>	<p>_____ Brainbench Macromedia Dreamweaver MX Certification, November 22-23, 2004 - Location: New River Community College, Rooker Hall, Room 253, Dublin, Coordinator: Anne Rowe (arowe@pen.k12.va.us), Virginia Department of Education</p>
<p>_____ Brainbench Macromedia Flash MX Certification, January 5-6, 2005 - Location: Richmond/James Monroe Building, 18th Floor Computer Lab, Coordinator: Anne Rowe (arowe@pen.k12.va.us) Virginia Department of Education</p>	<p>_____ Fundamental Concepts of Business and Marketing Certification, November 1, 2004 - Location: Adult Education Center, Henrico County Schools, 201 East Nine Mile Road, Highland Springs, Registration Coordinator: Sallie Carmichael (scarmich@mail.vak12ed.edu) Content Coordinator: Dr. Margaret Kirby (mkirby@pen.k12.va.us), Virginia Department of Education</p>
<p>_____ National Professional Certification in Customer Service, November 8, 2004 - Location: Adult Education Center, Henrico County Schools, 201 East Nine Mile Road, Highland Springs, Registration Coordinator: Sallie Carmichael (scarmich@mail.vak12ed.edu) Content Coordinator: Dr. Margaret Kirby (mkirby@pen.k12.va.us), Virginia Department of Education</p>	<p>_____ Virtual Online Academy** (self-study) for the Internet and Computing Core Certification (IC3), November 2004-January 2005 - <u>Statewide</u> - Online instructional materials and testing options for participants will be communicated upon registration. Registration Coordinator: Sallie Carmichael (scarmich@mail.vak12ed.edu), Content Coordinators: Anne Rowe (arowe@pen.k12.va.us), and Gordon Creasy (gcreasy@pen.k12.va.us)</p>

**Teacher Training/Testing Academies for Industry Certification
Application Form (Page 3)**

(Submit name/address page and the specific page(s) of interest.)

Please indicate (checkmark) the Industry Certification Training/Testing Academy for which you would like to be registered.

First Name	Last Name
<p>_____ Virtual Online Academy** (self-study) for the Microsoft Office Specialist (MOS 2000), November 2004-January 2005 - <u>Statewide</u> - Online instructional materials and testing options for participants will be communicated upon registration.</p> <p>Registration Coordinator: Sallie Carmichael (scarmich@mail.vak12ed.edu) Content Coordinators: Anne Rowe (arowe@pen.k12.va.us), and Gordon Creasy (gcreasy@pen.k12.va.us), Virginia Department of Education.</p> <p>NOTE: The VDOE will pay for participants to take two distinct MOS certification exams. Anything beyond two exams is the responsibility of the participant.</p>	<p>_____ Virtual Online Academy** (self-study) for the Microsoft Office Specialist (MOS XP), November 2004-January 2005 - <u>Statewide</u> - Online instructional materials and testing options for participants will be communicated upon registration.</p> <p>Registration Coordinator: Sallie Carmichael (scarmich@mail.vak12ed.edu) Content Coordinators: Anne Rowe (arowe@pen.k12.va.us), and Gordon Creasy (gcreasy@pen.k12.va.us), Virginia Department of Education.</p> <p>NOTE: The VDOE will pay for participants to take two distinct MOS certification exams. Anything beyond two exams is the responsibility of the participant.</p>

**Teacher Training/Testing Academies for Industry Certification
Application Form (Page 4)**

(Submit name/address page and the specific page(s) of interest.)

Please indicate (checkmark) the Industry Certification Training/Testing Academy for which you would like to be registered.

First Name	Last Name
<p>_____ Testing Opportunity for National Construction Career Tests (NCCT) from the National Center for Construction Education and Research (NCCER). This testing opportunity for CTE building and construction trades instructors will be conducted through individual school site proctoring arrangements. Please note that NCCT tests are based on the NCCER Contren Learning Series materials. Contact Gordon Creasy (gcreasy@pen.k12.va.us), test and registration coordinator for details, or Dr. Lee Ross (rross@mail.vak12ed.edu), trade and industry specialist, Virginia Department of Education</p>	<p>**Please Note:</p> <p>Participants enrolling in virtual online academies will have the option of <u>individually</u> scheduling examination testing at schools that are Certiport Testing Centers where available, or at various public, i.e., certain Virginia Community Colleges, and/or private testing entities.</p> <p>Testing for IC3 examinations is expected to be available via the Internet using school and/or home computers.</p> <p>An important new feature of the virtual online academy for the fall semester includes "SkillCheck" test software that closely simulates the actual MOS and IC3 industry certification exams.</p>

Please return this registration form by November 8, 2004 to:

(Registration coordinator for a specific academy)
**Virginia Department of Education
Office of Career and Technical Education
P.O. Box 2120
Richmond, Virginia 23218-2120**

or Fax To: 804-371-2456