



THE SCHOOL DISTRICT OF LEE COUNTY
2017-2018 Career & Technical Education Industry Certification
Policies & Procedures Manual

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What is Industry Certification?

Setting high standards and establishing measurable goals can improve individual outcomes in education to ensure that all students graduating from high school are prepared to continue postsecondary education, and have the competencies to enter the workforce. Today's educational environment is heavily focused on accountability, standards, and assessment. At the same time, industry is seeking assurances that job seekers have the skills required to fill their openings.

Lee County's Career & Technical Education (CTE) Department is dedicated to providing students with certifications which are recognized and valued by national industry, post-secondary institutions and our business partners. Industry certifications measure student mastery of the knowledge and skills which are the foundation of CTE programs. Assessments can provide a continuous improvement model for CTE instruction, while also providing industry with the assurance that CTE program graduates have the skills required to fill their openings.

The Benefits of Industry Certification Testing

1. Provide a quantitative measure of student mastery in Career & Technical Education courses, Career Themed courses, and CAPE Academies.
2. Contribute to school grade, much in the same way that AP, IB, AICE and dual enrollment exams are factored: Participation and Performance categories reflect certification exams.
 - <http://schoolgrades.fldoe.org/>
3. Allocate weighted FTE funding for each industry certification exam – to be distributed to schools during the year following a student's certification attainment, and applied to the programs through which the certifications were earned.
 - <http://www.fldoe.org/workforce/fcpea/default.asp>
4. Award articulated college credit to industry certified students when they enroll in a Florida State public college.
 - http://www.fldoe.org/workforce/dwdframe/artic_indcert2aas.asp
5. Provide career-readiness indicators for districts to use in data collection and analysis.
6. Provide an objective measure of skills proficiency for increased job opportunities and advancement in a chosen career path.
7. Enhanced self-esteem for students through achieving national occupational competency standards recognized by business and industry.

8. Contribute to Teacher Bonus Pay:

- Career Themed teachers who provided direct instruction toward the attainment of a CAPE industry certification that qualified for additional full-time equivalent membership are eligible. ([Florida Statute, Section 1011.62](#))
- Career Themed teacher bonuses shall be provided to teachers who are employed by the district the year in which the additional FTE membership calculation is included in the calculation. ([Florida Statute, Section 1011.62](#))
- Before certifying students, instructors are required to hold the most current certifications aligned to their programs. ([Florida Statute, Section 1003.493](#))
- A bonus of \$25 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.1. ([17-18 CAPE Funding List](#))
- A bonus of \$50 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.2. ([17-18 CAPE Funding List](#))
- House Bill 7069 removed the teacher bonus cap of \$3,000. NOTE: This law is currently being challenged in court. ([CS/HS 7069: Education](#))
- Bonuses are deducted from schools' FTE funding received for certification exams. ([Florida Statute, Section 1011.62](#))

Industry Certification Testing

Teacher Certification

- Teachers must hold the most current industry certifications aligned to the courses they teach.

Teachers may attain these certifications through district-offered certification trainings (preferred), or may choose to self-study. Regardless of the method chosen, teachers must hold the most current certifications for their program prior to preparing students for that certification. ([Florida Statute, Section 1003.493](#))

- New CTE teacher-candidates seeking locally-issued vocational certification must have proof of industry certification before being hired by the District. ([Florida Statute, Section 1012.39](#)).
- ALL new CTE teachers must contact Melissa Johnson at melissaaj@leeschools.net to make arrangements to complete industry certification exams at LCPEC offices. **NEW TEACHERS MAY NOT TAKE CERTIFICATION EXAMS AT THEIR SCHOOL SITE.**
- All teacher certifications must be reported to Melissa Johnson at melissaaj@leeschools.net immediately upon achievement, and accompanied by a copy of the transcript/score report for verification. It is imperative that CTE maintain updated records of teacher certifications for accurate state reporting and district data analysis.
- Prior to sitting for an industry certification exam, teachers must display a level of proficiency on exam objectives by attaining a **minimum of three practice test scores of 85% or greater**. Three practice test scores must be provided for the testing proctor to verify sufficient practice and mastery before scheduling the certification exam. (**For teachers who are updating their certification to a newer version, you do not need to meet the three practice exam requirement; you may also test at your own location.**)
- Teachers who do not pass the certification exam on the first try are permitted to test a second time. The retake exam is to be proctored only after the teacher has proven further review and mastery of the exam competencies through additional practice exam scores of 85% or greater, and tutorial completion and/or skill demonstration that verifies mastery of exam objectives. Teacher retake exams must adhere to the retake policies provided by the certification providers ([Certiport's Retake Policy](#) vary per exam).
- Teachers should be proctored by their school's Technology Specialist, Instructional Technology Specialist, or Testing Coordinator. Exam is not proctored by the individual providing the direct instruction for the industry certification or certificate. If approved school-based proctors are unavailable, teachers may contact Melissa Johnson at melissaaj@leeschools.net to proctor their exam.
- Teachers must be monitored by the exam proctor at all times, ensuring that the integrity of the exam is upheld. All testing aids and devices/methods used to record test content are prohibited, including: textbooks/manuals, notes, internet

searches, paper & pen, written or verbal assistance, cameras/phones, screen shots, etc. (unless otherwise stated by the certifying agency for the specific exam).

- Teachers may not possess or use recorded exam content to assist in instruction or certification attainment.
- If accommodations for disabilities are required, please contact the certifying agency for information. ([Certiport's Accommodations](#))
- Only current CTE (or registered, Career Themed) instructors and students may practice and test for industry certification using CTE-purchased equipment and licensing agreements. Teachers in other departments, students who are not currently registered in the appropriate CTE course, parents, community members, and all other individuals who are not current CTE teachers or students are not allowed to use practice or certification exam vouchers licensed through the District's Career and Technical Education Department.
- Any suspicion or witness of unethical testing practices and/or cheating must be reported to the school's administration and Melissa Johnson at melissaaj@leeschools.net immediately.

Student Certification

- Industry certification exams are only to be offered to students enrolled in an aligned CTE course, and only once skills and concepts have been thoroughly taught, and mastery has been displayed.
- Students will prepare for each certification exam by attaining three practice test scores of 85% or greater.
- The practice test scores must be provided for the testing proctor to verify sufficient practice and mastery before scheduling the certification exam. These scores will be recorded in [CASTLE](#).
- If a practice exam does not exist for a particular certification, the teacher may create a practice exam and/or the student must demonstrate proficiency to the teacher through skill demonstration that verifies mastery of exam objectives.

- In an effort to standardize login protocols across the District, and aid in login/password retrieval when forgotten or transferred to another school, the following login convention will be used:
 - Login: District Student Username **DJ12345**
 - Password: Birthdate, #, First Initial & Last Initial (both caps) **05012000#DJ**
 - If a login requires an email: **DJ_username@students.leeschools.net**
- Certifying agencies often require students to supply personal information (birth-date, address, email...) during the test registration process. Schools need to require students to enter their student ID numbers when registering in Certiport for CASTLE updates to occur. Parents must also be notified of the information being requested, and must provide their written consent prior to allowing the student to register for an exam ([Example Consent Form](#)).
- Students under the age of 13 may not register for an exam using personal information (birth-date, address, email...). Under-age students must be Bulk Registered when testing through Certiport to comply with privacy laws ([Bulk Registration Form](#)).
- Students' industry certification data & scores must be tracked continuously by the teacher using [CASTLE](#).
- **CASTLE must be updated as each student tests for certification including both failed and passed attempts.** All CTE certification data for schools must be updated in CASTLE before the last day of the school-year to ensure timely and accurate reporting to The Florida Department of Education.
- Students must be monitored by the exam proctor at all times, ensuring that the integrity of the exam is upheld. The proctor may NOT leave any tester unattended for any amount of time.
- All testing aids and recording devices/methods are prohibited, including: textbooks/manuals, notes, Internet searches, paper & pen, written or verbal assistance, cameras/phones, etc. (unless otherwise stated by the certifying agency for the specific exam).
- Students who are not testing may not be in the same room with students who are testing.

- Student certification exams must be proctored by their school's Technology Specialist, Instructional Technology Specialist, Testing Coordinator, or other approved proctor, who does not serve as the students' direct instructor. Proctors are responsible for maintaining a secure testing environment - free of distractions, talking, testing aides, or any materials that could be used to record exam content. **The instructor responsible for providing instruction relating to certification objectives may not be present during the testing session.** ([FL Administrative Code, Rule 6A-6.0573](#))
- Students who do not pass a certification exam on the first try must receive additional instruction, and wait a minimum of 20 calendar days before re-testing. ([FL Administrative Code, Rule 6A-6.0573](#))
- Exam must not have been administered more than **3 times during the academic year with a minimum of 20 days between test administrations.** Students must master all of the exam competencies through additional practice exam scores of 85% or greater, and tutorial completion and/or skill demonstration before retesting. ([FL Administrative Code, Rule 6A-6.0573](#))
- If the third attempt results in a failure, that students must be recorded as a failure in Castle until the next school year.
- Due to the addition of Microsoft Office Specialist Bundle Certification (3 of 6) at the middle school level, please note that only bundles will be reported to the FLDOE for certification (and CAPE funding) purposes. A middle grades student who does not earn three Microsoft Office certifications will have the opportunity to complete the Microsoft Office Specialist Bundle Certification (3 of 6) in future years.
- Students who achieve a passing score on a certification exam may not retake the exam, unless preparing for the Microsoft Office Specialist World Championship.
- An exam may not be taken over the course of two school days. Exams must ONLY be administered in one sitting.
- If accommodations for disabilities are required, contact the certifying agency for information. ([Certiport's Accommodations](#))
- Each school is expected to maintain an 80% pass rate on each individual certification exam.

- Failure to exceed state-required 50% pass rate will result in a [Three-Year Strategic Plan of Improvement](#), which could ultimately result in instructor re-assignment and/or academy closure. ([Florida Statute, Section 1003.493](#))

Proctor Policies

- To become a new Certiport proctor, an employee must register through [Certiport](#), complete the [2017-2018 Career & Technical Education Industry Certification Policies & Procedures Quiz](#).
- **All teachers and proctors involved with the instruction or administration of certification exams must ALSO complete the [2017-2018 Career & Technical Education Industry Certification Policies & Procedures Quiz](#) by August 31, 2017.**
- Student certification exams must be proctored by their school's Technology Specialist, Instructional Technology Specialist, Testing Coordinator, or other approved proctor, **who does not serve as the students' direct instructor.**
- The proctor must confirm a test candidate's preparedness for an exam by verifying at least three practice exam scores of 85% or greater prior to scheduling an exam.
- The proctor is expected to supply exam score reports to the teacher for data entry in [CASTLE](#).
- The proctor must be able to view the candidates at all times during an exam session. By providing constant supervision and proximity, the temptation for candidates to cheat or become a distraction is reduced.
- The proctor may not assist candidates in any way with exam questions.
- Proctors must not discuss exam content with any candidate before, during, or after an exam is administered. If a candidate would like to dispute an exam item, they may do so by contacting the certifying agency directly.
- Written instructions should be provided for each testing candidate to properly access the testing portal, login, and navigate to the proctor ID verification prompt.
- The proctor is responsible for verifying the candidate's identification, and ensuring that the candidate has selected the appropriate exam to be taken.

- Proctors should make every reasonable effort to separate testing candidates by at least one computer station. It is recommended that seating charts are used.
- Sign-in sheets must be maintained in the testing lab to identify the test-taker, proctor, date & time.
- Any suspicion or witness of unethical testing practices and/or cheating must be reported to the school's administration and Melissa Johnson at melissaaj@leeschools.net immediately.
- Proctors must adhere to the test taking policies of applicable certifying agencies and the policies set forth by the Florida Department of Education. In an instance where certifying agencies' policies conflict with State mandates, the more stringent of the two policies will serve as the official operating procedure ([Certiport's Test Taking Policies](#)).

Certification Testing: Issue Reporting Process

If a student is on a workstation that experiences technical issues (hardware or software) that prevents the student from completing their test on the same day they started it, please complete the following steps to ensure proper reporting of the issue.

1. Call the certified testing agency [CTA] (such as Certiport) to report the issue.
 - a. The CTA can remote into the machine to help diagnose and resolve the issue.
 - b. Request a case/ticket # for the issue you are reporting to the CTA.
 - i. If the CTA does not issue a case/ticket # for the issue you are reporting, request the team member's name and employee ID.
2. Even if the issue is resolved on the phone with the CTA, enter the issue as a Help ticket into our district's HELP system.
 - a. Include the following information in the Help ticket:
 - i. Student name, student ID, school name, teacher name, proctor name, computer name
 - ii. Certification test with the issue
 - iii. Date and time of issue
 - iv. Please include whether the issue was resolved by the CTA

DO NOT re-test the student until the Help ticket is closed. Failure to follow this process could result in a loss of dollars related to CAPE funds.

Testing Environment

- The industry certification testing proctor is responsible for establishing and maintaining a proper testing environment.
- Students who are not testing may not be in the lab while certification exams are being given.
- The teacher who provided instruction for the certification may not be present while candidates are testing.
- The testing lab must be silent at all times.
- To protect the security and confidentiality of exam content and to maintain a productive testing environment, all certification candidates must conduct themselves with integrity and consideration for other candidates.
- Students who choose to misbehave or participate in disruptive conduct will be removed from the testing environment immediately.
- Students who are removed from the testing lab for misconduct will forfeit testing privileges and are not permitted to test for industry certification for the duration of the school year.
- Test candidates are prohibited from using any/all test aids and recording devices/methods: Cell phones, search engines, textbooks, paper/pen, notes, verbal or written assistance, etc. (unless otherwise stated by the certifying agency for the specific exam).
- Test candidates are prohibited from using any items that may cause a disturbance to the testing environment: Books, paper, listening devices, photographic devices, and communication devices of any kind (unless otherwise stated by the certifying agency for the specific exam).
- **Computer labs that are purchased through Career & Technical Education's Perkins Grant must give first priority to CTE classes and exams before being used for any other programs or needs in the school.** ([Federal Regulation, Section 74.34d](#))

Helpful Links

[CASTLE Industry Certification Tracking](#)

[2017-18 CAPE Industry Certification Funding List](#)

Certification Exams aligned to each Program of Study on the [Perkins Skills Inventory](#)

[Articulation Agreements](#) of certifications that contribute to \$50 Teacher Bonus Pay

[Career & Technical Education Programs' Curriculum Frameworks](#)

[Parent Permission Form Template for Certification Testing](#)

[CTE Sharepoint Resources List](#)

2017-2018 CTE Industry Certification Policies & Procedures Quiz

- **All teachers and proctors involved with the instruction or administration** of certification exams must ALSO complete the [2017-2018 Career & Technical Education Industry Certification Policies & Procedures Quiz](#) by August 31, 2017.

Lee County Career & Technical Education Contacts

[Rita Davis](#)

Adult & Career Education Director
239.939.6304

[Brian Granstra](#)

Adult & Career Education Coordinator
239.939.6308

[Lisa Wright](#)

Health Occupations Coordinator
239.939.6305

[Melissa Johnson](#)

Adult & Career Education Teacher on Assignment
239.939.6326

[Mary Graham](#)

CTE Teacher on Assignment
239.939.1551

[Jon Gordon](#)

Application Support Specialist
239.939.6323

[Lori Wood](#)

Director's Secretary
239.939.6302

[Kelly Harijono](#)

Information Specialist
239.939.6303