9/21/07

Agency for Workforce Innovation
Industry Certification Review Process
Phase II

WHO / WHAT	Agency for Workforce Innovation	Certification Provider	Workforce Florida, Inc.
Need	Need to quickly define industry certifications to be recognized and issued by Career Academies.		
Identify	Identifies a list of occupations associated with targeted industry areas (BANNER Centers, CHOICE Institutes and SUCCEED Sites). (1)		
Issue	Issues an announcement soliciting recommendations on nationally recognized industry certifications that should be considered for inclusion on the state's approved industry certifications list for targeted occupations. (2)	The announcement is sent to: the Dept. of Education, Regional Workforce Boards, School Districts, Community Colleges, BANNER Centers, CHOICE Institutes and SUCCEED Sites, etc.	
Conduct Identify	Conducts research to identify other nationally recognized industry certifications for those targeted occupations. (3)	Consult with employer groups/ associations, other states, regulatory agencies, third-party certification assurance organizations, etc.	
Issue	Issues a nationwide announcement to solicit applications from providers of those certification programs identified by AWI and its workforce and education partners for recognition in the state's industry certification program. (4)		
Submit		Submits application for consideration for inclusion on the state's approved industry certification list. (5)	Applications are submitted electronically
Review	Reviews, screens and approves pending provider's application based on highest and best national standards. (6)	See attached certification review checklist	
Forward	Forwards (electronically) a recommendation regarding the pending certification provider's application to WFI for review and approval/denial. (7)		
Review Approve Provide			Reviews and approves/denies the industry certifications recommended by AWI and provides the list of approved industry certifications to AWI for distribution. (8)
Publish Post	Publishes/Posts the WFI-Approved industry certifications including program/course classification. (9)		
Need Met	Industry certifications to be recognized by Career Academies based on national standards defined.		

NOTE: If needed, a Regional Workforce Board or a Career Academy can request the approval of a certification that is not included on the WFI-Approved industry certification list. If approval of an additional industry certification is requested, the processes referenced in steps 4-9 are repeated.