# The Yellow Brick Road to Industry Certifications

## Getting Started

### Selection
- Review State Industry Certification Eligibility List
- Institution eligibility requirements
- Alignment to the standards and curriculum
- Discuss and gather input from your advisory committee

### Vendor Questions
- Certification costs
- Pricing options (individual, site, district, bulk)
- Retake costs
- How long are purchased vouchers valid
- How long is the certification valid

### IT & Legal Questions
- IT requirements
- Specialized software/browser
- PC vs. Mac compatibility
- Testing center requirements
- Legal agreements (testing, curriculum, privacy)
- Training for teachers and IT

### Costs and Budgeting
- Individual vouchers vs site licenses
- Practice tests, curriculum resources, & retakes
- Funding sources (Perkins, M & O, tax credit, course fees, donations, grants)
- Funding Models (all students, eligible students, need based, or formulaic)

## Set-up & Details

### Set-up
- District/parent accounts
- Creating accounts (district, teacher, and student)
- Voucher distribution options (website, Google sheets, during registration)

### Certification Prep
- Vouchers for teachers
- Training for teachers (workshops, online, Lynda, curriculum)
- Resources for students and teachers (practice test and study guides)

### Teacher & Proctor Requirements
- Can the teacher take the test
- Can the teacher proctor their own students
- Does the teacher need a specialized credential prior to teaching and/or proctoring the test
- Are there any proctor requirements

### Testing Details
- Accommodations (options available, documentation, lead time)
- Scheduling (length of test, number of questions, number of parts)
- Testing location (on campus or off-site testing center)

## Heart of the Matter

### Registration and Testing
- School administrator signatures (if needed)
- District upload/registration
- Who registers students (district, teacher, student)
- Room requirements per vendor

### Communication
- District to teachers
- Teachers to parents and students
- Buy-in for teachers and students

### Recognition
- End of year recognition night
- Newsletters
- Social media
- Press releases
- Drawings for students who passed

### Tracking Results
- Download raw data from the assessment system
- Student shares copy of score report
- Student completes a self-reporting form
- Other fields to consider (school, student name, state ID, school ID, grade level, cohort year, CTE program, school year, on A-F list, on CTED list, assessment eligible)

## Next Steps

- List next steps for their industry certification journey.
- Write goals for industry certification implementation & sustainability.

1 year –

3 years –

5 years –

## Identify Potential Obstacles

- Identify potential obstacles they should plan for when implementing industry certifications.