

# Indiana's Promoted Industry Certification Application

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

*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 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 postsecondary education and training. DWD uses this definition, in conjunction with Industry feedback, to maintain Indiana's Promoted Industry Certifications List.<sup>1</sup>

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](mailto: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, **and**
- how the credential is utilized in their hiring process, **and**
- confirmation that credential holders receive preferential consideration for interviews and/or employment.

Acceptable entities are:

- 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/>

**Note:** Incomplete applications will not be reviewed.

Please email all documentation to [IndustryCertifications@dwd.IN.gov](mailto:IndustryCertifications@dwd.IN.gov) with the certification name in the subject line.

\*All fields are required

## Submitter Information

1. Name
2. Title
3. Organization
4. E-mail
5. Telephone number
6. Organization address

## Published Information for Certifications

Only *ONE* certification may be submitted per application.

7. Name of Certification
8. Certifying Agency (certification vendor)
9. Certification website (enter the URL that provides information about the certification)
10. Assessment (exam) Cost
11. Select the industry sector to which this certification is linked.
  - Advanced Manufacturing
  - Agriculture
  - Architecture & Construction
  - Arts, AV Tech & Communications
  - Business & Marketing
  - Education & Training
  - Health Sciences
  - Hospitality
  - Human Services
  - IT
  - Public Safety
  - Transportation & Logistics

## Certification Details

12. Who is this certification appropriate for?
  - K-12 only
  - K-12 and Non-traditional adult students
  - Adults only
  - All

13. Is there an age requirement to earn this certification? What is the minimum age?
14. Is a high school diploma or high school equivalency required to earn this certification?
15. Are there any other requirements or prerequisites to earn the certification?
  - Please provide the link to the source for the certification information.
16. How long is the certification valid before renewal is required? Please explain the renewal process.
17. Please provide up to 3 appropriate occupations to which this certification trains. Provide both the occupational code (SOC) and corresponding occupation.

To find the appropriate occupational codes: [https://www.bls.gov/oes/current/oes\\_in.html](https://www.bls.gov/oes/current/oes_in.html)

18. The Promoted Industry List requires a local or state-wide need be addressed. Please provide evidence of ongoing demand regionally or state-wide using labor market data
19. Describe how this certification addresses a critical local or statewide economic need.
  - If you provide data, please provide the link to your source document.
20. What is the average wage associated with this certification?
  - Please provide a link to your source documentation.
21. Are supervised student practice hours required for this certification? If so, list how many hours are required.

## Examination Details

22. What exam(s) (and versions, if applicable) are required to earn this certification?
23. Approximately how many instructional hours are needed to be appropriately prepared for the certification exam(s)?
24. Please indicate the format how the exam(s) are delivered (select all that apply):
  - Computer-based testing
  - Paper-based testing
  - Performance-based testing
  - Practical (demonstration of skill) testing
25. Please detail how the exam is structured (ex: test bank of questions with each exam pulling randomly, versions of exam used).
26. Please explain in detail how the exam(s) are delivered.
27. Does the certifying agency require all exams be given in a proctored and secure environment?
28. Please describe the testing environment and proctor qualifications.
29. What procedure(s)/protocols are completed by the certifying agency to invalidate scores should cheating or irregularities be discovered?
30. What are the requirements to pass the certifying exam(s)?
31. How often are candidates permitted to re-take the certifying exam(s)?
32. How long must the candidate wait to retake the certifying exam?
33. Is any retraining required before an exam retake?
34. Is there a limit to the number of times a candidate can retake an exam?

1. High Value credential definition cited from Credential Currency: How States Can Identify and Promote Credentials of Value (p.4)