

Virginia Department of Education Summary of Guidelines for Review of Industry Credentials

Career and Technical Education (CTE) prepares students for many of the jobs in Virginia forecasted to experience the fastest growth in the coming years. Given the large percentage of jobs that require some type of postsecondary education or training (currently estimated at 63 percent of all jobs in the United States), it is critical that high school graduates leave high school with the knowledge and skills needed to continue their learning and have a choice in their future.

Students who complete Career and Technical Education (CTE) courses/programs participate in Board-approved external examinations that test technical skills. When a student passes the exam, in addition to the certificate or license earned, a credential is awarded. This, when combined with the standard credit for a CTE course, can be used as a verified credit for graduation. With credentials in hand, students show their superior grasp of job-related skills and knowledge and stand out in today's competitive job market.

The Virginia Department of Education evaluates on an on-going basis industry credentials against prescribed criteria for graduation requirements for the Standard Diploma ([8VAC20-131-50.B](#)) and student –selected verified credit ([8VAC20-131-110.C](#)). Credentials that meet the criteria are presented to the Virginia Board of Education annually for approval. There are currently over 350 Board of Education-approved industry credentials that can substitute for student-selected verified credit.

Career and Technical Education Credential - graduation requirement for students pursuing the Standard Diploma (Requirements for a Standard Diploma [8VAC20-131-50.B](#), Note 8)

Regulations Establishing Standards for Accrediting Public Schools in Virginia, [8VA 20-131-110.C](#). Standard verified units of credit.

“The Board of Education may from time to time approve additional tests for the purpose of awarding verified credit. Such additional tests, which enable students to earn verified units of credit, must, at a minimum, meet the following criteria:

1. The test must be standardized and graded independently of the school or school division in which the test is given;
2. The test must be knowledge based;
3. The test must be administered on a multistate or international basis, or administered as part of another state's accountability assessment program; and
4. To be counted in a specific academic area, the test must measure content that incorporates or exceeds the SOL content in the course for which verified credit is given.”

Types of Credentials

- Full Industry Certification, from a recognized industry, trade, or professional association
- State Licensure, required for entry into a specific occupation
- Pathway Industry Certification, entry level exams in an industry certification program leading toward full certification
- Occupational Competency Assessment, a national standardized assessment of skills/knowledge in a specific career and/or technical area such as those recognized by National Occupational Competency Testing Institute (NOCTI)

Find state and local school division credentialing statistics through Virginia's School Report Card:

http://www.doe.virginia.gov/statistics_reports/school_report_card/index.shtml

Path to Industry Certification:

http://www.doe.virginia.gov/instruction/career_technical/path_industry_certification/index.shtml

**Virginia Department of Education
Industry Credentialing Interest Request Form
Return Form to cte@doe.virginia.gov**

Credential Source Information

Date of Submission

Credential Title/Name
(Complete official name)

Source Company Name

Web Site URL Address

Contact Information
(Name, Telephone, and E-Mail Address)

Credential Contractor Information

Contractor Company Name
(Company managing the credential if different from Source)

Contact Information (Include email, website and phone number)

Test Administration

Test Site
(School, Online, or Offsite, with details)

Teaching Aids?
(Pre-test, study guide or blueprint available)

List all available:

Details on accessing Teaching Aids

Please indicate:

Number of test items

Time allowed (minutes)

Passing score (Percentage)

Cost

Is the instructor allowed to take this test?

YES NO

Additional information to assist in determining suitability of credential

Are special accommodations for student test takers allowed?
Please specify: