



Request to Add Certifications to State Recognized List for Accountability

Step 1.

See http://www.in.gov/dwd/2415.htm for state-approved course numbers, titles, and descriptions.	Name of industry certification(s) being recommended
Name of certifying entity and complete contact information	
Name of person completing this request, school affiliation and email address.	

Step 2.

To be considered for inclusion in school-level accountability, the certification must meet ALL of the following criteria.	Check YES or NO.	YES	NO
• Be state or nationally recognized			
• Involve a standardized certification process			
• Results can be reported to the student, the school, and the state in a timely fashion			
• Be recognized as rigorous and relevant to employers and professionals in the career field. Identify Indiana employers that use this certification in the hiring process and require it for employment.			
• Be able to be completed before calculations of school grades.)			

If all criteria above are checked **YES**, please continue. If any criterion was checked **NO**, the certification will not be considered.

Step 3.

Answer the following questions and provide a brief explanation where specified.	
Provide evidence that this certification has value to employers? What specific employment needs does this certification fill?	
Which employers have shared that they will use this during the hiring process? How many employees will be needed with this credential?	

Step 4.

Recommendations for additional certifications must be supported with the following. Check to indicate that materials are provided and attach documentation.	
1. A list of state employers and professional groups that endorse the certificate	
2. Letters from employers verifying their endorsement of the certificate	
3. Timeline, age, work experience and other requirements for test takers	
4. Information about the procedures for testing site/supplier to report back results to schools/career centers	
5. Web site links for more information – provide specific, annotated URLs.	

Step 5.

Please complete this form and return with supporting documentation to DWD contacts below. Certifications will be considered on a rolling basis and added to the list as approved. Applications that seek to impact school grades for 2016-17 should be submitted no later than March 1, 2016.	
Chris Deaton	cdeaton@dwd.in.gov
Jessica Clark	jlclark@dwd.in.gov

Note: Applications to add certifications will be taken continuously, and will be added through February 20 of each year. The list will be final each year on March 1. This list will impact school accountability for the following school year.