Indiana's Promoted Industry Certification Application

Application Review Schedule

Applications are reviewed two times a year (April 15th and October 15th) for consideration by industry partners for inclusion on Indiana's Promoted Industry List. <mark>Only ONE certification may be submitted per application.</mark>

Please note: Microsoft Forms does not allow you to save and return to the application later. Please first review the PDF of the Indiana Certifications application to ensure you are prepared with all required documentation. Supporting documentation (copy of credential issued, Letters of Support, Endorsements) must be sent to the Industry Certifications mailbox to complete the application. Incomplete applications will not be reviewed.

High Value Credentials

High Value Credentials are defined as those that help an individual find employment or move up in the workforce and/or accelerate a student's progression into and through post-secondary education and training. DWD uses this definition, in conjunction with Industry feedback, to maintain Indiana's Promoted Industry Certifications List. All applications will be reviewed by an established industry advisory committee that must both recognize and value this certification.

Please contact IndustryCertifications@dwd.IN.gov with any questions about this application.

Supporting Documentation

Every certification application submission must include documentation of approval and support from local entities and a copy of the credential awarded. Acceptable support documentation includes a minimum of three (3) current (within a year) letters of approval and support from Indiana-based entities with the following information:

- Positions for which the credential is used
- How the credential is utilized in their hiring process
- Confirmation that credential holders receive preferential consideration for interviews and/or employment

Acceptable Entities

- Local, regional, or state employers and/or professional groups that endorse this certification
- A local, regional, or state business, trade association or organization
- A local, regional, or statewide economic development organization
- A local workforce development board

For more information on the local workforce board in each region: https://www.in.gov/dwd/compliance-policy/wdb/
<mark>Note: Incomplete applications will not be reviewed. Please email all documentation to IndustryCertifications@dwd.IN.gov with the certification name in the subject line.</mark>

Certifying Organization Information

1. Organization's Name
2. Program/Department
3. Organization's Address, City, State, and Zip Code
4. Primary Contact Name
5. Title/Role
6. Phone Number
7. Email
8. Website

Certificate Information

9. Certification Title
10. Issuing Body/Certifying agency
11. Certification Website
12. National or Industry Recognized
13. Type of Certification
14. Choose the Industry Sectors linked to the certifying organizations' certifications. Choose all that apply

Certification Requirements

15. Prerequisites Learner
16. Training Hours Required
17. Assessment Type
18. Renewal or Recertification Requirements

Alignment to Indiana Workforce Needs

19. Primary Career Clusters
20. Occupation(s) Supported (SOC codes if known)
21. Demand in Indiana (Describe alignment to high-demand/high-wage occupations)
22. Employer Partners Supporting This Certification

Program Delivery

23. Training Provider Type
24. Delivery Format
25. Estimated Cost per Learner
26. Financial or Aid Subsidy Options
27. Notes

Evidence of Certification Quality

28. Notes

Supporting Documents

- Certification outline or handbook-exam blueprint or competencies

- Employer letters of support
- Training curriculum or syllabus
- Proof of accreditation (if applicable)

Signature and Submission

29. Authorized Representative Name
30. Title
31. Signature
32. Date