



Frequently Asked Questions

CIP 52.0299, Business Administration, Management & Operation

Below are frequently asked questions (FAQs) for new and updated credentials for Perkins V reporting beginning in the 2021–2022 school year, developed under the Career Pathways Program.

1. Q: Will the instructional design template be changed for next year?

A: Yes, the new instructional design template will be provided this summer. This resource will be available under the [CTE Instructional Resources, by Career Cluster](#) on the OCTE website.

2. Q: Are other vendors available for certification? What about Precision Exam (Business Communications)?

A: Certiport is the only vendor to offer the Microsoft Office Specialist (MOS), Communication Skills for Business (CSB), and Entrepreneurship Small Business (ESB) credentials. Precision Exam does not offer the approved credentials. However, there is a process for an Enhancement grant if there is a different credential that you feel should be approved and added to the list. Visit the [Career Pathways Grant](#) webpage for updates.

3. Q: Has there been any success with renewing the Microsoft Office Academy free grant/license through the State of Michigan via Certiport??

A: No. Microsoft and Certiport continue to communicate with their lobbyist with hopes that funding will be restored to the state budget, making the program accessible for all K-20 public schools.

4. Q: How will we pay for these credentials?

A: There are several options for paying for the credentials. Teachers should talk to local administrators about the credential expense when planning for program budget needs. There are multiple funding options that can be utilized to cover the costs of the credential assessments, including but not limited to Perkins grant funds, 61a1 State Added Cost funds, and local funds.

- 5. Q: Will Certiport be offering Michigan special pricing more than it is now because of this new requirement and all the testing that will be over and above what is done now.**
A: Certiport can provide pricing and does offer discounts when bundling multiple products. Site licenses include testing vouchers.
- 6. Q: How do Early Middle College (EMC) students taking an Associate Program be verified.**
A: Education degrees are recognized as industry recognized credentials.
- 7. Q: Have you created the Perkins Course Competencies (PCCs) in a curriculum mapping software -- like Atlas?**
A: There is no one standard curriculum mapping program used consistently across the state. Therefore, there is not a plan to upload the competencies.
- 8. Q: Is the Classification of Instructional Program (CIP) for Finance still following the GAP Analysis process from Perkins IV? What is the target date for roll out for other CIPs?**
A: Finance is still Perkins IV utilizing segments next year. The remaining CIPs will begin the review process in the Fall of 2021 for implementation in the 2022-2023 school year.
- 9. Q: Does a teacher need to have the credential in order to be qualified to offer the credential?**
A: Teachers do not necessarily need to have earned the credential to offer a credential and may only need to be a proctor. The opportunity for teachers to get the credential or take the assessment is determined by the credentialing agency. Teachers may be subject to the same requirements as students to qualify.
- 10. Q: Can we offer the certifications if another teacher in the building can proctor?**
A: To be a Certiport proctor, you must agree to the terms and conditions and sign the proctor form. The teacher is allowed to proctor their own students.
- 11. Q: Does Certiport know of all the changes and would possibly have a teacher training as well?**
A: Certiport is aware. This is the link to the [Certiport Quick Reference Guide](#), the [On-demand training Webinars](#) and [Test Accommodations](#) for those with disabilities.

12. Q: The PCC have defined times for delivery. I believe you said A = 30 Hours, B = 55 Hrs., C = 60 Hrs. and we will need additional time for certifications. Does this mean our programs need to be 150 hours plus of seat time for the "concentrator" status?

A: No, concentrator status is not tied to hours. A concentrator is a student who has successfully completed two PCCs. The hours are suggested hours for completion of competencies. A student may need additional hours for performance indicator completion of credential(s). Reference the OCTE Memo, [Perkins V FINAL Definitions: Course, Participant, Concentrator, Completer](#) for clarification.

13. Q: Can they complete the PCC without completing the certification?

A: Yes, however, to be counted as part of your Core Performance Indicator data they need to earn at least two credentials.

14. Q: Is it reasonable to offer all 3 PCC's in a 1 year high school program? I know of programs that offer Excel, Word, and PowerPoint certifications in one year. So they would achieve the credential?

A: Your instructional design may still be a one-year program. It is possible to earn Excel, Word, and PowerPoint MOS Certification in one year. Each of these is a separate credential.

15. Q: Can a student be a concentrator with the completion of any 2 PCCs or must they complete A and B?

A: Must be A and B.

Useful Links:

Information about Career Pathways

Grant: https://www.michigan.gov/mde/0,4615,7-140-2629_82356_94990-512465--,00.html

Please direct questions regarding the new credentials developed under the CPG to MDE-CareerPathways@michigan.gov.

Perkins V FINAL Definitions: Course, Participant, Concentrator, Completer, memo: https://www.michigan.gov/documents/mde/Perkins_V_FINAL_Definitions-Course_Participant_Concentrator_Completer_722782_7.pdf

Credential Update for Perkins V Reporting,
memo: https://www.michigan.gov/documents/mde/2021-006_Credential_Update_for_Perkins_V_Reporting_724705_7.pdf