



COMMONWEALTH of VIRGINIA
Department of Education

February 27, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: 2014-2015 School Year Data Collection for Student Industry Credentials, Occupational Competency Assessments, and State Licenses for Career and Technical Education

Students who are enrolled in or complete career and technical education courses or programs are eligible to participate in Virginia's industry credentialing initiative. The pass/fail data for these students should be reported to the Virginia Department of Education (VDOE) using the *Career and Technical Education Credentialing Data Collection System* through the Single Sign-on for Web Systems (SSWS) portal. The "collection window" for submitting this data will be May 1 through July 31, 2015. This should be a one-time data submission. Multiple submissions during the collection window can be made; however, all previously submitted data will be erased with the most current data submission.

The industry credentialing data will be included on the *2015 Virginia School Report Card* and may be used for other state and federal accountability purposes. Please note, the regional technical centers or the school division's technical center student credentialing data should be reported with the "home or feeder" school data.

[Credentialing codes](#) that should be reported using the *Credentialing Data Collection System* are listed on the VDOE Web site along with [detailed instructions](#) and sample record formats.

Student Certification

Beginning with students entering ninth grade for the first time in 2013-2014, a student shall earn a [Board-approved career and technical education credential](#) to graduate with a Standard Diploma.

Additionally, the board-approved list of industry certification examinations, occupational competency assessments, and state licenses meet the requirements for the student-selected verified credit; and the Board of Education's Career and Technical Education Seal and the Advanced Mathematics and Technology Seal (Authority: [Regulations Establishing Standards for Accrediting Public Schools in Virginia](#) - 8VAC20-131-50).

Teacher Certification

A career and technical education teacher must be certified by the organization issuing the industry certification or license before their students can be eligible for the student-selected verified credit. Where certain credentialing entities will not allow teachers to take the related assessment, those teachers are exempt from testing; however, their students are eligible for the student-selected verified credit. The [list of exempted credentialing](#) assessments is available on the VDOE Web site.

If you have any questions, please contact the Office of Career and Technical Education at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

SRS/LBH/jts