

Guidance for Identifying and Reporting Industry-Based Learning Credentials for Non-CTE Students

# Introduction

The Industry-Based Learning Indicator is one of several College and Career Ready Measures included in the Future Ready PA Index, a comprehensive, public-facing school progress report that increases transparency around school and student group performance.

The Industry-Based Learning Indicator is designed to evaluate how students are engaging in work- and classroom-based activities by the end of 12th grade.

Effective the 2017-18 school year, all local education agencies (LEAs) must report to the Pennsylvania Department of Education (PDE) whether a 12th grader has met the requirements for the Industry-Based Learning Indicator. Previously, schools reported this data only for students enrolled in career and technical education (CTE) programs.

Additional information regarding collection procedures, timelines, and technical instructions for submitting data for the Industry-Based Learning Indicator are available in the Pennsylvania Information Management System (PIMS) User Manuals released by PDE each year. As with other PIMS data collections, school entities can enter and update student data throughout the school year until the last collection period (typically June).

NOTE: Reporting requirements have not changed for students enrolled in PDE-approved CTE programs.

To ensure a pipeline of educated and skilled workers, many industries have successfully developed and implemented industry-recognized credentials to connect individuals to the skills they need to enter into and advance in jobs. The PDE Bureau of Career and Technical Education (BCTE) annually publishes a [Resource Guide for Industry-Recognized Credentials for Career and Technical Education Programs](https://www.education.pa.gov/K-12/Career%20and%20Technical%20Education/Resources/Teacher%20Resources/IndustryRecognized/Pages/default.aspx), which lists industry-recognized credentials for CTE programs in Pennsylvania's career clusters. The resource guide, organized by career cluster, is designed to assist schools with identifying organizations that provide industry-recognized credentials.

# Purpose

The purpose of this document is to provide schools with guidance on identifying and reporting industry credentials for non-CTE students when identifying and approving an industry-recognized credential.

**Implementation**

LEAs are responsible for evaluating the quality and sufficiency of the industry credential as well as determining whether the industry-recognized credential meets the requirements for relevance and quality, as defined in this document. The credential also is expected to align to the student’s career interest and training and workforce demands.

## Step 1: Verify Minimum Non-Technical Requirements

Determine if the credential meets the minimum, non-technical requirements necessary to ensure fairness and consistency in administration and reporting. The checklist below addresses these requirements for reporting of the industry-recognized credential.

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| **Checklist of Minimum Non-Technical Requirements for an Industry-Recognized Credential***To be completed and retained by the LEA* |
| **The Industry-Recognized Credential is listed or not listed in the CTE Resource Guide, and it aligns to:** | **YES** | **NO** |
| * The student’s career interest and/or career pathway;
 |  | **Stop.****Does not meet requirements.** |
| * An academic program associated with the career cluster work-based learning experience codes, as described in Table 1 of this guidance document; and
 |  |
| * A regional or global workforce demand per [county](https://www.workstats.dli.pa.gov/Products/CountyProfiles/Pages/default.aspx), [state](https://www.workstats.dli.pa.gov/Products/Pennsylvania-Profile/Pages/default.aspx) or national industry trends as listed in the [National Network of Business and Industry Associates](http://connectingcredentials.org/resources/the-national-network-of-business-and-industry-associations/#:~:text=The%20National%20Network%20of%20Business%20and%20Industry%20Associations%20is%20coordinating,transportation%20and%20information%20technology%20sectors.).
 | **Meets requirements** |

If the credential meets these non-technical requirements, proceed to Step 2 relating to evidence of support.

If the credential does not meet the requirements, the credential does not qualify and may not be reported in PIMS or counted toward the Industry-Based Learning Indicator.

## Step 2: Collect Supporting Evidence

Once the LEA determines that the credential meets the non-technical requirements, the next step is collecting evidence to demonstrate the credential meets academic and workforce standards.

### Required Evidence for Credentials Not Associated with PDE-approved CTE programs

| **Required Evidence** | **Checklist** |
| --- | --- |
| 1. Name and description of industry credential
 |[ ]
| 1. Resource for the industry-recognized credential (i.e., resource guide, National Network of Business and Industry Associates, credential provider, etc.)
 |[ ]
| 1. Evidence of alignment to academic program
 |[ ]
| 1. Evidence of alignment to at least one of the 16 Career Cluster Work-Based Experiences listed in Table 1
 |[ ]
| 1. Evidence of alignment to a regional or global workforce demand per [county](https://www.workstats.dli.pa.gov/Products/CountyProfiles/Pages/default.aspx), [state](https://www.workstats.dli.pa.gov/Products/Pennsylvania-Profile/Pages/default.aspx) or national industry trends as listed in the [National Network of Business and Industry Associates](http://connectingcredentials.org/resources/the-national-network-of-business-and-industry-associations/#:~:text=The%20National%20Network%20of%20Business%20and%20Industry%20Associations%20is%20coordinating,transportation%20and%20information%20technology%20sectors.).
 |[ ]

## Step 3: Credential Evaluation

After the evidence is compiled, the LEA must review and evaluate the sufficiency of that information. The goal is to determine whether evidence sufficiently supports the use of the industry-recognized credential for the Industry-Based Learning Indicator. The LEA decides, based on the criteria, whether the credential satisfies the State’s requirements for a qualified industry-recognized credential.

Upon completion of the evaluation process, the LEA will generate an assurance statement that includes:

* The criteria described in Step 1 and Step 2;
* The quality of evidence in the requirements; and
* How that evidence supports the decision to use the industry-recognized credential.

A summary evaluation template is found in Appendix A. While Appendix A is not intended for public distribution, it can guide LEAs through the full evaluation process and serve as documentation in response to external requests regarding the LEA’s rationale for reporting the credential for the indicator. PDE reserves the right to request and review all documentation used to support the LEA’s decision.

### Once the review process is complete, the LEA will decide whether the information provided supports reporting the industry-recognized credential for the Industry-Based Learning Indicator. The chief school administrator will acknowledge that the assessment meets the evaluation criteria by signing the assurances included with the Accuracy Certification Statement provided during PIMS reporting.

During PSSA/Keystone monitoring, monitors may request documentation used to support the LEA’s decision to report the non-CTE industry-recognized credential. Monitors may also request to see the student’s career plan, school entity’s academic program of studies, or evidence of the labor statistics used to determine the use of the industry-recognized credential.

# Data Reporting and Monitoring

LEAs are responsible for reporting and uploading individual student data into PIMS to report non-CTE students for the Industry-Based Learning Indicator.

## Reporting Non-CTE Students

LEAs will report students not enrolled in PDE-approved CTE programs as follows:

1. **NOCTI Assessment –** Non-CTE students scoring competent or advanced on the NOCTI national assessments and based on the national cut scores will be identified by PDE, via the Assessment Fact Template in PIMS. The Assessment Fact Template is a PDE-loaded table, as information is pulled directly from NOCTI. The LEA does not enter this information into PIMS.
2. **Industry-Recognized Credential and/or Work-based Learning Experiences** - Non-CTE students with these experiences will be identified using the following fields in the Student Award Fact Template for Non-CTE Industry-Recognized Credentials and Work-Based Learning Experiences (Table 1):
* Field 5 Award Type - Enter one of the following: "ICN" for Industry-Recognized Credential, or "WBL" for Work-Based Learning Experience.
* Field 4 Award Code - Enter the unique code assigned to identify the subgroup that pertains to the credential or work-based learning experience, as listed below or refer to Volume 2 of the PIMS User Manual.

The chief school administrator will acknowledge that the assessment of the non-CTE credential meets the evaluation criteria outlined in thisdocument by signing the assurances included with the Accuracy Certification Statement provided during PIMS reporting.By signing this assurance during PIMS reporting, the chief school administrator is verifying the quality of the industry-recognized credential and the accuracy of the data reported.

*Accuracy Certification Statement:*

*I certify that any results reported to meet the Industry-Based Learning Indicator for the Future Ready PA Index are aligned to the guidance set forth in the Guidelines for Data Collection, Monitoring, and Reporting document available on the PDE website,* [*www.education.pa.gov*](http://www.education.pa.gov)*.*

**Table 1: Non-CTE Work-Based Learning Experiences Codes**

|  |  |
| --- | --- |
| **Group Code** | **Non-CTE Industry-Recognized Credential and Work-Based Learning Experience Groups** |
| 0100 | Agriculture, Food & Natural Resources |
| 0200 | Architecture & Construction |
| 0300 | Arts, A/V Technology & Communications |
| 0400 | Business, Management & Administration |
| 0500 | Health Science |
| 0600 | Hospitality & Tourism |
| 0700 | Human Services |
| 0800 | Information Technology |
| 0900 | Law, Public Safety and Security |
| 1000 | Manufacturing |
| 1100 | Marketing, Sales & Service |
| 1200 | Science, Technology, Engineering & Mathematics |
| 1300 | Distribution & Logistics |
| 1400 | Education and Training |
| 1500 | Government and Public Administration |
| 1600 | Finance |

## Appendix A: Evaluation Summary Document Non-CTE Industry-Recognized Credential, Industry-Based Learning Indicator

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| **Summary Evaluation of Non-CTE Industry-Recognized Credential for the Industry-Based Learning Indicator** *To be completed and retained by the LEA* |
| **LEA Name:** |
| **Name of Industry-Recognized Credential:** |
| **Resource for the Industry-Recognized Credential:** |
| **Names of LEA Evaluators:** |
| **Summary of Review Process:** |
| **Evidence Demonstrating Alignment to Criteria** |
| ***Category 1:***  Alignment to Student’s Career Plan or Career Interest | **YES** | **NO** |
| Explanation of the alignment of the student’s career interest or career plan and the industry-recognized credential |
| ***Category 2:***  Alignment to Career Cluster Work-Based Experience Codes | **YES** | **NO** |
| Explanation of how the industry-recognized credential is aligned to the career cluster work-based experience code (See Table 1) |
| ***Category 3:***  Alignment to Workforce Demand  | **YES** | **NO** |
| Description of the alignment to a regional or global workforce demand per [county](https://www.workstats.dli.pa.gov/Products/CountyProfiles/Pages/default.aspx), [state](https://www.workstats.dli.pa.gov/Products/Pennsylvania-Profile/Pages/default.aspx) workforce statistics or national industry trends as listed in the [National Network of Business and Industry Associates](http://connectingcredentials.org/resources/the-national-network-of-business-and-industry-associations/#:~:text=The%20National%20Network%20of%20Business%20and%20Industry%20Associations%20is%20coordinating,transportation%20and%20information%20technology%20sectors.)  |
| ***Category 4:***  Alignment to Academic Program  | **YES** | **NO** |
| Explanation of how the industry-recognized credential aligns to an academic program of studies. |