

Indiana's Promoted Industry Certification Application

Applications are reviewed four times a year (January 15th, April 15th, July 15th, and October 15th) 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 Promoted Industry Certification 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.

The State Board of Education (SBOE) defines industry recognized credentials as developed or supported by business and industry to verify student mastery of technical skills competencies in an occupational area that aligns with Indiana's economic sectors and is approved by the Department of Workforce Development (DWD). 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.

* Required

Supporting Documentation

Every certification application submission *must* include documentation of approval and support from local entities and a copy of the credential awarded.

Acceptable approval and support documentation includes:

a letter of approval and support from:

- A local, regional, or state business, trade association or organization, or
- A local workforce development board, or
For more information on the local workforce board in each region: <https://www.in.gov/dwd/compliance-policy/wdb/>
- A local, regional, or statewide economic development organization

Or:

- A list of local, regional, or state employers and/or professional groups that endorse this certification

Note: Incomplete applications will not be reviewed.

Please email all documentation to IndustryCertifications@dwd.IN.gov with the certification name in the subject line.

Submitter Information

1. Submitter's Name *

2. Submitter's Title *

3. Submitter's Organization *

4. Organization Address *

5. Submitter's Email *

6. Submitter's Telephone Number *

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. 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

11. Assessment (exam) Cost *

12. Approximately how many instructional hours are needed to be appropriately prepared for the certification exam(s)? *

Certification Details

13. Is a high school diploma or high school equivalency required to earn this certification? *

14. Is there an age requirement to earn this certification? What is the minimum age? *

15. Are there any other requirements or prerequisites to earn the certification? *

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 *

18. The Promoted Industry List requires a local or state-wide need be addressed. Please describe how this certification addresses a critical local or statewide economic need. *

19. What is the average wage associated with this certification? *

20. Are supervised student practice hours required for this certification? If so, list how many hours are required. *

Examination Details

21. What exam(s) (and versions, if applicable) are required to earn this certification? *

22. Select the format by which the exam(s) are delivered (select all that apply): *

- Computer-based testing
- Paper-based testing
- Performance-based testing
- Practical (demonstration of skill) testing

23. Does the certifying agency require all exams be given in a proctored and secure environment? *

- Yes
- No

24. Please describe the testing environment and proctor qualifications. *

25. What procedure(s)/protocol(s) are completed by the certifying agency to invalidate scores should cheating or irregularities be discovered? *

26. What are the requirements to pass the certifying exam(s)? *

27. How often are candidates permitted to re-take the certifying exam(s)? *