

Appendix F
Procedures for Approval of Industry
Certification to be Used to Measure Technical
Skill Attainment of Career and Technical
Education Students in Florida

PROCEDURES FOR APPROVAL OF INDUSTRY CERTIFICATIONS TO BE USED TO MEASURE TECHNICAL SKILL ATTAINMENT OF CAREER AND TECHNICAL EDUCATION STUDENTS IN FLORIDA

BACKGROUND

Legal Requirements –

Federal – In June, 2006, the Congress passed the Carl D. Perkins Career and Technical Education Act of 2006. In Section 113 of the Act Congress established state performance measures that include core indicators of performance for CTE students. For secondary students, one of those measures is “. . . *student attainment of career and technical skill proficiencies, including student achievement on technical assessments, that are aligned with industry-recognized standards, if available and appropriate.*” Similarly, core performance measures for postsecondary students required “. . . *student attainment of challenging career and technical skill proficiencies, including student achievement on technical skill assessments, that are aligned with industry-recognized standards, if available and appropriate*”, and “*Student attainment of an industry-recognized credential, a certificate, or a degree.*”

State – During its regular 2007 session, the Florida Legislature passed the Florida Career and Professional Education Act related to secondary career and technical education programs. One of the purposes of that Act is to provide “. . . *rigorous and relevant career-themed courses that articulate to postsecondary-level coursework and lead to industry certification.*” The Department of Education (DOE) is tasked to collect and analyze student achievement and performance data, to include industry certification. DOE, jointly with local workforce boards, is required to develop an evaluation plan that includes an assessment tool based on national industry standards and achievement of industry certifications. The Act further charges the Agency for Workforce Innovation (AWI) to define industry certification “. . . *based upon the highest available national standards for specific industry certification.*”

Selection Criteria –

The criteria for adoption of an industry certification are that it be a valid and reliable measurement directly related to the learning outcomes of an occupational program and considered occupationally specific¹. A valid measurement is one that evaluates the degree to which the evaluation instrument measures the technical skills attained in a Career and Technical Education program that is of sufficient length (i.e., at least 150 contact hours) and rigor to prepare the student to successfully enter into his/her chosen profession or career. A reliable measurement is one that consistently produces the same results over time.

¹ An occupationally specific certification is a certification indicating that the recipient has achieved proficiency in technical skills directly related to the goal or goals of one or more occupations listed in the 2000 Standard Occupational Classification (SOC) System. A certification that is generic to a number of occupations (e.g., OSHA, CPR) was not considered to be occupationally specific. Appendix 2 contains a list of known certifications not considered to be occupationally specific.

Department of Education Action –

In December, 2006, DOE's Division of Workforce Education (Division) surveyed local school districts in the state to have them identify industry certifications the districts were using for their career and technical education (CTE) students. The Division conducted a similar survey of community colleges and technical centers in August, 2007. Division staff consolidated the results of those surveys in developing two draft inventories, one for use with secondary students and one for use with postsecondary students, of certifications related to CTE programs being conducted by school districts, community colleges and technical centers.

Program Specialists in the Standards, Benchmarks and Frameworks (SBF) Section reviewed the draft inventories to ensure that listed certifications were appropriate for the various CTE programs. Their recommendations to add, delete or revise the inventories were incorporated into the drafts, and on September 20, 2007 the Division sent out the draft inventories to CTE directors in school districts, community colleges and technical centers for their review. Directors' responses received by October 1 have been reviewed by SBF staff and, where appropriate, the inventory has been accordingly revised.

APPROVAL PROCEDURES

Original Inventories –

The Division of Workforce Education used the following procedures to approve the original lists of certifications to be included in the industry certification inventory.

1. Division staff consolidated the lists of industry certifications submitted by the school districts, technical centers and colleges, arranged them alphabetically by program name and eliminated duplications.
2. Program Specialists in the Standards, Benchmarks and Frameworks (SBF) Section reviewed listed certifications to determine whether the certifications were appropriate for evaluating technical skill attainment for the related programs. A certification was considered appropriate for the program if:
 - a. In the professional opinion of the Program Specialist, the assessment instrument on which the certification is based appropriately evaluates technical skill attainment related to the program curriculum;
 - b. The certification is occupationally specific;
 - c. The certification is a state or federally regulated professional licensure; or
 - d. The certification instrument is congruent with a nationally or internationally recognized set of professional competencies or credentialing standards for professional practice.
2. Certifications endorsed for approval by SBF staff were submitted to the Bureau of Accountability and Research (BAR) for review.

3. Certifications recommended by BAR will be submitted to the Chancellor of the Division of Workforce Education for final approval. When a certification is approved by the Chancellor, the original approved Industry Certification Validation Worksheet will be returned to BAR to be filed and a copy sent to SBF.
4. BAR will maintain a file of approved certifications and ensure that the approved certifications are entered into the certification database and placed on the Workforce Education website and will send notices to:
 - The Division of Community Colleges;
 - Deans of Community College Career and Technical Education Programs;
 - Directors of School District Career and Technical Education Programs;
 - Directors of Technical Education Centers;
 - WEDDAC; and
 - MISATFOR.

Any proposed certification not endorsed by SBF or recommended by BAR or approved by the Chancellor will be excluded from the original inventory.

Subsequent Additions, Deletions and Revisions to the Inventory –

Program directors in school districts, technical centers and community colleges, as well as other concerned citizens, may recommend addition of certifications to be included in the inventory. Recommendations should be submitted electronically to the Chancellor of the Division of Workforce Education and should include, as a minimum, the following information.

- a. The name of the certification;
- b. The name of the organization sponsoring the certification;
- c. The CIP number(s) of the Career and Technical Education program(s) to which the certification applies;
- d. The program name(s) of those programs;
- e. The program or VPC number(s) of the program(s), if appropriate;
- f. The appropriate educational level(s) (i.e., Secondary, PSAV or College Credit) and
- g. The rationale for adding the certification to the inventory.

The Division of Workforce Education will use the following procedures to approve additional certifications submitted in the future by career and technical educators for inclusion in the secondary and postsecondary industry certification inventories.

1. BAR will notify the requestor that the submission has been received and that they will be advised when as the review process is completed.
2. BAR will forward the recommendation to the appropriate Program Specialist in the Standards, Benchmarks and Frameworks (SBF) Section who will review the submitted certification using the Industry Certification Validity Worksheet (Attachment 1). A certification will be considered valid if, in the professional opinion of the Program Specialist:

- a. The program(s) to which the evaluation instrument is related is/are of sufficient length and rigor to prepare the student for successful entry into his/her chosen profession or career;
 - b. The certification is occupationally specific;
 - c. The certification is a state or federally regulated professional license;
 - d. The certifying agency is accredited by ANSI or NOCA²;
 - e. Based on documentation from the certifying agency, the certification instrument is:
 - i. Congruent with a nationally or internationally recognized set of professional competencies or credentialing standards for professional practice;
 - ii. Based on an occupational task analysis;
 - iii. Has been tested to ensure results predict job performance; and
 - iv. The assessment instrument has been statistically tested for internal consistency with reliability coefficient (e.g., Chronbach's Alpha, Kuder-Richardson Formula 20, or Pearson Product-Moment Correlation Coefficient) scores of .7 or better³.
3. SBF Program Specialist will annotate their endorsement on the Industry Certification Validity Worksheet and forward it to the Bureau of Accountability and Research (BAR) for review.
 4. If approved by BAR, the worksheet will be submitted to the Chancellor of the Division of Workforce Education for review and final approval. If approved by the Chancellor, the original approved Industry Certification Validation Worksheet will be returned to BAR to be filed and a copy will be sent to SBF.
 5. BAR will ensure that the approved certification is added to the certification database and the Workforce Education website and will send notices to:
 - The requestor;
 - The Division of Community Colleges;
 - Deans of Community College Career and Technical Education Programs;
 - Directors of School District Career and Technical Education Programs;
 - Directors of Technical Education Centers;
 - WEDDAC; and
 - MISATFOR.

² ANSI and NOCA are organizations that accredit certification programs. Their websites are www.ansi.org and www.noca.org, respectively.

³ Chronbach's Alpha (and Kuder-Richardson Formula 20 for dichotomous, yes/no, true/false, response items,) is a measurement of the internal consistency of an examination. It tests whether groups of questions meant to measure the same construct are answered consistently by respondents in a single test. The Pearson Product-Moment Correlation Coefficient is used for test-retest method, which is a comparison of two administrations of the same instrument. For all of these tests, the highest value possible is 1.0, and, as a rule of thumb, .6 - .7 is considered adequate, and .8 or higher is good.

Any proposed certification not endorsed by SBF or approved by BAR or the Chancellor will not be added to the inventory. BAR will notify the requestor if a proposed certification is not approved for addition to the inventory.

PERIODIC REVIEW AND UPDATE PROCEDURES –

The Division of Workforce Education will periodically review the approved Industry Certification Inventory to ensure that the certifications included in the inventory remain appropriate for certifying technical skill attainment. The Chancellor may convene a working group of division staff and program directors to conduct an annual review to evaluate the appropriateness of certifications in the inventory.

INDUSTRY CERTIFICATION VALIDATION WORKSHEET

Certification Title: _____
Certifying Organization: _____
Website URL: _____
Contact Person's Name: _____
Contact Person's Title: _____
Telephone Number (_____) _____
E-mail address: _____
Program Title 1: _____ **CIP Number:** _____
VPC Number: _____ **Secondary Program Number:** _____
Program Title 2: _____ **CIP Number:** _____
VPC Number: _____ **Secondary Program Number:** _____
Program Title 3: _____ **CIP Number:** _____
VPC Number: _____ **Secondary Program Number:** _____

(If more than three programs apply, list other Program Titles, CIP Numbers, etc. on the reverse of this form.)

Validity and Reliability (Circle the appropriate answer):

- | | | | |
|----|---|-----|----|
| 1. | The Career and Technical Education Program(s) related to this certification is/are of sufficient length and rigor to prepare the student for successful entry into his/her chosen profession or career. | Yes | No |
| 2. | The certification is occupationally specific to one or more occupations listed in the 2000 Standard Occupational Classification (SOC) System. | Yes | No |
| 3. | The certification is a state or federally recognized professional license. | Yes | No |
| 4. | The certifying agency is accredited by ANSI or NOCA. | Yes | No |
| 5. | The proposed certification is vendor-specific from a nationally recognized manufacturer or vendor from private industry and is accepted nationwide as proof of knowledge and skill attainment. | Yes | No |
| 6. | a. The certification is based on an assessment instrument that is congruent with a nationally or internationally recognized set of professional competencies or credentialing standards for professional practice.; and | Yes | No |
| | b. The certification assessment instrument is based on an occupational task analysis; and | Yes | No |
| | c. The assessment instrument has been tested to ensure that results predict job performance, based on statistical testing, with a reliability coefficient (e.g., Chronbach's Alpha, Kuder-Richardson Formula 20, or Pearson Product-Moment Correlation Coefficient) score of .7 or better? | Yes | No |

NOTE: For inclusion in the Industry Certification Inventory Criteria 1, 2 and 3, or Criteria 1, 2 and 4 or Criteria 1, 2 and 5, or 1, 2 and 6 must be marked "Yes". If Criteria 3, 4 and 5 are marked "No", all three statements regarding Criterion 6 must be marked "Yes" in order for the Program Specialist to recommend inclusion of this certification in the inventory.

Standards, Benchmarks and Frameworks Endorsement:

In my professional opinion, this certification is appropriate for students participating in the programs named above and is occupationally specific to one or more of the occupations listed in the 2000 Standard Occupational Classification (SOC) System.

Based on my review of this certification I recommend that the certification:

Should be included in the Industry Certification Inventory.

Should not be included in the Industry Certification Inventory.

Printed Name _____ Signature _____ Date _____

Bureau Accountability and Research Recommendation:

I have reviewed the SBF endorsement of this certification.

- I concur with the SBF recommendation.
- I do not concur with the SBF recommendation.

Printed Name _____ Signature _____ Date _____

Chancellor's Approval:

I have reviewed the SBF and BAR recommendations related to this certification.

- I approve the addition of this certification to the Industry Certification Inventory.
- I disapprove the addition of this certification to the Industry Certification Inventory.

Printed Name _____ Signature _____ Date _____
Chancellor, Division of Workforce Education

Bureau Accountability and Research Notification:

On the date indicated below I included this Industry Certification Validation Worksheet in the SBF files.

On the dates indicated below I notified the individuals/agencies listed below of the Chancellor's decision.

- The requestor; Date _____
- Standards, Benchmarks and Frameworks; Date _____
- The Division of Community Colleges; Date _____
- Deans of Community College Career and Technical Education Programs; Date _____
- Directors of School District Career and Technical Education Programs; Date _____
- Directors of Technical Education Centers; Date _____
- WEDDAC; and Date _____
- MISATFOR. Date _____

Printed Name _____ Signature _____

LIST OF KNOWN CERTIFICATIONS THAT ARE NOT “OCCUPATIONALLY SPECIFIC”

The following list of known industry certifications are generic in nature and may be applicable to a number of occupations listed on the 2000 Standard Occupational Classification (SOC) System. Other generic certifications will be added to this list as they are classified as non-occupationally specific.

These certifications are inappropriate for determining technical skill attainment pursuant to the Carl D. Perkins Career and Technical Education Act of 2006 and cannot be considered the *“highest available national standards for specific industry certification”* pursuant to the Florida Career and Professional Education Act of 2007.

Certifying Organization	Name of Certification
American Red Cross	Cardiopulmonary Resuscitation (CPR)
American Red Cross	First Aid
Occupational Safety and Health Administration	OSHA 10
National Occupational Competency Testing Institute (NOCTI)	Workplace Readiness
Florida Department of Education	ACT - Ready-to-Work
U. S. Department of Agriculture	Tractor Safety Operation and Driving