

# Knox County Schools

## Industry Certification Scholarship Guide

### 2017-18



## Table of Content

Page 3	The State's Charge to School Districts
Page 4	Credit Transfer to TCAT
Page 5	TDOE Approved Industry Certifications
Page 11	Payment Procedures
Page 12	Scholarship Description
Page 13	Student Application
Page 14	Steps for Teachers
Page 15	Role of CTE Facilitators

## The State's Charge to School Districts

Early postsecondary opportunities ensure that students are ready to take full advantage of the TN Promise and succeed in education and training after high school. Research has shown that students who participate in early postsecondary courses are more likely to enroll and persist in postsecondary environments. [...]

We challenge all districts in Tennessee to continue thinking about how to develop a robust portfolio of early postsecondary opportunities. The 'portfolio' approach, in which a school offers two or more early postsecondary programs, helps ensure that college credit and/or a technical credential is accessible to *all high school students*. The eight opportunities offered in Tennessee appeal to diverse student interests, needs, postsecondary aspirations, and levels of prior academic performance.

Early postsecondary offerings are also factored into school and district accountability measures as an "indicator of school quality and student success" as part of the Every Student Succeeds Act (ESSA). The indicator focuses on two key areas: *opportunity* and *readiness*. Early postsecondary programs provide broad opportunity and access to ensure student readiness for future education and careers.

### **Early postsecondary opportunities available in Tennessee:**

- Advanced Placement (AP)
- Cambridge International Examinations (CIE)
- College Level Examination Program (CLEP)
- Dual Enrollment
- International Baccalaureate (IB)
- Local Dual Credit
- Statewide Dual Credit
- **Student Industry Certifications**

### **Industry Certification**

Industry certifications (IC) are earned through secondary and postsecondary career and technical education programs and courses. High school students are encouraged to focus their elective credits on robust, career-aligned learning pathways. Robust learning pathways should culminate with the achievement of nationally recognized industry certifications, meaningful work based learning experiences, and/or attainment of postsecondary credit hours through early postsecondary opportunities. As it pertains to industry certifications, all department-promoted certifications are aligned with postsecondary and employment opportunities and with the competencies and skills that students should have acquired through their chosen programs of study.

Source: <http://tn.gov/education/section/early-postsecondary>

## **Credit Transfer to TCAT**

The Tennessee Department of Education and Tennessee Board of Regents have signed an agreement to allow promoted industry certifications to count for clock hours at Tennessee Colleges of Applied Technology (TCAT) across the state. This agreement will allow students who pass industry certifications to transfer postsecondary credit immediately upon enrollment to any TCAT who offers the program.

This agreement, combined with the Tennessee Promise, provides students with the ability to complete a postsecondary program at a reduced cost and will assist the department in our goal of having the majority of our CTE students earn a postsecondary certificate, diploma, or degree. Specific clock hours will vary depending on the type of industry certification.

## 2017-18 CTE Promoted Industry Certifications

Certification	Aligned Course	Program(s) of Study	Career Cluster(s)	Schools offering aligned programs
Machining Level I - Measurement, Materials, and Safety Certification (NIMS)	Principles of Manufacturing (5922)	Machining Technology, Electromechanical Technology, Mechatronics, Welding	Advanced Manufacturing	
Production Certification (CPT)	Principles of Machining (5929) Principles of Machining II (5923) Manufacturing Practicum (5926)	Machining Technology	Advanced Manufacturing	CMA and Byington Solway
Snap-On Precision Measurement	Principles of Manufacturing (5922)	Machining Technology, Electromechanical Technology, Mechatronics, Welding	Advanced Manufacturing	
FANUC	Robotics & Automated Systems (6143)	Mechatronics	Advanced Manufacturing	Byington Solway and CMA
Level I Siemens Certified Mechatronic Systems Assistant	Mechatronics II (6157)	Mechatronics	Advanced Manufacturing	Byington Solway and CMA
AWS SENSE Entry Level Welder	Welding I (6078)	Welding	Advanced Manufacturing	Byington Solway, Halls and South Doyle
AWS SENSE Advanced Level Welder	Welding II (6033)	Welding	Advanced Manufacturing	Byington Solway, Halls and South Doyle
American Welding Society Certified Welder	Welding II (6033)	Welding	Advanced Manufacturing	Byington Solway, Halls and South Doyle
Commercial Pesticide Certification - Core (03) (Note: Must be 18 years old)	Landscaping and Turf Science (5951)	Horticulture Science	Agriculture, Food, & Natural Resources	South Doyle

Tennessee Specific Industry Certification-Animal Science (currently in pilot year)	Veterinary Science (5961)	Veterinary and Animal Science	Agriculture, Food, & Natural Resources	Halls
Tennessee Specific Industry Certification-Horticulture (currently in pilot year)	Landscaping and Turf Science (5951)	Horticulture Science	Agriculture, Food, & Natural Resources	South Doyle
HVAC Excellence, Heating, Electrical, Air Conditioning Technology (H.E.A.T.)	HVAC (6077)	Mechanical, Electrical, & Plumbing (MEP) Systems	Architecture & Construction	Fulton
HVAC Excellence Employment Ready Certifications	HVAC (6077)	Mechanical, Electrical, & Plumbing (MEP) Systems	Architecture & Construction	Fulton
Universal R-410A	HVAC (6077)	Mechanical, Electrical, & Plumbing (MEP) Systems	Architecture & Construction	Fulton
EPA Section 608 Universal	HVAC (6077)	Mechanical, Electrical, & Plumbing (MEP) Systems	Architecture & Construction	Fulton
NCCER Electrical Level One	Electrical Systems (6075)	Mechanical, Electrical, & Plumbing (MEP) Systems	Architecture & Construction	Byington Solway, Halls, Gibbs and West
NCCER Plumbing Level One	Plumbing Systems (6082)	Mechanical, Electrical, & Plumbing (MEP) Systems	Architecture & Construction	Byington Solway
NCCER Construction Technology	Residential & Commercial Construction I (6162)	Residential & Commercial Construction	Architecture & Construction	Byington Solway, Carter, Gibbs, Halls, and South Doyle
NCCER Core Curriculum	Fundamentals of Construction (6073)	Residential & Commercial Construction Structural Systems Mechanical, Electrical, & Plumbing (MEP) Systems	Architecture & Construction	Byington Solway, Carter, Gibbs, Halls, South Doyle and West
NCCER Carpentry Level One	Structural Systems I (6164)	Structural Systems	Architecture & Construction	Byington Solway, Carter, Gibbs, Halls, and South Doyle

OSHA 10	Fundamentals of Construction (6073)	Residential & Commercial Construction Structural Systems Mechanical, Electrical, & Plumbing (MEP) Systems	Architecture & Construction	Byington Solway, Carter, Gibbs, Halls, and South Doyle
OSHA 30 Construction	Residential & Commercial Construction II (6163), Structural Systems II (6165), Electrical Systems (6075)	Residential & Commercial Construction Structural Systems Mechanical, Electrical, & Plumbing (MEP) Systems	Architecture & Construction	
Microsoft Office Specialist (Excel)	Advanced Computer Applications (5904)	Office Management	Business Management & Administration	
Microsoft Office Specialist (PowerPoint)	Advanced Computer Applications (5904)	Office Management	Business Management & Administration	
Microsoft Office Specialist (Word)	Advanced Computer Applications (5904)	Office Management	Business Management & Administration	
Certified Personal Trainer	Exercise Science (6170) followed by Clinical Internship (5993)	Exercise Physiology	Health Science	
Certified EKG Technician	Cardiovascular Services (6131) followed by Clinical Internship (5993)	Diagnostic Services	Health Science	
Emergency Medical Responder (First Responder)	Emergency Medical Services (5995)	Emergency Services	Health Science	
Certified Pharmacy Technician	Pharmacological Science (6133) followed by Clinical Internship (5993)	Therapeutic Services	Health Science	

Certified Clinical Medical Assistant	Medical Therapeutics (5999) followed by Clinical Internship (5993)	Therapeutic Services	Health Science	
Certified Nursing Assistant	Nursing Education (6000)	Nursing Services	Health Science	
ServSafe Food Manager	Culinary Arts III (5981)	Culinary Arts	Hospitality & Tourism	
TN Board of Cosmetology & Barbering - TN Master Barber 1010	Barbering III (5974)	Barbering	Human Services	
Child Development Associate (CDA) Credential	Early Childhood Education Careers (ECEC) III (6017)	Childhood Development Services	Human Services	
TN Board of Cosmetology & Barbering - TN Cosmetology 1010	Cosmetology IV (6179)	Cosmetology	Human Services	
Tennessee Specific Industry Certification-Dietetics & Nutrition (currently in pilot year)	Nutrition Science & Diet Therapy (6007)	Dietetics & Nutrition	Human Services	
Tennessee Specific Industry Certification-Social Health Services (currently in pilot year)	Family Studies (6136)	Social Health Services	Human Services	
CompTIA IT Fundamentals	Computer Science Foundations (6905)	Coding, Networking Systems, Web Design, Cybersecurity	Information Technology	
CompTIA A+	Cybersecurity I (6175)	Cybersecurity	Information Technology	
CompTIA Network+	Cybersecurity II (6176)	Cybersecurity	Information Technology	
CompTIA Security +	Cybersecurity Practicum (6177)	Cybersecurity	Information Technology	
Cisco Certified Entry Network Tech (CCENT)	Computer Systems (6094)	Networking Systems	Information Technology	



CompTIA A+	Computer Systems (6094)	Networking Systems	Information Technology	
CompTIA Network+	Networking (6097)	Networking Systems	Information Technology	
CCNA Cisco Certified Network Associate	Networking (6097)	Networking Systems	Information Technology	
CIW Web Design Specialist	Web Site Development (6101)	Web Design	Information Technology	
Microsoft Technology Associate Software Development Fundamental	Coding II (6099)	Coding	Information Technology	
Associate of ISC2 (Note: Teacher must be ISC certified.)	Cybersecurity Practicum (6177)	Cybersecurity	Information Technology	
Certified Solidworks Associate (CSWA)-Academic	Engineering Practicum (6141) STEM IV: Practicum (6147)	Engineering, Technology, and Applied STEM	STEM	
Autodesk Inventor Certified User	Engineering Practicum (6141) STEM IV: Practicum (6147)	Engineering, Technology, and Applied STEM	STEM	
FANUC	Robotics & Automated Systems (6143)	Technology	STEM	
I-CAR Refinish Technician ProLevel 1 or I-CAR Non-Structural Technician ProLevel 1	Collision Repair: Non-structural (6062)	Automotive Collision Repair	Transportation, Distribution, & Logistics	Central, Halls and South Doyle
Automotive Service Excellence Student Certification: Painting and Refinishing	Collision Repair: Painting & Refinishing (6063)	Automotive Collision Repair	Transportation, Distribution, & Logistics	Central, Halls and South Doyle
Automotive Service Excellence Student Certification: Nonstructural Analysis/Repair	Collision Repair: Non-structural (6062)	Automotive Collision Repair	Transportation, Distribution, & Logistics	Central, Halls and South Doyle
Automotive Service Excellence Student Certification: Structural Analysis/Repair	Collision Repair: Structural (6064)	Automotive Collision Repair	Transportation, Distribution, & Logistics	Central, Halls and South Doyle

Automotive Service Excellence Student Certification: Maintenance & Light Repair Certification	Maintenance & Light Repair IV (5882)	Automotive Maintenance and Light Repair	Transportation, Distribution, & Logistics	Bearden, Carter, Central, Gibbs and Halls
--	---	--	---	--

## Procedures for Payment of Industry Certification Exams

All exam requests must be paid through the Office of Career and Technical Education.

- 1) Student Industry Certification Scholarship recommendation must be completed by the student's teacher of record and forwarded to Steve Huettel at the Office of Career and Technical Education.
- 2) All requests will be tabulated so that the correct number of IC Test Vouchers may be purchased.
- 3) Vouchers will be assigned and forwarded to the teacher of record, so that CTE will have a complete record of vouchers issued.
- 4) Teacher of record will issue assigned vouchers to students awarded the IC scholarship.
- 5) If the IC Test is an online test, teachers will create a testing date at their base school so that an unbiased proctor can be available for testing.
- 6) If the test is an offsite test, dates will be provided to students along with the voucher for testing. It is the students' responsibility to provide transportation to the testing site. If there are enough students to merit providing transportation to the testing site, the teacher will work with Steve Huettel to arrange transportation for the session. CTE will cover the cost of transportation.
- 7) Teachers are required to provide documentation of testing with pass or fail results to Steve Huettel.
- 8) CTE will provide IC test results to school administration and counselors for graduation and student recognition.

## **Industry Certification Scholarship**

### **Scholarship Description**

Knox County Career and Technical Education Industry Certification Scholarships reimburse students for industry certification exam fees. KCS students who are ready to take industry certification exams such as the ASE, AWS, CNA, EMR, NCCER, Web Design Specialist, and many others, may be eligible for assistance through this grant-funded scholarship. All CTE students, who are participating in courses that offer industry certifications, are encouraged to apply. Preference will be given to CTE concentrators, students who will be completing three or more credits in a CTE program of study prior to graduation. Please see the attached list for the current industry certifications covered by this scholarship opportunity.

Recipients of Knox County Career and Technical Education Industry Certification Scholarships must take their industry certification exam within 60 days of being awarded the scholarship. Failure to register and take the exam within 60 days forfeits the scholarship.

### **Scholarship Application Process/Deadlines**

1. Complete the attached student application.
2. The industry certification-related program teacher needs to complete a recommendation form via this Google link: <https://goo.gl/forms/hFkWucfyChuFy7Pr1>
3. After award announcement is made, complete the registration process for your desired industry certification examination.
4. Attend and complete industry certification testing.
5. Submit evidence of passing grades for the industry certification-related course to your instructor who will forward this information (collected for several students in one submission) to Steve Huettel.

### **Information for Instructors**

Please see the “Steps for Teachers” document provided.

Please scan and submit completed student applications to [steve.huettel@knoxschools.org](mailto:steve.huettel@knoxschools.org) or send in the original papers at the same time as you complete the student recommendation form.

## Industry Certification Scholarship - Student Application

**Please Print!**

Student Name: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

High School Name: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

CTE Instructor Name: \_\_\_\_\_

Name of license/certification seeking: \_\_\_\_\_

**Please answer the following question:**

*What are your education and career plans and how would industry certification further your goals?*

Information provided on this form is true and complete to the best of my knowledge.

\_\_\_\_\_  
Student Signature and Date

\_\_\_\_\_  
Parent/Guardian Signature and Date

\*The timeline for completion of industry certification testing will be sixty (60) calendar days from the award notification date. If you are unable to schedule your licensure/certification within 60 calendar days of the award notification, please alert the scholarship committee as soon as possible at [steve.huettel@knoxschools.org](mailto:steve.huettel@knoxschools.org).

## **Industry Certification Scholarship - Steps for Teachers**

**Step 1**-- Teacher identifies students eligible for testing via pre-tests, post-tests, EOC's, etc.

**Step 2**-- Teacher informs students of testing scholarship opportunity.

**Step 3**--Student completes scholarship application and instructor completes student recommendation form via Google link (<https://goo.gl/forms/hFkWucfyChuFy7Pr1>).

**Step 4**--Instructor submits student application forms to Steve Huettel via email.

**Step 5**--Student eligibility and award notification will be delivered as soon as possible.

**Step 6**--Student will complete industry certification testing registration and provide copy of registration to instructor. A local testing site should be selected and testing should be scheduled within the next sixty days.

**Step 7**--Instructor will send registration information to Steve Huettel.

**Step 8**--CTE Office will arrange vouchers/payment and teachers make travel arrangements, if needed, for testing (Field Trip Request).

### **Testing:**

**Step 9**--Students are required to attend and complete industry certification testing. If they are a no-show, students are responsible for the cost of the exam.

### **After Testing:**

**Step 10**-- Student will provide instructor with evidence of pass or fail.

**Step 11**-- Instructor will submit student results of pass/fail to Steve Huettel.

### **After Passing Exam:**

**Step 14**—Students will be recognized at graduation ceremonies.

**Step 15**—Instructors will enter industry certification attainment as part of e-TIGER documentation.

## **Role of CTE Facilitators in Promoting Student Industry Certification Attainment**

1. Follow-up with principals and other school administrators after information packets are rolled out. Encourage and promote principal and guidance involvement.
2. Encourage all eligible teachers to promote this initiative to their students.
3. Walk through application and submission process with teachers.
4. Follow-up on student application submissions.
5. After students are notified of award, work with teachers to ensure that students complete testing within sixty days.
6. After testing is complete, follow-up with teachers to insure that they submitted the testing results to Steve Huettel.
7. Each year, check with guidance or graduation coordinator, to make sure that industry-certified students receive proper recognition during graduation ceremonies in their graduation year.
8. At the end of term, review teacher's e-TIGER documentation to make sure that industry certification data has been reported.