Where do I report that a student has earned an approved Industry Recognized Credential?

Industry Recognized Credentials are reported through the CTE data collection submitted in June of each year. Credentials should be reported as if they were Technical Skill Assessments. Approved credentials can be found on the Industry Recognized Credentials page. All Industry Recognized Credentials begin with CRED.

How do I report a student who has earned an approved Industry Recognized Credential that also counts as their Technical Skill Assessment?

The current data reporting system allows two Technical Skill Assessments to be entered for each student each year. The same data fields are used for reporting an Industry Recognized Credential. If the same assessment is approved for both an Industry Recognized Credential and a Technical Skill Assessment, it has been assigned two codes. Report the code for the credential, which always starts with CRED and the code for the Technical Skill Assessment as if a student had taken two Technical Skill Assessments. The Oregon Department of Education will then be able to extract the appropriate data from those fields.

What do I do if I have a student who has earned more Industry Recognized Credentials than can be reported in our data system?

This may happen when a student has earned and approved Industry Recognized Credential in more than one CTE Program of Study. If that is the case, you can report the “overflow” of credentials on the Summer Reporting Spreadsheet located on the Industry Recognized Credential page. We will incorporate the data in the spreadsheet with data reported electronically to calculate the Secondary Career Pathway funding.

Do I need to report data on students who attempted to earn an Industry Recognized Credential but did not succeed?

No. You are still required to report all students who took a Technical Skill Assessment and indicate whether they passed or did not pass the assessment.

I have students who will take the CNA exam in July after they graduate. How do I report this information for Secondary Career Pathway funding?

Any credentials earned after the close of the CTE Data collection and before the end of August, should be reported using a spreadsheet that can be found on the Industry Recognized Credential page. All other students should have been reported through the regular CTE data collection submitted in June.
If a student earned a credential during their junior year, would it also count toward Secondary Career Pathway Funding during their senior year?

No, the credential only counts toward Secondary Career Pathway funding in the year it was earned. Only report credentials in the year they were earned.

I would like to recommend a new Industry Recognized Credential for approval. How do I do that?

We recommend that you work with a CTE Regional Coordinator, Oregon Department of Education Specialist, or your local Workforce Investment Board when recommending a new credential. The forms and directions required to start the recommendation process can be found on the Industry Recognized Credential page.

What evidence should I keep to verify that a student has earned an Industry Recognized Credential?

There is no specific documentation required to provide evidence that a student earned an Industry Recognized Credential. Available documentation varies with each credential. Copies of documentation provided by the organization that issues the credential is the best evidence. If that is not available, a record signed by a school administrator listing which students earned credentials can serve as the evidence. We recommend that you keep those records in the individual student files.

Whom do I contact if I have questions that are not addressed in this Q&A?

Please contact Tom Thompson (tom.thompson@ode.state.or.us or 503-947-5790). This document will be updated as new questions arise.