Washington Office of Superintendent of
PUBLIC INSTRUCTION

State Approved Career and Technical Education (CTE)
Industry-Recognized Credential/Certification Request Form

** APPLICATIONS MUST BE RECEIVED NO LATER THAN OCTOBER 1 **

This form is for submission of industry-recognized credentials/certifications to be considered for OSPI's state-approved list as options for secondary students to earn certifications while enrolled in Career and Technical Education courses.

In support of school districts' efforts to adopt industry-recognized credentials/certifications in accordance with the requirements of Perkins V Program Quality Measures, submissions may be sent to OSPI for review with evidence that supports inclusion on the state-approved list. Submitted certifications must be earnable in high school or within 2 months of graduation. An Industry-Recognized Credential/Certification is verification of an individual knowledge, qualifications and/or competence in a specific skillset that leads to state/nationally recognized industry credential or certification necessary for preferential hiring, employment or job advancement in that field.

Requestor Information:

Requestor Name: Click or tap here to enter text.	**Requestor Type:** Choose an item.
Title: Click or tap here to enter text.	**Requestor's Organization Name:** Click or tap here to enter text.
Phone: Click or tap here to enter text.	**Email:** Click or tap here to enter text.

Credential/Certification Alignment:

CTE Program Area: Choose an item.		**CTE Cluster:** Choose an item.
Classification of Instructional Programs (CIP) Code(s):		**Occupational Outcomes (job or career titles):**
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Credential/Certification Information:

Name of the Credential/Certification: Click or tap here to enter text.	
Regulatory/Accrediting Entity: Choose an item.	**If other, please explain:** Click or tap here to enter text.
Entity Name: Click or tap here to enter text.	
Entity Address: Click or tap here to enter text.	**Entity Phone:** Click or tap here to enter text.
Entity Email: Click or tap here to enter text.	**Entity Web Address:** Click or tap here to enter text.
Student Training (E.g., estimated number of training hours prior to exam): Click or tap here to enter text.	**Instructor Qualifications** (List any requirements of teacher and/or test proctor.): Click or tap here to enter text.
Testing Prerequisites (E.g., diploma, clinical requirements prior to testing, etc.):Click or tap here to enter text.	**Exam Fee Type:** Choose an item. **Exam Fee Cost:** Click or tap here to enter text. **Other Notes:** Click or tap here to enter text.
Minimum Age Requirement: Click or tap here to enter text.	**Credential/Certification Progression:** Choose an item.

*** Technical Skill Attainment Achieved with Award of Credential/Certification** (MUST be attached).*

Supporting Evidence (check all that apply—if checked, required to attach supporting documentation)		
☐ **Regional Impact**	**Option 1:** Letter of endorsement from a **regional** employer or labor union indicating support and recognition of this specific credential/certification for hiring	**Option 2: Regional** labor market report that indicates specific business/industry alignment to the Industry-Recognized skills obtained through this credential/certification
☐ **State/Nation-wide Impact**	**Option 1:** Letter of endorsement from a **statewide** employer or labor union indicating support and recognition of this specific credential/certification for hiring	**Option 2:** A **statewide** labor market report that indicates business/industry alignment to the specific Industry-Recognized skills obtained through this credential/certification
☐ **Industry support or endorsement**	Letter of endorsement from a specific state/nation-wide business or industry employer that identifies this credential/certification as meeting requirements for hiring	
☐ **Other alignment to industry standards**	Written report, analysis, or acknowledgement from a recognized business or industry that recognizes the specific skills of this credential/certification for hiring	

Return to:		
Career and Technical Education P.O. Box 47200, Olympia, WA 98504	**cte@k12.wa.us**	360-725-6245
OSPI USE ONLY		
Received Date: Click or tap to enter a date. **Review Notes:** Click or tap here to enter text.	☐ Approved ☐ Denied ☐ **More Information Needed:** Click or tap here to enter text.	