

**STATE WORKFORCE INNOVATION COUNCIL  
EDUCATIONAL REVIEW COMMITTEE**

February 17, 2011 8:30 a. m.  
Indiana Government Center South  
Conference Room 25  
INDIANAPOLIS, IN

**Present:** Teresa Lubbers, Leroy Jackson, Jim Dunn, and Debra Williams  
**Present via conference call:** Carol D’Amico and Deb Seman  
**Absent:** Derek Redelman

**Also Present:** From the Indiana Department of Workforce Development (DWD): Jackie Dowd, Chris Guidry, Brenda Johnson, Marie Mackintosh, Monica Markovich and Donna Lovelady

The meeting was called to order by Carol D’Amico, at 8:40 a.m.

**SWIC State Business**

December 9, 2010 meeting minutes were approved as amended.

Update on Adult Education Legislation—Chris Guidry  
SB 482 Kruse

**Adult Education.** Requires the state board of education (state board) to receive, distribute, and account for funds received for career and technical education under federal law. Assigns to the state board responsibility for the planning and implementation of secondary career and technical education. Requires the state board to develop and coordinate career and technical education on a regional and statewide basis and to prepare budget requests for state and federal funds for career and technical education. Allows the state workforce innovation council (council) to make recommendations concerning the budget requests for the state board's review. Assigns to the council responsibility for the general educational development (GED) diploma program and the planning and implementation of postsecondary career and technical education. Assigns responsibility for adult education to the council and the department of workforce development (DWD). Repeals statutes: (1) establishing the commission for career and technical education; (2) assigning responsibility for the GED diploma program and adult education to the state board; (3) assigning responsibility for postsecondary career and technical education to the commission for higher education; and (4) assigning secondary career and technical education to the council and DWD. Makes conforming changes. **Effective:** Upon passage. **Citations Affected:** IC 11-14-2-5; IC 12-14-5-2; IC 12-20-11-3; IC 20-19-2-19; IC 20-20; IC 20-23-14-5; IC 20-26-13-5; IC 20-37-2-2; IC 21-11-7-1; IC 21-12; IC 21-14-1-7; IC 21-18-6-1; IC 21-43-1-4; IC 22-4-18-1; IC 22-4.1; IC 25-20-1-3; IC 35-50-6-3.3; IC 20-20-6; IC 20-20-20; IC 20-30-6-1; IC 21-18-10; IC 22-4.1-13.

Discussion of Adult Education Certifications—Marie Mackintosh

(See **Handout #1**—“Adult Education Occupational Training Framework.”)

Ms. Mackintosh covered five sectors of occupational training: health care; information technology; business administrative and support, finance and insurance; advanced manufacturing; and, transportation and logistics, wholesale trade.

We also looked at occupational training programs that do not fit the framework, including: certified medical assistant, massage therapist, and dental assistant-basic.

Comments and questions—

Carol D'Amico asked if this committee has authority over these certifications. Ms. Mackintosh responded that it does not. This framework is for information only.

Debra Williams asked how the career pathways (mentioned in **Handout #1**) were identified. Ms. Mackintosh replied that the United States Department of Education model was utilized. Ms. Markovich commented that an amalgamation of models from Ivy Tech Community Colleges, Career & Technical Education, and specialty areas such as medical and nursing were used to identify these pathways.

## **SWIC BOS-WIB Business**

### Review of BOS-WIB Training Programs for Approval/Denial—Brenda Johnson

Ms. Johnson provided an INTraining overview. (See **Handout #2**.)

Carol D'Amico asked if there were any “controversial” denials. It was noted that the Six Sigma denial had raised questions. Ms. Mackintosh read from the

DWD Policy 2009-2013

Training Provider Eligibility and Establishment of the Eligible Training Provider List under the Workforce Investment Act (WIA)

Ms. Mackintosh remarked that a client is not likely to get a job with a high school diploma and Six Sigma certification alone.

DWD brought two exceptions to the policy for review and approval:

A. The first exception would allow approval for non-profit organizations that do not fall under the jurisdiction of the Indiana Commission on Proprietary Education (COPE). INTraining staff would ensure there were no outstanding issues with state government, duly registered with the Secretary of State, and approved by the local management team or as a result of a site visit by DWD staff.

Discussed and approved.

B. The second exception was a request to conditionally approve training providers who had applied to (COPE) and were in "applicant status." A training provider could be in applicant status for up to ten months. Training providers in this situation would undergo a routine audit by DWD staff prior to the conditional approval.

Discussed and approval.

James Dunn moved to allow community development organizations to be okayed without Commission on Proprietary Education (COPE) approval. Motion was seconded by Debra Williams. Motion carried.

The DWD staff recommended conditional approval for providers waiting for COPE approval, which could take up to eleven months. Conditional approval would be provided by this committee pending the final decision of COPE. If COPE denies the applicant, the conditional approval will be rescinded.

Deb Seman moved to allow conditional approval for providers, as stated above. Leroy Jackson seconded the motion. It was carried.

The committee was presented with the following recommendations:

1. “Based on our (DWD staff) research and significant interaction with William Lasko, we are requesting the guidance of the Educational Review Committee in determining WIA approval of the William Lasko School of Log Building.” (See **Handout #3** for summary of audit.)

Leroy Jackson moved to support DWD staff recommendation that the William Lasko School of Log Building be denied as a provider. Teresa Lubbers seconded the motion. Motion was carried.

Mr. Lasko will be informed of the appeals process.

2. “Recommendation: Based on the information, (see **Handout #4**), SHRM Certification training does not meet the minimum requirements of an occupational training program that ‘prepare persons with the skills and knowledge to enter employment in a specific occupation or group of occupations. Programs vary in length but must lead to the skills and knowledge for entrance into the occupational fields.’ We recommend SHRM certification training be denied.”

#### Discussion

It was explained that the DWD staff has brought these programs before this committee for approval/denial due to provider or community “push back.”

Denials are not an indicator that a program has no value. This will be communicated to regional operators throughout the state.

James Dunn called for a vote. Teresa Lubbers moved that the DWD staff recommendation be followed. Debra Williams seconded the motion. The motion was carried.

3. “In reviewing the prerequisites of the Project Management Professional Bootcamp, we do not believe this certification would benefit the unskilled/undereducated workforce we are targeting. It is our recommendation that the Project Management Professional does not meet the needs or requirements of the InTraining Program as it enhances the knowledge and skills of professional individuals rather than give them additional training/skills to succeed in obtaining a position. We recommend that the applications received for the PMP Bootcamp be denied.” (See **Handout #5**.)

Debra Williams moved that this committee support the DWD staff recommendation. James Dunn seconded the motion. The motion was carried.

Marie Mackintosh will follow up with this program about the appeals process.

There were no public comments.

The committee agreed to continue meeting prior to the State Workforce Innovation Council meetings.

The meeting was adjourned at 9:35 a.m.

**EDUCATIONAL REVIEW COMMITTEE**

---

Carol D'Amico, Chairman

---

Date

**ATTEST:**

---

Jaclyn P. Dowd, Director of Educational and Training Programs  
Indiana Department of Workforce Development

### Adult Education Occupational Training Framework

**Health Care Sector**

338,877 jobs; 13.1% of total jobs

8175 health care-related jobs on ICC

Occupation	Avg Wages	Indiana Outlook LT / ST*	Certification	Career Pathway	Rationale/Notes	Cost of Cert Exam	Credit at Ivy Tech	Related Skills and Competencies
Certified Nurse Aid	\$23,221	20.4% / 3.5%	Approved State Certification	LPN to ASN to Registered Nurse to BSN	Although wage is not high, the demand and opportunity for pathways is strong.	\$75	HLHS 107 CNA Preparation; NRSG 101 Fundamentals of Nursing Lab	<ul style="list-style-type: none"> <li>Attend to patient needs including grooming, applying dressings, and turning bedridden patients.</li> <li>Collect specimens.</li> <li>Record patient vital signs</li> <li>Observe and record food and drink intake and output.</li> </ul>
Pharmacy Technician	\$26,726	28.0% / 3.7%	Board Approved Certification (2 Approved in Indiana- EXCPT or PTCB)	Medical Assistant or EKG Technician	Not a traditional pathway, but can lead to other technical degrees, such as EKG technician.	\$129 PTCE; \$105 (EXCPT)	PHAR 101 Pharm Tech I; PHAR 201 Pharm Tech II; PHAR 202 Pharmacy Technician Experiential Seminar	<ul style="list-style-type: none"> <li>Receive prescription requests and confirm that information is complete and accurate.</li> <li>Maintain proper storage of medicines.</li> <li>Prepare bulk medicines.</li> <li>Prepare and affix labels.</li> <li>Assist customers in checking out</li> </ul>
Emergency Medical Technician	\$28,538	8.6% / 1.1%	State Certification	to EMT Intermediate to Paramedic to LPN	EMT Basic, Intermediary and Paramedic (associate degree) is a clear pathway. EMT Basic requires both classroom and practical experience.	\$15	PARM 102 Emergency Medical Technician-Basic Training	<ul style="list-style-type: none"> <li>Administer first aid and life support.</li> <li>Perform emergency diagnostic and treatment procedures.</li> <li>Observe, record and report the patient's condition</li> </ul>
Medical Coder	\$29,000	20.5% / 3.0%	Certified Professional Coder	Medical secretary	The certification is not currently required, however the occupation is moving toward requiring certification in the future	\$300	N/A	<ul style="list-style-type: none"> <li>Adjudicating claims for accurate medical coding</li> <li>Medical coding rules and regulations</li> </ul>

## Adult Education Occupational Training Framework

### Information Technology Sector

34,867 jobs; 1.3% of total jobs

2048 IT-related jobs on ICC

Occupation	Avg Wages	Indiana Outlook LT / ST*	Certification	Career Pathway	Rationale/Notes	Cost of Cert Exam	Credit at Ivy Tech	Related Skills and Competencies
Computer Support Specialist	\$38,200	7.7%/2.7%	COMP TIA A+	Network systems and communication analyst to network administrator to IT consultant	Depending on the exam, the level of knowledge varies greatly. A+ is 8th grade.	\$168	CINT 210 PC Technology Essentials; CINT 211 IT Technician depending on the A+ exam	<ul style="list-style-type: none"> <li>• Install and perform minor repairs to computer hardware, software, and other equipment</li> <li>• Technical knowledge of computer networking and security</li> </ul>
Electronics Installers/Repairers	\$40,000	14.0%/5.8%	Electronics Systems Professional Alliance (ESPA) Electronic Systems Technician (EST)	Supervisor or Manager	ESPA provides multiple levels of certification.	\$250 - \$350	N/A	<ul style="list-style-type: none"> <li>• Disassemble entertainment equipment and repair or replace defective components and wiring</li> <li>• Install, service, and repair electronic equipment or instruments</li> <li>• Calibrate and test equipment</li> </ul>

## Adult Education Occupational Training Framework

### Business Administrative & Support, Finance & Insurance Sectors

216,433 jobs; 8.4% of total jobs

3274 administrative-related jobs on ICC

Occupation	Avg Wages	Indiana Outlook LT / ST*	Certification	Career Pathway	Rationale/Notes	Cost of Cert Exam	Credit at Ivy Tech	Related Skills and Competencies
Bookkeeper	\$31,000	8.7% / 2.5%	American Institute of Professional Bookkeeping (AIPB) Bookkeeper	Payroll clerk to tax preparer to brokerage clerk	requires 2 years of experience before or after exam; testing centers in Merrillville, Mishawaka, Indianapolis, Terre Haute, and Evansville; AIPB has self-study workbooks and practice exams available	\$260	ACCT 101 Financial Accounting I; ACCT 106 Payroll Accounting	<ul style="list-style-type: none"> <li>• Adjusting entries</li> <li>• Error correction and reconciliation</li> <li>• Payroll</li> <li>• Depreciation</li> <li>• Inventory</li> <li>• Internal control and fraud prevention</li> </ul>
Tax Preparer	\$29,677	3.0% / 3.1%	IRS PTIN Certification	Advanced tax preparer to brokerage clerk	Has consistent growth and different levels. IRS has standardized the certification required for all tax preparers.	\$64.25	ACCT 105 Income Tax	<ul style="list-style-type: none"> <li>• Compute taxes owed or overpaid</li> <li>• Prepare simple to complex tax forms</li> <li>• Review financial records to determine required forms</li> </ul>
Administrative Assistant	\$28,985	3.0% / 1.6%	Internet and Computing Core Certification (IC3)	Executive assistant to office manager	IC3 includes knowledge of hardware, software, and Microsoft Office programs.	\$159	N/A	<ul style="list-style-type: none"> <li>• Prepare memos, letters, reports and other documents using word processing, spreadsheets, and other computer software as necessary</li> </ul>

## Adult Education Occupational Training Framework

### Advanced Manufacturing Sector

436,056 jobs; 16.8% of total jobs

1,174 manufacturing-related jobs in ICC

Occupation	Avg Wages	Indiana Outlook LT / ST*	Certification	Career Pathway	Rationale/Notes	Cost of Cert Exam	Credit at Ivy Tech	Related Skills and Competencies
Production Worker	\$36,000	4.6% / 7.1%	Manufacturing Skills Standards Council (MSSC) – Certified Production Technician	Manufacturing Engineering Technician to Technologist to supervisor or manager	MSSC is not recognized throughout the State, but the skills are relevant	\$280	ADMF 101 Key Principles of Advanced Manufacturing AND ADMF 102 Technology in Advanced Manufacturing	<ul style="list-style-type: none"> <li>• Safety</li> <li>• Manufacturing processes and production</li> <li>• Quality control</li> <li>• Measurements</li> </ul>
Entry Welder	\$31,000	-2.7% / 2.4%	American Welding Society (AWS) – Sense Certification	Welding technician to welding technologist or specialist	AWS offers multiple levels of credentials; testing facilities in Fort Wayne, Indianapolis, Evansville, South Bend and Lafayette	\$30	WELD 209 Welding Certification	<ul style="list-style-type: none"> <li>• Safely operate welding tools</li> <li>• Layout, position, measure, cut and align pieces</li> </ul>
CNC Operator	\$31,000	7.3% / 4.0%	National Institute for Metalworking Skills (NIMS) - Machining Level I	CNC Programmer	NIMS offers multiple levels of credentials	\$75	N/A	<ul style="list-style-type: none"> <li>• Measurement, Materials &amp; Safety</li> <li>• Job Planning, Benchwork &amp; Layout</li> <li>• Manual Milling Skills</li> <li>• CNC Milling: Programming Setup &amp; Operations</li> <li>• CNC Turning: Programming Setup &amp; Operations</li> </ul>

## Adult Education Occupational Training Framework

### Transportation and Logistics, Wholesale Trade Sectors

197,929 jobs; 7.7% of total jobs

3877 TDL-related jobs on ICC

Occupation	Avg Wages	Indiana Outlook LT / ST*	Certification	Career Pathway	Rationale/Notes	Cost of Cert Exam	Credit at Ivy Tech	Related Skills and Competencies
Truck Driver, Light Delivery Services	\$25,981	3.6%/2.0%	Class B CDL	Truck Drivers, Heavy and Tractor-Trailer	Cert. Ladder: to CDL Class A Certification	\$16 permit fee, \$30 license fee	N/A	<ul style="list-style-type: none"> <li>Operate a small delivery truck</li> <li>Obey all traffic laws and regulations</li> </ul>
Laborers and Material Movers	\$15,400	4.6%/7.1%	Manufacturing Skills Standards Council (MSSC) Certified Logistics Associate (CLA)	Material Handling, Shipping & Receiving to First Line Supervisor or Manager of Helpers	Cert. Ladder: to Certified Logistics Technician (CLT)	\$115 - \$170	CINT 210 PC Technology Essentials; CINT 211 IT Technician depending on the A+ exam	<ul style="list-style-type: none"> <li>Use the computer systems and software for supply chain management</li> <li>Understand supply chain management and quality control</li> </ul>
Automotive Service Technician (Diesel Tech/Hybrid Tech)	\$22,000	2.5%/0.0%	Automotive Service Excellence (ASE) Certification	to Automotive Specialty Technician to Automotive Master Technician	Some concerns about demand, but easy to build pathway. Indiana test centers located in Muncie, Kokomo, Lafayette, Indianapolis, Shelbyville, Versailles, Terre Haute, Bluffton. Requires two years of experience before or after certification exam.	\$28 - \$76	AUTC	<ul style="list-style-type: none"> <li>Diagnose problems or trouble with vehicle</li> <li>Provide basic service for vehicle</li> <li>Make many repairs to vehicle as needed</li> </ul>

## Adult Education Occupational Training Framework

### Occupational Training Programs that do not fit the Framework

Occupation	Avg Wages	Indiana Outlook LT / ST*	Certification	Career Pathway	Rationale/Notes	Cost of Cert Exam	Credit at Ivy Tech
Certified Medical Assistant	\$22,380	33.6%/4.2%	AAMA Certification	to LPN to RN (to other Allied Health Position)	Pre-reqs are too difficult for entry-level certification.	\$125 or \$250	
Massage Therapist	\$16,670	36.9%/5.1%	MBLEx; or NCETM; or MBCA MCE-Level 1	to massage therapist to occupational therapist to assistant or respiratory therapist	Not a strong pathway. Indiana does not use or recognize NCETM examinations in statute or rule ( <a href="http://www.ncbtmb.org/about_required_states.php">http://www.ncbtmb.org/about_required_states.php</a> )	\$195 (MBLEx); \$225 (NCETM)	
Dental Assistant-Basic	\$22,770	36.0%/3.9%	DANB CDA	to Dental Assistant to Dental Hygienist	Requires a lot of prerequisites and facilities. In addition to passing the either certification exam- to become a Dental Assistant in Indiana, one must (1) Complete a CODA-accredited educational program in radiography or a limited dental radiography program approved by the department (2) Be certified by a licensed practitioner or licensed hygienist as proficient in performing the procedures included in the limited dental curriculum	\$300	Multiple depending on certification

\* Short-term (2010-2012) and long-term (2008-2018) projections were provided by DWD's Research and Analysis team. The timeframes are set by USDOL Education and Training Administration.

**Training Program Stats**

**December 7, 2010 through February 16, 2011**

**SWIC State Business**

Review of Training Programs: Marion County Workforce Investment Board

**127 Programs decided                      54 Pending**  
123 Approved (97%)  
    103 automatically eligible (Title IV, College Credit, Credential, and Pell Eligible) (83.7%)  
    20 audited and approved (7 Healthcare; 7 IT; 3 Business; 2 Transportation; and 1 Other) (16.3%)  
4 Denied (3%) (See attachment)

**SWIC BOS-WIB Business**

Review of Training Programs: Balance of State

**354 Programs decided                      164 Pending**  
310 Approved (88%)  
    256 automatically eligible (Title IV, College Credit, Credential, and Pell Eligible) (83%)  
    54 audited and approved (23 Healthcare; 10 IT; 5 Welding; 8 Business; 1 Transportation; 7 Other) (17%)  
44 Denied (12%) (See Attachment)

**Statewide**

**481 Programs decided                      218 Pending**  
433 Approved (90%)  
    359 automatically eligible (Title IV, College Credit, Credential, and Pell Eligible) (83%)  
    74 audited and approved (30 Healthcare; 17 IT; 11 Business; 3 Transportation; 5 Welding; 8 Other) (17%)  
48 Denied (10%) (See attachment)

Denials for BOS and Marion County WIB

#	ProgID	PROGRAM_STATUS	TITLE_OF_TRAINING	INSTITUTION	WIB	
1	1	586	Program Denied	10 Hr OSHA General Industry	Ivy Tech Community College	BOS
2	1	564	Program Denied	10 Hr OSHA General Industry	Ivy Tech Community College	BOS
3	1	565	Program Denied	10 Hr OSHA General Industry	Ivy Tech Community College	BOS
4	1	506	Program Denied	Access Intermediate	Ivy Tech Community College	BOS
5	1	504	Program Denied	Access Intermediate	Ivy Tech Community College	BOS
6	1	508	Program Denied	Access Introduction	Ivy Tech Community College	BOS
7	1	507	Program Denied	Access Introduction	Ivy Tech Community College	BOS
8	1	329	Program Denied	Accounting with QuickBooks	Central Nine Career Center	BOS
9	1	509	Program Denied	Achieving Leadership and Supervisory Excellence	Ivy Tech Community College	BOS
10	1	518	Program Denied	American Welding Society Certification Certification Only	Ivy Tech Community College	BOS
11	1	566	Program Denied	ASE (Achieving Supervisory Excellence)	Ivy Tech Community College	BOS
12	1	327	Program Denied	Beginning Computer Skills	Central Nine Career Center	BOS
13	2	617	Program Denied	Business Succession Plan	Ivy Tech Community College	BOS
14	1	161	Program Denied	Certified Six Sigma Black Belt (CSSBB)	Ivy Tech Community College	BOS
15	1	328	Program Denied	Computer/Internet for Beginners	Central Nine Career Center	BOS
16	1	314	Program Denied	Conversational English	Central Nine Career Center	BOS
17	2	289	Program Denied	CPC Certification Review Course	Medtech College	BOS
18	1	320	Program Denied	Digital Camera Buyer's Workshop	Central Nine Career Center	BOS
19	1	319	Program Denied	Digital Photography	Central Nine Career Center	BOS
20	2	635	Program Denied	Excel 2007	Ivy Tech Community College	BOS
21	2	630	Program Denied	Excel Introduction	Ivy Tech Community College	BOS
22	1	317	Program Denied	Exploratory Spanish	Central Nine Career Center	BOS
23	1	340	Program Denied	Health Care Provider CPR Training	Central Nine Career Center	BOS
24	1	326	Program Denied	Keyboarding1, Beginning Typing	Central Nine Career Center	BOS
25	1	5	Program Denied	Lean Six Sigma Green Belt	Purdue University	BOS
26	28	147	Program Denied	Lean Six Sigma: Ivy Tech-Villanova University	Ivy Tech Community College	BOS

**Denials for BOS and Marion County WIB**

#	ProgID	PROGRAM_STATUS	TITLE_OF_TRAINING	INSTITUTION	WIB	
27	4	561	Program Denied	Management and Supervisory Institute (MSI)	Ivy Tech Community College	BOS
28	1	123	Program Denied	Microsoft Office Specialist : Access	Computer Education Institute	BOS
29	1	122	Program Denied	Microsoft Office Specialist : Excel	Computer Education Institute	BOS
30	1	125	Program Denied	Microsoft Office Specialist : Outlook 2007	Computer Education Institute	BOS
31	1	124	Program Denied	Microsoft Office Specialist : PowerPoint	Computer Education Institute	BOS
32	1	30	Program Denied	Microsoft Office Specialist : Word 2007	Computer Education Institute	BOS
33	1	333	Program Denied	MS-Excel 2007, Advanced	Central Nine Career Center	BOS
34	1	331	Program Denied	MS-Excel 2007, Basic	Central Nine Career Center	BOS
35	1	332	Program Denied	MS-Excel 2007, Intermediate	Central Nine Career Center	BOS
36	1	336	Program Denied	MS-Word 2007, Advanced	Central Nine Career Center	BOS
37	1	334	Program Denied	MS-Word 2007, Basic	Central Nine Career Center	BOS
38	1	335	Program Denied	MS-Word 2007, Intermediate	Central Nine Career Center	BOS
39	2	281	Program Denied	Nursing Examination Preparation Course	Medtech College	BOS
40	1	616	Program Denied	Welding Assessment	Ivy Tech Community College	BOS
41	2	640	Program Denied	Word 2007	Ivy Tech Community College	BOS
42	2	641	Program Denied	Word Intermediate	Ivy Tech Community College	BOS
43	2	638	Program Denied	Word Intermediate	Ivy Tech Community College	BOS
44	2	637	Program Denied	Word Introduction	Ivy Tech Community College	BOS
45	1	344	Program Denied	CPR and First aid	Prime Way Institute	IPIC
46	1	147	Program Denied	Lean Six Sigma: Ivy Tech-Villanova University	Ivy Tech Community College	IPIC
47	1	289	Program Denied	CPC Certification Review Course	Medtech College	IPIC
48	1	281	Program Denied	Nursing Examination Preparation Course	Medtech College	IPIC

## **Submitted to Educational Review Committee for Decision: William Lasko School of Log Building**

Based on our research and significant interaction with William Lasko, we are requesting the guidance of the Educational Review Committee in determining WIA approval of the William Lasko School of Log Building.

---

William Lasko School of Log Building  
8125 Whiteland Road  
Martinsville, IN 46151

William Lasko School of Log Building is a private, for-profit institution that prepares students to seek a career in the log home-building industry. Instruction includes log home care, maintenance and restoration services. The training program results in a *certificate of completion*, with the expectation that a student will have the skills necessary to perform log cabin restoration and construction upon completion of the program.

### Summary of Audit:

- No outstanding compliance issues with the Secretary of State, the Department of Revenue and the Department of Workforce Development.
- The Department of Veterans Affairs and the State Approval Agency consider Mr. Lasko's programs as vocational in nature and firmly believe that the training does provide a means for entrance into an occupation in the field of log construction.
- Richard Rampley, Director of Operations for Region 8, has reported that the classes are administered in a small classroom seating 6 or 7 students located inside of a barn. Region 8 has never sent any clients to this training. Mr. Rampley does believe the training would prepare an individual to build and repair log cabins.
- Lasko is not accredited by the Commission on Proprietary Education (COPE).
  - As a privately-owned, postsecondary career school, he should be accredited by COPE (Indiana Code 20-12-76 <http://www.in.gov/cpe/2324.htm>).
  - Schools approved by the Indiana Department of Veterans Affairs are not exempt from accreditation by the Indiana Commission on Proprietary Education
  - Ross Miller from the Commission stated that Mr. Lasko did not want to be approved by COPE. They have been unsuccessful in both of their attempts to audit him over the past three years.
  - COPE has since determined that Lasko offers avocational training and is now exempt from its regulation.
- Despite several requests for graduate job placement information, Mr. Lasko was unable to provide us with any specific information.

## **Submitted to Educational Review Committee for Decision: SHRM Certifications**

In reviewing the prerequisites of the SHRM Certification, we do not believe this certification would benefit the unskilled/undereducated workforce we are targeting.

The SHRM Certification is the certification process whereby human resource professionals or recent college graduates may become credentialed and are measured alongside peers for their knowledge and dedication to the profession of Human Resources. The designation of the SHRM certificate is considered an official recognition of the human resource professional within this network. Human resource professionals or recent graduates of an approved human resources degree program may obtain this certification after demonstrating knowledge and experience of human resource work.

Members of this organization are HR professionals and have titles of director or above. The mission of SHRM is to develop and deliver the highest quality certification programs that validate mastery in the field of human resource management.

Sample tests for the SHRM Certification were reviewed and it was determined these tests were designed to improve job performance, test observation skills, clear-thinking, etc. These skills are occupationally specific and would require the basic HR skills of an individual that currently is holding this position.

A search was conducted on Indiana Career Connect for positions requiring any of the SHRM Certifications: PHR, GPHR, or SPHR. Out of the twenty-one positions posted, none were found for Indiana. The Human Resource upper management positions available through ICC required HR experience and/or Bachelor or Master's degree.

A search was also conducted on the SHRM website for positions in Indiana requiring a SHRM Certificate. There were two (2) positions available: one position was with Comcast and one position was with NiSource. The certification was listed under the Required/Preferred Certifications, but in the job requirements, there was no mention of the certifications, so it is undetermined whether the job actually requires this type of certification or if it is just preferred.

Recommendation: Based on the information above, SHRM Certification training does not meet the minimum requirements of an occupational training program that “prepare persons with the skills and knowledge to enter employment in a specific occupation or group of occupations. Programs vary in length but must lead to the skills and knowledge for **entrance** into the occupational fields.” We recommend SHRM certification training be denied.

## **Project Management Professional Bootcamp Applications Recommendation**

In reviewing the prerequisites of the Project Management Professional Bootcamp, we do not believe this certification would benefit the unskilled/undereducated workforce we are targeting.

Project Management Professional is an advanced certification for project management professionals with extensive experience. The qualifications and testing are very rigorous. The requirements for taking this Certification are a bachelor's degree and 4,500 hours of Project management experience, or a secondary school diploma and 7,500 hours of Project management experience. This training program is designed for project managers and team members who desire a better understanding of the project management process. It reinforces the knowledge and skills already obtained by professional individuals.

A search was conducted on Indiana Career Connect for positions requiring the Project Management Professional (PMP) Certification. Out of seventy-five positions listed, forty-four of them "preferred" PMP Certification. Thirteen positions "required" PMP Certification and the remainder of the positions did not mention any type of PMP Certification.

It is our recommendation that the Project Management Professional does not meet the needs or requirements of the InTraining Program as it enhances the knowledge and skills of professional individuals rather than give them additional training/skills to succeed in obtaining a position. We recommend that the applications received for the PMP Bootcamp be denied.