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 Florida Career and Professional Academies
 Preliminary Industry Certifications: Phase I

National Industry Standards

Occupation Title	Industry	Certification/Credential Title	Certification Description	Certification Requirements	Issuing Organization/Provider
Accountant	Business and Finance	1.Accounting (Basic) Assessment 2.Complete Assessment	Occupational competency assessment of skills and knowledge covered in a basic secondary level accounting program Occupational competency assessment of skills and knowledge covered in an advanced secondary level accounting program.	Pass the NOCTI knowledge-based exam, Accounting—Basic (2000), consisting of 114 test items. Test includes journalizing and posting, payroll preparation, banking and banking procedures, automated accounting, merchandise inventory, and completing the accounting cycle. Pass the NOCTI knowledge-based exam, Accounting—Complete Assessment (2900), consisting of 159 test items. Test includes journalizing and posting, payroll preparation, banking and banking procedures, automated accounting, merchandise inventory, completing the accounting cycle, and advanced accounting principles.	National Occupational Competency Testing Institute (NOCTI)
Auditor	Business and Finance	IRCA Certified Auditor	Many auditors complete our certified courses to meet the training requirement for IRCA certification. Others choose IRCA certified training because it represents an industry-accepted benchmark qualification for professionals involved in the development, implementation and maintenance of management systems.	ISO 9000:1994 series lead auditor course- Those intending to acquire the competence to audit an organization's ISO 9001:1994 based management system, either as third or second party auditor. (Course requirement for certification as an auditor on the QMS program) 5 days plus a 2-hour written examination	International Register of Certified Auditors (IRCA) * Currently there are over 90 IRCA approved training organizations who between them present more than 5,000 certified courses each year. www.irca.org

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Automotive Service Techs and Mechanics	Installation, Maintenance, and Repair	Automotive Technician Certification	Certification of skill in auto service repair. Upon Completion- ASE certification .	Pass at least one of the 8 specialty exams - engine repair, auto transmission and trans axle, manual drive train, and axles, suspension and steering, brakes, electrical and electronic systems, heating and AC or Engine performance.	National Institute for Automotive Service Excellence (ASE)
Bookkeeping	Business and Financial Operations	Certified Bookkeeper	AIPB's mission is to achieve recognition of bookkeepers as accounting professionals and keep them up to date on accounting and tax info.	At least 2 years experience or the part time freelance equivalent ; must pass a 4 part national exam , including a Code of Ethics	American Institute of Professional Bookkeepers
Carpenter	Construction	Carpentry Assessment	Occupational competency assessment of skills and knowledge covered for an instructional program in carpentry.	Pass the NOCTI knowledge-based exam (2015) consisting of 140 test items. Test includes hand tools, power tools, blueprints and specifications, building materials and fasteners, measuring and layout operations, foundation, forms and concrete, rough framing, exterior finish, interior finish, basic mathematics, and interior system installation.	National Occupational Competency Testing Institute (NOCTI)

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Claims Adjuster	Business and Finance	Associate in Claims (AIC)	Claim professionals handle a wide variety of claims, including property, auto, workers compensation, and bodily injury claims. Earning the AIC designation can improve your technical claim handling abilities as well as your communication and negotiation skills. The AIC program was developed with the technical and financial assistance of the National Association of Independent Insurance Adjusters. * Many companies use it as an official part of their claims training programs.	Choose one of five paths to earn the AIC designation; Choose a course * recommended- AIC 33—Claim Handling Principles and Practices: Activities in the claim process, basic investigation, fraud detection, good faith claim handling, ethics, negotiation skills and litigation management. Exam- Eighty-five computer-administered, objective (multiple-choice) questions. Time allotted: 2 hours.	Insurance Institute of America
Computer Software Engineer	Info. Technology	Microsoft Certified Systems Engineer (MCSE) * The MCSE certification is also appropriate for Systems analysts and Network.	The Microsoft Certified Systems Engineer (MCSE) credential is the premier certification for professionals who analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows 2000 platform and Microsoft Windows Server System.	Four operating system exams. Candidates must pass one exam from each set of operating system exams—client operating system and networking system—in the table that follows. One design exam. Candidates must pass one exam that provides proof of expertise for design skills for specific Microsoft server technologies.	Microsoft
Computer Systems Analyst	Info. Technology	Certification for Computing Professionals	This is life long commitment to professionalism in the IS / IT field. The IT cert is equivalent to the same level of credentials as available for doctors , accountants, and engineers.	Pass 3 objective exams.	Institute for Certification of Computing Professionals (ICCP)

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Dental assistant	Healthcare	Certified Dental Assistant: Infection Control Examination (ICE)	One of the assessments leading to completion of the Certified Dental Assistant credential (CDA).	Pass a knowledge-based exam consisting of 100 multiple-choice questions. The exam includes collection and recording of data, patient and dental health care work education, prevention of cross-contamination and transmission, maintaining aseptic conditions, selecting disinfection or sterilization, performing sterilization procedures, performing disinfection procedures, occupational safety. // Dental Assistant 8329 course recommended.	Dental Assisting National Board, Inc.
Dental assistant	Healthcare	Certified Dental Assistant: Radiation Health & Safety Examination (RHS)	One of the assessments leading to the complete Certified Dental Assistant credential (CDA)	Pass a knowledge-based exam consisting of 100 multiple-choice questions. The exam includes the intraoral and extraoral processes, mount/label, radiation safety-patient, radiation safety-operator, storage and disposal, quality assurance.	Dental Assisting National Board, Inc.
Drafter	Architecture and Engineering	Drafter Certification	A certification that allows drafters to demonstrate drafting concepts and nationally recognized standards and practices. The certification exam does not require specific knowledge of design and does not cover software specific computer aided drafting (CAD).	Pass an exam that covers drafting concepts as well as nationally recognized standards and practices- 90 min.	American Design Drafting Association

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Drafter (Architectural)	Architecture and Engineering	Architectural Drafting Assessment	Occupational competency assessment of skills and knowledge covered in secondary design/drafting programs focusing on architectural drafting.	Pass the NOCTI knowledge-based exam (2004) consisting of 196 test items. Test includes basic drawing skills, performing architectural activities, site/plot plans, sections and details, terms, symbols and abbreviations, supplemental architectural activities, interpreting construction documents, Computer Aided Drafting (CAD), accessibility (ADA) and safety concerns, plans and elevations.	National Occupational Competency Testing Institute (NOCTI)
Examiner	Business and Finance	Certified Fraud Examiner (CFE)	A Certified Fraud Examiner (CFE) is a leader in the anti-fraud community, noted as a specialist in the prevention and detection of fraud.	Be an Associate member of the ACFE in good standing ; Submit the certification application with proof of education and professional recommendations; Pass the CFE Examination- a Windows-based program that tests your knowledge and expertise in the four primary areas of fraud investigation: Fraudulent Financial Transactions, Legal Elements of Fraud, Fraud Investigation, and Criminology and Ethics; Gain final approval from the certification committee.	Association of Certified Fraud Examiners

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First line Supervisor of Operating Workers	Production	CPS - Certified Plant Supervisor	AFE provides certification, technical info. and relevant resources for plant and facility operations and maintenance professionals worldwide. The CPS (Certified Plant Supervisor) review program has been designed for the supervisory professional.	Each of the will review effective communication skills, how to empower employees and how to enable them to develop the confidence to overcome the daily challenges the face. Interactive sessions with a final exam through sample questions with instructors.	AFE- Associates for Facilities Engineering
Heating, AC and Refrigeration Mechanics and Installer	Installation, Maintenance, and Repair	Heating, Electrical, Air Conditioning Technology (HEAT) Certification- Part I of Certification	A combined assessment covering heating, electrical, and air conditioning technology. This examination is designed specifically for secondary HVAC programs.	Pass a “student outcome assessment” (HEAT) examination designed for secondary HVAC programs* This 100 question examination includes equipment installation and service; knowledge of electric heat systems and components; knowledge of heating system and components; safety, theory and application; troubleshooting and problem solving.	HVAC (Heating, Ventilation and Air Conditioning) Excellence
Heating, AC and Refrigeration Mechanics and Installer	Installation, Maintenance, and Repair	Heat Pump Certification- Part II of the Certification	Any technician responsible for the installation, service and maintenance of air-to-air heat pump systems should be Heat Pump Certified. Electrical and Air Conditioning Certifications are prerequisites for this test.	Pass a written exam focusing on the following: theory, operation and components of a reverse cycle heat pump, four-way valves, heat sources for heat pumps, auxiliary heat for heat pumps, heat pump efficiency ratings, co-efficiency of performance, control sequences, maintenance procedures, and safety.	HVAC (Heating, Ventilation and Air Conditioning) Excellence

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Heating, AC and Refrigeration Mechanics and Installer	Installation, Maintenance, and Repair	Residential Air Conditioning and Heating Certification (ARI)	Certification offered by ARI and referred to as one of its Industry Competency Exams (ICE). It measures industry-agreed standards of basic competency for entry-level (one-year experience or less) technicians in the area of Residential Air Conditioning and Heating (equipment consists of 5-ton systems or smaller).	Pass an exam that contains 100 multiple-choice questions covering the ARI curriculum guide for Residential Air Conditioning and Heating.	Air Conditioning and Refrigeration Institute
Investigator	Business and Finance	Certified Insurance Fraud Investigator	The Certified Insurance Fraud Investigator program is an accrediting process for individuals with the specialized skills required to detect, investigate and deter insurance fraud. The program has a high standard for admission and testing which includes adherence to IASIU's code of ethics, and a demonstrated competency through mandatory continuing professional education.	The applicant must comply with the IASIU code of ethics to take the examination. In addition, to be eligible for the examination, the applicant must score a minimum of 30 points in the SIU Investigative Experience category and a minimum of 100 points overall on the Education and Experience Form. Three letters of professional recommendation must be submitted, one of which must be from a regular IASIU member.	The International Association of Special Investigative Units

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Medical and Health Info Technicians	Healthcare	Certified Medical Administrative Specialist	This certification is for medical administrative specialists who serves a key role in medical office, clinic and hospital settings. This multi-skilled practitioner is competent in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office management tasks. A medical administrative specialist is very familiar with clinical and technical concepts required to coordinate administrative office functions in the healthcare setting.	The program must includes a minimum of 720 clock-hours (or equivalent) of training in medical office administrative skills (including a practical externship). Training program must have been structured to include at least the following content areas: 1) medical records management, 2) health care insurance processing, coding and billing, 3) office financial responsibilities, and 4) information processing. All applicants must take and pass the AMT certification examination for Certified Medical Administrative Specialist (CMAS).	American Medical Technologists (AMT) * NOCA
Medical Assistant	Healthcare	Certified Medical Assistant (CMA)	Allied health professionals who work primarily in ambulatory settings (clinics and medical offices) under the supervision of physicians. CMAs are capable of doing both clinical and administrative procedures, and are educated and tested in such procedures.	To earn the CMA credential an individual must first enroll in, and graduate from, a CAAHEP or ABHES accredited medical assisting program. An individual will attain academic and clinical training in a variety of areas, and must complete an externship which is part of the program. Upon graduation from the program an individual must take, and pass, the AAMA CMA Certification Examination.	American Association of Medical Assistants (AAMA). * NOCA

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Medical Assistant	Healthcare	Registered Medical Assistant (RMA)	Medical assistants are able to advance to office manager or a variety of administrative duties and may teach medical assisting courses after a number of years of experience. Some medical assistants return to school for more education to become nurses, medical laboratory technicians, medical technologists or enter into other health related occupations.	Applicants who have passed a generalist medical assistant certification examination offered by another medical assisting certification body (provided that exam has been approved for this purpose by the AMT Board of Directors) and who have been working in the medical assisting field for the past three out of five years and who have met all other AMT training and experience requirements, may be considered for RMA (AMT) certification without further examination.	American Medical Technologists (AMT) * NOCA
Network Systems and Data Communications Analyst	Technology	(MOS) Microsoft Office Specialist	Pass any <u>one</u> unique Microsoft Office Specialist exams at the specialist or expert levels (a minimum of <u>one</u> unique exam is required for student-selected verified credit eligibility).	Computer Applications 6611	Microsoft
Network Systems and Data Communications Analyst	Technology	Microsoft Certified Systems Engineer (MCSE) * The MCSE certification is appropriate for Systems analysts and Network analysts.	The Microsoft Certified Systems Engineer (MCSE) credential is the premier certification for professionals who analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows 2000 platform and Microsoft Windows Server System.	The Microsoft Certified Systems Engineer (MCSE) credential is the premier certification for professionals who analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows 2000 platform and Microsoft Windows Server System.	Microsoft

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Network Systems and Data Communications Analyst	Technology	Certified Software Development Professional (CSDP)	The CSDP program is the sole brand name professional credential in software development. The program is intended for mid-level software development and software engineering professionals.	Professional certification has three critical components: Exam-based testing demonstrating mastery of a Body of Knowledge (BOK). Extensive experience base in the performance of the work or profession being certified; and Continuing professional education, measured and relevant to the BOK.	Institute of Electrical and Electronics Engineers, Inc. Computer Society (IEEE)
Network Systems and Data Communications Analyst	Technology	Cisco Certified Network Associate (CCNA)	The Cisco CCNA network associate certification validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites.	Cisco Certified Network Associate Exam-90 min. Candidates can prepare for this exam by taking the Interconnecting Cisco Networking Devices Part 1 (ICND1) v1.0 and the Interconnecting Cisco Networking Devices Part 2 (ICND2) v1.0 courses.	Cisco certified Network Association
Painter	Construction	Protective Coatings Certification	Assess industrial coating systems service performance, Manage or oversee coating failure analysis, Develop coating specifications for new construction and/or maintenance coating, Develop industrial painting specifications that address relevant safety and environmental regulations and facility constraints, Evaluate field and shop coating work procedures, etc.	Pass the Fundamentals of Protective Coatings (C-1) course exam and Take the Specifying and Managing Protective Coatings Projects (C-2) course and pass the course exam.	Society for Protective Coatings

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Personal Financial Advisor	Business and Financial Operations	Certified Professional in Financial Services (CPFS)	LOMA created the Certified Professional in Financial Services (CPFS) education program to increase professionalism in the various fields of financial services: banking, insurance, securities, financial planning and more.	FFSI Level One—Designed to give students a solid introduction to financial services, Level One consists of two courses. FFSI Level Two—Level Two of the FFSI program consists of five self-study courses and three Professional Achievement Credits (PACs). (In addition to the seven core courses, the FFSI designation requires a total of three Professional Achievement Credits (PACs) - for a total of 10 credit courses.	Life Office Management Association (LOMA)
Physical Therapists Assistant	Healthcare	(PTA) Physical Therapists Assistant (Assoc. in Applied Science degree)	Physical therapist assistants (PTAs) work under the supervision of a physical therapist (PT). Following examination and evaluation, the physical therapist designs individualized treatment programs for patients and clients. The PTA helps in providing these treatment interventions, reporting the patient's progress and response to treatment to the PT as well as documenting in the patient's medical record.	Physical Exam// Certification in Life Support and First Aid (offered by Red Cross or the Amer Heart Assoc.); 41 credit hours in specified courses (i.e. Biological sciences, Health Ed. etc)	American Physical Therapists Association (APTA)

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Sales Representatives, Wholesale and Manufacturing, Other	Sales	Certified Sales Professional Certification	Companies with CSP-certified sales personnel enjoy a measurable performance benchmark, set a hiring standard for new staff, increase their credibility with customers and principals, differentiate themselves from competition, and decrease sales staff turnover.	The CSP program is a 3 day seminar covering the fundamental skills of effective selling. Participants benefit by learning to master the key sales competencies, including: The consultative selling process, local and regional marketing strategies, etc. The CSP program is preparatory for the written and oral examination leading to earning the CSP certification.	Manufacturers Representatives Educational Research Foundation
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	Sales	Citrix Certified Sales Professional (CCSP)	The CCSP program certifies sales professionals, including access PARTNER network members, and enables them to most effectively present Citrix products and services.	The CCSP 2007 certification program features a training curriculum of 3 separate tracks* focusing on the key points of Citrix Application Delivery Infrastructure: Windows Application, Web application, and desktop delivery. One must take in a course in all 3 areas. The CCSP for Citrix Presentation Server 4 training curriculum focuses on Citrix Presentation Server 4 and related Citrix access infrastructure products , one must take a course in this area (i.e. Citrix Sales Methodology).	Citrix Systems Incorporated

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Sheet Metal Workers	Construction	NIMS Certified Machinist	The National Institute for Metalworking Skills (NIMS) is the nation's only ANSI accredited developer of precision manufacturing skill standards and competency assessments. NIMS certifies individual skills against standards and accredits programs that meet its quality requirements. NIMS stakeholders represent over 6,000 American companies. The system integrates the NIMS national metalworking standards and credentialing assessments, combining the traditional on the job learning of apprenticeship with the use of NIMS assessments as performance measures.	Skills in the metalworking industry are certified through the earning of NIMS credentials; The credentials are awarded on satisfactory completion of both performance tests and related theory exams. i.e. There are eight distinct credentials in Machining Level I. There are seven distinct credentials in Metal Stamping Level II. There are a total of 48 credentials in this area- to become a NIMS Certified Machinist, the "apprentice" must earn 12 NIMS credentials.	National Institute for Metalworking Skills (NIMS)
Ship Engineer	Transportation	Fluid Power Engineer Certification	Technologies included in this certification are : Hydraulics, Pneumatics, electronic control and vacuum. An engineer takes engineering responsibility for fluid power designs, products and processes.	Must have 8 years experience in fluid power engineering; must pass the Hydraulic Specialist exam and the Pneumatic Exam (includes a 3 hour written test and a 3 hour performance test).	Fluid Power International Society

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Surveying (Highways) Technician	Architecture and Engineering	Highway Surveys Certification	This certification program is for engineering technicians involved in field and/or office aspects of highway surveying. The technician, when reaching Level IV (senior grade), will have had experience in a variety of activities such as horizontal and vertical measurements, traversing, cross-sectioning, staking, mapping, photogrammetry, land descriptions, and platting.	NICET has established the following criteria for certification in Highway Surveys: sufficient appropriate work experience, successful performance on a written exam based on job tasks, and supervisor verification of job task competency. A personal recommendation is required at Levels III and IV. (Level IV- the highest level- requires 10 yrs experience)	National Institute for Certification in Engineering Technologies (NICET)
Surveying and Mapping Technicians	Architecture and Engineering	Certified Survey Technician (CST)	This four-level certification program for surveying technicians throughout the United States indicates official recognition by NSPS-ACSM that a person has demonstrated that he or she is minimally competent to perform surveying tasks at a specified technical level.	CST exam and training program is 12-15 wks Level I// Level II requires 3,000 hrs of surveying experience (1.5 years) // Level III- 7,000 hrs (3.5 years) // Level IV - 11,000 hrs (5.5 years)	American Congress on Surveying and Mapping - National Society of Professional Surveyors

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Tile and Marble Setters	Construction	Ceramic Tile Installer (CTI) OR Ceramic Tile Specialist (CTS)	To furnish those in the tile industry with a curriculum of skills and knowledge of ceramic tile and its installation which would enable all participants to develop their knowledge to the fullest extent and thereby improve the performance of the total tile industry.	Complete approximately 32 hours of classroom curricula inclusive of a check test to be given at the end of each session. Complete final exam given at the end of course. The final exam should last approximately 4 hours, with 2 hours dedicated to an open book exam and 2 hours dedicated to a closed book exam. Complete a 2500 word Research report to be handed in at the end of the course.	Ceramic Tile Institute of America
Truck Driver, Heavy and Tractor Trailer	Transportation	Truck Driver Certification	PTDI developed the first industry-recognized voluntary certification standards for school entry-level truck driver training courses, carrier driver finishing programs and younger driver programs. The standards include skill, curriculum and course/program standards.	225 hrs of classroom instruction and specialized driving Course instruction.	Professional Truck Driver Institute (PTDI)
Truck Driver, Heavy and Tractor Trailer	Transportation	National Driver Certification Program for Tow Truck Operators	A national testing program for light, medium and heavy recovery tow truck operators.	Study guides are provided for levels 1 and 2 with written exam. Level 3 has a recommended reading list and has an oral and written exam.	Towing and Recovery Association of America

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Welder	Construction	Welding Certification	Occupational competency assessment of skills and knowledge covered in a secondary level program in welding.	Pass the NOTE knowledge-based exam, Welding (2072), consisting of 191 test items. Test includes thermal cutting processes, basic heat treat/metallurgy/distortion control, welding terms/symbols/blueprint reading, weld inspection, knowledge of welding consumables, safety, power source principles, oxyfuel welding and brazing, shielded metal arc welding, gas metal arc welding/flux cored arc welding, basic knowledge of measuring instruments, welding qualifications and procedures, and welding costs.	National Occupational Competency Testing Institute (NOCTI)
Welders	Construction	Certified Welders Technologies INC(CWT)	CWT is a national welding certification bureau that was established to benefit welders / inspectors and employers in obtaining code certifications.	All professionals must pass a specified welding test or exam when applying for membership.	Certified Welders Technologies (CWT)
Welders	Construction	SENSE Training Program Certifications	Certification of knowledge and skills in welding for Level 1-- Entry-Level Welder.	Complete prescribed SENSE training program offered through an AWS-approved participating organization (program). Pass the required written and performance based certification examinations. (Welding 8672/8673/8674	American Welding Society

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Welders/ Carpenters/ Painters, Construction	Construction	Natl Construction Career Test	* This is an entry level certificate for all construction related trades. Certification of knowledge and skills defined as Level 1 competency in basic welding. The certification exam will be based upon the NCCER <i>Contren Learning Series</i> standardized curriculum.	Pass an exam that focuses on welding principles as contained in the <i>Contren Learning Series</i> curriculum, Welding Level One/AWS Entry Level Welder. The curriculum complies with the American Welding Society's "Schools Excelling through National Skills Standards Education" (SENSE) program.	Natl Center for Construction Education & Research (NCCER)