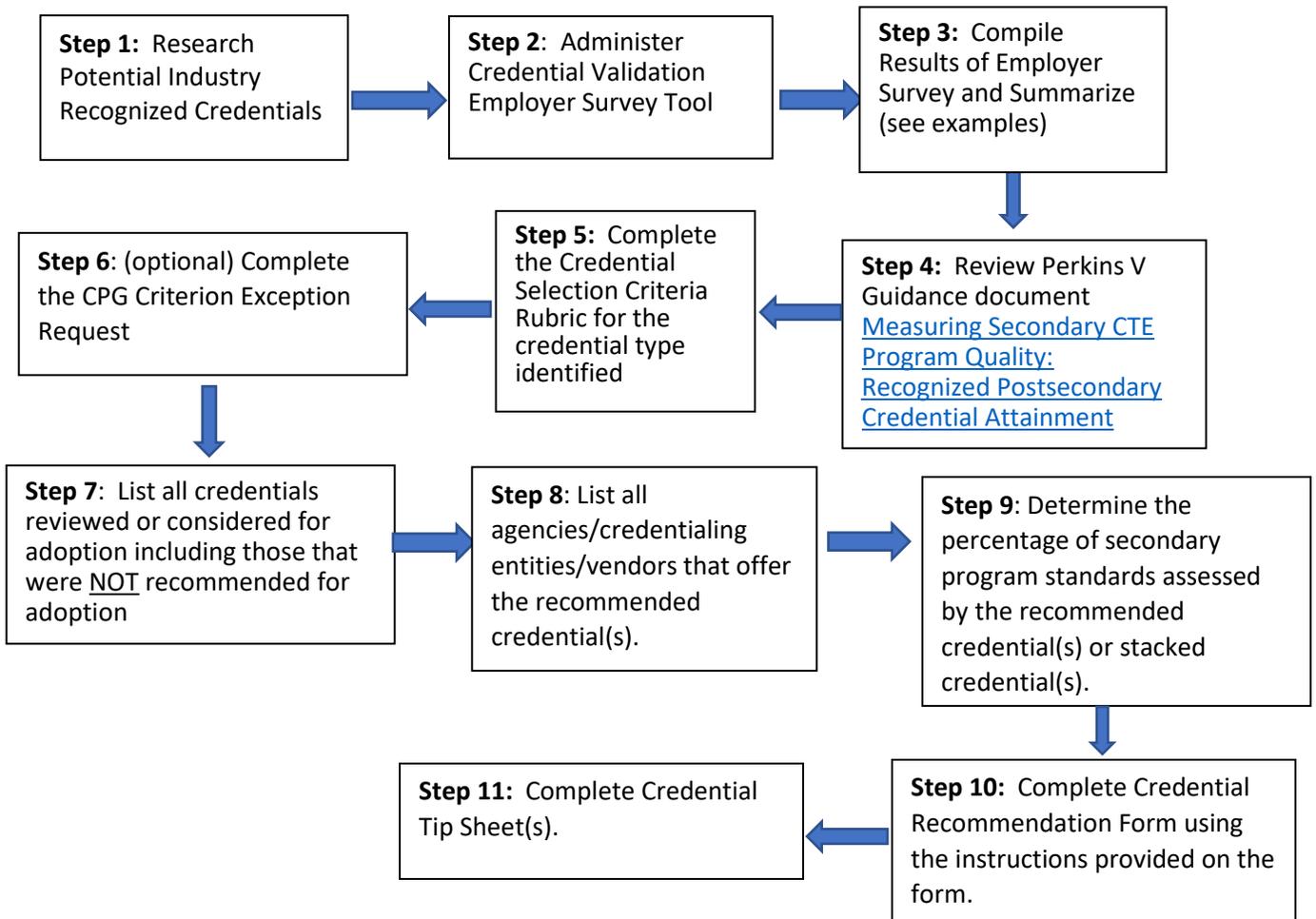


Credential Selection Process Guidance Updated 1-19-22

To adhere to the Strengthening Career and Technical Education for the 21st Century Act (Perkins V), Michigan has chosen the program quality measure of students obtaining a recognized postsecondary credential. The term “recognized postsecondary credential” comes from the Workforce Innovation and Opportunity Act and includes the following categories of credentials:

- Industry-Recognized Certifications
- Education Certificates
- Licenses
- Educational Degrees
- Certificates of Completion of an Apprenticeship

Career and Technical Education works with both regional/local employers and postsecondary institutions to identify and select industry-recognized credentials. The Credential Selection/Implementation process steps outlined below have been developed to assist program in identifying and selecting credentials of value.



- **Step 1:** Research potential industry recognized credentials. Some possible sources of information: Program advisory committee members, credentials awarded by postsecondary partners, state business and industry associations, state and local Chambers of Commerce, Michigan Works Association, workforce development boards, labor unions, etc. When researching postsecondary credentials, investigate whether students can also receive postsecondary credits.

Review each potential credential using the Employer Survey Tool as a preliminary checklist to determine if proposed credential meets the Perkins V definition of “Recognized Postsecondary Credential.” Credentials in the areas of Career Ready Practices, Safety, and Occupational/Industry Credentials should be considered in the selection process.

- **Step 2:** Administer Credential Validation Employer Survey Tool to regional/local employers to validate and/or identify credentials that are required or preferred by regional/local employers for use in hiring or promotion decisions.
- **Step 3:** Compile Results of Employer Survey and Summarize
- **Step 4:** Review the Perkins V guidance document, “[Measuring Secondary CTE Program Quality: Recognized Postsecondary Credential Attainment](#)” to determine/confirm the type of credential you are reviewing/recommending.
- **Step 5:** Complete the Credential Selection Criteria Rubric for the credential type identified. Use the results of the Employer Survey Tool summary to determine which credential(s) meet the Perkins V Credential Selection Criteria Rubric.
- **Step 6:** (optional) Complete **the CPG Criterion Exception Request Form** if 100% of the criterion statements (in the indicated credential type category) are NOT marked yes on the Credential Criteria Checklist following the steps and instructions on the CPG Criterion Exception Request form and Credential Approval Process flowchart.
- **Step 7:** List all credentials reviewed or considered for adoption, including those that were NOT recommended for adoption and the reasons they were not recommended (Use credential recommendation form).
- **Step 8:** List all agencies/credentialing entities/vendors that offer the recommended credential(s). You will need to gather the information required for the credential tip sheets for each agency/credentialing entity and/vendor.
- **Step 9:** Determine the percentage of secondary program standards assessed by the recommended credential(s) or stacked credential(s). Utilize the test/credential blueprint or other document showing credential exam content to align credential content to program standards listed on the Gap Analysis document (knowledge, skills, or performance elements). Do not align credential content with measurement criteria on Gap Analysis document.

- **Step 10:** Complete Credential Recommendation Form using the instructions provided on the form.
 - For credentials for 5S1 reporting, if less than 80% of the secondary CTE program standards are covered by the credential or stacked credentials indicate the percentage of secondary program standards for which instructors will need to create teacher-developed assessments.

- **Step 11:** Complete Credential Tip Sheet(s). This form is an informational tool that will be given to instructors who will be administering the credential to their students. Be sure to include all required information including, instructions for ordering and administering the credential, and contact information for the credentialing entit(ies) and/or additional vendors.

References:

Education Strategy Group. *Building Credential Currency*. (June 2019). *Resources Drive Attainment across K-12, Higher Education, and Workforce Development*.

New Skills for Youth, Advance CTE, CCSSO, et. al. (2019). *Measuring Secondary CTE Program Quality. Recognized Postsecondary Credential Attainment*.