

Process to Request a Certification be Added to the Approved List

1. Request should be made by school representative to program specialist/manager within program area at Oklahoma Careertech who will complete the request form.
 - a. Agricultural Education
 - b. Business, Marketing and Information Technology Education
 - c. Family and Consumer Sciences Education
 - d. Health Careers Education
 - e. Science, Technology, Engineering and Mathematics
 - f. Trade and Industrial Education

2. Program Specialist/Program Manager needs to review the request to make sure credential being requested aligns to existing programs/courses.
 - a. Must verify the request includes the following documentation:
 - 1) Is the exam a written test or skills test (or both)?
 - 2) Is the exam proctored?
 - a) Is someone required to give the student access to the exam?
 - b) Is someone required to be present during the entire exam administration?
 - 3) Is the exam proctored in a secure location by a neutral 3rd party?
 - a) Exam is not secure if instructor can proctor the exam or has access to the exam content.
 - b) Guidelines cannot be modified just for the state of Oklahoma. If the vendor is a national vendor, rules for location are based on the vendor and not on special circumstances for local administrations.
 - 4) What does the credential cover or require a student to know before it is taken?
 - a) This may include an exam blueprint, a paragraph from the vendor website, course outline, etc...
 - 5) Is the credential endorsed?
 - a) The credentialing standards are aligned to and endorsed by industry. The endorsement shows that a major industry entity has determined that the credential encompasses the skills, knowledge and abilities required by people entering this job area in order to be successfully employed as entry level workers.
 - b) The endorser should not be the same as the entity that creates/sets the standards for the credential (i.e. alignment)
 - 6) Is the credential aligned?
 - a) The credentialing standards are aligned to industry recognized standards. The alignment is intended to show how the CTE standards can enhance, reinforce or provide an application for a specific career major.
 - 7) Under what cluster areas should the credential be listed?

3. Request is signed and sent to the Assessment Manager to verify the information and add the credential to various areas within the CareerTech system. Credentials are entered as requested and will be added through a batch process as time allows.