National Certifications

Standards and Procedure Manual for
Career Technical Education and Workforce Training

Mississippi Community College Board

Division of Workforce and Economic Development

2017

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Introduction

In 2013, with the adoption of the Policy and Procedure Manual for the Office of Curriculum and Instruction at the Mississippi Community College Board (MCCB), all curricula developed or revised for career technical education (CTE) programs at Mississippi's community colleges will adopt national standards for industry and identify appropriate industry credentials and certifications.

In February 2016, the Mississippi Association of Community and Junior College Presidents (MACJC) voted to adopt national certifications as the measure of technical skill attainment for career technical education (CTE) programs where such a certification existed.

With the intent to build upon the existing procedure for selection and approval of industry certifications to be used as a measure of technical skill attainment, a committee was formed that would formalize a structure regarding approval of industry certifications, credentialing bodies, and testing vendors. In addition, the formal process would also address administration of testing, reporting and communication of scores, and a timeline for statewide implementation across the various CTE programs offered.

Overview

As industry certification gain significance in the labor market, it is important for educational institutions to align their programs with certifications. Transitioning to national industry certifications requires adjusting how and what we teach and the skills students learn. This creates a talent pipeline that certifies to business and industry that students have the required skills and knowledge to highly perform in workplace. Ultimately this partnership between educational institutions, employers, credentialing agencies and students will improve the state's image, differentiate a student's education, and reduce the skills gap.

Goals

Build a national certifications assessment system that aligns programs and certifications to ensure community colleges are training to highest industry standards.

Provide students with marketable skills, knowledge, competencies, and certifications that translate to performing successfully in the workplace.

Build a credentialed workforce for business and industry that is recognized and valued by employers, reduces employer training cost, and increases productivity.

Ensure that all parties involved (MCCB and community colleges) are working closely to design policies and processes that deliver a seamless credentialing system.

Definition of Important Terms

For the purposes of this policy, the following terms will have the identified meaning:

Certification: "A credential awarded by a certification body based upon an individual demonstrating through an examination process that he or she has acquired the designated knowledge, skills, and

abilities to perform a specific job. The examination can be written, oral, or performance-based. " (Bielick, Cronen, Stone, Montaquila, & Roth, 2013, p. 5)

Credential: "A documented award by a responsible and authorized body that has determined that an individual has achieved specific learning outcomes relative to a given standard. Credential in this context is an umbrella term that includes degrees, diplomas, licenses, certificates, badges and professional/industry certifications." (Lumina Foundation, 2015, p. 11)

Licensure: "A process by which a governmental agency grants time-limited permission to an individual to engage in a given occupation after verifying that he or she has met predetermined and standardized criteria. Practice in a licensed occupation is restricted to those possessing a license. The requirements for licensure vary by state, based on legislative and regulatory requirements." (Lumina Foundation, 2015, p. 12)

Approval Process for National Certifications

The approval process for national certifications involves a review of following 4 areas:

1. The national certification assessment.
2. The credentialing body offering the national certification assessment.
3. The assessment vendor or administrator of the assessment.
4. The cost of each assessment

For a national certification to be approved as a measure of technical skill attainment, each of the first 3 areas outlined above will be determined with the 3 rubrics shown on the following pages. A score of unacceptable for any single criterion on a rubric will be cause for rejection of the national certification as a measure of technical skill attainment.

1. Rubric for National Certification Assessment

Criteria	1 Unacceptable	2 Satisfactory
Assessment Outcomes	Does not map to Required Courses/Student Learning Outcomes in Program of Study	Map to 50% or more of Required Courses/Student Learning Outcomes in Program of Study
Industry Recognition and Value	Local or State Industry Advisory Committee for the Program of Study does not value the certification.	2 or more Companies represented on Local Industry Advisory Committee prefer and/or to hire with the certification.

A combination of assessments or certifications can be bundled to achieve the satisfactory level for assessment outcomes provided that the combination of certifications meets the 50% mark collectively.

2. Rubric for Credentialing Body

Criteria	1 Unacceptable	2 Satisfactory
Legal Entity	Unable to demonstrate legal status; does not retain authority for certification decisions or delegates certification decision.	Can demonstrate the organization is a legal entity and maintains sole authority over certification decisions. Can demonstrate separation from activities such as training, selling of products, and certification is not automatic with paid membership
Financial Stability	Unable to provide certified financial statements that demonstrate resources are adequate to maintain stability of operations as related to certification activities. Certification body has pending legal action with regard to certification activities in the state of Mississippi or the state granting legal status to conduct business.	Certification body is able to demonstrate that it has financial resources to maintain the stability of operations of the certification activities. Certification body must not have pending actions with Attorney General in the state of Mississippi or state granting legal status to conduct business.
Organizational Structure	Certification body is the sole provider of training for the certification or certification body is unable to demonstrate it is a neutral third-party validator of knowledge and skills.	Certification body is not the sole provider of training for the certification and certification body is able to demonstrate it is a neutral third-party validator of knowledge and skills.
Record Keeping	Unable to demonstrate ability to maintain record keeping to allow for verification of applicant, candidate, or certificant.	Can demonstrate ability to maintain record keeping in sufficient detail to allow for verification of applicant, candidate, or certificant.
Security	Unable to identify a procedure for identification of the applicant or candidate through the assessment process.	Documented procedure in place to allow for proper identification of the applicant or candidate through the assessment process.
Industry Review of Body of Knowledge	Unable to demonstrate job analysis, knowledge base and/or skill base required to be successful on the job. No demonstration of review by an independent panel of experts in the field. No demonstration of a regular review process for body of knowledge.	Certifying body demonstrates a thorough job analysis to include skills and knowledge base. Review of body of knowledge by an independent panel of experts in the field is evident. Certifying body demonstrates a regular review process for body of knowledge.
Examination	Unable to demonstrate that the examination of the candidate is fair, valid, and reliable according to acceptable educational assessment standards. Unable to demonstrate criteria for conditions to administer the examination to ensure consistency and fairness for candidates, including the proctoring of the examination and calibration of any technical equipment used. Unable to demonstrate procedure for evaluating any request for reasonable accommodation of the examination process.	Certifying body demonstrates the examination of the candidate is fair, valid, and reliable according to acceptable educational assessment standards. Certifying body demonstrates criteria for conditions to administer the examination to ensure consistency and fairness for candidates are evident, to include proctoring of the examination and calibration of any technical equipment used. Certifying body is able to demonstrate a procedure for evaluating any request for reasonable accommodation of the examination process.

Source: Adapted from Report to the Kansas Board of Regents by WorkCred, December 2014.

To be approved as a credentialing body, all criteria must be met at the satisfactory level for each item mentioned. Likewise, an unacceptable mark for any single criterion or sub-criterion is reason for rejection of the certifying body.

If the credentialing body can provide evidence of accreditation from either the National Commission of Certifying Agencies (NCCA) using NCCA Standards for the Accreditation of Certification, or the American National Standards Institute (ANSI) using ISO/IEC 17024, Conformity assessment – General requirements for bodies operating certification of persons, then scoring of the credentialing body with the use of the above rubric may be waived. MCCB will verify good standing of the credentialing body with the NCCA or ANSI as is appropriate to the evidence provided. Annual verification of good standing for accreditation will be conducted by the MCCB. Lack of renewal of NCCA or ANSI accreditation of the credentialing body will result in the withdrawal of recognition of the credentialing body and any certifications provided by this credentialing body.

3. Rubric for Assessment Vendor and/or Assessment Administrator

Criteria	1 Unacceptable	2 Satisfactory
Training of Assessment Personnel	No evidence of a training procedure in place for training of assessment administrators.	Training procedure in place for assessment administrators.
Security	No evidence of a procedure for verifying the identity of assessment candidates. No evidence of an integrity statement or test security procedure on behalf of the assessment administrator.	Procedure in place for verifying the identity of assessment candidates. Procedure in place to ensure test security and/or integrity statement of the assessment administrator.
Communication of Results	No evidence of a procedure to communicate assessment results to assessment candidate and/or college/institution.	Procedure in place to allow communication of assessment results to assessment candidate and college/institution.
Compliance with State of MS Purchasing Guidelines	Vendor purchasing requirements are inconsistent with state purchasing laws and/or vendor will not adjust requirements to comply with state law.	Vendor demonstrates the ability to allow purchases within the guidelines established by state purchasing laws.

4. Cost Analysis of National Certification

As part of the review process, the cost of attaining a national certification or combination of national certifications needed as a measure of technical skill attainment will be considered. The maximum allowable cost of a national certification or combination of national certifications will not exceed the average tuition for a 4-semester credit hour course. The per hour tuition rates at the colleges offering that program of study will be used to calculate the average tuition for the 4-semester credit hour course.

State licensure fees for programs where state licensure is required in Mississippi to work in the field are exempt from this cost analysis.

Recognition of State Licensure

Any certification that is required as licensure to work in the state of Mississippi is exempt from evaluation according to the rubrics provided in this document. One such example of this exception includes passage of the NCLEX to be licensed as a practical nurse in the state of Mississippi. In addition, Allied Health programs with programmatic assessment or licensure and CTE programs leading to licensure such as cosmetology and barbering are included in this exemption.

Occupations requiring state licensure for employment in Mississippi will be noted within the appropriate curriculum document and program of study.

Review of National Certifications as Part of the Curriculum Revision Process

As part of the curriculum revision process, MCCB Office of Curriculum and Instruction staff will work with CTE program faculty, CTE administrators, and appropriate industry members to identify national standards and appropriate national certifications. The rubrics identified in the previous sections will serve as the standards used to approve national certifications for technical skill attainment for a particular program. CTE program faculty and administrators will assist the MCCB Office of Curriculum and Instruction in identifying appropriate industry members for their program to assist in the curriculum review process as well as the evaluation and review of national certifications.

Review of National Certifications Outside of the Curriculum Revision Process

If a college wishes to seek approval for a national certification for a CTE program that is not scheduled for curriculum revision within 12 months of application or within the academic year, the college CTE dean should communicate with the Director for Career Technical Education at the Mississippi Community College Board. Required documentation as part of the process is as follows:

1. Curriculum mapping of the national certification assessment objectives to student learning outcomes. Please see Rubric for National Certification Assessment.
2. Letters of support from local industry advisory committee in support of the national certification assessment. Please see Rubric for National Certification Assessment.
3. Documentation that Credentialing Body meets standards as set forth in the Rubric for Credentialing Body.
4. Documentation as to assessment of students to include reporting and communication of scores. Please see Rubric for Assessment Vendor and Assessment Administrator.
5. Cost of National Certification Assessment to Student.

The documentation submitted will be reviewed by a National Certifications committee. The committee members will review documentation provided by the college requesting the national certification approval using the rubrics provided in this document.

Once a requested certification is approved by the committee, the college will be approved to purchase and disseminate vouchers locally until the next available contract cycle for the MCCB to administer the voucher procurement and distribution process.

National Certifications Committee Structure

A committee comprising the following members will be formed on an as needed basis to review requests for approval of national certifications. The Director of Career Technical Education and/or the Director of Curriculum will invite members of CCTODA to participate on the committee dependent upon their institution offering the program of study affected by approval of the national certification.

Position	Title - Organization	Number	Notes
Committee Co-Chairs	Director of Career Technical Education – MCCB	1	Standing member
	Director of Curriculum and Instruction – MCCB	1	Standing member
	CCTODA President	1	Standing member
Committee Members	CCTODA Member(s)	1 or more	Invited by MCCB dependent upon program offering at his/her college; Does not include college making the request.
	Workforce Director(s)	1 or more	Invited by MCCB dependent upon program offering at his/her college; Does not include college making the request.
	Instructor(s)	1 or more	Invited by MCCB dependent upon program offering at his/her college; Does not include college making the request.
	Industry Representative(s)	1 or more	Invited by MCCB with input from college advisory committee participation or other recommendation.
Resource	Asst. Director of Assessment	1	Standing member

Ex-Officio	Asst. Executive Director for Workforce and Economic Development	1	Standing member

Members of industry will be invited to participate in the review of the certification validation. In lieu of direct participation in certification discussions, industry members may participate via interview or survey depending upon time and schedule constraints.

Database of National Certifications, Credentialing Bodies, and Testing Vendors

Purpose

The purpose of the database is to be a repository of all approved national certifications recognized by the MS Community College Board for the purpose of measuring of technical skill attainment. Also, part of the database is a table of credentialing bodies and testing vendors for the particular national certifications.

Administration and Communication

The MCCB will maintain the database of national certifications and publish this database electronically through the MCCB website. The list will be updated as other certifications are approved, suspended, or terminated. The database will be available for printing or download, and the most current listing will be on the website.

New Certifications

Once a new certification has been approved according to the process outlined in this document, the database will be updated. The database will be made available on the MCCB website.

Periodic Review of Approved Certifications

Currently approved national certifications will be reviewed each time the curriculum framework is revised to ensure the following:

1. The certification aligns to the newly revised curriculum for the program of study.
2. The certification is still recognized and valued by industry.
3. The credentialing body is still a viable entity as outlined in the current rubric for evaluating credentialing bodies.
4. The testing vendor is still a viable vendor for Mississippi community colleges.
5. The cost of the test is not prohibitive or burdensome to program completers.

In addition, MCCB may review approved certifications if it becomes aware of a situation that causes concern that a certification, credentialing body, or testing vendor no longer meets the criteria for approval.

Suspension or Termination of Approved Certifications

Certifications may be suspended from the list of approved certifications if review of the certification, credentialing body, or testing vendor fail to meet the criteria for approval.

Once a certification is suspended as an approved national certification, the suspension will be notated on the database with an effective suspension date.

If a certification, credentialing body, or testing vendor cease operations, the certification will be notated as terminated in the database with an appropriate effective date.

The database will be updated and made available on the MCCB website. The CCTODA will be notified by electronic mail of suspensions and terminations of certifications.

Reinstatement of Suspended Certifications

A certification may be reinstated if it can be demonstrated that all criteria necessary for approval are met. Furthermore, the MCCB and/or the National Certifications committee must receive reasonable assurance that the certification, credentialing body, and testing vendor can maintain this status for a period of no less than 2 years from the date of reinstatement.

When a certification is reinstated, the database will be updated to reflect a reinstatement effective date. The CCTODA will also be notified by electronic mail of the reinstatement.

Administration

The administration of national certifications testing is managed by the MCCB in coordination with the colleges. **National certifications will be used as the measure of technical skill attainment and/or state-reported outcomes for the State Report Card. Administration of national certifications testing by MCCB provides significant cost and time savings to the college.** The MCCB administration of national certifications testing will require MCCB be responsible for the purchase and distribution of statewide vouchers purchased in bulk to the colleges as needed for assessment in order to report federal technical skill attainment.

Under MCCB administration of national certifications testing, testing vouchers will be purchased and disseminated through the MCCB to allow for validation of scores. The MCCB will be responsible for the purchase and distribution of statewide vouchers purchased in bulk to the colleges as needed for assessment in order to report federal technical skill attainment.

In addition, **student purchased vouchers may not be used for national certification scores used for a measure of technical skill attainment and/or state-reported outcomes for the State Report Card.**

The **only** exceptions will be in the case of national/state licensure/registry exams required to work in Mississippi or new certifications approved outside of the voucher bulk purchasing cycle. However, once the new voucher bulk purchasing cycle begins, these newly approved certifications will be included in this process.

Purchasing of Testing Vouchers

In order to provide national certifications to students at the lowest possible cost and to employ economies of scale, statewide or bulk pricing of testing vouchers for national certification assessments

will be negotiated by the MCCB. This MCCB coordinated effort will provide efficiency, cost-savings, and streamline score reporting for federal and state reporting purposes. With this efficiency in mind, all testing vouchers needed for technical skill attainment reporting at the federal and/or state level by colleges will be obtained through the MCCB national certification assessment process. Colleges have the flexibility to obtain testing vouchers for technical skill attainment reporting **only** in the case of national/state licensure/registry exams required to work in Mississippi or new certifications approved outside of the voucher bulk purchasing cycle. However, once the new voucher bulk purchasing cycle begins, these newly approved certifications will be included in this process.

Training of College Testing Coordinators
The MCCB will be responsible for the training of college testing coordinators. The testing coordinators will work with MCCB personnel to obtain vouchers when needed and schedule national certification testing for students as appropriate to the student's program of study.

Registry of Testing Vendors and Assessment Centers
Once a testing vendor has been approved as part of the national certification approval process, the MCCB will maintain a database of testing vendors. The MCCB will maintain a database of information regarding access to public assessment centers for each vendor. This information can be displayed electronically on the MCCB website in a public location for easy access by colleges.

Training of College Assessment Personnel
The MCCB will assist colleges in securing training of assessment personnel dependent upon the requirements of the testing vendor. The assistance will include providing points of contact with testing vendors for information on training of college assessment personnel as appropriate to the national certification assessment and program of study.   MCCB will pay any initial vendor registration or set-up fees as required for national certifications associated with technical skill attainment.

Registration and Testing of Students
The MCCB will assist colleges as appropriate to the testing vendor in the registration of students. However, if colleges have secured testing vouchers at the local college level, college testing coordinators and or college assessment personnel will assist students in registration for the national certification assessment. A list of college testing coordinators and/or points of contact with email addresses and phone numbers will be updated each year.

Workflow and Timeline for Administration of Certification Exams

Task	Early Spring Testing	Spring Testing	Summer Testing	Early Fall Testing	Fall Testing
Colleges upload testing rosters to MCCB by campus and program/CIP with student level designated (Career / Technical). MCCB will provide a portal or other process for use by college testing coordinators to submit testing rosters.	NLT Jan 15	NLT Feb 1	NLT Jun 7	NLT Aug 21	NLT Sep 1
MCCB compiles list of needed certifications to be administered. MCCB provides these rosters to colleges for review. List will be detailed by college, campus, program/CIP, student name, student level, certification exam name/number, and cost of exam voucher.	NLT Feb 1	NLT Feb 15	NLT Jun 15	NLT Sep 7	NLT Sep 15
Colleges should complete examination of testing rosters, make corrections, and resubmit any changes to MCCB or acknowledge rosters are accurate.	NLT Feb 7	NLT Feb 21	NLT Jun 22	NLT Sep 15	NLT Sep 21
MCCB will begin dissemination of vouchers to colleges.	NLT Feb 21	NLT Mar 15	NLT Jul 1	NLT Oct 1	NLT Oct 15
MCCB will invoice colleges for vouchers based on final rosters.	Feb 21	Mar 15	Jul 1	Oct 1	Oct 15
Testing window at college in accordance with testing voucher availability.	Mar 1 - Apr 30	Apr 1 - 30	Jul 7 - 31	Oct 1 – Nov 30	Nov 1 - 30
Colleges remit payment to MCCB.	NLT Mar 30	NLT Apr 30	NLT Jul 31	NLT Nov 1	NLT Nov 30
MCCB provides score reports colleges.	Jun 1	Jun 1	Sep 1	Jan 1	Jan 1

NCCER Module Check-off

CTE programs with NCCER certifications designated as the assessment for technical skill attainment will administer skill performance checkoff for individual NCCER modules as appropriate for the student and the institution. However, in order to show technical skill attainment within a particular academic term, Form 200 submission to NCCER will need to be completed no later than the end of the testing window for that term. For example, in order to show technical skill attainment for a student completing a program of study for the spring term of the academic year, the instructor should submit a completed Form 200 to NCCER no later than April 30th of that term. This is to allow adequate time for recording of module completion by NCCER and compilation of scores by MCCB.

Reporting and Communication of Scores on National Certification Examinations and Assessments

The MCCB will negotiate all vendor contracts with the provision to obtain testing results. Unless the testing vendor prohibits this and MCCB in advance of the contract, the MCCB will collect testing results and provide reports to the colleges and the MCCB at the student level and the program level in accordance with the timeline necessary for the colleges to meet all reporting requirements.

For testing vendors that will not release testing results to the MCCB, a procedure will be determined by the MCCB for collection of results and communicated to the college testing coordinators in advance of the test administration cycle.

Timeline for Implementation

Phase In of National Certification

For programs of study that have currently approved national certifications, a phase in schedule will be developed by the MCCB in coordination with the colleges for transition away from the MS-CPAS2 to the approved national certification. The phase in schedule will allow for training of program instructors, training of college testing coordinators, training of college assessment personnel, and upgrade of program facilities and skills labs needed to provide a smooth transition and allow students the optimum environment in which to prepare to be successful with national certification assessment.

Training of Program Instructors

The MCCB will pay the initial certification exam for all current faculty members. A voucher will be provided for the national certification for each current full-time faculty member based on the program of study they teach. The MCCB will not pay for retake exams or "second attempts" for current faculty members who do not pass the certification exam with the first attempt. In addition, the MCCB will pay any necessary training associated with obtaining necessary preparation for the initial certification exam. The MCCB will assist colleges in identifying training and assessment opportunities as appropriate for the programs of study and the phase in schedule. National certification assessment fees for faculty members hired after June 30, 2019 or any renewal fees will be the responsibility of the colleges.

MCCB will not pay licensure fees for instructors (i.e. practical nursing instructors, respiratory technology instructors, cosmetology instructors, barbering instructors, etc.).

Program Facilities and Skills Lab

Colleges are responsible for any equipment and facilities upgrades as needed to prepare students for national certification assessment. It is strongly encouraged that colleges work to build industry and business partnerships to assist in equipment and facilities upgrades.

Phase Out of MS-CPAS2

For colleges not utilizing the approved national certification already, these colleges can utilize the MS-CPAS2 while phasing in the approved national certification for a period of up to 2 years. Colleges currently utilizing an approved national certification as the measure of technical skill attainment will continue to utilize the approved national certification during this period. Beginning with year 3 of

national certification assessment for a program of study, the MS-CPAS2 will not be used for a measure of technical skill attainment for the purpose of Federal Perkins reporting. From year 3 of national certification assessment forward, the only measure of technical skill attainment will be the national certification assessment.

Process for Programs without a National Certification

For those programs with no approved national certification, students completing these programs will continue to take the MS-CPAS2 as administered by the RCU. The schedule for assessment using the MS-CPAS2 will be prepared by the RCU and colleges and the MCCB will be notified via electronic mail. For a listing of programs with no approved national certification, please see the Appendix B at the end of this document. The process for registering students for the MS-CPAS2 is the responsibility of the RCU and can be found on their website at http://www.rcu.msstate.edu/Assessment/MSCPAS2.aspx.

Request of Waiver and Hold Harmless Agreement

In conjunction with the MS Department of Education as the fiscal agent for Federal Perkins funds received, the MCCB will seek a waiver or hold harmless agreement as the colleges transition their programs from the MS-CPAS2 to an approved national certification. The waiver or hold harmless agreement sought will request a grace period that will coincide with the phase in period for programs with a national certification.

Appendix A: Phase-in Schedule of Certifications by Program of Study with CIP

Cluster / Pathway	CIP Code	Framework Year	Certification	Certification Vendor	Certification Fee	Notes
Phase I National Certifications Price list						
Architecture and Construction Related Fields						
Architectural Engineering (DDT)	15.0101	2016	AutoCAD &Revit Certified User by Autodesk	Certiport	$ 189.00	Includes test/retest - 2 tests @ 94.50 ea.
Industrial Technology	15.0612	2014	AutoCAD Certified User by Autodesk	Certiport	$ 94.50	Includes test/retest
Construction Engineering (CON & ENT)	15.1001	2014	NCCER Core, NCCER Site Layout , NCCER Project Management and NCCER Project Supervision	NCCER*	$ 0	*For participation with MCCB as an Accredited Training Sponsor
General Drafting	15.1301	2016	AutoCAD &Inventor Certified User by Autodesk **or** AutoCAD Certified User by Autodesk **and** SolidWorks Associate	Certiport or SolidWorks	$189.00 or 94.50 + _____	Includes test/retest – 2 tests @ 94.50 ea. or 94.50 cost for AutoCAD & SolidWorks
Industrial Engineering (ENT)	15.1501	2014	AutoCAD Certified User by Autodesk	Certiport	$ 94.50	Includes test/retest
Carpentry/Carpenter	46.0201	2015	NCCER Core & Carpentry Level 1	NCCER*	$ 0	*For participation with MCCB as an Accredited Training Sponsor
Electrician	46.0302	2014	NCCER Core, Electrician Level 1, & Electrician Level 2	NCCER*	$ 0	*For participation with MCCB as an Accredited Training Sponsor
HVAC & R Maintenance Technology/Technician	47.0201	2014	NCCER Core, HVAC Level 1 & HVAC Level 2	NCCER*	$ 0	*For participation with MCCB as an Accredited Training Sponsor.
Construction Equipment Operations	49.0202	2016	NCCER Core and Heavy Equipment Operations Level 1	NCCER	$ 0	*For participation with MCCB as an Accredited Training Sponsor
Industry, Manufacturing, and Heavy Construction						
Pipefitting/Pipefitter and Sprinkler Fitter	46.0502	2014	NCCER Core & Pipefitting Levels 1 & 2	NCCER*	$ 0	*For participation with MCCB as an Accredited Training Sponsor
Wells Construction Technology	46.0504	2016	Drilling Safety Exam	NDA	$ 100.00	With MCCB Associate Membership with NDA
Welding Technology/Welder	48.0508	2014	NCCER Core, Welding Levels 1 & 2 **OR** AWS Sense Level 1	NCCER* or AWS**	$ 0 or $15.00	*For participation with MCCB as an Accredited Training Sponsor or AWS - CW Exam
Industrial Mechanics and Maintenance Technology	47.0303	2014	NCCER Core and NCCER Industrial Maintenance Electrical & Instrumentation Technician Levels 1	NCCER*	$ 0	*For participation with MCCB as an Accredited Training Sponsor
Paralegal						
Paralegal Technology	22.0302	2017	NALS-ALP	NALS	$75.00	Cost includes exam + one-year membership

Cluster / Pathway	CIP Code	Framework Year	Certification	Certification Vendor	Certification Fee	Notes
Business Technology						
Medical Administrative Services	51.0799	2016	OPAC Medical Terminology, Proofreading, & Medical Proofreading* **	OPAC	$ 15.00	MCCB Statewide License with OPAC
Business Management	52.0201	2016	OPAC Word Basic, Proofreading, Excel, & QuickBooks OR MOS Word & Excel, OPAC Proofreading & Intuit QuickBooks	OPAC/ Certiport	$ 15.00/ 77.65/ 89.10	MCCB Statewide License with OPAC/ Exam with Retest / Exam w/ Retest & practice test
Accounting Technology/Technician and Bookkeeping	52.0302	2016	OPAC Word, Proofreading, Excel, QuickBooks & Excel Intermediate * ** OR MOS Word & Excel, OPAC Proofreading & Intuit QuickBooks	OPAC/ Certiport	$ 15.00/ 77.65/ 89.10	MCCB Statewide License with OPAC/ Exam with Retest / Exam w/ Retest & practice test
Administrative Office Technology	52.0401	2016	OPAC Word Basic, Proofreading, Excel, QuickBooks, Excel Intermediate, & Database OR MOS Word, Excel, & Access, OPAC Proofreading & Intuit QuickBooks* **	OPAC/ Certiport	$ 15.00/ 77.65/ 89.10	MCCB Statewide License with OPAC/ Exam with Retest / Exam w/ Retest & practice test
Business Office Computer Tech	52.0407	2016	OPAC Word Basic, Proofreading, Excel, QuickBooks, & Excel Intermediate* ** OR MOS Word & Excel, OPAC Proofreading & QuickBooks	OPAC/ Certiport	$ 15.00/ 77.65/ 89.10	MCCB Statewide License with OPAC/ Exam with Retest / Exam w/ Retest & practice test
Engine Repair						
Automotive Technology	47.0604	2014	Auto Maintenance and Light Repair (G Series)	ASE	$ 35.00	Exam cost
Diesel Equip - Trans opt.	47.0605	2015	Electrical/Electronic Systems, Diesel Engines, Brakes, and Suspension & Steering (T Series)	ASE	$ 35.00	Exam cost covers 1 or all 4 exams if taken in same year (August – June)
Parts & Marketing Management	52.1907	2015	Medium-Heavy Truck Parts Specialist or Automobile Parts Specialist (Professional Only)	ASE	$ 77.00/ 118.00/ 154.00	$41 cost per exam + $36 registration fee/ $41 + 41 + 36 (take both tests in same window)/ $36 + 41 + 36 + 41 (take tests in different windows)
Services						
Computer Programming	11.0201	2017	CompTIA A+ **or** MTA Security Fundamentals **and** MTA Software or ILE RPG	Pearson VUE or Certiport or PSI	$ 188.00 or $104.86 or $125.00	2 exams @ $94 ea. or 2 exams @ $52.43 ea. or $125.00
Database Administration Technology	11.0802	2017	CompTIA A+ **and** CIW Database Design Specialist	Pearson VUE and CIW	$ 268.00	2 exams @ $94 ea. and $80.00
Computer Networking	11.0901	2017	CompTIA A+ **or** MTA Security **and** CompTIA Network + **or** MTA Networking	Pearson VUE and/or Certiport	$ 188.00 or $197.00 or $52.43	2 exams at $94.00 ea. or $52.43 **and** $145 or $52.43
Network Security Technology	11.1003	2017	CompTIA A+ **and** CompTIA Security+	Pearson VUE	$ 391.00	2 exams @ $94 ea. ($188.00) & $203.00

Program	CIP	Year	Credential	Vendor	Cost	Notes
Early Childhood	19.0709	2015	Pre-PAC	Am. Assn. of Family & Consumer Sciences	$ 30.00	Includes exam and retest
Computer Servicing	47.0104	2016	CompTIA A+	Pearson VUE	$ 188.00	2 exams @ $94 ea.
Data Analytics Technology	52.1302	2017	CompTIA A+ **and** SAS Base Programmer	Pearson VUE and _____	$188.00 & _____	2 exams @ $94 ea. & _____

*NCCER Core Exam $45 and Form 200 submission $50 w/unlimited modules

** Cost of AWS is less than the NCCER. Total Cost calculated in last column based on more expensive credential (NCCER).

*** OPAC carries a 1-time annual charge of $2,100 per institution in addition to the per student cost. This cost is paid by MCCB through statewide contract. Only per student cost is charged.

Appendix B: Table of Programs with No National Certification Identified

CTE Programs with No National Certification Currently Identified	
Cluster / Pathway	**CIP Code**
Agricultural Mechanization, General	01.0201
Agribusiness/Agricultural Business Operations	01.0102
Crop Production	01.0304
Plant Protection & Integrated Pest Management	01.1105
Natural Resources Management and Policy, Other	03.0208
Forest Technology/Technician	03.0511
Horticulture Service Operations & Management	03.0208
Landscaping	01.0605
Turf Management	01.0607
Applied Horticulture/Horticultural Business Services, Other	01.0699
Meat Cutting/Meat Cutter	12.0506
Agricultural Mechanization, Other	01.0299
Fire Science/Fire-Fighting	43.0203
Opticianry/ Dispensing Optician	51.1801
Apparel and Textiles Management	19.0905
Institutional Food Workers	12.0508
Banking and Financial Support Services	52.0803
Fashion Merchandising	52.1902
Engine Machinist	47.0615
Graphic Design, Commercial Art	50.0409
Electrical, Electronic, and Communications Engineering Tech.	15.0303
Telecommunications Technology	15.0305
Biomedical Equipment Repair Technology	47.0101
Industrial Electronics Technology/Technician	47.0105
Graphic and Printing Equip. Operators	10.0305
Sign Language Interpretation and Translation	16.1603
Radio and Television Broadcasting Technology/Technician	10.0202
Industrial Production Technologies/Technicians, Other	15.0699
Marketing Management	52.1401
Animation & Simulation	50.0411

Appendix C: Institute of Teaching and Learning Training Program Rubric

Institute for Teaching and Learning	2017-2018

The Institute for Teaching and Learning is an on-going initiative of the Office of Curriculum and Instruction at the MS Community College Board. The Institute offers training to new Career Technical Education instructors at Mississippi's public community and junior colleges. The Institute is part of a comprehensive plan for professional development for CTE faculty and is designed to offer the new instructor a fast-track to teaching effectiveness that will complement the instructor's expertise in their content or subject area.

Requirements for Equivalent Training Programs

Colleges wishing to offer an equivalent program should submit a Proposal for Equivalent Training which will be evaluated with the accompanying rubric. The proposal should include a cover sheet, detailed training program outlining topics presented, learning activities, schedule of dates, times, locations, and presenters. Any equivalent program should have no less than 40 hours of direct instruction. Complete descriptions and learning outcomes for each training topic should be included in the proposal along with any assigned learning activities. Vitaes or resumes for each presenter should be included outlining their expertise in the topic they are presenting. All presenters should have a minimum of 3 years of training experience. A plan for giving onsite instructional support and feedback should be included in the proposal as well.

While colleges may determine additional training topics to be part of their equivalent training program, the following topics are a required for inclusion:

1. Managing Classroom Behavior in the Postsecondary Classroom
2. Learning Styles and Interactive Learning Techniques
3. Faculty Professionalism
4. Instructional Strategies for Generational Differences
5. Interactive Learning
6. Effective Questioning Techniques
7. Developing Assessments
8. Learning Outcomes and Rubrics
9. Universal Design Learning
10. Instructional Reflection Video
11. Onsite Instructional Support and Feedback

Colleges should submit a proposal for equivalent training to the MS Community College Board by email to Betina Brandon, Asst. Director for Training and Professional Development (bbrandon@mccb.edu) or by mail to the address below:

MS Community College Board
Attn: Betina Brandon
3825 Ridgewood Road
Jackson, MS 39211

Acknowledgement of Opt-Out

During the phase in period for national certifications as a measure of technical skill attainment, the MCCB has agreed to offer necessary training and certification opportunities for instructors teaching CTE programs of study where national certifications will be used as the measure of technical skill attainment as described in the 2017 Qualifications Manual. The MCCB has agreed to offer the necessary training and certification opportunities at no cost to the institution or the instructors.

Beginning with the 2017-2018 fiscal year, the Institute for Teaching and Learning is also being offered at no cost to institutions for new CTE faculty hired since 2014. No cost is defined as no per instructor fee of $150/$175, and travel expenses to instructors are also reimbursed by MCCB through the institutions.

Institutions opting-out of the Institute for Teaching and Learning also opt-out the institution from no cost national training and certification opportunities for instructors. Institutions opting out of the Institute for Teaching and Learning will then be responsible for ensuring that CTE instructors have the necessary national certifications and any training needed to offer these certifications to students. Cost of this endeavor will not be paid for nor reimbursed by the MCCB.

The following Acknowledgement of Opt-Out should be included on the Proposal cover sheet above the administrator contact information and administrator signature.

Acknowledgement of Opt-Out

_____(Name of College)_____ submits this training program for new CTE faculty for approval for the _____20XX-20XX_____ fiscal year. We acknowledge that opting-out of the Institute for Teaching and Learning offered by the MS Community College Board also means opting-out of national certification training and opportunities for CTE faculty at our institution provided by the MS Community College Board. We further acknowledge that opting-out of the Institute for Teaching and Learning and opting-out of national certification training and certification opportunities for CTE faculty provided by the MS Community College Board means that our institution will assume any associated costs with these efforts to ensure that our CTE instructors have appropriate new instructor training and national certifications as outlined in the 2017 Qualifications Manual.

Evaluation and Notification

All proposals will be evaluated by the Office of Curriculum and Instruction. Colleges will receive feedback on the Proposal through the administrator contact information given on the cover sheet within 60 days of submission.

Evaluation Rubric

	Items	Determination: *Acceptable *Needs Further Development *No evidence	Notes and Feedback
1.	Cover sheet includes college name, name of training program, proposed start and end dates of first cohort training program, acknowledgement of opt-out, date of submission, administrator name, phone number, email address, and signature.		
2.	Complete training program detailing a min. of 40 hours total. Schedule of dates, times, locations, topics, and presenters should be included. List of mandatory topics to be included is listed below. Training program may include additional topics however all topics should be research based.		
3.	Complete program description of each training topic.		
4.	Learning outcomes outlined for each training session to include activities and any outside assignments.		
5.	Vitas or resumes for each presenter (presenters must have a minimum of 3 years of training experience)		
6.	Evidence that adequate resource material is available to support the instructional program plan (evidence includes a list of resource materials for each training session such as publications, videos, etc.)		
7.	Outline of onsite support and feedback activity.		

References

Bielick, S., Cronen, S., Stone, C., Montaquila, J. M., & Roth, S. B. (2013). *The Adult Education Training and Education Survey (ATES) Pilot Study.* Washington, D.C.: U.S. Department of Education.

Lumina Foundation. (2015). *Conecting Credentials: A Beta Credentials Framework.* Indianapolis, IN: Lumina Foundation.

Swift, R. (2014). *Report to Kansas Board of Regents: Recommended Criteria for Kansas Industry Credential Recognition Program.*