



New Industry-Recognized Credential Submission Form

If an institution would like an industry-recognized license or certification that is not currently on the ODE-ODHE approved list to be considered in the designation process for a technical certificate, it may submit information about the credential for the Ohio Department of Higher Education to review on this form. A glossary regarding licenses and certifications is found on the last page of this form. Once a credential has been approved at the request of one institution, it will be approved for all Ohio public institutions.

1. Institution:
2. Primary Contact Information:
 - Name
 - Title
 - Phone
 - Email
3. Name of Certificate program(s) at your institution for which credential applies:
4. CIP Code of related certificate program(s):

Credential Information

5. Name of Credential:
6. Credentialing Organization (i.e. Governing/ Issuing Body for Credential):
 - Name
 - Web Site
 - Address
 - Phone
 - Email
 - Contact person (if available)
7. Industry-Recognized Credential Type:
 - a. License or Registry
 - b. Registered Apprenticeship Program Completion Certificate (registered with Ohio Joint Apprenticeship Training Council)
 - c. General Apprenticeship Program Completion Certificate from a non-governmental third-party (not registered with the state)
 - d. Third-Party Certification

8. Some credentials have modular certifications embedded within the credential. Below is an explanation:

	Description	Examples
Modular/Embedded Certification	A certification recognized by its governing body as a certification obtainable in and of itself as well as a component of a more comprehensive industry certification.	Microsoft Excel (part of Microsoft Office) EPA 608 Level I (part of 608 Universal) MSSC Safety (part of Certified Production Technician)

How is this credential structured or related to other credentials?

- a. This is a comprehensive credential (e.g. Microsoft Office) within which modular certifications are embedded. The modular certifications include: _____
 - b. This is a modular/embedded certification¹ (e.g. Microsoft Excel). It is embedded in the following comprehensive credential: _____
 - c. None of the above
9. Why is this credential appropriate for this program? (check all that apply)
- Mandatory license or registry to work in occupation
- Credential required or recognized by employer(s)
- Credential developed by local/regional employers
- Council of professionals for this occupation recognize this credential
- Other: _____

General Apprenticeship Programs (not registered with the State of Ohio) and Certifications Only:

Licenses or registries and apprenticeship programs registered with the Ohio Joint Apprenticeship Council do not have to completed items 10-12.

10. Did the institution consult with business and industry regarding the selection of this third-party credential? Yes No Describe or provide evidence that this credential is recognized by employers. This may include advisory committee meeting minutes, copies of job postings, etc.

¹ Please note that certificate programs that are only tied to a modular/embedded certification may not be sufficient to make the Ohio Department of Higher Education's standard for "technical certificate" designation.

11. Please describe the assessment design for this credential. We are particularly interested in:
- a. How the credential award is determined (e.g. written or performance assessment)
 - b. How the assessment is considered standardized and reliable
 - c. Who grades the assessment
 - d. If some or all of the competencies in the educational program are measured with the assessment for the credential.

12. The Ohio Department of Higher Education does not have parameters around student fees for a credential but would like to collect this figure for informational purposes. What are the student fees (such as charges for assessment or membership) related to the credential?

I hereby certify that I have the authority to submit this credential for consideration on behalf of the institution and that the contents of this form are truthful and accurate to the best of my knowledge.

Signature _____ Date _____

Print Name _____

Title _____

Upon completion email form to Verda McCoy, vmccoy@highered.ohio.gov

Glossary

License: A license is legal permission, typically granted by a government agency or board, to allow an individual to perform certain regulated tasks or occupations.

Registry: An official state or national list of individuals who have met the requirements to be employed in the occupation.

Registered Apprenticeship Program: An apprenticeship program that is registered with the Ohio State Apprenticeship Council

Third-Party Certification: An award not tied to a specific educational institution but typically awarded through assessment and validation of skills by a third-party industry organization. The certification indicates competency in, or mastery of, specific knowledge, skills, or processes that can be measured against a set of accepted standards. For Ohio Department of Higher Education approval, third-party certifications must

- Demonstrate preparation for **an occupation or occupational cluster**. Certifications, such as OSHA 10 or CPR, that only encompass basic safety or a basic skill requirement and do not demonstrate a distinguishable competency for a specific job are not requested for state reporting and, standing alone, may not qualify a certificate program as technical according to the Ohio Department of Higher Education criteria.
- **Be governed by a regional, statewide, national, or international body** for the related field or industry. Preference is given for national and international bodies.
- **Be recognized and valued by employers, especially sector partnerships, as leading to employment**. Certifications that are only valued for association or affinity group membership are not recommended.
- **Be related to the learning objectives** of the program of study.
- **Be awarded based on results from standardized and reliable assessments** that measure the designated competencies of the occupation or skill set. The state also prefers but does not require that assessments are independently graded from the educational institution.