



COMMONWEALTH of VIRGINIA
Department of Education

March 28, 2014

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: 2013-2014 School Year Data Collection for Student Industry Credentialing, Occupational Competency Assessments and Related External Examinations for Career and Technical Education

Students who are enrolled in and/or complete career and technical education courses or programs may participate in Virginia's industry credentialing initiative. The pass/fail data for these students should be reported to the Virginia Department of Education (VDOE) using the *Career and Technical Education Credentialing Data Collection System* through the Single Sign-on for Web Systems (SSWS). The "collection window" for submitting this data will be May 1 through July 31, 2014. This should be a one-time data submission. Multiple submissions during the collection window can be made; however, all previously submitted data will be erased with the most current data submission.

The industry credentialing data will be included on the *2014 Virginia School Report Card* and may be used for other state and federal accountability purposes. Please note, the regional technical centers or the school division's technical center student credentialing data should be reported with the "home or feeder" school data.

All [credentials](#) that should be reported using the *Credentialing Data Collection System* are listed on the VDOE Web site along with [detailed instructions](#) and sample record formats.

Student Certification

Effective with the graduating class of 2004, students may earn verified credits by achieving certain board-approved industry certification credentials while passing related career and technical education programs or courses.

Teacher Certification

A career and technical education teacher and/or the career and technical education program must be certified by the organization issuing the industry certification or license before their students can be eligible for the student-selected verified credit. Where certain national occupational competency assessments entities will not allow teachers to take the related assessment, those teachers are exempt from testing; however, their students are eligible for the student-selected verified credit. The [list of exempted credentialing](#) assessments is available on the VDOE Web site.

If you have any questions, please contact Gordon Creasy, specialist for industry certification, at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

