***Background***

Secondary Career Pathway funding provides Oregon high schools incentive to offer Industry Recognized Credentials for their students. The Oregon Department of Education must approve the credentials before they apply to the incentive funding. The approval process begins with this initial recommendation. Please review the process identified below before completing the initial recommendation.

***Credential Definitions***

Approval will be considered for single credentials or a portfolio of related credentials. Each initial recommendation should contain only one single credential or one portfolio of related credentials. Incorrect information may significantly delay processing. Make sure the name and information for the credential(s) is correct. Add additional space if needed.

**Single Credential** – A single credential, license, or certificate that reflects technical knowledge and skills learned by a high school student enrolled in a CTE Program of Study. To earn a single credential, a student should invest a significant amount of time and effort to develop the technical knowledge and skills.

**Portfolio of Credentials** – A set of two or more related single credentials, licenses, or certificates that reflect technical knowledge and skills learned by a high school student enrolled in a CTE Program of Study. The incentive will be earned only when a student has completed all credentials in the portfolio. The combined credentials in the portfolio should represent an investment in a significant amount of time and effort to develop the technical knowledge and skills.

***Credential Recommendation Process***

1. Review the [list of approved credentials](https://www.oregon.gov/ode/learning-options/CTE/resources/Pages/Industry-Recognized-Credentials.aspx) for the appropriate career area to assure the credential is not already approved.
2. Do an initial analysis to determine whether the proposed credential will meet the following criteria. Other education and workforce partners will conduct a full analysis.
	1. Credentials must be available to eligible students across the state.
	2. Credentials must be tied to a high wage and high demand occupation as identified by the Oregon Employment Department.
	3. Credentials must be attainable by a high school student by the end of August following graduation.
	4. Courses required for credential must be available to a high school student prior to graduation.
	5. Credentials must be aligned to ***at least entry-level technical requirements*** for high wage and high demand occupations or be included in a stackable set of credentials that align to entry-level technical requirements.
	6. Credentials ***must be aligned to the standards*** addressed in the associated CTE Program of Study.
	7. Credentials ***must represent a substantial body of technical knowledge and skills*** gained within three credits of CTE instruction.
	8. PLEASE NOTE: Credentials that indicate general career readiness or that indicate a complementary, non-technical skill set are not suitable for an IRC. However, such credentials may be included in a portfolio with an IRC linked to technical skill attainment. An example would be a CNA or AWS certification paired with OSHA-10.
3. Send the recommendation form to the career pathways email no later than January 1 to be considered for that academic year. All forms received after January 1 will be held for the next cycle of approval.
4. The Oregon Department of Education (ODE) will gather additional information from workforce and education partners to determine approval status by April 1. All individuals who have submitted documentation will be informed of that decision.

***Contact***

For further information, visit the [Industry Recognized Credentials page](https://www.oregon.gov/ode/learning-options/CTE/resources/Pages/Industry-Recognized-Credentials.aspx). Questions can be directed to the career pathways email.

| **Contact Information for Person Submitting Recommendation** |
| --- |
| **Name** |  |
| **Affiliation** |  |
| **Title** |  |
| **Address** |  |
| **Email** |  |
| **Phone** |  |

| **Name of Credential(s)** | **Link to Credential Information** |
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| **Rationale:** Provide a brief rationale supporting the inclusion of this credential or portfolio of credentials on the approved list. |
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