

Career and Technical Education

INDUSTRY CERTIFICATION GUIDE



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**Produced in part by Educational Excellence Grants
Funded by Texas Education Agency, Curriculum Division
in partnership with:**

**Texas A&M University
Texas Tech University
University of Houston
University of North Texas
University of Texas – Tyler**

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Career and Technical Education Industry Certifications

The *Industry Certification Guide* for 2007 has been prepared by the Career and Technical Education (CTE) staff of the Texas Education Agency (TEA) as a resource for educators, industry partners, and parents.

Earning an industry certification has many benefits. It gives students a sense of accomplishment, a highly valued professional credential, and helps students become more employable with higher starting salaries. Valid reliable certifications are also evidence of technical skill attainment. Industry certifications, therefore, are an important component of a CTE program of study.

Certification opportunities are one avenue through which CTE fulfills its goals under the state law: Section §29.181 Texas Education Code, *Each public school student shall master the basic skills and knowledge necessary for: (1) managing the dual roles of family member and wage earner; and (2) gaining entry-level employment in a high-skill, high-wage job or continuing the student's education at the postsecondary level.*

TEA does not endorse or recommend any particular certificate or license, but provides as many resources as possible for districts to enhance students' professional growth and development. Before offering certifications, districts should consult with local business and industry partners to determine which certifications or licensures would be most valued by local employers. In some instances, certain certifications may be best accomplished in partnership with postsecondary programs.

Certifications are presented in alphabetical order in the guidebook. The crosswalk document categorizes certifications to one or more of the 16 national career clusters. The framework for the guide is based on a renewed vision for CTE programs for the 21st century. The Carl D. Perkins Career and Technical Education Act of 2006 envisions that all students will achieve challenging academic and technical standards and be prepared for high-skill, high-wage, or high-demand occupations in current or emerging professions.

School districts are required to report the extent of technical skill attainment in their annual Perkins application/evaluation. Students earning industry recognized certifications and licensures is one way to determine the extent of technical skill attainment in Texas.

The TEA staff will endeavor to keep information current with the help of CTE administrators and teachers as well as representatives from business and industry. Suggestions or comments can be submitted to career@tea.state.tx.us.

CROSSWALK – CERTIFICATION TO CLUSTER

INDUSTRY CERTIFICATION	Agriculture, Food & Natural Resources	Architecture & Construction	Arts, A/V Technology & Communications	Business, Management & Administration	Education & Training	Finance	Government & Public Administration	Health Science	Hospitality & Tourism	Human Services	Information Technology	Law, Public Safety, Corrections & Security	Manufacturing	Marketing, Sales & Services	Science, Technology, Engineering & Mathematics	Transportation, Distribution & Logistics
A*S*K Certification														✓		
A+ Certification											✓					
ADDA Drafter Certification			✓													
Adobe Certified Expert (ACE)				✓							✓					
Adobe Illustrator Certification			✓	✓							✓					
Adobe PageMaker Certification			✓	✓							✓					
Adobe Photoshop 7.0 Certification			✓	✓							✓					
Advanced Engine Performance Specialist																✓
Apple Certified Help Desk Specialist				✓							✓					
Apple Certified Technical Coordinator											✓					
Audio Systems Certificate - Level II			✓													
AutoCAD (2000)			✓													
Banquet Server									✓							
Banquet Setup Employee									✓							
Barber Certificate Class A										✓						
Bell Attendant									✓							
Bookkeeping Fundamentals						✓										
Busperson									✓							
Certified Broadcast Networking Technologist			✓													
Certified Broadcast Technologist			✓													
Certified Coding				✓				✓								

INDUSTRY CERTIFICATION	Agriculture, Food & Natural Resources	Architecture & Construction	Arts, A/V Technology & Communications	Business, Management & Administration	Education & Training	Finance	Government & Public Administration	Health Science	Hospitality & Tourism	Human Services	Information Technology	Law, Public Safety, Corrections & Security	Manufacturing	Marketing, Sales & Services	Science, Technology, Engineering & Mathematics	Transportation, Distribution & Logistics
Associate (CCA)																
Certified Computer Service Technician (CST)											✓					
Certified Culinarian									✓							
Certified Culinary Specialist									✓							
Certified E-Marketing Associate														✓		
Certified Food Manager									✓							
Certified Internet Webmaster (CIW) Associate Certification											✓					
Certified Journey Baker									✓							
Certified Medical Assistant (CMA)								✓								
Certified Network Computer Technician			✓								✓					
Certified Pastry Culinarian									✓							
Certified Radio Operator			✓													
Certified Rooms Division Specialist									✓							
Certified Salesperson														✓		
Certified Sous Chef									✓							
Certified Television Operator			✓													
Certified Travel Associate									✓							
Certified Veterinary Assistant	✓															
Certified Working Pastry Chef									✓							
Check Point Certified Security Principles Associate											✓					

INDUSTRY CERTIFICATION	Agriculture, Food & Natural Resources	Architecture & Construction	Arts, A/V Technology & Communications	Business, Management & Administration	Education & Training	Finance	Government & Public Administration	Health Science	Hospitality & Tourism	Human Services	Information Technology	Law, Public Safety, Corrections & Security	Manufacturing	Marketing, Sales & Services	Science, Technology, Engineering & Mathematics	Transportation, Distribution & Logistics
Child Development Associate Certification					✓					✓						
Cisco Certified Network Associate (CCNA)											✓					
Citrix Certified Administrator											✓					
Code Enforcement Officer												✓				
Collision and Repair and Refinish Certificate																✓
Computer Service Technician			✓								✓					
Concierge									✓							
Construction Masonry - Bricklaying Assessment		✓														
Cosmetology License										✓						
CPR Instructor								✓								
CTT+ Certified Trainer											✓					
Dental Assistant (CDA)								✓								
Dental Radiographer (RHS)								✓								
Drafter Certification		✓														
Educational Aide I Certificate					✓					✓						
Educational Aide II Certificate					✓					✓						
Emergency Care Attendant								✓								
Emergency Medical Dispatcher								✓								
Emergency Medical Technician								✓								
EPA Section 608 Certification		✓											✓			
Front Desk Representative									✓							

INDUSTRY CERTIFICATION	Agriculture, Food & Natural Resources	Architecture & Construction	Arts, A/V Technology & Communications	Business, Management & Administration	Education & Training	Finance	Government & Public Administration	Health Science	Hospitality & Tourism	Human Services	Information Technology	Law, Public Safety, Corrections & Security	Manufacturing	Marketing, Sales & Services	Science, Technology, Engineering & Mathematics	Transportation, Distribution & Logistics
Geriatric Education for EMS								✓								
Guestroom Attendant									✓							
High School Floral Certification	✓															
HTI+ Home Technology Integration			✓								✓					
HTML 4.0											✓					
Hydraulics Specialist Certification																✓
i-Net + Certification											✓					
Inspection and Testing of Water-Based Systems I												✓				
Internet and Computing Core Certification (IC3)											✓					
JAVA 2											✓					
JAVA 2 Fundamentals											✓					
JAVA – EJB 2.0 Fundamentals											✓					
JAVA Programmer Certification											✓					
JavaScript											✓					
Journeyman License		✓														
Laundry Attendant									✓							
Licensed Vocational Nurse								✓								
Linux+ Linux Operating Systems			✓								✓					
Lodging Management Program (LMP) National Certificate of Achievement									✓							
Macromedia Flash MX 2004 Designer											✓					
Meat Processing Certificate	✓															

INDUSTRY CERTIFICATION	Agriculture, Food & Natural Resources	Architecture & Construction	Arts, A/V Technology & Communications	Business, Management & Administration	Education & Training	Finance	Government & Public Administration	Health Science	Hospitality & Tourism	Human Services	Information Technology	Law, Public Safety, Corrections & Security	Manufacturing	Marketing, Sales & Services	Science, Technology, Engineering & Mathematics	Transportation, Distribution & Logistics
Microsoft Certified Applications Developer (MCAD)											✓					
Microsoft Certified Technology Specialist (MCTS)			✓													
Microsoft FrontPage 2000 Certification			✓	✓							✓					
Microsoft Office Specialist (MOS)				✓							✓					
NATE Installation Technician Certificate		✓														
NATE Service Technician Certificate		✓														
NCCER Carpentry Certification	✓	✓														
NCCER Construction Core Certification	✓	✓											✓			
NCCER Construction Technology Certification		✓														
NCCER Electrical Certification	✓	✓														
NCCER Heating, Ventilation & AC Certification	✓	✓														
NCCER Maintenance: Industrial Certification	✓	✓											✓			
NCCER Masonry Certification	✓	✓														
NCCER Painting Certification	✓	✓														
NCCER Pipefitting Certification	✓	✓														
NCCER Plumbing Certification	✓	✓														
NCCER Sheet Metal Certification	✓	✓											✓			
NCCER Welding Certification	✓												✓			

INDUSTRY CERTIFICATION	Agriculture, Food & Natural Resources	Architecture & Construction	Arts, A/V Technology & Communications	Business, Management & Administration	Education & Training	Finance	Government & Public Administration	Health Science	Hospitality & Tourism	Human Services	Information Technology	Law, Public Safety, Corrections & Security	Manufacturing	Marketing, Sales & Services	Science, Technology, Engineering & Mathematics	Transportation, Distribution & Logistics
National Professional Certification in Customer Service				✓		✓								✓		
NetWare 6 Certified Novell Administrator (CNA)											✓					
Network+ Certification			✓								✓					
Nurse Aide								✓								
Office Proficiency Assessment Certification 8.5 (OPAC)				✓							✓					
Oracle Certified Database Associate											✓					
OSHA Ten-Hour Safety Certification	✓	✓											✓			
Outdoor Power Equipment Technician	✓												✓			
PBX Operator				✓					✓							
Pediatric Education for Prehospital Professionals								✓								
Pharmacy Technician (CPhT)								✓								
Phlebotomy Technician (CPT)								✓					✓			
Powered Industrial Truck Forklift Operator																✓
PrintED			✓													
Private Pesticide Applicator	✓															
Project+ Project Management			✓								✓					
ProStart© Certification									✓							
Public Space Cleaner									✓							
Reservationist				✓					✓							
Restaurant Server									✓							

INDUSTRY CERTIFICATION	Agriculture, Food & Natural Resources	Architecture & Construction	Arts, A/V Technology & Communications	Business, Management & Administration	Education & Training	Finance	Government & Public Administration	Health Science	Hospitality & Tourism	Human Services	Information Technology	Law, Public Safety, Corrections & Security	Manufacturing	Marketing, Sales & Services	Science, Technology, Engineering & Mathematics	Transportation, Distribution & Logistics
Safe Tractor and Machinery Operation	✓															
Scenic Artist Apprenticeship			✓													
Secondary Culinary Graduate									✓							
Securities Contractor Company License - Class B												✓				
ServSafe® Certification									✓	✓						
Shampoo-Conditioning Specialty Certificate										✓						
Sun Certified Java Association (SCJA)											✓					
Texas Certified Nursery Professional	✓															
Texas Master Gardener	✓															
Tradesman License		✓														
WOW Certified Apprentice Webmaster (CAW)											✓					
WOW Certified Web Designer Apprentice (CWDSA)											✓					
WOW Certified Web Developer Apprentice (CWDVA)											✓					

A*S*K Certification

CREDENTIAL DESCRIPTION	The A*S*K Business Institute provides an industry-based certificate program based on extensive research of industry practice and formal validation by business practitioners. Each A*S*K certificate is based on well-documented performance indicators that define skills and requisite knowledge required for success in the business community.
REGULATORY ENTITY	MarkED/Career Paths Center PO Box 12279 Columbus, OH 43212 Phone: 614-486-6708 x 220 Fax: 614-486-1819 E-Mail: ASKInstitute@Mark-ED.org www.askinstitute.org/CertifProg.htm
PROCEDURAL REQUIREMENTS	<p>Students enrolled in Marketing Education courses may have their student learning documented based on standards and performance indicators validated through various secondary and primary research procedures. Certification is intended to provide one measure of a test-taker's knowledge as documented through the identified performance indicators. Any individual may participate in the testing program subject to the rules, policies, or procedures of the institution sponsoring the test site. Individuals may access any given exam no more than one time per calendar quarter. All policies, procedures, disclaimers and requirements are listed on the MarkED web site. Certificates/Exams are offered at three levels, with varying degrees of specialization:</p> <ol style="list-style-type: none"> 1. Business and Marketing Concepts (Core Exam) <ol style="list-style-type: none"> a. Fundamentals (Career Sustaining Level) b. Advanced (Specialist Level) c. Management (Manager/Entrepreneur Level) 2. Professional Selling <ol style="list-style-type: none"> a. Advanced (Specialist Level) 3. Marketing Communications and Promotion <ol style="list-style-type: none"> b. Advanced (Specialist Level)
INSTRUCTOR QUALIFICATIONS	A teacher should be certified in secondary Marketing Education.
STUDENT TRAINING	Students will document their understanding of key business skills, their willingness to be accountable for their learning, and their interest in positioning for employment and promotion. Students should study basic business and marketing concepts, professional

	selling, and marketing communications and promotions. Additional documentation is available on the MarkED web site. Recognition package elements include a high quality certificate, series of file letters, press release, and web posting. To be eligible for the recognition package, students must meet standards on the exam AND complete the separate recognition registration no later than the established date. Recognition of students under 18 requires parental permission. Forms and details are on the MarkED web site.
TESTING PREREQUISITES	Testing is available at the DECA ICDC as well as locally to a closed population of examinees arranged through MarkED. Test sites are announced on the MarkED web site.
EXAM FEE(S)	Access the MarkED web site for exam fees, site fees, and miscellaneous charges. Fees are indicated for sites offering exams. Sites should allow a minimum of 30 days to avoid special handling fees. .

A+ Certification

CREDENTIAL DESCRIPTION	<p>This certificate program is designed to prepare a student to take the CompTIA (Computer Technology Industry Association) A+ certification exam. CompTIA A+ Certification certifies competent service technicians in the computer industry. Recognized in the field of Information Technology as an entry-level credential for Computer Service Technician Professionals.</p> <p>Applicants must be able to install, configure, upgrade, troubleshoot, and repair microcomputer hardware. In addition, applicants must have the basic knowledge of desktop and portable systems, basic networking concepts and printers.</p>
REGULATORY ENTITY	<p>CompTIA 1815 S. Meyers Road, Suite 300 Oakbrook Terrace, IL 60181-5228 Phone: 630-678-8300 Fax: 630-678-8384 www.comptia.org</p>
PROCEDURAL REQUIREMENTS	<p>Membership in CompTIA's Education to Careers (E2C) Program for not-for-profit educational organizations.</p> <p>Pass testing that covers a broad range of hardware and software technologies, not bound to any vendor-specific products.</p>
INSTRUCTOR QUALIFICATIONS	<p>Instructors may be required to take CompTIA Certified Technical Trainer (CTT+) certification.</p> <p>You must have approval from the Texas Education Agency to teach Basic Computer Technology as an innovative course.</p> <p>Instructors teaching the Basic Computer Technology course must:</p> <ul style="list-style-type: none"> • Hold a valid secondary teaching certificate (any area) • Demonstrate sufficient technology proficiencies (deemed necessary by the local district) to enroll in training to teach the course • Upon completion of the training (by the appropriate organization), the district will ensure the teachers have appropriate technology knowledge and skills to teach the course.
STUDENT TRAINING	<p>There are no formal prerequisites for the CompTIA A+ exam. Enrolled in a course of study related to computer operating systems and hardware. Hands on experience with PC hardware and knowledge of MS-DOS, Windows 9x and Windows 3.x is recommended.</p>
TESTING PREREQUISITES	<p>To receive lifetime certification, students must pass the following tests:</p> <p>A+ Operating Systems Technology Examination A+ Core Hardware Service Technician Examination</p>

	If student only passes one exam, may retake (with repayment) within 90 days; after 90 days must pay for and take both exams.
EXAM FEE(S)	Two exams \$72 per exam Vouchers are available to schools participating in <i>CompTIA's Education to Careers (E2C) Program</i> .

ADDA Drafter Certification

CREDENTIAL DESCRIPTION	The American Design Drafting Association (ADDA) Drafter certification is an international program that allows drafters to show their knowledge in drafting concepts and internationally recognized standards and practices. The examination contains comprehensive theories and principles that are consistently used throughout the profession. The test does not cover computer aided drafting and design (CADD), but does cover basic descriptions of computer hardware, input devices, and products that are used in the drafting design profession. There are a few questions covering board drafting and/or techniques, but generally these are based around the principles of sketching and layout practices, that are still consistently used in the engineering and architectural offices.
REGULATORY ENTITY	American Design Drafting Association 105 East Main Street Newbern, TN 38059 Phone: 731-627-0802 Fax: 731-627-9321 http://www.adda.org/drafter/drafter.htm
PROCEDURAL REQUIREMENTS	Certification consists of completing the Application for Certification, and achieving a passing percentile of 75% on the examination, administered periodically at test sites throughout the country.
INSTRUCTOR QUALIFICATIONS	Instructors may apply to proctor exams through the American Design Drafting Association.
STUDENT TRAINING	ADDA provides a Drafter Certification Examination Review Guide.
TESTING PREREQUISITES	A Drafter Certification examination is open to any candidate. All applications and payment or purchase orders must be received (4) four weeks prior to the examination date, unless other arrangements have been made. ADDA Drafter Certification is valid for 5 years. .
EXAM FEE(S)	\$95 fee includes the cost of the 90 minute examination and the Drafter Certification Examination Review Guide. Shipping and Handling is included.

Adobe Certified Expert (ACE)

CREDENTIAL DESCRIPTION	An Adobe Certified Expert is a person who has demonstrated proficiency with one or more Adobe software products. To become an ACE, you must pass one or more product-specific proficiency exams and agree to the ACE terms and conditions. The Adobe Certified Expert (ACE) Certification exams are computer-delivered, closed-book tests consisting of 60 to 90 multiple-choice questions. Each exam takes one to two hours to complete, and results are given to you at the testing center immediately after you finish.
REGULATORY ENTITY	Adobe 345 Park Avenue San Jose, CA 95110-2704 www.adobe.com/support/certification/ace.html
PROCEDURAL REQUIREMENTS	This information may be covered as part of the TEKS in the Business Image Management and Multimedia and Business Computer Information Systems II Business courses.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field and pass the CompTIA CTT+ or equivalent, and have passed one or more ACE exams.
STUDENT TRAINING	Students will receive training as part of the curriculum for the listed courses. <ul style="list-style-type: none"> • Adobe Photoshop • Adobe Illustrator • Adobe In Design • Adobe PageMaker
TESTING PREREQUISITES	None
EXAM FEE(S)	\$150

Adobe Illustrator Certification

CREDENTIAL DESCRIPTION	The Adobe Illustrator 8.0 test measures knowledge of Adobe Illustrator 8.0. Designed for experienced users, this test covers the following topics: Color Images, Image Basics, Printing, Text, and General Knowledge.
REGULATORY ENTITY	Adobe 345 Park Avenue San Jose, CA 95110-2704 www.adobe.com/support/certification/ace.html
PROCEDURAL REQUIREMENTS	Online credentialing process.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field. May also be required to be a Certified Adobe Instructor.
STUDENT TRAINING	Online pre-test training associated with Adobe Illustrator Certification is suggested in Communication Technology.
TESTING PREREQUISITES	Adobe Illustrator Certification tests are administered by Pearson VUE, Thomson Prometric or at an Adobe Authorized Training Center (AATC).
EXAM FEE(S)	\$150

Adobe PageMaker Certification

CREDENTIAL DESCRIPTION	The Adobe PageMaker 6.5 test measures knowledge of Adobe PageMaker 6.5. Designed for experienced users, this test covers the following topics: Advanced Features, Color, Document Layout, Graphics, Linked Files, Outputting/Exporting, Portability, Typography, and User Interface.
REGULATORY ENTITY	Adobe 345 Park Avenue San Jose, CA 95110-2704 www.adobe.com/support/certification/ace.html
PROCEDURAL REQUIREMENTS	Online credentialing process.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field. May also be required to be a Certified Adobe Instructors.
STUDENT TRAINING	Online pre-test training associated with Adobe PageMaker Certification is suggested in Communication Technology.
TESTING PREREQUISITES	Adobe PageMaker Certification tests are administered by Pearson VUE, Thomson Prometric or at an Adobe Authorized Training Center (AATC).
EXAM FEE(S)	\$150

Adobe Photoshop 7.0 Certification

CREDENTIAL DESCRIPTION	The Adobe Photoshop 7.0 test measures knowledge of Adobe Photoshop 7.0. Designed for experienced users, this test includes the following topics: Color, Drawing and Editing, Efficiency, Image Control, Layers, Masks and Channels, Painting and Retouching, Saving and Exporting, Text, and the Work Area.
REGULATORY ENTITY	Adobe 345 Park Avenue San Jose, CA 95110-2704 www.adobe.com/support/certification/ace.html
PROCEDURAL REQUIREMENTS	Online credentialing process.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field. May also be required to be a Certified Adobe Instructors.
STUDENT TRAINING	Online pre-test training associated with Adobe Photoshop Certification is suggested in Communication Technology.
TESTING PREREQUISITES	Adobe Photoshop Certification tests are administered by Pearson VUE, Thomson Prometric or at an Adobe Authorized Training Center (AATC).
EXAM FEE(S)	\$150

Advanced Engine Performance Specialist

CREDENTIAL DESCRIPTION	Voluntary credential for automotive service technicians.
REGULATORY ENTITY	National Institute for Automotive Service Excellence 101 Blue Seal Drive, S.E, Suite 101 Leesburg, VA 20175 Phone: 703-669-6600 Toll-Free Information Line: 1-888-ASE-TEST http://www.asecert.org/
PROCEDURAL REQUIREMENTS	Pass an exam that tests technicians' knowledge of computer-controlled engine systems.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Certified in regular engine performance.
TESTING PREREQUISITES	Two years of experience Renewal Period: 5 Years
EXAM FEE(S)	\$31 registration fee \$24 test Renewal Exam Fees are the same

Apple Certified Help Desk Specialist

CREDENTIAL DESCRIPTION	This certification (ACHDS) is designed to prepare student for understanding Mac OS X core functionality and an ability to perform basic troubleshooting skills. In addition, the certified person will be able to work as a Mac OS X specialist who works on a help desk or assists other Mac OS X users.
REGULATORY ENTITY	Apple Phone: 800-848-6398 http://train.apple.com/certification/achds.html
PROCEDURAL REQUIREMENTS	Online PDF file contains specific objectives for the exam.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Complete online pre-test training associated with Apple Certified Help Desk Specialist certification.
TESTING PREREQUISITES	Pass one two hour, 83 question multiple-choice exam (Mac OS S Help Desk Essentials v10.3) for certification (passing is 65% or 54 of 83 items)
EXAM FEE(S)	\$150

Apple Certified Technical Coordinator

CREDENTIAL DESCRIPTION	The ACTC certification is intended for Mac OS X technical coordinators and entry-level system administrators tasked with maintaining a modest network of computers using Mac OS X Server. Since the ACTC certification addresses both the support of Mac OS X clients and the core functionality and use of Mac OS X Server, the learning curve is correspondingly longer and more intensive than for the Apple Certified Help Desk Specialist (ACHDS) certification, which addresses Mac OS X client support solely.
REGULATORY ENTITY	Apple Phone: 800-848-6398 http://train.apple.com/certification/achds.html
PROCEDURAL REQUIREMENTS	Online PDF file contains specific objectives for the exam
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Complete online pre-test training associated with Apple Certified Technical Coordinator certification.
TESTING PREREQUISITES	For NEW certification, a person must Pass two exams: Mac OS X Help Desk Essentials v10.3 Exam (9L0-400) Mac OS X Server Essentials v10.3 Exam (9L0-505) For UPDATE certification, a person must pass the Apple Certified Coordinator v10.3 Update Exam (9L0-506)
EXAM FEE(S)	\$150 per exam

Audio Systems Certificate- Level II

CREDENTIAL DESCRIPTION	This certification program is for engineering technicians engaged in the layout, installation, and maintenance of audio systems for commercial, industrial, and large space applications. Level II is for technicians who perform routine tasks under general daily supervision.
REGULATORY ENTITY	National Institute for Certification in Engineering Technologies (NICET) 1420 King Street Alexandria, VA 122314-2794 Phone: 888-IS-NICET https://www.nicet.org/index.cfm
PROCEDURAL REQUIREMENTS	Pass Level I exam, and Pass Level II exam
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Work-based learning supported by classroom instruction.
TESTING PREREQUISITES	Minimum of two years of installation, maintenance, and/or design-related work, one year of which shall be specifically involved with audio systems, and the balance may be employment in technical specialties within the normal scope of communications systems contracting.
EXAM FEE(S)	Examination fee \$180 Application fee \$100 Registration fee \$40 Renewal fee after 3 years \$90 https://www.nicet.org/certificants/fees.cfm

AutoCAD 2000

CREDENTIAL DESCRIPTION	Our AutoCAD 2000 (U.S.) test measures students' ability to design in two dimensions using AutoCAD 2000. Designed for experienced users, this test covers the following topics: Getting Started/ Organization, Creating Objects, Drawing, Editing, Layers, Color and Line types, Text, Dimensioning, Blocks, Attributes and Xrefs, Printing and Plotting, and Utilities.
REGULATORY ENTITY	Third-party testing site such as Brainbench. Brainbench 14100 Parke Long Court, Suite K Chantilly, VA 20151 Phone: 703-437-4800 Fax: 703-437-8003 www.brainbench.com
PROCEDURAL REQUIREMENTS	Online credentialing process. Register online, pick type of learning, and test based on proficiency level (beginner, intermediate, and advanced). Once ready, the student takes an online test.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field. Testing material is online.
STUDENT TRAINING	Complete online pre-test training associated with AutoCAD 2000 certification.
TESTING PREREQUISITES	Online training available at www.brainbench.com
EXAM FEE(S)	Available at Brainbench for individual cost of \$49.95.

Banquet Server

CREDENTIAL DESCRIPTION	A banquet server certification is a hospitality industry certification that validates that an individual has demonstrated the knowledge and performance of specific job duties for the position of banquet server.
REGULATORY ENTITY	The Educational Institute American Hotel & Lodging Association (AH&LA) 800 N. Magnolia Avenue, Suite 1800 Orlando, FL 32803 Phone: 407-999-8160 www.ei-ahla.org
PROCEDURAL REQUIREMENTS	The banquet server certification program application may be requested through the Educational Institute of AH&LA. Training resources for banquet server are available from AH&LA; use of the resources is optional. Earn an A rating on at least 75% of the tasks listed on the Banquet Server Skills Validation Form. Score 75% or better on the Knowledge Test for Banquet Server.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Knowledge and skills can be covered through the TEKS in the Hospitality Services; Food Production, Management, and Services; or Culinary Arts. Knowledge and skills can also be obtained through the START program available through AH&LA.
TESTING PREREQUISITES	<ul style="list-style-type: none"> • Be currently employed as a banquet server, or equivalent position. • Have a minimum of 90 days experience in the position of banquet server <p>Note: Texas law requires that persons serving alcoholic beverages be 18 years of age or older.</p>
EXAM FEE(S)	Exam at the end of the program of study or at any time if the individual meets employment criteria and knowledge and skills levels; \$35 AH&LA member or \$40 non-member. A voucher for certification can also be obtained through completion of the START program through AH&LA.

Banquet Setup Employee

CREDENTIAL DESCRIPTION	A banquet setup employee certification is a hospitality industry certification that validates that an individual has demonstrated the knowledge and performance of specific job duties for the position of banquet setup employee.
REGULATORY ENTITY	The Educational Institute American Hotel & Lodging Association (AH&LA) 800 N. Magnolia Avenue, Suite 1800 Orlando, FL 32803 Phone: 407-999-8160 www.ei-ahla.org
PROCEDURAL REQUIREMENTS	The banquet setup employee certification program application may be requested through the Educational Institute of AH&LA. Training resources for banquet setup employee are available from AH&LA; use of the resources is optional.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Knowledge and skills can be covered through the TEKS in the Hospitality Services; Food Production, Management, and Services; or the Culinary Arts Family and Consumer Sciences courses. Knowledge and skills can also be obtained through the START program available through AH&LA.
TESTING PREREQUISITES	<ul style="list-style-type: none"> • Be currently employed as a banquet setup employee, or equivalent position • Have a minimum of 90 days experience in the position of banquet setup employee • Earn an A rating on at least 75% of the tasks listed on the Banquet Setup Employee Skills Validation Form • Score 75% or better on the Knowledge Test for Banquet Setup Employee
EXAM FEE(S)	Exam at the end of the program of study or at any time if the individual meets employment criteria and knowledge and skills levels; \$35 AH&LA member or \$40 non-member. A voucher for certification can also be obtained through completion of the START program through AH&LA.

Barber Certificate – Class A

CREDENTIAL DESCRIPTION	A Class A barber certificate authorizes its holder to perform any act of barbering. Specialty licenses are available for barber technician and manicurist.
REGULATORY ENTITY	<p>Texas Department of Licensing and Regulation 920 Colorado Austin, Texas 78701</p> <p>Mailing Address: Texas Department of Licensing and Regulation P.O. Box 12157 Austin, Texas 78711 Phone: 512-463-6599 Toll-Free (in Texas): 800-803-9202 Fax: 512-475-2871 Relay Texas-TDD: 800-735-2989 CS.Barbers@license.state.tx.us</p>
PROCEDURAL REQUIREMENTS	License requires both written examination and practical demonstration.
INSTRUCTOR QUALIFICATIONS	<ul style="list-style-type: none"> • Barbering Instructor's License regulated by the Texas Department of Licensing and Regulation • Trade and Industrial Education Certified Teacher
STUDENT TRAINING	<ul style="list-style-type: none"> • 1,500 hours in not less than nine months at a barbering school; • 600 hours of instruction for manicurist license; and • 300 hours of instruction for barber technician license.
TESTING PREREQUISITES	Minimum Age: 16
EXAM FEE(S)	<p>\$35.00 student permit (includes law and rules book fee) \$90 license (includes \$10 newsletter fee) Renewal Period: 2 Years Renewal License: \$90</p>

Bell Attendant

CREDENTIAL DESCRIPTION	A bell attendant certification is a hospitality industry certification that validates that an individual has demonstrated the knowledge and performance of specific job duties for the position of bell attendant. <u>Note: For students in CTED courses who have limited capabilities, this may be a way of validating skills that would not be appropriate for most students.</u>
REGULATORY ENTITY	The Educational Institute American Hotel & Lodging Association (AH&LA) 800 N. Magnolia Avenue, Suite 1800 Orlando, FL 32803 Phone: 407-999-8160 www.ei-ahla.org
PROCEDURAL REQUIREMENTS	The bell attendant certification program application may be requested through the Educational Institute of AH&LA. Training resources for bell attendant are available from AH&LA; use of the resources is optional.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Knowledge and skills can be covered through the TEKS in a Hospitality & Tourism program of study. Knowledge and skills can also be obtained through the START program available through AH&LA.
TESTING PREREQUISITES	<ul style="list-style-type: none"> • Be currently employed as a bell attendant, or equivalent position • Have a minimum of 90 days experience in the position of bell attendant • Earn an A rating on at least 75% of the tasks listed on the Bell Attendant Skills Validation Form • Score 75% or better on the Knowledge Test for Bell Attendant
EXAM FEE(S)	Exam at the end of the program of study or at any time if the individual meets employment criteria and knowledge and skills levels; \$35 AH&LA member or \$40 non-member. A voucher for certification can also be obtained through completion of the START program through AH&LA.

Bookkeeping Fundamentals

CREDENTIAL DESCRIPTION	Designed for accounting clerks and others who handle bookkeeping tasks, covers the following topics: Accounts Payable, Accounts Receivable, Adjusting Entries, Business Math Conversions, Cash, Financial Statements, Fixed Assets, Inventories, Liabilities, Payroll, Recording Transactions, and Taxes.
REGULATORY ENTITY	Brainbench 14100 Parke Long Court, Suite K Chantilly, VA 20151 Phone: 703-437-4800 Fax: 703-437-8003 www.brainbench.com
PROCEDURAL REQUIREMENTS	Knowledge and skills can be covered as part of a Finance Cluster program of study.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Students will receive training as part of the curriculum for the listed courses. <ul style="list-style-type: none"> • Fixed Assets • Inventories • Liabilities • Payroll • Recording Transactions • Accounts Payable/Receivable • Adjusting Entries • Business Math Conversions • Cash • Financial Statements
TESTING PREREQUISITES	None
EXAM FEE(S)	\$50

Busperson

CREDENTIAL DESCRIPTION	<p>A Busperson certification is a hospitality industry certification that validates that an individual has demonstrated the knowledge and performance of specific job duties for the position of Busperson.</p> <p><u>Note: For students in CTED courses who have limited capabilities, this may be a way of validating skills that would not be appropriate for most students.</u></p>
REGULATORY ENTITY	<p>The Educational Institute American Hotel & Lodging Association (AH&LA) 800 N. Magnolia Avenue, Suite 1800 Orlando, FL 32803 Phone: 407-999-8160 www.ei-ahla.org</p>
PROCEDURAL REQUIREMENTS	<p>The Busperson certification program application may be requested through the Educational Institute of AH&LA. Training resources for Busperson are available from AH&LA; use of the resources is optional.</p>
INSTRUCTOR QUALIFICATIONS	<p>Teachers must be Texas certified in the appropriate field.</p>
STUDENT TRAINING	<p>Knowledge and skills can be covered through the TEKS in a Hospitality & Tourism program of study.</p> <p>Knowledge and skills can also be obtained through the START program available through AH&LA.</p>
TESTING PREREQUISITES	<ul style="list-style-type: none"> • Be currently employed as a Busperson, or equivalent position • Have a minimum of 90 days experience in the position of Busperson • Earn an A rating on at least 75% of the tasks listed on the Busperson Skills Validation Form • Score 75% or better on the Knowledge Test for Busperson
EXAM FEE(S)	<p>Exam at the end of the program of study or at any time if the individual meets employment criteria and knowledge and skills levels; \$35 AH&LA member or \$40 non-member.</p> <p>A voucher for certification can also be obtained through completion of the START program through AH&LA.</p>

Certified Broadcast Networking Technologist (CBNT)

CREDENTIAL DESCRIPTION	The certificate is a document that recognizes professional competence with networking hardware as utilized in business and audio/video applications in broadcast facilities .
REGULATORY ENTITY	Society of Broadcast Engineers (SBE) 9102 N. Meridian Street , Suite 150 Indianapolis, IN 46260 Phone: 317-846-9000 Fax: 317-846-9120 http://www.sbe.org/cert_index.php
PROCEDURAL REQUIREMENTS	Achieve a passing grade on the proficiency exam. By achieving a passing grade on the proficiency examination.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Study and review of CBNT reference materials.
TESTING PREREQUISITES	There is no experience requirement to be eligible for the examination other than current employment in broadcast engineering or related technology. Students must include copy of transcript with application fee.
EXAM FEE(S)	SBE Members: \$50 Non-members: \$110 Renewal Period: 5 years

Certified Broadcast Technologist (CBT)

CREDENTIAL DESCRIPTION	The certificate is a document that recognizes professional competence with networking hardware in AM/FM and TV.
REGULATORY ENTITY	Society of Broadcast Engineers (SBE) 9102 N. Meridian Street , Suite 150 Indianapolis, IN 46260 Phone: 317-846-9000 Fax: 317-846-9120 http://www.sbe.org/cert_index.php
PROCEDURAL REQUIREMENTS	Achieve a passing grade on the proficiency exam.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Study and review of CBNT reference materials.
TESTING PREREQUISITES	There is no experience requirement to be eligible for the examination.
EXAM FEE(S)	SBE Members: \$40 Non-members: \$100 Renewal Period: 5 years

Certified Coding Associate

CREDENTIAL DESCRIPTION	<p>Certified Coding Associate (CCA) certification encompasses the transformation of verbal descriptions of diseases, injuries, and procedures into alphanumeric designations. The coding of health-related data permits access to medical records by diagnoses and procedures for use in clinical care, research, and education. The CCA should be viewed as the starting point for an individual entering a new career as a coder.</p>
REGULATORY ENTITY	<p>American Health Information Management Association 233 N. Michigan Ave., Suite 2150 Chicago, IL 60601-5800 Phone: 312-233-1100 Fax: 312-233-1090 E-mail: certdept@ahima.org info@ahima.org Web Site: http://www.ahima.org</p>
PROCEDURAL REQUIREMENTS	<p>Application for Program Approval Fee – \$1500.00. This fee should be submitted with the program's Report. The application fee is non-refundable and non-transferable. *If the program is affiliated with an existing CAAHEP/AHIMA accredited program the application fee is \$1200.00. If Approval is awarded, there is no annual maintenance fee during the years of approval.</p> <p>Examinations are computer-administered and are available Monday through Friday, excluding holidays, at AMP Assessment Centers geographically located throughout the United States.</p> <p>Applications for the examinations are available in the handbook and on AHIMA's Web site. Applicants may register either by US mail or online through www.ahima.org/certification</p> <p>Candidates must bring the 2006 ICD-9-CM Volumes 1-3 (any version) and CPT (AMA only) coding books to the testing center. Please do not bring the HCPCS II codebook. Candidates without the required 2006 codebooks will not be permitted to test.</p> <p>http://www.ahima.org/certification/cca.guide.pdf</p>
INSTRUCTOR QUALIFICATIONS	<p>The instructors/faculty and content developers must demonstrate current knowledge in course content through appropriate professional development activities. Coding course instructors and content developers must possess AHIMA recognized credentials (RHIA, RHIT, CCS, or CCS-P) or equivalent. http://library.ahima.org/xpedio/groups/public/documents/ahima/bok1_018115.pdf</p> <p>Teachers must be Texas certified in the appropriate field.</p>

	TEC §29.184 (partnering): school districts can contract with outside entities for services if teacher is not credentialed to facilitate student training.
STUDENT TRAINING	<p>Training for CCA shall, at a minimum, contain the following:</p> <p>I. Health Data Content, Requirements, and Standards--This content area addresses competencies related to the content and use of healthcare data. The content area will also address competencies related to regulations and standards associated with health information management (HIM), which are distributed by private and governmental agencies (for example, CMS, Joint Commission, NCQA)</p> <p>II. Clinical Classification Reimbursement Methodologies--This content area addresses competencies related to the uses of coded data and reimbursement.</p> <p>III. Information Technology and Healthcare Delivery--This content area addresses competencies related to global issues in healthcare and information technology.</p>
TESTING PREREQUISITES	<p>United States High School Diploma or the equivalent.</p> <p>Although not required, it is strongly recommended that candidates have at least six months experience in a healthcare organization applying ICD-9-CM and CPT coding conventions and guidelines, or have completed either an AHIMA-approved coding certificate program, or other formal coding training program. The CCA exam is not linked to any formal education or training in coding.</p>
EXAM FEE(S)	<p>Member fee: \$195</p> <p>Nonmember fee: \$250</p>

Certified Computer Service Technician (CST)

CREDENTIAL DESCRIPTION	Computer Service Technicians are expected to have knowledge and skills including basic computer electronics, which make them competent to service and install hardware and software in the computer industry.
REGULATORY ENTITY	Electronics Technicians Association International (ETA) 5 Depot Street Greencastle, IN 46135 Phone: 800-288-3824 765-653-8262 Fax: 765-653-4287 Email: eta@eta-i.org http://www.eta-i.org/StandAlone.html
PROCEDURAL REQUIREMENTS	The entire C.E.T. program is easily implemented, at no cost, in secondary, postsecondary and commercial technical schools. Where schools need a 3 rd party review of their electronics courses, ETA provides experts to serve that need, either via mail, or on-site. Instructor credentials; lab and classroom equipment; course outline, length of course, etc. are approved or disapproved as linking to the certification.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field and schools must undergo an online approval process.
STUDENT TRAINING	ETA provides study text or media suggestions for all of its certifications and also produces its own study guides where appropriate.
TESTING PREREQUISITES	Test covers knowledge and skills in 17 competency areas. This multiple-choice exam covers basic electricity, electronics, math, AC & DC circuitry, transistors and basic troubleshooting skills. Certification exam can be taken as paper and pencil tests or online through our WebKat test services.
EXAM FEE(S)	\$75

Certified Culinarian

CREDENTIAL DESCRIPTION	An entry level culinary professional within a commercial foodservice operation responsible for preparing and cooking sauces, cold foods, fish, soups and stocks, meats, vegetables, eggs and other food items; possesses a basic knowledge of food safety and sanitation, culinary nutrition, and supervisory management.
REGULATORY ENTITY	American Culinary Federation 180 Center Place Way St. Augustine, FL 32095 Toll Free: 800-624-9458 Phone: 904-824-4468 Fax: 904-825-4758 http://www.acfchefs.org/Content/Education/Certification/default.htm
PROCEDURAL REQUIREMENTS	Pass a comprehensive level-specific written exam administered by LaserGrade. Prove skill competencies in either cooking or baking by passing a level-specific practical exam or by other ACF approved options. Education - 10 points Experience-specific level - 20 points
INSTRUCTOR QUALIFICATIONS	<ul style="list-style-type: none"> Teachers must be Texas certified in the appropriate field. Secondary Culinary Instructor Certification
STUDENT TRAINING	Knowledge and skills can be covered through the TEKS in a Hospitality & Tourism program of study.
TESTING PREREQUISITES	Undefined.
EXAM FEE(S)	\$275 ACF Members \$50 Non-members Renewal Period: 5 years Renewal Fee: ACF Members: \$250; Non-members: \$80

Certified Culinary Specialist

CREDENTIAL DESCRIPTION	Competency and skills based certification program awarded by the Texas Chef's Association to recognize high school food service students for their industry knowledge and culinary skills.
REGULATORY ENTITY	Texas Chef's Association 320 Kitty Hawk Rd., Suite 103 Universal City, TX 78148 Phone: 210-566-5003 www.texchef.org
PROCEDURAL REQUIREMENTS	<p>The Texas Chefs Association should be contacted in the fall declaring intent to certify students in the spring.</p> <p>The TCA office and local TCA chapter will work with the teacher to determine a skills test date, usually in May. The chef examiner will send a list of ingredients to be purchased to the teacher in advance. The chef will bring recipes for students to prepare. The chef will review students' portfolios and critique the skills test. Upon completion, the chef will give certificates and TCA lapel pins.</p>
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Knowledge and skills can be covered through the TEKS in the Hospitality & Tourism program of study.
TESTING PREREQUISITES	<p>Enrollment in a Texas Education Agency approved program, with access to commercial equipment.</p> <p>Completion of 300 in-school culinary lab hours + 80 hours paid or unpaid job experience hours in a food service facility</p> <p>OR</p> <p>125 classroom hours + 540 work-based job training hours of experience in a culinary arts or food service facility</p> <p>OR</p> <p>Completion of 275 lab hours in Food and Beverage in a hospitality program in a hotel or other training facility + 100 classroom hours</p> <p>AND</p> <p>High School Graduation</p>

EXAM FEE(S)	<p>\$20 per student</p> <p>Successful completion of:</p> <ul style="list-style-type: none"> • An academic test, submitted to TCA • A Professional Portfolio, reviewed by TCA; includes specific requirements, including sanitation training through ServSafe or Texas Department of State Health Services • A skills test, evaluated by TCA
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Certified e-Marketing Associate

CREDENTIAL DESCRIPTION	CeMA is an e-marketing certification program accredited by the e-Marketing Association. This program provides certifications to students and individuals who demonstrate competency in the e-Marketing arena.
REGULATORY ENTITY	eMarketing Association 105 Franklin St. #16-129 Westerly, RI 02891 Phone: 401-315-2194 Fax: 408-884-2461 www.emarketingassociation.com/cema.htm E-Mail: CeMA@eMarketingAssociation.com
PROCEDURAL REQUIREMENTS	You must have approval from the Texas Education Agency to offer e-Marketing as an innovative course.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Students will be tested over the foundations of e-Marketing including: <ul style="list-style-type: none"> • Email Marketing • Banner Advertising • Search Engines versus Directories • Coordinating on/off-line Marketing • Publicity
TESTING PREREQUISITES	Testing for approved high school programs will occur in the classroom.
EXAM FEE(S)	Discounted fee for students if taken in an approved high school program. Otherwise, \$384 per individual.

Certified Food Manager

CREDENTIAL DESCRIPTION	A certified food manager is a person who has demonstrated that he/she has the knowledge, skills, and abilities required to protect the public from food borne illness by means of successfully passing a food manager examination approved by the Texas Department of State Health Services.
REGULATORY ENTITY	Texas Department of State Health Services Certified Food Manager Program 1100 West 49 th Street Austin, TX 78756 Phone: 512-834-6727 www.dshs.state.tx.us/foodestablishments/CFM.shtm
PROCEDURAL REQUIREMENTS	<p>A school has three options for facilitating student credentialing.</p> <p>A test site license can be obtained through the Texas Department of State Health Services to facilitate the exam at the school, which would require approval and a fee of \$400.</p> <p>An existing licensed test site can be located through the Texas Department of State Health Services website, and students can be informed and referred to the test site for taking the exam. Information may be covered as part of the TEKS in the Hospitality Services; Food Production, Management, and Services; or Culinary Arts Family and Consumer Sciences courses.</p> <p>A school can be a food management program licensee to facilitate student credentialing by applying and being certified by the Texas Department of State Health Services.</p> <p>A completed application for a license must be submitted to the Texas Department of State Health Services with the following compliances:</p> <ul style="list-style-type: none"> • a \$600 two year license fee; • a signed security agreement for each examination administrator; • an instructor application, along with other necessary documentation must be submitted for instructors who plan to teach an accredited certification course; and • submission of curriculum to be used which must meet the Department of State Health Services standard.

INSTRUCTOR QUALIFICATIONS	<p>If a school chooses to be a food management program licensee, instructors in the program must be qualified by the Texas Department of State Health Services prior to teaching a class. Otherwise, the instructor can teach from the courses TEKS to prepare students for testing at a licensed location for Certified Food Manager exams.</p> <p>For an instructor to be qualified, a completed application must be submitted through the accredited certified food management program licensee to the Texas Department of State Health Services with the following documentation:</p> <ul style="list-style-type: none"> • the completed and signed application form; • a copy of a valid food management certificate; and • verification of education or experience in food safety documented by one of the following: <ul style="list-style-type: none"> • an associate or higher college degree from an accredited institution in a major related to food safety or environmental health, evidenced by a copy of the candidate's diploma or transcript; • five years of food establishment work experience as a food manager verified in an attached resume; or • two years of regulatory food inspection experience verified in an attached resume. <p>A minimum of five clock hours of continued professional training in food safety related topics are required during the two-year instructor qualification period.</p>
STUDENT TRAINING	<p>Certified Food Managers have successfully passed a food manager examination and should demonstrate competency to assume the following responsibilities:</p> <ul style="list-style-type: none"> A. Identify hazards in the day-to-day operation of a food establishment that provides food for human consumption; B. Develop or implement specific policies, procedures or standards to prevent food borne illness; C. Supervise or direct food preparation activities and ensure appropriate corrective actions are taken as needed to protect the health of the consumer; D. Train the food establishment employees on the principles of food safety; and E. Perform in-house self-inspections of daily operations on a periodic basis to ensure that policies and procedures concerning food safety have been implemented and are being followed.
TESTING PREREQUISITES	<p>A person seeking certification must meet the Texas labor law age requirement of 14 years of age.</p> <p>Upon passing the exam, certification is valid for up to 6 years provided the certificate is renewed every two years within the 6-year period. At the end of the sixth year the candidate may re-certify by re-taking the food managers examination, starting the 2-year renewal cycle again. Candidates will pay a \$10.00 fee for each 2-year certificate renewal.</p>

	A food safety examination administered through a Texas Department of State Health Services accredited food management program or testing site is the basis for assessing competencies required for the certification.
EXAM FEE(S)	The examination booklet is \$10, but the licensee administering the test determines the testing fee.

Certified Internet Webmaster (CIW) Associate Certification

CREDENTIAL DESCRIPTION	CIW Associates have mastered the fundamental knowledge and skills required to work in an Internet technology-enabled environment. They must know the many intricate parts of the Internet from front-end programming to back-end hardware issues.
REGULATORY ENTITY	CIW exams available worldwide through Pearson VUE and Prometric www.ciwcertified.com/certifications/foundations.asp?comm=CND&llm=3
PROCEDURAL REQUIREMENTS	The candidate must pass one required CIW exam (1DO-510) to become a CIW Associate.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	<p>Knowledge and skills can be covered through the TEKS in an Information Technology Cluster program of study.</p> <p>The student must have basic knowledge in the following elements:</p> <ul style="list-style-type: none"> • Overview of the Internet • Browsing the World Wide Web • Electronic Mail • Objects, Plug-ins, and Viewers • Security • E-Commerce • FTP, Newsgroups, and Telnet • Search Engines • Introduction to Web Page Authoring • HTML • Horizontal rules and Graphical Elements • Hyperlinks • Tables • Forms • Image Techniques • Frames • HTML GUI Editors • Introduction to Networking • Networking Protocols • LANS and WANS • U.TCP/IP • Internetworking Servers. <p>Foundational skills may also include basic Java, Internet server administration, security, e-commerce, and project management.</p>

	Prosoft Training may also be an option.
TESTING PREREQUISITES	Candidates for the CIW Associate do not need experience with the Internet but should have a basic understanding of operating systems (Win9x/ME). Six months of technical experience with the Internet and related software or i-Net+ certification would also be helpful.
EXAM FEE(S)	\$125

Certified Journey Baker

CREDENTIAL DESCRIPTION	A Certified Journey Baker (CJB) is a student or entry-level baker who assists in the preparation and production of pies, cookies, cakes, breads, rolls, desserts, or other baked goods for a commercial bakery. Must demonstrate a basic knowledge of the principles of sanitation.
REGULATORY ENTITY	The Retailer's Bakery Association 14239 Park Center Drive Laurel, MD 20707 Phone: 301-725-2149 www.rbanet.com
PROCEDURAL REQUIREMENTS	<ul style="list-style-type: none"> • Submit the \$50 fee with completed application • Achieve a passing score on the written test.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	The information may be covered as part of the TEKS in a Hospitality and Tourism program of study, with in-depth emphasis on knowledge and skills related to commercial/retail baking.
TESTING PREREQUISITES	A minimum of one year (2,000 hours) of verifiable commercial/retail baking experience, <u>or</u> a minimum of one year combination of education and commercial/retail baking work experience of which at least 1,000 hours must be work experience.
EXAM FEE(S)	\$50

Certified Medical Assistant

CREDENTIAL DESCRIPTION	<p>Medical assisting certification encompasses a broad range of administrative and clinical procedures. Administrative duties may include scheduling and receiving patients, preparing and maintaining medical records, performing administrative procedures and medical transcription. Clinical duties may include asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patients for procedures.</p> <p>Because it requires postsecondary training, it may be best suited for articulated programs.</p>
REGULATORY ENTITY	<p>American Association of Medical Assistants 20 N. Wacker Dr/Ste 1575 Chicago, IL 60606-2903 Phone: (312) 899-1500 Fax: (312) 899-1259 Fax-On-Demand: (312) 899-6813 www.aama-ntl.org</p>
PROCEDURAL REQUIREMENTS	<p>Postsecondary programs are approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) with self-study, site visit, and Committee Review and Recommendation. \$800 annual service fees; \$1500 site visit fee; \$950 initial application fee; \$500 accreditation renewal fee application, \$450 CAAHEP annual program fee.</p> <p>The medical assisting program must be accredited by CAAHEP http://www.caahep.org.</p> <p>The AAMA Certification/Recertification Examination is offered three times a year in January, June and October. Eligible candidates can take it either on the last Friday in January, the last Saturday in June or the fourth Friday in October.</p> <p>The application deadline for the January exam is October 1 of the preceding year. The application deadline for the June exam is March 1 of the same year. The application deadline for the October exam is July 1 of the same year.</p>
INSTRUCTOR QUALIFICATIONS	<p>Faculty must be:</p> <ul style="list-style-type: none"> • knowledgeable in course content; • qualified through work experience; • effective in directing and evaluating student learning and laboratory practices; and • prepared in educational methods. <p>The most important criteria are knowledge of the subject to be taught and the ability to organize and effectively present the subject to the students.</p>

	<p>Instructors for medical assisting course content should be selected according to their knowledge and ability as well as their academic credentials. Experience in a physician's office is desirable and should be in the area of the assigned instruction. Preparation in educational methods may include formal education, continuing education, and in-service activities.</p> <p>It is desirable that the medical assisting faculty be Certified Medical Assistants (CMAs) holding current status.</p> <p>TEC §29.184 (partnering): school districts can contract with outside entities for services if teacher is not credentialed to facilitate student training.</p>
STUDENT TRAINING	<p>Formal postsecondary training with supervised externship:</p> <ul style="list-style-type: none"> • Human anatomy, physiology and pathology • Medical terminology • Keyboarding and computer applications • Recordkeeping and accounting • Coding and insurance processing • Laboratory techniques • Clinical and diagnostic procedures • Pharmacology • Medication administration • First aid • Office practices • Patient relations • Medical law and ethics • Externship
TESTING PREREQUISITES	<p>Graduating students and graduates of medical assisting programs accredited by CAAHEP or by the Accrediting Bureau of Health Education Schools (ABHES) are eligible for the exam.</p>
EXAM FEE(S)	<p>Fee for CAAHEP graduating students, CAAHEP recent graduates, and AAMA members is \$95. All other applicants pay \$170.</p>

Certified Network Computer Technician

CREDENTIAL DESCRIPTION	This certification is offered as evidence that the individual has the knowledge necessary to be a certified network computer technician.
REGULATORY ENTITY	Electronics Technicians Association International (ETA) 5 Depot Street Greencastle, IN 46135 Phone: 800-288-3824 765-653-8262 Fax: 765-653-4287 Email: ta@eta-i.org http://www.eta-i.org/StandAlone.html
PROCEDURAL REQUIREMENTS	Pass the CNCT examination
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Competencies available at ETA website. http://www.eta-i.org/StandAlone.html . The ETA has various resources available that they recommend for preparation.
TESTING PREREQUISITES	United States citizen with six months of schooling or training.
EXAM FEE(S)	\$75 Renewal Period: 4 Years

Certified Pastry Culinarian

CREDENTIAL DESCRIPTION	An entry level culinary professional in the baking/pastry area of a foodservice operation responsible for the preparation and production of pies, cookies, cakes, breads, rolls, desserts, or other baked goods; possesses a basic knowledge of food safety and sanitation, culinary nutrition, and supervisory management.
REGULATORY ENTITY	American Culinary Federation 180 Center Place Way St. Augustine, FL 32095 Toll Free: 800-624-9458 Phone: 904-824-4468 Fax: 904-825-4758 http://www.acfchefs.org/Content/Education/Certification/default.htm
PROCEDURAL REQUIREMENTS	<ul style="list-style-type: none"> • Pass a comprehensive level-specific written exam administered by LaserGrade. • Prove skill competencies in either cooking or baking by passing a level-specific practical exam or by other ACF approved options. • Education - 10 points • Experience-specific level - 20 points
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	The information may be covered as part of the TEKS in a Hospitality and Tourism program of study.
TESTING PREREQUISITES	None
EXAM FEE(S)	ACF Members: \$275 Non-members: \$50 Renewal Period: 5 years Renewal Fee: ACF Members: \$250; Non-members: \$80

Certified Radio Operator

CREDENTIAL DESCRIPTION	The Society of Broadcast Engineers (SBE) offers a radio operator certification examination that covers much of the same information that the Third-class License FCC license covers and provides a benchmark standard to gauge an individual's proficiency in station operations.
REGULATORY ENTITY	Society of Broadcast Engineers (SBE) 9102 N. Meridian Street , Suite 150 Indianapolis, IN 46260 Phone: 317-846-9000 Fax: 317-846-9120 http://www.sbe.org/cert_index.php
PROCEDURAL REQUIREMENTS	Complete a test based on the certification handbook
INSTRUCTOR QUALIFICATIONS	<ul style="list-style-type: none"> • Trade and Industrial Education Certified Teacher • Additional credentials not documented.
STUDENT TRAINING	The information may be covered as part of the TEKS in a Information Technology program of study.
TESTING PREREQUISITES	None
EXAM FEE(S)	\$42 Renewal Period: 5 years

Certified Rooms Division Specialist

CREDENTIAL DESCRIPTION	A Certified Rooms Division Specialist certification is a hospitality industry certification that validates that an individual has demonstrated the knowledge and performance of specific job duties in the rooms' division area.
REGULATORY ENTITY	The Educational Institute American Hotel and Lodging Association 800 N. Magnolia Avenue, Suite 1800 Orlando, FL 32803 Phone: 407-999-8160 www.ei-ahla.org
PROCEDURAL REQUIREMENTS	The Lodging Management Program (LMP) must be requested and approved for the secondary school through The Educational Institute of the American Hotel and Lodging Association.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Knowledge and performance of specific job duties in the rooms' division area.
TESTING PREREQUISITES	Be a graduating senior. Submit the CRDS Application Form verifying completion of the following eligibility requirements: <ul style="list-style-type: none"> • successfully complete the LMP exams for both Year 1 and Year 2; • submit copies of the certificates showing completion; • submit copy of the completed LMP competency book; and • be currently employed in a qualifying position within the hospitality industry for 30 days. Submit the CRDS Recommendation and Employment Verification Form.
EXAM FEE(S)	\$25 certification fee (CRDS). Cost is included with the purchase of student workbook(s).

Certified Salesperson

CREDENTIAL DESCRIPTION	The SMEI Certified Professional Salesperson (SCPS®) benchmarks and recognizes the professional selling skills of salespersons regardless of what specific product or service they may be selling.
REGULATORY ENTITY	Sales and Marketing Executives International, Inc. P.O. Box 1390 Sumas WA 98295-1390 Phone: 312-893-0751 Fax: 604-855-0165) www.smei.org/displaycommon.cfm?an=1&subarticlenbr=15
PROCEDURAL REQUIREMENTS	Professional selling is offered as part of an approved Marketing, Sales, & Service program of study.
INSTRUCTOR QUALIFICATIONS	The instructor must be certified in Marketing Education.
STUDENT TRAINING	<p>Students will study the core concepts of the selling process: customer needs; product-specific uses; service-specific uses; factors such as style, price, quality, durability and dependability; the act of selling; persuading customers to buy.</p> <p>Students will be tested over the following four competency clusters:</p> <ul style="list-style-type: none"> A. Foundation Skills <ul style="list-style-type: none"> a. Segmentation b. Differentiation & Positioning c. Self Knowledge/Professionalism d. Product/Company Knowledge e. Communication/Listening Skills B. Planning <ul style="list-style-type: none"> a. Goal Setting b. Forecasting c. Understanding Motives and Needs d. Decision Influencers e. Features/Benefits Preparation C. Executing <ul style="list-style-type: none"> a. Qualifying Prospects b. Negotiations c. Overcoming Objections d. Closing e. CRM D. Ethics
TESTING	Candidates must meet the work experience, education, and/or professional service

PREREQUISITES	requirements, and pass the appropriate SMEI certification examination.
EXAM FEE(S)	There is a SCPS® application fee of \$445. SMEI does not charge an additional fee for the certification exam. There is a \$45 yearly renewal fee.

Certified Sous Chef

CREDENTIAL DESCRIPTION	A sous chef must supervise a minimum of two (2) full-time people in the preparation of food. Job titles that qualify for this designation include sous chef, banquet chef, garden manager, first cook, AM sous chef and PM sous chef. Employed in a small operation this position is responsible to the executive chef and in larger operations, responsible to the chef de cuisine.
REGULATORY ENTITY	American Culinary Federation 180 Center Place Way St. Augustine, FL 32095 Toll Free: 800-624-9458 Phone: 904-824-4468 Fax: 904-825-4758 http://www.acfchefs.org/Content/Education/Certification/default.htm
PROCEDURAL REQUIREMENTS	Pass a comprehensive level-specific written exam administered by LaserGrade. Prove skill competencies in either cooking or baking by passing a level-specific practical exam or by other ACF approved options.
INSTRUCTOR QUALIFICATIONS	<ul style="list-style-type: none"> • Trade and Industrial Education Certified Teacher • Secondary Culinary Instructor Certification • Additional credentials not documented
STUDENT TRAINING	Thorough knowledge of food safety and sanitation, culinary nutrition, and supervisory management.
TESTING PREREQUISITES	<ul style="list-style-type: none"> • Education - 15 points • Experience-specific level - 12 points • Experience-any level - 18 points
EXAM FEE(S)	ACF Members: \$315 Non-members: \$90 Renewal Period: 5 years Renewal Fee: ACF Members: \$275; Non-members: \$80

Certified Television Operator

CREDENTIAL DESCRIPTION	The Society of Broadcast Engineers (SBE) Television Operator Certifications is a great way to demonstrate to a prospective employer that you have acquired the basic knowledge to operate a television station and comply with FCC Rules and Regulations
REGULATORY ENTITY	Society of Broadcast Engineers 9102 N. Meridian Street , Suite 150 Indianapolis, IN 46260 Phone: 317-846-9000 Fax: 317-846-9120 http://www.sbe.org/cert_index.php
PROCEDURAL REQUIREMENTS	Study a certification handbook. Complete a test based on that material.
INSTRUCTOR QUALIFICATIONS	<ul style="list-style-type: none"> • Trade and Industrial Education Certified Teacher • Additional credentials not documented
STUDENT TRAINING	Basic knowledge of television station operation and FCC Rules and Regulations.
TESTING PREREQUISITES	Undefined.
EXAM FEE(S)	\$42 Renewal Period: 5 years

Certified Travel Associate

CREDENTIAL DESCRIPTION	The Certified Travel Associate (CTA) Program is intended primarily for recent agent entrants into the travel industry. This certification benchmarks knowledge and skills needed to provide advice and make travel arrangements tailored to meet the particular needs of individuals or groups for business or personal leisure purposes.
REGULATORY ENTITY	The Travel Institute 148 Linden Street, Suite 305 Wellesley, MA 02482 Toll free: 800-542-4282 Phone: 781-237-0280 Fax: 781-237-3860 Email: info@thetravelinstitute.com www.thetravelinstitute.com
PROCEDURAL REQUIREMENTS	Travel and Tourism Marketing is offered as part of an approved Hospitality & Tourism program of study. Online testing is available.
INSTRUCTOR QUALIFICATIONS	The instructor assigned to teach this course must be certified in Marketing Education and have two years of approvable work experience – preferably in the travel and tourism industry.
STUDENT TRAINING	Students will study the core concepts covering the foundational aspects of the travel industry to include: <ul style="list-style-type: none"> • Travel products and services • Travel options • Travel destinations • Hotel and lodging products • Tours and recreational activities • Communications skills • Technology skill requirements • Selling skills
TESTING PREREQUISITES	Possess 18 months of full time industry experience. It is recommended that students study the handbook entitled <i><u>Travel Career Development</u></i> as part of their overall preparation for the certification exam. Upon the successful completion of the course of study, candidates should possess the necessary knowledge and skills to pass the CTA certification test.
EXAM FEE(S)	The exam cost of \$375 includes all materials, testing, and certificate upon completion. Processing fees are additional.

Certified Veterinary Assistant

CREDENTIAL DESCRIPTION	Training and certification for non-registered veterinary staff to assist Veterinarians and Registered Veterinary Technicians in all aspects of a veterinary clinic.
REGULATORY ENTITY	Texas Veterinary Medical Association 8104 Exchange Drive Austin, Texas 78754 Phone: 512-452-4224 www.tvma.org
PROCEDURAL REQUIREMENTS	Teachers must be Texas certified in the appropriate field.
INSTRUCTOR QUALIFICATIONS	Must meet State Board of Educator Certification requirements for Agricultural Science and Technology Education certification
STUDENT TRAINING	<p>Enrolled in secondary school. Clinical experience under the supervision of a cooperating Veterinarian and/or supervising RVT</p> <p>Level I: Equivalent of 90-day period of clinical experience; Instruction includes introduction to world of work within a veterinary setting; introduction of basic skills and terminology.</p> <p>Level II: Six months of experience under the supervision of licensed Veterinarian following the date on which Level I certification was granted.</p> <p>Instruction includes general information; examination procedures; laboratory procedures; radiology and ultrasound imaging; kennel, cage, and stall area; laboratory and exotic animals, birds, fish, and pocket pets; surgical preparation and assisting; animal nursing; pharmacy and pharmacology; and office and hospital procedures and client relations.</p>
TESTING PREREQUISITES	<p>Must have completed training and supervision requirements outlined above for each level exam.</p> <p>Annual renewal. Must be employed by a veterinarian to renew.</p>
EXAM FEE(S)	<p>Exam for high school students: \$65 for the certification test at each level.</p> <p>Renewal fee: \$25 annually</p>

Certified Working Pastry Chef

CREDENTIAL DESCRIPTION	A pastry culinarian responsible for a pastry section or a shift within a foodservice operation with considerable responsibility for the preparation and production of pies, cookies, cakes, breads, rolls, deserts, confections and other baked goods; possesses a thorough knowledge of food safety and sanitation, culinary nutrition and supervisory management.
REGULATORY ENTITY	American Culinary Federation 180 Center Place Way St. Augustine, FL 32095 Toll Free: 800-624-9458 Phone: 904-824-4468 Fax: 904-825-4758 http://www.acfchefs.org/Content/Education/Certification/default.htm
PROCEDURAL REQUIREMENTS	Pass a comprehensive level-specific written exam administered by LaserGrade. Prove skill competencies in either cooking or baking by passing a level-specific practical exam or by other ACF approved options.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	<ul style="list-style-type: none"> • Education - 15 points • Experience-specific level - 12 points • Experience-any level - 18 points
TESTING PREREQUISITES	Education and experience.
EXAM FEE(S)	ACF Members: \$315 Non-members: \$90 Renewal Period: 5 years Renewal Fee: ACF Members: \$275; Non-members: \$80

Check Point Certified Security Principles Associate

CREDENTIAL DESCRIPTION	Check Point Certified Security Principles Associate is an entry-level certification that validates a students' proficiency in security fundamentals, concepts, and best practices. As a CCSPA, security professionals possess the requisite skills to recognize network security threats and recommend security options in the enterprise. In essence, the CCSPA certification places a strong emphasis on associating security solutions with business needs.
REGULATORY ENTITY	CCSPA www.checkpoint.com
PROCEDURAL REQUIREMENTS	Pass one 90 minute exam (Exam #156-110) at a specified location
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Suggested that students enroll in a 3 day course called Principles of Network Security. Training sites in USA and Canada.
TESTING PREREQUISITES	Working knowledge of Windows NT and/or UNIX • Basic networking knowledge • Experience with TCP/IP and the Internet Course: Principles of Network Security. Test 156-110.
EXAM FEE(S)	\$150 per exam

Child Development Associate

CREDENTIAL DESCRIPTION	The Child Development Associate (CDA) credential may be attained by a person who is able to meet the specific needs of children and who, with parents and other adults, works to nurture children's physical, social, emotional, and intellectual growth in a child development framework.
REGULATORY ENTITY	The Council for Professional Recognition 2460 16 th Street, N.W. Washington, D.C. 20009-3575 Phone: 202-265-9090 Toll Free: 800-424-4310 www.cdacouncil.org
PROCEDURAL REQUIREMENTS	CDA credential valid for three years from date of award. Renew in five-year periods.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field. In addition, each student must have an Advisor who will conduct the assessment/observation process. Information about the Advisor's role and eligibility requirements are provided on the Web site.
STUDENT TRAINING	Complete a competency-based assessment process: center based and family child-care options include written examination, oral interview, observation, questionnaires, and a professional resource file. The information may be covered as part of the TEKS in the Child Care and Guidance, Management, and Services or the Early Childhood Professions Family and Consumer Sciences course.
TESTING PREREQUISITES	<ul style="list-style-type: none"> • be 18 years of age or older • hold a high school diploma or general education diploma (GED) certificate • have 480 hours of experience with children within the past five years • have 120 hours of formal child care education within the past five years • including a minimum of 10 hours in each of eight specified content areas.
EXAM FEE(S)	Application packet \$15 plus \$4 shipping and handling; assessment fee \$325 Renewal application packet \$10 plus \$4 shipping and handling; renewal fee \$50

Cisco Certified Network Associate (CCNA)

CREDENTIAL DESCRIPTION	<p>Cisco Systems offers free technology curriculum to not-for-profit educational institutions and organizations. An online application is available for interested schools.</p> <p>The Cisco Intro Exam (640-821) is one of the two qualifying exams available to candidates pursuing a two-exam option for CCNA</p> <p>The (640-801) CCNA certification (Cisco Certified Network Associate) indicates a foundation in and apprentice knowledge of networking.</p> <p>CCNA certifications are valid for three years.</p>
REGULATORY ENTITY	<p>Cisco Systems, Inc. 170 West Tasman Drive San Jose, CA 95134 Toll free: 800-553-6387 Phone: 408-526-4000 www.cisco.com/web/learning/le3/le2/le0/le9/learning_certification_type_home.html</p>
PROCEDURAL REQUIREMENTS	<p>Complete CCNA1: Networking for Home and Small Offices, CCNA-2: Networking for Small to Medium sized Businesses to qualify to take the Intro Exam. (640-821)</p> <p>Complete the following courses: CCNA 1: Networking for Home and Small Offices, CCNA-2: Networking for Small to Medium sized Businesses CCNA 3: Switching, CCNA 4: WAN Technologies (equivalent to 280 hours of instruction). Pass one certification exam: CCNA Exam 640-507.</p> <p>Knowledge and skills can be covered through the TEKS in a Information Technology program of study.</p>
INSTRUCTOR QUALIFICATIONS	<p>Instructors must be certified and must undergo CCNA instructor training.</p> <p>Instructors teaching the Internetworking Technologies course must:</p> <ul style="list-style-type: none"> • Hold a valid secondary certificate (any area) • Demonstrate sufficient technology proficiencies (deemed necessary by the local district) to enroll in training to teach the course • Upon completion of the training, the district will ensure the teachers have appropriate technology knowledge and skills to teach the courses. • The teacher must be certified to teach the software used in the lab.
STUDENT TRAINING	<p>The student assesses the development of Local Area Network (LAN) management and design.</p>

	<ul style="list-style-type: none"> • Define and install the necessary hardware and software required to communicate over a network • Demonstrate proficiency in working with integer, binary, and hexadecimal numbers. • Define the structure and technologies of modern computer networks • Describe the properties and standards of copper and optical media • Install a simple wireless LAN • Describe and use different cabling techniques in common LANs • Explain collisions and transmission in Ethernet networks • Demonstrate proficiency of IP addressing • Describe and explain the use of a router in LAN/WANs • Establish communication between a router and terminal • Use router operating systems (IOS) to upgrade and configure a router • Troubleshoot router configuration • Design a small network for a small business • Manage default and static routes on a router • Analyze, troubleshoot, and repair network problems • Provide security for a LAN through Access Control Lists
TESTING PREREQUISITES	Able to install, configure and operate LAN, WAN, and dial access services for small networks, including but not limited to use of these protocols: IP, Serial, Frame Relay, IP RIP, VLANs, Ethernet, Access Lists.
EXAM FEE(S)	Prices range from \$65-\$300

Citrix Certified Administrator

CREDENTIAL DESCRIPTION	The Citrix Certified Administrator (CCA) demonstrates product expertise on Citrix platform products and is the starting point for Citrix's other technical certifications. CCAs are skilled industry professionals with the skills and knowledge necessary to successfully support an existing implementation of one Citrix Access Suite product. Citrix provides platform solutions for E-commerce, education, financial services, government, healthcare, manufacturing, media, retail, and telecommunications.
REGULATORY ENTITY	Citrix Systems Incorporated 851 West Cypress Creek Road Fort Lauderdale, FL 33309 http://www.citrix.com/training
PROCEDURAL REQUIREMENTS	<p>Take designated eLearning courses and pass the assessment given at the conclusion of each course prior to taking a CCA exam. Additional 4-day training courses are recommended although it may be possible to arrange an alternate training schedule.</p> <p>Designated eLearning: CTX-1455BW Citrix Common Management Platform 4.5: Administration and, additionally CTX-1307BW Citrix Access Gateway 4.5: Administration for the 308 exam.</p> <p>Pass only one of the following three exams:</p> <ul style="list-style-type: none"> • 256 Citrix Presentation Server 4: Administration • 326 Citrix Password Manager 4.0: Administration • 308 Citrix Access Gateway 4.5 Advanced Edition: Administration
INSTRUCTOR QUALIFICATIONS	Self-paced e-learning or Citrix Certified Instructors may be adaptable for classroom study. Teachers must be Texas certified in the appropriate field and knowledgeable of applicable software.
STUDENT TRAINING	<p>Students are expected to:</p> <ul style="list-style-type: none"> • Perform password management functions • Define console, agent, central store, and license server components • Define optional configuration, integrity, recovery tools and modules • Describe authentication, encryption, synchronization, intelligent agent and identify functionalities • Administer administrative console, event logging, and group share • Apply knowledge of architectural components and communication process <p>Professionally paced training courses are available for:</p> <ul style="list-style-type: none"> • CTX-1255AW Citrix Presentation Server 4.0: Architectural Overview • CTX-1256BI Citrix Presentation Server 4.0: Administration • CTX-1325AW Citrix Password Manager 4.0: Architectural Overview

	<ul style="list-style-type: none"> • CTX-1327AI Citrix Password Manager 4.5 Administration • CTX-1350AW Citrix Access Gateway 4.2 with Advanced Access Control: Architectural Overview • CTX -1308AI Citrix Access Gateway 4.5 Advanced Edition: Administration. <p>Prior knowledge and experience with Microsoft Windows Server™ 2003 environments is also necessary.</p>
TESTING PREREQUISITES	Complete online pre-test training associated with Citrix Certified Administrator certification.
EXAM FEE(S)	<p>\$100.00 for on-line course and testing. \$100.00 for each CCA exam.</p> <p>Additional costs associated with instructor training and/or recommended student training.</p>

Code Enforcement Officer

CREDENTIAL DESCRIPTION	<p>Work under the authority of the Texas Department of State Health Services, Professional Licensing and Certification Unit.</p> <p>The Code Enforcement Officer is an agent of the state in the inspection, improvement, and rehabilitation of environmental hazards on public and private premises. This is done by determining the presence of fire or health hazards, nuisance violations, unsafe building conditions, and violations of any fire, health, or building regulation, statute, or ordinance.</p>
REGULATORY ENTITY	<p>Texas Department of State Health Services (DSHS) Attn: ZZ100-160 EMS 1100 West 49th Street Austin, Texas 78756-3199 Phone: 512-834-6700 Fax 512-834-6736 http://www.tdh.state.tx.us/hcgs/ems/emshome.htm</p>
PROCEDURAL REQUIREMENTS	<ul style="list-style-type: none"> • Pass the written examination with a score of 72% or higher. • Letter of approval must be submitted at the time of the examination along with proper identification. OR • Students with less than one year experience may qualify after being supervised by a Code Enforcement Officer AND • The student, once approved, can take the written examination containing 50 multiple choice questions.
INSTRUCTOR QUALIFICATIONS	<p>Teachers must be Texas certified in the appropriate field.</p>
STUDENT TRAINING	<ul style="list-style-type: none"> • 36 hours of training from an educational institution accredited or licensed by the Texas Education Agency or Texas Higher Education Coordinating Board. • Complete the Basic Code Enforcement Officer Training offered by TEEX.
TESTING PREREQUISITES	<p>High school diploma or equivalent. At least one year of full-time experience in the field of code enforcement for a Code Enforcement Officer unless applying as a Code Enforcement Officer in-training. Must have prior approval by DSHS.</p>
EXAM FEE(S)	<p>\$55 Application fee \$50 Examination fee</p>

Collision and Repair and Refinish Certificate

CREDENTIAL DESCRIPTION	Voluntary credential for automotive body repairers
REGULATORY ENTITY	National Institute for Automotive Service Excellence 101 Blue Seal Drive, S.E, Suite 101 Leesburg, VA 20175 Phone: 703-669-6600 Toll-Free Information Line: 888-ASE-TEST
PROCEDURAL REQUIREMENTS	Pass one of three collision repair exams
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Certified in regular diesel engines and electrical/electronic systems. Cover non-structural damage repair, structural damage repair, and vehicle mechanical and electrical system repair.
TESTING PREREQUISITES	Four tests to reach certification: <ul style="list-style-type: none"> • Painting and Refinishing • Nonstructural Analysis and Damage Repair • Structural Analysis and Damage Repair • Mechanical and Electrical Components
EXAM FEE(S)	\$31 registration fee \$24 test fee Renewal Period: 5 Years

Computer Service Technician

CREDENTIAL DESCRIPTION	The certification is offered as evidence that the individual has the knowledge necessary to be a computer service technician, including basic computer electronics, which make the technician competent to service and install hardware and software in the computer industry.
REGULATORY ENTITY	Electronics Technicians Association International (ETA) 5 Depot Street Greencastle, IN 46135 Phone: 800-288-3824 765-653-8262 Fax: 765-653-4287 Email: eta@eta-i.org http://www.eta-i.org/StandAlone.html
PROCEDURAL REQUIREMENTS	Pass the CST test.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Complete CST course that aligns with CST competency requirements.
TESTING PREREQUISITES	United States citizen
EXAM FEE(S)	\$75 Renewal Period: 4 Years

Concierge

CREDENTIAL DESCRIPTION	A concierge certification is a hospitality industry certification that validates that an individual has demonstrated the knowledge and performance of specific job duties for the position of concierge.
REGULATORY ENTITY	The Educational Institute American Hotel & Lodging Association (AH&LA) 800 N. Magnolia Avenue, Suite 1800 Orlando, FL 32803 Phone: 407-999-8160 www.ei-ahla.org
PROCEDURAL REQUIREMENTS	<p>The concierge certification program application may be requested through the Educational Institute of AH&LA. Training resources for concierge are available from AH&LA; use of the resources is optional.</p> <p>Exam at the end of the program of study or at any time if the individual meets employment criteria and knowledge and skills levels.</p> <p>Earn an A rating on at least 75% of the tasks listed on the Concierge Skills Validation Form.</p> <p>Score 75% or better on the Knowledge Test for Concierges.</p>
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Knowledge and skills can be covered through the TEKS in a Hospitality & Tourism program of study.
TESTING PREREQUISITES	<p>Be currently employed as a concierge, or equivalent position.</p> <p>Have a minimum of 90 days experience in the position of concierge.</p>

Construction Masonry – Bricklaying Assessment

CREDENTIAL DESCRIPTION	<p>Certification of knowledge and skills defined as construction fundamentals for all building and construction trade areas. The certification exam will be based upon National Center for Construction Education and Research (NCCER) Contren ®Learning Series standardized curriculum.</p> <p>Students undergo a written and performance of their construction skills in 20 competency areas.</p>
REGULATORY ENTITY	National Occupational Competency Testing Institute (NOCTI)
PROCEDURAL REQUIREMENTS	Teacher testing sites must go through a formal approval process before becoming an approved Area Test Center. An application must be completed which outlines the qualifications for Area Test Centers and Area Test Center Coordinators. The Area Test Center Coordinator must be appointed by the State Director of Career and Technical Education within the state.
INSTRUCTOR QUALIFICATIONS	All NCCER Craft/Technician Instructors must successfully complete the Instructor Certification Training Program (ICTP) for Craft/Technician Instructors conducted by a NCCER-Certified Master Trainer.
STUDENT TRAINING	NOCTI provides a sample assessment for each standardized test. The sample assessment provides a list of critical core competencies, along with other information pertinent to each assessment (i.e., number of questions on written test, number of jobs for performance test, administration time, and sample questions)
TESTING PREREQUISITES	Not stated.
EXAM FEE(S)	Written: \$17.50; Performance: \$17.50; Both: \$20.00

Cosmetology License

CREDENTIAL DESCRIPTION	The operator license authorizes its holder to perform any act or practice of cosmetology. Specialty licenses and certificates include: manicurist, facialist, hair weaving/braiding, wig, and shampoo/conditioning.
REGULATORY ENTITY	<p>Texas Department of Licensing and Regulation 920 Colorado Austin, Texas 78701</p> <p>Mailing Address: Texas Department of Licensing and Regulation P.O. Box 12157 Austin, Texas 78711 Phone: 512 463-6599 Toll-Free (in Texas): 800-803-9202 Fax: 512-475-2871 Relay Texas-TDD: 800-735-2989</p>
PROCEDURAL REQUIREMENTS	Written and practical examination.
INSTRUCTOR QUALIFICATIONS	<ul style="list-style-type: none"> • Cosmetology Operator and Instructor License – regulated by the Texas Department of Licensing and Regulation • Trade and Industrial Education Certified Teacher
STUDENT TRAINING	<p>1500 hours of instruction in a licensed beauty culture school OR 1000 hours of instruction in beauty culture courses and 500 hours of related high school courses prescribed by the department in a vocational cosmetology program in a public school.</p>
TESTING PREREQUISITES	<p>Minimum Age: 17 Have obtained a high school diploma or the equivalent of a high school diploma, or have passed a valid examination administered by a certified testing agency that measures the person's ability to benefit from training</p>
EXAM FEE(S)	<p>\$25 student permit (includes law and rules book) \$53 license or certificate. Renewal Period: 2 Years Renewal Fee: \$53</p>

CPR Instructor

CREDENTIAL DESCRIPTION	The American Heart Association instructor certification provides for the training and education of health care personnel in emergency cardiovascular care and the prevention of stroke and heart disease.
REGULATORY ENTITY	<p>American Heart Association (AHA) National Center 7272 Greenville Avenue Dallas, Texas 75231 http://www.americanheart.org/presenter.ihtml?identifier=3022037#provider AHA: 1-800-AHA-USA-1 or 1-800-242-8721 AHA Instructor Network 1-800 AHA-USA-1 (1-800-242-8721)</p>
PROCEDURAL REQUIREMENTS	<p>The instructor must obtain a course roster from their Training Center Coordinator. Upon completion of the course, the instructor presents the roster, along with \$1.00 per person charge for the cards. The instructor student ratio is 1:10.</p> <p>Mannequins must be purchased for the skill exams. A monitor and VCR or DVD are required for the course.</p> <p>The Healthcare BLS Instructor Manual Collection (80-1016) includes all of the instructor manuals you will need to teach American Heart Association Healthcare courses. Currently priced: \$80</p> <p>The new instructor's package provides educational materials to teach the BLS for Healthcare Providers Course. The package contains: 1 copy of the Instructor's Manual which includes Lesson Maps and an Instructor CD; 1 copy of the BLS for Healthcare Providers DVD-format video in a 'practice-while-watching' format. Running time for the course video is 95 minutes and 60 minutes for the renewal course. 1 copy of the BLS for Healthcare Providers student text, 1 stop watch and a set of 4-color, 17" x 22" posters for Healthcare Providers (CPR and AED for the Adult, CPR and AED for the Child, CPR for the Infant, Rescuing the Choking Adult and Child, and Rescuing the Choking Infant).</p> <p>Distributors:</p> <p>Channing Bete Company Inc. United States and Canada One Community Place South Deerfield, MA 01373 Phone: (800) 611-6082 Fax: (800) 499-6464 www.channing-bete.com</p> <p>Laerdal Medical Corporation United States</p>

	<p>167 Myers Corners Road Wappingers Falls, NY 12590-8840 Phone: 877- Laerdal 877-523-7325) Fax: 800-227-1143 or 914-298-4545 E-mail: customerservice@laerdal.com Website: http://www.laerdal.com Texas Office: Laerdal Medical Corporation P.O. Box 38 Gatesville, TX 76528-0038 Phone 254-865-7221 Fax 254-865-8011 WorldPoint/ECC (formerly Labsource/ECC) United States 1326 S. Wolf Road Wheeling, IL 60090 Phone: 888-322-8350 Fax: 888-281-2627 www.worldpoint-ecc.com</p>
INSTRUCTOR QUALIFICATIONS	<p>To become a BLS-HCP – Basic Life Support for Healthcare Professionals AHA instructor, the teacher must perform the following:</p> <ul style="list-style-type: none"> • Hold a current AHA provider card for BLS-HCP. • Obtain a letter of recommendation to be an instructor from an affiliate/regional or course faculty member. • Obtain a letter from a Training Center Coordinator indicating the Training Center will accept you as an instructor. • Be willing to teach the scientific and program guidelines of the AHA. • Commit to teach two courses per year according to AHA guidelines. • Attend a BLS CPR Instructor course & be monitored teaching a course <p>TEC §29.184 (partnering): school districts can contract with outside entities for services if teacher is not credentialed to facilitate student training.</p>
STUDENT TRAINING	<p>The Healthcare BLS Instructor Manual Collection (80-1016) includes all of the instructor manuals you will need to teach American Heart Association Healthcare courses.</p>
TESTING PREREQUISITES	<p>No student prerequisites.</p>
EXAM FEE(S)	<p>Instructors for high school classrooms do not charge their students, as it is a part of the curriculum.</p>

CTT+ Certified Trainer

CREDENTIAL DESCRIPTION	The CompTIA Certified Technical Trainer (CTT+) certification is the cross-industry credential recognizing excellence in instruction.
REGULATORY ENTITY	Computing Technology Industry Association CompTIA 1815 S. Meyers Road, Suite 300 Oakbrook Terrace, IL 60181-5228 Phone: 630-678-8300 Fax: 630-678-8384 email : information@comptia.org
PROCEDURAL REQUIREMENTS	Pass a two-part examination based on a set of objectives designed to measure the mastery of core instructor skills - those decisions, actions and behaviors that competent instructors must demonstrate to successfully deliver training.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Knowledge and skills can be met with a TEKS course in a Information Technology program of study.
TESTING PREREQUISITES	There are no testing prerequisites.
EXAM FEE(S)	\$180 Members \$225 NonMembers Renewal: Not required

Dental Assistant

CREDENTIAL DESCRIPTION	The Dental Assistant certification encompasses the preparation of the patient for treatment, providing the dentist with proper instruments during treatment procedures, polishing teeth, processing dental x-ray films, and ensuring all instruments are sterilized and disinfected.
REGULATORY ENTITY	<p>Dental Assisting National Board (DANB) 444 N. Michigan Ave, Suite 900 Chicago, IL 60611-3985 Toll-free number: 1-800-FOR-DANB Phone: 312-642-3368 Fax: 312-642-1475 http://www.danb.org</p> <p>Texas State Board Dental Examiners 333 Guadalupe Street Tower 3, Suite 800 Austin, Texas 78701-3842 512-463-6400 http://www.tsbde.state.tx.us/</p>
PROCEDURAL REQUIREMENTS	<p>Certification is voluntary in Texas; DANB offers both certification examinations and exams leading to certificates of competency (CDA). Initial certificate is valid for 1 year. A fee plus proof of 12 hours of dental CE hours is required for renewal. DANB also offers certification exams for Certified Orthodontic Assistant and Certified Dental Practice Management Administrator. Texas also recognizes and accepts DANB's Radiation Health and Safety (RHS) examination.</p> <p>To become certified to take radiographs in the state of Texas, dental assistants must complete one of the following:</p> <ol style="list-style-type: none"> 1) the State Board of Dental Examiners (SBDE) radiology certification examination, or 2) the DANB RHS exam, or 3) have a current DANB CDA credential.
INSTRUCTOR QUALIFICATIONS	<p>The program instructor must have knowledge and skills related to dental assisting.</p> <p><u>Course and Examination Approval Consideration by the SBDE:</u></p> <p><i>A provider seeking approval of a dental assistant course must submit the following materials to the SBDE and receive written authorization from the SBDE prior to offering a course:</i></p> <ol style="list-style-type: none"> 1. A complete, signed, and notarized Dental Assistant Course Provider Application, as promulgated by the SBDE. 2.. An application fee of \$100 payable by check or money order made payable to the State Board of Dental Examiners; and

	<p>3. All documentation pertaining to the course as outlined in Rule 114.21.</p> <p>TEC §29.184 (partnering): school districts can contract with outside entities for services if teacher is not credentialed to facilitate student training.</p>
STUDENT TRAINING	<ul style="list-style-type: none"> • High school graduation or equivalent AND • Graduation or completion of a DANB-accepted vocational-technical dental assisting program AND • Minimum of 6 months full time work experience (at least 600 hours accumulated over a 6 month period) as a dental assistant verified by dentist-employer* AND • DANB-accepted CPR certification earned within two years prior to the examination date for which the application is being made.
TESTING PREREQUISITES	<p>A dental assistant can sit for the exam by graduating from an accredited dental assisting program or by working two years full time for a licensed dentist. All CDA candidates must hold current CPR certification.</p> <p>To obtain an optional Texas certification to monitor the administration of nitrous oxide, successful completion of the SBDE examination is required. It is available through Prometric. Study material to prepare for the nitrous monitoring exam may be purchased from the Texas Dental Association (www.tdafsi.com) at 512-443-3675.</p>
EXAM FEE(S)	<p>CDA Exam (contains General Chairside + Radiation Health and Safety + Infection Control exams) \$300 RHS Exam - \$150 ICE Exam - \$150 General Chairside Exam - \$175</p> <p>The following examinations for dental assistant offered by the SBDE are available through any Prometric testing center located in the United States or Canada. Registration for examinations should be conducted through the website at http://www.2test.com.</p> <ul style="list-style-type: none"> • Radiology (RAD) • Jurisprudence for DA's (TDAJ) • Infection Control (ICE) • Nitrous Oxide Monitoring (NIT) <p>Dental assistants are eligible to apply for certification to apply pit and fissure sealants. Following course completion, the application should be submitted to TSBDE for processing. Please note that all required documentation and fees must be attached to application for processing. Application is available at: http://www.tsbde.state.tx.us/documents/licensingForms/sealantApplication.pdf</p> <p>Application fee is \$25.</p>

Dental Radiography

CREDENTIAL DESCRIPTION	The Dental Radiographer certification provides the ability for the dental assistant to take radiographs.
REGULATORY ENTITY	<p>Dental Assisting National Board (DANB) 676 N. St. Clair St., Suite 1880 Chicago, Ill. 60611 http://www.danb.org</p> <p>Texas State Board Dental Examiners 333 Guadalupe Street Tower 3, Suite 800 Austin, Texas 78701-3842 512-463-6400 http://www.tsbde.state.tx.us/</p>
PROCEDURAL REQUIREMENTS	<p>To become certified to take radiographs in the state of Texas, dental assistants must complete one of the following:</p> <ul style="list-style-type: none"> • State Board of Dental Examiners (SBDE) radiology certification examination, or • the DANB RHS exam, or • current DANB CDA credential. <p>All dental assistants are required to formally register with the Texas State Board of Dental Examiners to become eligible to take radiographs. All assistants are required to take and pass the radiology certification exam, infection control exam, and jurisprudence exam administered by the SBDE. Those who have completed the DANB RHS and ICE exams, or have a current CDA credential (earned after June 1, 1993), are only required to take the SBDE jurisprudence exam.</p> <p>TEC §29.184 (partnering): school districts can contract with outside entities for services if teacher is not credentialed to facilitate student training.</p>
INSTRUCTOR QUALIFICATIONS	The program instructor must have knowledge and skills related to dental radiography.
STUDENT TRAINING	Study guides are available from the SBDE office. Order forms may be downloaded from the SBDE website.
TESTING PREREQUISITE	No age restrictions found
EXAM FEE(S)	\$50

Drafter Certification

CREDENTIAL DESCRIPTION	The Drafter Certification (CD) is an international program that allows drafters to indicate their knowledge in drafting concepts and internationally recognized standards and practices. ADDA developed the examination to elevate an individual's comprehension of the professional standards related to design drafting. Certification enables drafters to demonstrate professional capabilities and helps employers in identifying quality employees. The test does not cover software specific to computer aided drafting or design(CADD).
REGULATORY ENTITY	American Design Drafting Association International 105 East Main Street Newbern, TN 38059 http://www.adda.org/
PROCEDURAL REQUIREMENTS	Pass the Drafter Certification Test, which is administered periodically at ADDA-authorized sites. Applicants are tested on their knowledge and understanding of basic drafting concepts, such as geometric construction, working drawings, and architectural terms and standards.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Knowledge of basic drafting concepts, such as geometric construction, working drawings, and architectural terms and standards. Concepts covered on the exam include: 1. Object Representation Orthographic (multiview projection, sectional views, preliminary auxiliary views) Pictorial Views (isometric interpretation) 2. Symbol/Term Knowledge (dimensioning and notes; sectioning, welding, geometric dimensioning and tolerance; manufacturing processes; working drawings; fits and tolerances; scales, lettering and lines) 3. General Drafting Standards (title blocks, face of drawing, drawing release, record keeping, reproduction, typical office procedures) 4. Basic Geometric Construction/Analysis.
TESTING PREREQUISITES	At least three years employment in the design drafting profession. The ADDA Drafter Certification Program is open to all individuals, regardless of experience and formal education. Membership in ADDA is not required to take the test or become certified.
EXAM FEE(S)	\$95 Renewal Period: 5 Years \$35.00 Renewal Fee (Non-ADDA Members)

Educational Aide I Certificate

CREDENTIAL DESCRIPTION	<p>An Educational Aide I Certificate indicates that an individual has met the qualifications for certification and under the direction and supervision of a certified teacher or teaching team is assigned and performs routine tasks such as:</p> <ul style="list-style-type: none"> • releasing the teacher of routine tasks and participating in selecting, planning, organizing, and evaluating; • helping the teacher with clerical operations; • helping the teacher supervise students in routine movement from one recreational activity to another; • helping supervise the playground, bus, and lunchroom; • helping the teacher prepare and use instructional media; • duplicating instructional materials for teachers; • performing classroom clerical operations under the supervision of a certified teacher; and • or performing equivalent activities determined by the local school district.
REGULATORY ENTITY	<p>State Board for Educator Certification Capitol Station, PO Box 12728 Austin, TX 78711-2728 Phone: 512-936-8400 Phone: 888-863-5880 www.sbec.state.tx.us</p>
PROCEDURAL REQUIREMENTS	<p>School districts must have approval from the Texas Education Agency to teach an innovative course.</p>
INSTRUCTOR QUALIFICATIONS	<p>Varies according to employing superintendent or designee.</p>
STUDENT TRAINING	<p>Knowledge, skills, and prerequisites may be met through TEKS in Education & Training or Human Services program of study.</p>
TESTING PREREQUISITES	<p>An applicant for an Educational Aide I Certificate shall:</p> <ol style="list-style-type: none"> A. be a high school graduate or hold a general education diploma (GED) certificate; B. be at least 18 years of age; C. be recommended by the employing superintendent or designee; D. submit an online application and be recommended online for an educational aide certificate by an employing Texas school district; E. submit the designated fee; F. have experience working with students or parents as approved by the employing superintendent. Experience may be work in church related schools, day camps, youth groups, private schools, licensed day-care centers, or similar experience;

	<p>G. not be disqualified or the subject of a pending proceeding under Chapter 249 of this title, (relating to Disciplinary Proceedings, Sanctions, and Contested Cases, Including Enforcement of the Educator's Code of Ethics;</p> <p>H. not be disqualified by federal law;</p> <p>I. be willing to support and defend the constitutions of the United States and Texas;</p> <p>J. be able to speak and understand the English language sufficiently to use it easily and readily in conversation and teaching.</p> <p>The requirements and provisions are outlined in Title 19, Texas Administrative Code, Chapter 230, Subchapter S, Rule 230.553 and Subchapter M, Rule 230.413 (b) 1-5.</p>
EXAM FEE(S)	<p>\$32 for issuance of a certificate</p> <p>\$47 for fingerprinting</p>

Educational Aide II Certificate

CREDENTIAL DESCRIPTION	<p>An Educational Aide II Certificate indicates that an individual has met the qualifications for certification and under the direction and supervision of a certified teacher or teaching team is assigned and performs routine tasks such as:</p> <ul style="list-style-type: none"> • releasing the teacher from routine tasks and participating in selecting, planning, organizing, and evaluating; • helping the teacher prepare and use instructional materials; • conducting drills and exercises as directed by the teacher; • helping administer and score objective measurement instruments; • helping the teacher work with individual students and groups; • duplicating materials; • recording grades and attendance; • preparing instructional aids, including displays and mockups; • assisting with play area activities; • helping operate and use educational media; • assisting with testing routines; • working with individual students in drills and exercises; • conducting group drills and exercises; • assisting students with programmed or precise units of instruction; • or performing equivalent activities determined by the local school district.
REGULATORY ENTITY	<p>State Board for Educator Certification Capitol Station, PO Box 12728 Austin, TX 78711-2728 Phone: 512-936-8400 Phone: 888-863-5880 www.sbec.state.tx.us</p>
PROCEDURAL REQUIREMENTS	<p>School districts must have approval from the Texas Education Agency to teach an innovative course.</p>
INSTRUCTOR QUALIFICATIONS	<p>Varies according to employing superintendent or designee.</p>
STUDENT TRAINING	<p>Knowledge, skills, and prerequisites may be met through a two-year course of study in Education & Training or Human Services programs of study.</p>
TESTING PREREQUISITES	<p>An applicant for an Educational Aide II certificate shall:</p> <ul style="list-style-type: none"> A. be a high school graduate or hold a general education diploma (GED) certificate; B. be at least 18 years of age; C. have satisfied one of the following requirements <ul style="list-style-type: none"> (A) have two creditable years of experience, as defined in Subchapter Y of Chapter 230 relating to definitions, as an Educational Aide I; or (B) have a minimum of 15 semester hours of college credit with some emphasis

	<p>on child growth and development or related subject areas; or (C) have demonstrated proficiency in a specialized skill area as determined by the local school district</p> <p>D. have experience working with students or parents as approved by the employing superintendent;</p> <p>E. be recommended by the employing superintendent or designee;</p> <p>F. submit an online application and be recommended online for an educational aide certificate by an employing Texas school district;</p> <p>G. submit the designated fee;</p> <p>H. not be disqualified or the subject of a pending proceeding under Chapter 249 of this title, (relating to Disciplinary Proceedings, Sanctions, and Contested Cases, Including Enforcement of the Educator's Code of Ethics;</p> <p>I. not be disqualified by federal law;</p> <p>J. be willing to support and defend the constitutions of the United States and Texas; and</p> <p>K. be able to speak and understand the English language sufficiently to use it easily and readily in conversation and teaching.</p> <p>The requirements and provisions are outlined in Title 19, Texas Administrative Code, Chapter 230, Subchapter S, Rule 230.554 and Subchapter M, Rule 230.413 (b) 1-5.</p>
EXAM FEE(S)	<p>\$32 for issuance of a certificate \$47 for fingerprinting</p>

Emergency Care Attendant

CREDENTIAL DESCRIPTION	Emergency Care Attendant (ECA), also known as First Responder, certification encompasses pre-hospital emergency care that promotes comfort to avoid aggravation of a trauma or medical emergency.
REGULATORY ENTITY	Texas Department of State Health Services (DSHS) Attn: ZZ100-160 EMS 1100 West 49th Street Austin, Texas 78756-3199 Phone: 512-834-6700 Fax 512-834-6736 http://www.tdh.state.tx.us/hcqs/ems/emshome.htm
PROCEDURAL REQUIREMENTS	By TDH (TDSHS) through an EMS course coordinator. It is the responsibility of the EMS course coordinator to facilitate a self-study process and site visit. Fees may apply. For further information, http://www.tdh.state.tx.us/hcqs/ems/ems.htm
INSTRUCTOR QUALIFICATIONS	Certified by TDH (TDSHS) through an instructor course and exam. An EMS instructor initial two year certification is \$34.00. Eligibility to sit for the EMS instructor exam is based on an active ECA, EMT, EMT-I, or EMT-P certification and successful completion of an approved DSHS Instructor training course. http://www.tdh.state.tx.us/hcqs/ems/EducTrainManual.PDF TEC §29.184 (partnering): school districts can contract with outside entities for services if teacher is not credentialed to facilitate student training.
STUDENT TRAINING	Applicant screening process is strongly encouraged. Prerequisite: AHA CPR for Healthcare Provider card 40 hours (minimum) of instruction using all content required by the national EMS First Responder educational standards and competencies as defined by the United States Department of Transportation (DOT). Maximum of 10 students to 1 instructor.
TESTING PREREQUISITES	Student must be 18 years old and have a high school diploma or GED certificate.
EXAM FEE(S)	National Registry of EMT exam fee (take to exam site): \$20.00 money order made payable to National Registry. The exam fee for the computer based test is \$65. www.nremt.org If successful, Texas ECA initial four year certification fee: \$64.00

Emergency Medical Dispatcher

CREDENTIAL DESCRIPTION	The Emergency Medical Services Information Operator (Emergency Medical Dispatcher-EMD) certification provides for the delivery of medical information to the public during medical emergencies using established medical protocols.
REGULATORY ENTITY	Texas Department of State Health Services (DSHS) Attn: ZZ100-160 EMS 1100 West 49th Street Austin, Texas 78756-3199 Phone: 512-834-6700 Fax: 512-834-6736 http://www.tdh.state.tx.us/hcqs/ems/emshome.htm
PROCEDURAL REQUIREMENTS	The instructor must submit the following: <ul style="list-style-type: none"> • Course application fee: \$60.00; • Course outline with contact hours; and • Copy of Protocol Reference System (PRS) protocols to be used in the classroom instruction.
INSTRUCTOR QUALIFICATIONS	The EMS Information Operator training program must be conducted by a certified EMS information instructor. TDH (TDHS) certifies EMS information instructors. Certification cost: \$64.00 TEC §29.184 (partnering): school districts can contract with outside entities for services if teacher is not credentialed to facilitate student training.
STUDENT TRAINING	The standards for the EMS Information Operator training and operations must be in accordance with the EMD National Standard Curriculum and provide 24 (minimum) hours of classroom to include: EMS concepts, introduction to the EMD PRS, introduction to chief complaint types, and EMS system overview.
TESTING PREREQUISITES	To obtain certification as an EMS information operator, a candidate must meet the following requirements: <ul style="list-style-type: none"> • Be at least 18 years of age; • AHA CPR certified; and • 24 (minimum) hours of classroom to include: EMS concepts, introduction to the EMD PRS, introduction to chief complaint types, and EMS system overview.

Emergency Medical Technician

CREDENTIAL DESCRIPTION	Emergency Medical Technician (EMT) certification encompasses pre-hospital trauma and medical care that is necessary for basic life support, including CPR and control of hemorrhage.
REGULATORY ENTITY	Texas Department of State Health Services (DSHS) Attn: ZZ100-160 EMS 1100 West 49th Street Austin, Texas 78756-3199 Phone: 512-834-6700 Fax: 512-834-6736 http://www.tdh.state.tx.us/hcgs/ems/emshome.htm
PROCEDURAL REQUIREMENTS	It is the responsibility of the EMS course coordinator to facilitate the self-study process and site visit by TDH (TDSHS). EMT course application fee: \$30.00 For further information: http://www.tdh.state.tx.us/hcgs/ems/EducTrainManual.PDF
INSTRUCTOR QUALIFICATIONS	Certified by TDH (TDSHS) through an instructor course and exam. An EMS instructor initial two year certification is \$34.00. Eligibility to sit for the EMS instructor exam is based on an active EMT, EMT-I, or EMT-P certification and Successful completion of an approved DSHS Instructor training course. TEC §29.184 (partnering): school districts can contract with outside entities for services if teacher is not credentialed to facilitate student training.
STUDENT TRAINING	Applicant screening process is strongly encouraged. Prerequisite: AHA CPR for Healthcare Provider card 140 (minimum) hours of classroom, laboratory, clinical, and field instruction which must include supervised experiences in the emergency department, with a licensed EMS provider and in other setting as needed to develop the competencies defined in the national EMT-B educational standards and competencies defined by the United States Department of Transportation (DOT). Maximum of 10 students to 1 instructor.
TESTING PREREQUISITES	Student must have a high school or GED certificate and be 18 years old before NR exam will be graded.
EXAM FEE(S)	National Registry (NR) of EMT exam fee (take to exam site): \$20.00 money order made payable to National Registry.

	<p>The exam fee for computer-based testing will be \$70. www.nremt.org</p> <p>Texas EMT initial four year certification fee: \$64</p>
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EPA Section 608 Certification

CREDENTIAL DESCRIPTION	Required to work on stationary air conditioners and refrigeration systems.
REGULATORY ENTITY	ESCO Institute 1315 West NW Highway Mt. Prospect, IL 60056 Phone: 800-726-9656 www.escoinst.com
PROCEDURAL REQUIREMENTS	Students enrolled in Heating, Ventilation, Air-Conditioning and Refrigeration (HVAC) courses have the opportunity to obtain EPA Section 608 certification. Instruction is based on EPA approved curriculum. Any individual may participate in the testing program subject to the rules, policies, or procedures of the institution sponsoring the test site. Certificates/Exams are offered at two levels, with varying degrees of specialization: 1. Core Exam 2. Type I (Small Appliance)
INSTRUCTOR QUALIFICATIONS	The teacher must be Texas certified in the appropriate area.
STUDENT TRAINING	Students must be enrolled in a program of study in the Architecture & Construction Cluster and receive instruction in the approved EPA curriculum.
TESTING PREREQUISITES	EPA required curriculum, Clean Air Act, and Recovery Procedures. Students must meet standards set by EPA of 80% or better in their HVAC course to take the exam.
EXAM FEE(S)	\$35 License does not expire www.epatest.com

Front Desk Representative

CREDENTIAL DESCRIPTION	A Front Desk representative certification is a hospitality industry certification that validates that an individual has demonstrated the knowledge and performance of specific job duties for the position of front desk representative.
REGULATORY ENTITY	The Educational Institute American Hotel & Lodging Association (AH&LA) 800 N. Magnolia Avenue, Suite 1800 Orlando, FL 32803 Phone: 407-999-8160 www.ei-ahla.org
PROCEDURAL REQUIREMENTS	The front desk representative certification program application may be requested through the Educational Institute of AH&LA. Training resources for front desk representative are available from AH&LA; use of the resources is optional. Earn an A rating on at least 75% of the tasks listed on the Front Desk Representative Skills Validation Form. Score 75% or better on the Knowledge Test for Front Desk Representative.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Knowledge and skills can be covered through the TEKS in a Hospitality & Tourism program of study. Knowledge and skills can also be obtained through the START program available through AH&LA.
TESTING PREREQUISITES	Be currently employed as a front desk representative, or equivalent position. Have a minimum of 90 days experience in the position of front desk representative.
EXAM FEE(S)	Exam at the end of the program of study or at any time if the individual meets employment criteria and knowledge and skills levels; \$35 AH&LA member or \$40 non-member. A voucher for certification can also be obtained through completion of the START program through AH&LA.

Geriatric Education for EMS

CREDENTIAL DESCRIPTION	The Geriatric Education for EMS (GEMS) course is sponsored by the American Geriatrics Society and the National Council of State Emergency Medical Services Training Coordinators. This course is designed to meet the minimum standards related to the geriatric portion of the US Department of Transportation National Standard Curriculum for EMT-Basic, EMT-Intermediate, and Paramedic providers.			
REGULATORY ENTITY	<p>American Geriatrics Society The Empire State Building 350 Fifth Avenue, Suite 801 New York, NY 10118 Phone: 212-308-1414 Fax: 212-832-8646 Email - info@americangeriatrics.org</p> <p>Training Materials: Jones and Bartlett Publishers, Inc. 40 Tall Pine Drive Sudbury, MA 01776</p> <p>E-mail: info@jbpub.com Toll free: 800-832-0034 Switchboard: 978-443-5000 Customer service: ext. 8197 CD-Rom Product technical support: ext. 8105 <u>Online courses, PDA products technical support</u> Fax: 978-443-8000</p>			
PROCEDURAL REQUIREMENTS	<p>Conducting an official GEMS course requires:</p> <ul style="list-style-type: none">• GEMS Course Coordinator: The GEMS Course Coordinator is the primary person responsible for the quality of the GEMS course.• GEMS Faculty: Faculty for the GEMS course are selected by the GEMS Course Coordinator. <p>Equipment for course http://www.gemssite.com/course_equipment.cfm</p> <table><tr><td>Teaching Package with ToolKit CD-ROM 0763722693 \$439.95</td><td></td></tr></table>		Teaching Package with ToolKit CD-ROM 0763722693 \$439.95	
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INSTRUCTOR QUALIFICATIONS	<p>To be a Course Coordinator, an individual must meet the following prerequisites/qualifications:</p> <ul style="list-style-type: none">• Be a physician (MD or DO), registered nurse, nurse practitioner, advanced practice nurse, physician assistant, paramedic, or EMT, with a background in EMS. (He or she must be at least a paramedic to coordinate a GEMS ALS course.)• Successfully complete the GEMS provider course at the same or higher			

	<p>level for which the individual seeks to conduct courses.</p> <ul style="list-style-type: none"> • Submit the Course Coordinator application for approval to the Course Coordinator conducting the Course Coordinator Orientation Session or submit the application online at www.GEMssite.com before completing the Online Course Coordinator Orientation Session. • Have documented experience in conducting other nationally recognized standardized courses for prehospital personnel. The person also should have knowledge, experience, and expertise in the conduct of other adult education programs. • Demonstrate an understanding and a working knowledge of the most recent GEMS course materials and policies. • Complete any required updates on the GEMS course materials. <p>GEMS Faculty: The Course Coordinator is responsible for selecting the Faculty for the course.</p> <p>Prerequisites/Qualifications</p> <p>To be considered for a position on the GEMS Faculty, an individual must meet the following requirements:</p> <ul style="list-style-type: none"> • Be a health care professional or allied health professional. • Have teaching experience and knowledge of the scope and practice of prehospital medical services. • Successfully complete the GEMS provider course at the level for which he or she wishes to teach. <p>TEC §29.184 (partnering): school districts can contract with outside entities for services if teacher is not credentialed to facilitate student training.</p>
STUDENT TRAINING	<p>Equipment for skills and textbooks must be provided for each student.</p> <p>Textbooks: ISBN 13: 9780763720865 ISBN 10: 0763720860 Price: \$41.95</p> <p>Course Coordinators can also apply to a national organization for continuing education credit. Continuing Education Board for Emergency Medical Services (CECBEMS) 5111 Mill Run Road Dallas, TX 75244 Phone: 972-387-2862 lsibley@cecbems.com</p>
TESTING PREREQUISITES	<p>Students must be certified in EMS or be currently enrolled in an EMS program to complete the certification.</p>
EXAM FEE(S)	<p>Certification Cards are given at no charge through Jones and Bartlett publishers after successful completion of course.</p>

Guestroom Attendant

CREDENTIAL DESCRIPTION	<p>A guestroom attendant certification is a hospitality industry certification that validates that an individual has demonstrated the knowledge and performance of specific job duties for the position of guestroom attendant.</p> <p><u>Note: For students in CTED courses who have limited capabilities, this may be a way of validating skills that would not be appropriate for most students.</u></p>
REGULATORY ENTITY	<p>The Educational Institute American Hotel & Lodging Association (AH&LA) 800 N. Magnolia Avenue, Suite 1800 Orlando, FL 32803 Phone: 407-999-8160 www.ei-ahla.org</p>
PROCEDURAL REQUIREMENTS	<p>The guestroom attendant certification program application may be requested through the Educational Institute of AH&LA. Training resources for guestroom attendant are available from AH&LA; use of the resources is optional.</p> <p>Exam at the end of the program of study or at any time if the individual meets employment criteria and knowledge and skills levels.</p> <p>Must earn an A rating on at least 75% of the tasks listed on the Guestroom Attendant Skills Validation Form. Must score 75% or better on the Knowledge Test for Guestroom Attendant.</p>
INSTRUCTOR QUALIFICATIONS	<p>Teachers must be Texas certified in the appropriate field.</p>
STUDENT TRAINING	<p>Knowledge and skills can be covered through the TEKS in a Hospitality & Tourism program of study.</p> <p>Knowledge and skills can also be obtained through the START program available through AH&LA.</p>
TESTING PREREQUISITES	<p>Be currently employed as a guestroom attendant, or equivalent position. Have a minimum of 90 days experience in the position of guestroom attendant.</p>
EXAM FEE(S)	<p>\$35 AH&LA member \$40 non-member</p> <p>A voucher for certification can also be obtained through completion of the START program through AH&LA.</p>

High School Floral Certification

CREDENTIAL DESCRIPTION	The High School Floral Certification program, administered by the Texas State Florists' Association (TSFA), allows a student to achieve certification for entry-level floral design .
REGULATORY ENTITY	Texas State Florists' Association (TSFA) PO Box 140255 Austin TX 78714 Phone: 512-834-0361 Toll: 800-375-0361 Fax: 512-834-2150 www.tsfa.org
PROCEDURAL REQUIREMENTS	To achieve High School Floral Certification, a student must successfully complete a program of study in Agriculture, Food & Natural Resources and pass a written exam and a hands-on exam administered by the Texas State Florists' Association.
INSTRUCTOR QUALIFICATIONS	Instructor must be knowledgeable of floral design. Completion of TSFA beginner and intermediate floral design courses, as well as Texas Master Florist certification, is recommended.
STUDENT TRAINING	Student must successfully complete a program of study in Agriculture, Food, & Natural Resources or Human Services prior to taking the TSFA high school floral certification exam.
TESTING PREREQUISITES	High School Floral Certification exam is administered at TSFA headquarters in Austin, TX. Certifying exam consists of two parts to be completed on the same day: a timed 100-question written exam and a timed hands-on design and construction of a symmetrical design and a corsage.
EXAM FEE(S)	Testing fee is \$100.00. (TSFA scholarships are available.)

HTI+ Home Technology Integration

CREDENTIAL DESCRIPTION	<p>The CompTIA Home Technology Integrator (HTI+) certification exam is a cross-industry, vendor-neutral credential providing recognition that a technical professional has attained a standard of excellence in the integrated home networks industry.</p> <p>The CompTIA HTI+ certification exam is based on a set of standards designed to measure the mastery of core competencies regarding the installation, integration and troubleshooting of the following automated home sub-systems: Home Security, Audio/Video, Computer Networks, Electrical Wiring, HVAC (Heating/Air Conditioning Systems), Cable/Satellite, Broadband, Telecommunications and Structured Wiring.</p>
REGULATORY ENTITY	<p>Computing Technology Industry Association, Heathkit, and CompTIA 1815 S. Meyers Road, Suite 300 Oakbrook Terrace, IL 60181-5228 Phone: 630-678-8300 Fax: 630-678-8384 e-mail : information@comptia.org</p>
PROCEDURAL REQUIREMENTS	Pass the CompTIA HTI+ Certification Test.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Students and/or programs can purchase CompTIA HTI+ study manuals. No prior experience needed.
TESTING PREREQUISITES	No testing prerequisites.
EXAM FEE(S)	<p>\$180 Members \$225 NonMembers Renewal: Not required</p>

HTML 4.0

CREDENTIAL DESCRIPTION	The HTML 4.0 test measures an individual's knowledge of coding web pages using HyperText Markup Language (HTML) 4.0. Designed for experienced coders, this test covers the following topics: Advanced HTML, Browsers, Components, Forms, Frames, Images, Links, Structures, Style Sheets and Text.
REGULATORY ENTITY	Brainbench 14100 Parke Long Court, Suite K Chantilly, VA 20151 Phone: 703-437-4800 Fax: 703-437-8003 Email: http://www.brainbench.com
PROCEDURAL REQUIREMENTS	Independent study is recommended, which may be adapted for classroom learning. On-line preparation courses are also available. Exams consist of 40 multiple choice questions. Each question is timed with about 180 seconds allowed for a response. Exams are completed typically within 45 minutes to one hour. A score of 2.75 or greater is required to become certified on a scale of 1.0 to 5.0. Scores greater than 4.0 are awarded a master level certification. Certification is valid for 3 years.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field and be strongly knowledgeable of HTML 4.0.
STUDENT TRAINING	Fundamental knowledge of: <ul style="list-style-type: none"> • The Hypertext Markup Language - HTML 4.0 • the Extensible Hypertext Markup Language - XHTML 1.0 • DHTML Concepts • Cascading Style Sheets - CSS1 and CSS2 • Client-Side and Server-Side Programming • Scripting • Anchors • Image Maps • URLs and Meta Links • Table and List Layouts • Browsers, Forms, Frames, and Images
TESTING PREREQUISITES	Advance training in HTML.
EXAM FEE(S)	\$49.95 (includes hardcopy certificate). \$24.98 to retake. Subscription options ranging from \$99 to \$199 allow unlimited access to tests and resources for a set period of time. Some Brainbench tests are available

	for free including, at the present time, a BETA HTML test.
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Hydraulics Specialist Certification

CREDENTIAL DESCRIPTION	Individuals who are certified as a Fluid Power Specialist will gain the same degree of credibility and professionalism as individuals in other industries where certification programs have existed for some time. Specialist certification challenges and strengthens the individual's knowledge of fluid power.
REGULATORY ENTITY	International Fluid Power Society (IFPS) Certification Board Fluid Power Society PO Box 1420 Cherry Hill, NJ 08034 Phone: 414-257-0910 Email: fpsociety@aol.com Web: www.ifps.org
PROCEDURAL REQUIREMENTS	Pass a three-hour written multiple-choice exam covering basic principles and skills related to hydraulic systems. Can take test up to three years after date of application.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Fifteen newly-written Reference Manuals, Self-Study Manuals and written and hands-on tests prepared and scientifically field-tested by leading Fluid Power educators according to the highest educational standards for the Specialist and Mechanic programs.
TESTING PREREQUISITES	To qualify for student member exam fee, students must be an IFPS student member and carry at least 12 credits or more per semester and include a current class schedule with application.
EXAM FEE(S)	\$130 (Student cost). To qualify for student membership: enrollment in 12 hours current class and current class schedule provided with application.

i-Net+ Certification

CREDENTIAL DESCRIPTION	I-Net is an entry-level Internet certification program that tests baseline technical knowledge of Internet, Intranet and Extranet technologies, independent of specific Internet-related career roles. Learning objectives and domains examined include Internet basics, Internet clients, development, networking, security, and business concepts.
REGULATORY ENTITY	CompTIA 1815 S. Meyers Road, Suite 300 Oakbrook Terrace, IL 60181-5228 Phone: 630-678-8300 Fax: 630-678-8384 Email: www.comptia.org
PROCEDURAL REQUIREMENTS	Pass one 90-minute 74 multiple choice question exam with a score of 665 or higher. Exams are available at Prometric or Pearson VUE testing centers. School districts must have approval from the Texas Education Agency to teach an innovative course.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Training allows a student to pursue a variety of Internet Intranet and e-commerce technologies. It is ideal for professionals who participate in the development of Web-related applications, and maintenance of Internet infrastructure and services. CompTIA i-Net+ is also beneficial for individuals who sell and market Internet solutions. Training materials can be purchased from a variety of online vendors.
TESTING PREREQUISITES	No age requirements listed. Students can download exam objectives, sample test questions, test taking tips, and find training materials online to assist with preparation for the exam.
EXAM FEE(S)	\$155 or more Renewal: Not required

Inspection and Testing of Water-Based Systems I

CREDENTIAL DESCRIPTION	Inspection and Testing of Water-Based Systems was designed for engineering technicians in the automatic fire sprinkler industry who are engaged in the physical and mechanical aspects of inspection, testing, and maintenance of water-based systems including foam and foam-water systems. Level I was designed for technicians who assist in the inspection and/or testing of fire protection systems.
REGULATORY ENTITY	National Institute for Certification in Engineering Technologies (NICET) 1420 King Street Alexandria, VA 22314 Phone: 703-548-1518 http://www.nicet.org/
PROCEDURAL REQUIREMENTS	You must pass Work Elements 41001, 41002, 41003, 41004, and 41005. The student's supervisor must verify all work elements to meet the exam requirement.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	None to very limited experience.
TESTING PREREQUISITES	None to very limited work experience in fire protection or related activities.
EXAM FEE(S)	Examination fee \$180 Application fee \$100 Registration fee \$40 Renewal fee after 3 years \$90

Internet and Computing Core Certification (IC3)

CREDENTIAL DESCRIPTION	<p>The Internet and Computing Core Certification (IC3) program is a global, validated, standards-based training and certification program for basic computing and Internet literacy. It provides specific guidelines for the knowledge and skills required for basic use of computer hardware, software, networks, and the Internet.</p> <p>The certification training and final award requires the successful completion of three online tests:</p> <ul style="list-style-type: none"> • Computing Fundamentals (computer hardware, software and operating systems) • Key Applications (file management, word processing, spreadsheet, and presentation software functions) • Living Online (networking & Internet, electronic mail, using the Internet).
REGULATORY ENTITY	<p>Certiport, Inc 1276 South 820 East American Fork, UT 84003 Phone: 800-572-9250 Fax: 800-492-4160 www.certiport.com/portal/DesktopDefault.aspx E-Mail: Support@certiport.com</p> <p>See also: National Skill Standards Board (NSSB)</p>
PROCEDURAL REQUIREMENTS	<p>Exam information can be covered in an Information Technology program of study.</p> <p>Identify or establish a testing location with the free exam administration engine installed on their computer system(s). Administer exams.</p>
INSTRUCTOR QUALIFICATIONS	<p>Teachers must be Texas certified in the appropriate field.</p> <p>Authorized Instructors (AIs) or Microsoft Office Specialist Master Instructors (MMIs) are recommended but not required.</p>
STUDENT TRAINING	<p>Essential knowledge and skills about computer hardware, software, networks and the Internet and training on using a word processor and spreadsheet at a beginner level. Additional training on the use of presentation and database programs at a beginner level is necessary for an IC³Plus certification.</p> <p>The student is expected to:</p> <ul style="list-style-type: none"> • Identify different types of computers, how computers work (process information), and how individual computers fit into larger systems; • Identify the function of computer hardware components, common problems

	<p>associated with the components, and how computer performance is affected by the components;</p> <ul style="list-style-type: none"> • Identify the factors that go into a decision on how to purchase a computer or select a computer for work or school; • Identify how software works and how software and hardware work together to perform computing tasks; • Identify different types of software, the tasks for which each type of software is most suited, and the popular programs in each software category; • Identify what an operating system is and how it works; • Be able to manipulate and control the Windows desktop, files and disks • Be able to change system settings and install software; • Be able to start and exit a Windows application, and utilize sources of online help; • Identify common on-screen elements of Windows applications, change application settings, and manage files within an application; • Perform common editing, formatting, and printing functions; • Be able to add tables and graphics to a document; • Be able to modify worksheet data as well as sort and manipulate data using formulas and functions; • Be able to create and format simple presentations; • Identify network fundamentals and the benefits and risks of network computing as well as the relationship between computer networks and other communications networks; • Identify how electronic mail works and how to use it; • Identify the appropriate use of e-mail and e-mail related "netiquette" • Be able to use a Web browsing application; • Identify different types of information sources on the Internet and be able to search for the information; • Identify how computers are used in different areas of work, school and home; • Identify the risks of using computer hardware and software; and • Identify how to use the Internet safely and legally.
TESTING PREREQUISITES	No age requirements listed.
EXAM FEE(S)	Approximately \$16 to \$25 per exam depending on quantity and retake options chosen. Three exams are required for certification.

Java 2

CREDENTIAL DESCRIPTION	The Java 2 test measures student knowledge of programming in Java 2. Designed for experienced programmers, this test covers the following topics: Applets, Collections API, Database Programming, Enterprise Features, Exceptions, Fundamentals, Graphics Programming, Input Method Framework, Internationalization, Java Beans, Java IDL, JDBC, JFC, Language Fundamentals, Networking, Programming, Reference Objects, RMI, Security, Standard Packages, and Threads.
REGULATORY ENTITY	Brainbench 14100 Parke Long Court, Suite K Chantilly, VA 20151 Phone: 703-437-4800 Fax: 703-437-8003 http://www.brainbench.com
PROCEDURAL REQUIREMENTS	Online credentialing process. Independent study is recommended, which may be adapted for classroom learning. On-line preparation courses are also available. Exams consist of 40 multiple choice questions. Each question is timed with about 180 seconds allowed for a response. Exams are completed typically within 45 minutes to one hour. A score of 2.75 or greater is required to become certified on a scale of 1.0 to 5.0. Scores greater than 4.0 are awarded a master level certification. Certification is valid for 3 years.
INSTRUCTOR QUALIFICATIONS	Instructors must be Texas certified in the appropriate field and knowledgeable of Java programming.
STUDENT TRAINING	Requires essential knowledge and skills about computer hardware, software, and mathematics. Additional training on: <ul style="list-style-type: none"> • Archive, arrays, data types, loops, serialization and other fundamental;s • Basic syntax and coding of applets; • Classes, interfaces, and thread safety of collections API; • EJB, JNDI, JSPs RMI/IIop Servlets ; • Animation, color, layout, and event handling in graphics programming • Internationalization factors; • CORBA/IDL, mapping and naming; • JDBC Connections, drivers, metadata, queries, scrollable and updateable • JFC applications, printing, swing; • RMI custom sockets, parameter passing, and remote object activation; • Security applets, certificates, policies and tools; • Standard packages, such as util, text, net, io, awt, lang and lang.reflec; and • Creation, Management, States, Monitoring and Daemon Threads.
TESTING	This test covers J2SE 1.2 and 1.3.

PREREQUISITES	
EXAM FEE(S)	<p>\$49.95 (includes hardcopy certificate) \$24.98 to retake</p> <p>Subscription options ranging from \$99 to \$199 allow unlimited access to tests and resources for a set period of time.</p>

Java 2 Fundamentals

CREDENTIAL DESCRIPTION	The Java 2 Fundamentals test measures a students' basic knowledge of programming in Java 2. Designed for new programmers.
REGULATORY ENTITY	Brainbench 14100 Parke Long Court, Suite K Chantilly, VA 20151 Phone: 703-437-4800 Fax: 703-437-8003 http://www.brainbench.com
PROCEDURAL REQUIREMENTS	Online credentialing process that may be supported by classroom training.
INSTRUCTOR QUALIFICATIONS	Instructors must be Texas certified in the appropriate field and knowledgeable of Java programming.
STUDENT TRAINING	Fundamental knowledge of computer software, hardware, and mathematics. The student is expected to be know about: <ul style="list-style-type: none"> • Common packages • Data manipulation • Flow of control • Java basics • OO basics in Java • Java fundamentals • Runtime • Thread fundamentals
TESTING PREREQUISITES	Register on-line. Test covers J2SE 1.2 and 1.3.
EXAM FEE(S)	Java 2 Fundamentals is one of the free tests Brainbench has made available, however, on-line registration is required to take part.

Java - EJB 2.0 Fundamentals

CREDENTIAL DESCRIPTION	Java - EJB 2.0 test measures knowledge of programming with Enterprise Java Beans 2.0. Designed for entry-level programmers.
REGULATORY ENTITY	Brainbench 14100 Parke Long Court, Suite K Chantilly, VA 20151 Phone: 703-437-4800 Fax: 703-437-8003 http://www.brainbench.com
PROCEDURAL REQUIREMENTS	Online credentialing process. Independent study is recommended, which may be adapted for classroom learning. On-line preparation courses are also available. Exams consist of 40 multiple choice questions. Each question is timed with about 180 seconds allowed for a response. Exams are completed typically within 45 minutes to one hour. A score of 2.75 or greater is required to become certified on a scale of 1.0 to 5.0. Scores greater than 4.0 are awarded a master level certification. Certification is valid for 3 years.
INSTRUCTOR QUALIFICATIONS	Instructors must be Texas certified in the appropriate field and knowledgeable of Java programming.
STUDENT TRAINING	Fundamental knowledge of computer software, hardware, and mathematics. In addition, students are expected to know about Architecture, Deployment, Integration, Design, Development, Entity Beans/BMP, Entity Beans/CMP, Message-Driven Beans, Session Beans, and Transactions, including: <ul style="list-style-type: none"> • Environments, Protocols, Container contract and Workflow of Java Beans; • Jar Files, Descriptor files, resource manager, and system for deployment and integration; • Objects, patterns, values, mapping, performance, and granularity of design; • Security, exceptions, and roles for development; • Lifecycle, finder, and Primary Keys of Entity Beans; • CMP, BMP EJB QL and container relationships in CMP/Entity Beans; • Message-Driven Beans, Lifecycle, and JMS Integration; • Session Beans, states and lifecycle; and • ACID properties, explicit, scenario, managed, isolation, interaction transactions.
TESTING PREREQUISITES	Knowledge of Enterprise Java Beans 2.0
EXAM FEE(S)	\$49.95 (includes hardcopy certificate). \$24.98 to retake. Subscription options ranging from \$99 to \$199 allow unlimited access to tests

	and resources for a set period of time.
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Java Programmer Certification

CREDENTIAL DESCRIPTION	The Java Programmer certification focuses on the proper use of the Java programming language to code and test applications, applets or servlets for the Java platform. Java Programmers utilize various features of Java, including language fundamentals, object-oriented design principles, execution threads and Java packages.
REGULATORY ENTITY	Sun Microsystems Sun Educational Services 500 El Dorado Blvd. M/S UBRM02-119 Broomfield, CO 80021 Toll free: 800-422-8020 Phone: 303-464-4097 Fax: 303-464-4490 www.sun.com/training/certification/ E-Mail: registrars@sun.com
PROCEDURAL REQUIREMENTS	Knowledge and skills (with emphasis on Java programming) can be offered as part of an approved program of study in Information Technology.
INSTRUCTOR QUALIFICATIONS	The instructor assigned to teach the Java programming language should be a certified Business Education teacher with appropriate training and/or certification in Java programming. Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Students will study core concepts and skills required to perform the following Java language components: <ul style="list-style-type: none"> • Declarations and access control; • Flow control and exception handling; • Language fundamentals; • Operators and assignments; • Overloading, overriding, runtime type and object orientation • Threads; and • The java.awt, java.lang and java.util packages.
TESTING PREREQUISITES	Students can prepare for the certification exam by attending training and/or using study materials recommended by the certifying organization (Sun or IBM). Note that the jCert Java Programmer core exam requirement can be fulfilled by passing only <u>one core jCert job-role exam</u> offered by multiple jCert member organizations.
EXAM FEE(S)	Varies by multiple exam publishers.

JavaScript

CREDENTIAL DESCRIPTION	The JavaScript 1.2 test measures student knowledge of programming using JavaScript. Designed for experienced programmers.
REGULATORY ENTITY	Brainbench 14100 Parke Long Court, Suite K Chantilly, VA 20151 Phone: 703-437-4800 Fax: 703-437-8003 http://www.brainbench.com
PROCEDURAL REQUIREMENTS	Online credentialing process that can be supported by classroom training.
INSTRUCTOR QUALIFICATIONS	Instructors must be Texas certified in the appropriate field and knowledgeable of JavaScript.
STUDENT TRAINING	Fundamental knowledge of computer software, hardware, and mathematics. The student is also expected to be know: <ul style="list-style-type: none"> • Component languages for client and server sides; • Controlling windows and documents; • Events and event handlers; • Functions concepts, creation, and usage; • Integration with other technologies including applets, HTML, and LiveWire; • Object creation, core, hierarchy, prototypes, methods, classes and instances; • Operators/Variables concepts and usage; • Core language, literal statements, concepts and usage; and • Working with forms and frames.
TESTING PREREQUISITES	On-line registration. Knowledge of JavaScript 1.2.
EXAM FEE(S)	\$49.95 (includes hardcopy certificate). \$24.98 to retake. Subscription options ranging from \$99 to \$199 allow unlimited access to tests and resources for a set period of time.

Journeyman License

CREDENTIAL DESCRIPTION	Entry level license for plumber. A license that entitles the individual to do plumbing work only under the general supervision of Master plumbers and only under contracts or agreements to perform plumbing work secured by Master Plumbers.
REGULATORY ENTITY	Texas State Board of Plumbing Examiners (TSBPE) PO Box 4200 Austin, Texas 78765-4200 929 East 41st St. Austin, TX 78751 Phone: 512-302-5090 Fax: 512-450-0637 email: info@tsbpe.state.tx.us
PROCEDURAL REQUIREMENTS	Submit work experience documentation. Submit application. Complete written and mechanical examination including: <ul style="list-style-type: none"> ▪ Written Portion covering waste and vent systems, natural gas systems, water systems, proper plumbing terms and definitions, cross-connections, backsiphonage, backflow, water heaters, and the Plumbing License Law and Board Rules. ▪ Sanitary Waste and Vent Installation Portion covering proper planning, layout and installation of sanitary waste and vent systems in two-story buildings. ▪ Mechanical “Hands-On” Shop-work Portion covering proper use of plumbing tools to measure, cut, prepare, assemble, install plumbing materials and recognize proper installations of water heaters.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Combination of work experience and/or technical training equaling 8,000 hours under the direct supervision of a licensed plumber and general supervision of a Master plumber (if currently a Plumber’s Apprentice) or 8,000 hours working at the trade under the general supervision of a Master Plumber (if currently a Tradesman Plumber-Limited or valid Journeyman or Master Plumber from another state).
TESTING PREREQUISITES	High School Graduate No age restriction
EXAM FEE(S)	\$27 examination; \$27 license Renewal Period: 1 Year Renewal Fee: \$27

	<p>NOTE: A person holding a license in this area must complete six hours of Board-approved continuing professional education each year the person is licensed or endorsed. Three of the six hours required must be in the subjects of health protection, energy conservation, and water conservation.</p>
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Laundry Attendant

CREDENTIAL DESCRIPTION	A laundry attendant certification is a hospitality industry certification that validates that an individual has demonstrated the knowledge and performance of specific job duties for the position of laundry attendant. <u>Note: For students in CTED courses who have limited capabilities, this may be a way of validating skills that would not be appropriate for most students.</u>
REGULATORY ENTITY	The Educational Institute American Hotel & Lodging Association (AH&LA) 800 N. Magnolia Avenue, Suite 1800 Orlando, FL 32803 Phone: 407-999-8160 www.ei-ahla.org
PROCEDURAL REQUIREMENTS	The laundry attendant certification program application may be requested through the Educational Institute of AH&LA. Training resources for laundry attendant are available from AH&LA; use of the resources is optional. Exam at the end of the program of study or at any time if the individual meets employment criteria and knowledge and skills levels. Must earn an A rating on at least 75% of the tasks listed on the Laundry Attendant Skills Validation Form and score 75% or better on the Knowledge Test for Laundry Attendant.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Knowledge and skills can be covered through the TEKS in a program of study in Hospitality & Tourism. Knowledge and skills can also be obtained through the START program available through AH&LA.
TESTING PREREQUISITES	Be currently employed as a laundry attendant, or equivalent position. Have a minimum of 90 days experience in the position of laundry attendant.
EXAM FEE(S)	\$35 AH&LA member or \$40 non-member. A voucher for certification can also be obtained through completion of the START program through AH&LA.

Licensed Vocational Nurse

CREDENTIAL DESCRIPTION	Licensure for Licensed Vocational Nurse (LVN) provides the criteria for the standards of Nursing Professional Practice as set forth in the Board of Vocational Nursing Examiners (BVNE) Board's Rules and Regulations. The LVN provides care of ill or injured people and performs health maintenance duties in structured health care settings in collaboration with health care team members.
REGULATORY ENTITY	Texas Board of Vocational Nurse Examiners (BVNE) 333 Guadalupe Street, Suite 3-460 Austin, Texas 78701 Phone: 512-305-7400 http://www.bvne.state.tx.us
PROCEDURAL REQUIREMENTS	<p>LVN programs administered by a community college, hospital, technical institute, or military must complete the Proposal for Approval of Program found at www.bvne.state.tx.us. The initial approval fee is \$ 500. Refer to Rule 223.1 for current fees.</p> <p>TEC §29.184 (partnering): school districts can contract with outside entities for services if teacher is not credentialed to facilitate student training.</p>
STUDENT TRAINING	The BVNE approved curriculum encompasses a minimum of 558 clock hours of theory and 840 clock hours of clinical experiences.
TESTING PREREQUISITES	Students must have a high school diploma or the equivalent and successfully complete an approved LVN program in order to be eligible to apply to take the National Council Licensure Examination of Practical Nurses (NCLEX-PN) exam.
EXAM FEE(S)	<p>The examination application and fees must be received in order to be considered for the NCLEX-PN examination. The initial fees include \$139 sent to the Board of Nursing Examiners, which includes an FBI/DPS criminal background check, and \$200 examination registration fee. Notification of the results of the examination will be sent within 21 days.</p> <p>License renewal (if submitted before the license expires) is \$67 every 2 years. The renewal fee is \$117 if it is late. Requirements for renewal include 20 hours of continuing education during the 2 years preceding the renewal.</p>

Linux+ Linux Operating Systems

CREDENTIAL DESCRIPTION	<p>CompTIA Linux+ certification is an international industry credential that validates the knowledge of individuals with at least six months of practical Linux experience. The Linux+ Certification is designed to measure the vendor-neutral Linux knowledge and skills of the Linux professional.</p> <p>This person provides basic installation, operation, administration and troubleshooting services for the various Linux operating systems on workstations and servers. Also measured is the ability to demonstrate basic knowledge of computer hardware. Professionals who want to certify their technical knowledge in basic installation, operation and troubleshooting for Linux operating systems should consider this certification.</p>
REGULATORY ENTITY	<p>Computing Technology Industry Association CompTIA 1815 S. Meyers Road, Suite 300 Oakbrook Terrace, IL 60181-5228 Phone: 630-678-8300 Fax: 630-678-8384 e-mail : information@comptia.org</p>
PROCEDURAL REQUIREMENTS	<p>Go to http://certification.comptia.org/resources/registration.aspx</p> <ul style="list-style-type: none"> ▪ Select a testing center ▪ Purchase a voucher ▪ Schedule the test
INSTRUCTOR QUALIFICATIONS	<ul style="list-style-type: none"> • CompTIA Member • CompTIA Learning Alliance (CLA) Instructor
STUDENT TRAINING	<p>Training enables a student to explain fundamental management of Linux systems; demonstrate knowledge of user administration; and understand file permissions, software configuration and management of Linux-based clients, server systems and security. Certification exam covers the following topics:</p> <ul style="list-style-type: none"> ▪ Installation 19% ▪ Management 26% ▪ Configuration 20% ▪ Security 21% ▪ Documentation 6% ▪ Hardware 8%
TESTING PREREQUISITES	<p>6-12 months experience with Linux providing basic installation, operation, security, trouble-shooting, and hardware services on Linux operating systems on workstations and servers.</p>

EXAM FEE(S)	CTIA Members: \$180 Non-members: \$225 Renewal: Not required NOTE: Financial aid for certification exam fees is available.
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Lodging Management Program (LMP) National Certificate of Achievement

CREDENTIAL DESCRIPTION	The AH&LA certificate verifies that an individual has successfully completed years one and two of the Lodging Management Program.
REGULATORY ENTITY	The Educational Institute American Hotel and Lodging Association (AH&LA) 800 N. Magnolia Avenue, Suite 1800 Orlando, FL 32803 Phone: 407-999-8160 www.ei-ahla.org
PROCEDURAL REQUIREMENTS	The Lodging Management Program (LMP) must be requested and approved for the secondary school through The Educational Institute of the American Hotel & Lodging Association. Pass the Year One and Year Two LMP exams. A certificate will be issued for each year upon successfully passing the exam.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Successful completion of the Lodging Management Program for Years One and Two.
TESTING PREREQUISITES	Be enrolled in a state recognized program of study in the Hospitality & Tourism cluster.
EXAM FEE(S)	None

Macromedia Dreamweaver 8 Developer

CREDENTIAL DESCRIPTION	<p>Dreamweaver 8 Developer represents a professional level of expertise in web page design, web page authoring, use of the Dreamweaver application and supporting technologies. It is one of the most recent web design certifications offered in the Macromedia Certified Professional Program (MMCP).</p> <p>As of December 1, 2006 the Macromedia Certified Professional Program was integrate with the Adobe Certified Professional (ACP).</p>
REGULATORY ENTITY	<p>Macromedia 600 Townsend Street San Francisco, CA 94103 http://www.macromedia.com</p> <p>See also: Adobe Systems Incorporated 345 Park Avenue San José, CA 95110-2704 www.adobe.com/support/certification Training Partners 1-800-685-3510</p>
PROCEDURAL REQUIREMENTS	<p>The certification exam is administered by Pearson VUE (register at www.vue.com/macromedia, or call 877-619-2096) Thomson Prometric (register at http://securereg3.prometric.com/)</p> <p>Prior to taking the exam, review the terms of the Adobe Certification Agreement. Acceptance of the terms is required to proceed with Adobe testing.</p> <p>Score of 70% or better on an exam of 65 multiple choice and true/false questions administered in 85 minutes.</p>
INSTRUCTOR QUALIFICATIONS	<p>Teachers must be Texas certified in the appropriate area.</p> <p>An Adobe Certified Instructor (ACI) must pass the Adobe Certified Expert (ACE) and Adobe Certified Professional (ACP) exams on the products they teach, and have a teaching credential or CompTIA CTT+ (or equivalent).</p> <p>Macromedia Authorized Training Partners have been required to use Macromedia Authorized curriculum. Adobe ASN Training Providers may use curriculum developed by Adobe, a third-party publisher, or that of their own creation.</p>
STUDENT TRAINING	<p>Students are expected to:</p> <ul style="list-style-type: none"> • Understand static page architecture; • Define interface and local site;

	<ul style="list-style-type: none"> • Create a website, add and modify content, format text; • Format with Cascading Style Sheets, class styles, and inheritance; • Place, modify, edit, graphics on web pages; • Add Flash content and Flash Video; • Establish site navigation with links, files, and sites; • Design layouts with CSS, DIVs, tabular data, and positioning; • Use templates and library items; • Create, process, and validate forms; • Maintain files and folders; and • Be knowledgeable of site testing, remote sites and file synchronization. <p>Online PDF study guides are available.</p>
TESTING PREREQUISITES	<p>The prerequisite knowledge level is defined as:</p> <ul style="list-style-type: none"> • Six months experience creating/using professional high quality graphics; • Two or more years experience in web development; • Job knowledge of HTML, XML, XHTML, JavaScript, and CSS syntax; • Six month experience in website management; • At least one year experience using Dreamweaver; and • Experience with manual coding.
EXAM FEE(S)	\$150 per exam

Macromedia Flash MX 2004 Designer

CREDENTIAL DESCRIPTION	The Flash 4 test measures student knowledge of developing graphics presentations using Macromedia Flash. Designed for experienced developers, this test covers the following topics: Advanced Actions, Animation, Buttons, Drawing Tools, Movie Management, Objects, Publishing and Exporting, Sound, and Text.
REGULATORY ENTITY	<p>Macromedia 600 Townsend Street San Francisco, CA 94103 http://www.macromedia.com</p> <p>See also: Adobe Systems Incorporated 345 Park Avenue San Jose, CA 95110-2704 www.adobe.com/support/certification Training Partners 1-800-685-3510</p>
PROCEDURAL REQUIREMENTS	<p>Online credentialing process.</p> <p>The certification exam is administered by Pearson VUE (register at www.vue.com/macromedia, or call 877-619-2096) Thomson Prometric (register at http://securereg3.prometric.com/)</p> <p>Prior to taking the exam, review the terms of the Adobe Certification Agreement. Acceptance of the terms is required to proceed with Adobe testing.</p> <p>Score of 75% correct on an exam of 67 multiple choice and true/false questions administered in 70 minutes.</p>
INSTRUCTOR QUALIFICATIONS	<p>Teachers must be Texas certified in the appropriate area.</p> <p>An Adobe Certified Instructor (ACI) must pass the Adobe Certified Expert (ACE) and Adobe Certified Professional (ACP) exams on the products they teach, and have a teaching credential or CompTIA CTT+ (or equivalent).</p> <p>Macromedia Authorized Training Partners have been required to use Macromedia Authorized curriculum. Adobe ASN Training Providers may use curriculum developed by Adobe, a third-party publisher, or that of their own creation.</p>
STUDENT TRAINING	Students are expected to be knowledgeable of planning, visual design, experience design, optimization, publishing and workflow, including:

	project architecture, content structure, use of guides and templates, user interfacing, bitmap and vector images, color effects, JPEG run-time, fonts, HTML, Serif text boxes, use of symbols and buttons, movie properties, video components, FLV files, sound editing, animation, bandwidth profiler, setting formats, file compressions, and sharing libraries.
TESTING PREREQUISITES	<p>The prerequisite knowledge level is defined as:</p> <ul style="list-style-type: none"> • One to two years involvement in web design, production, and graphics, in the full development website creation process • One to two years experience with Macromedia Flash • Additional experience with later Flash editions
EXAM FEE(S)	\$150

Meat Processing Certificate

CREDENTIAL DESCRIPTION	Training of secondary students through a locally administered certification program for entry into the meat processing industry at approved retail meat processing centers.
REGULATORY ENTITY	<p>Cooperative agreement between secondary agricultural science program educators and cooperating industry clients to meet industry-based criteria for employment.</p> <p>Possible participating local store management/industries include H. E. Butt Grocery Company (H-E-B), Albertsons, Inc., Brookshire Brothers, Wal-Mart, and others based on local store management/industry contact and agreement.</p>
PROCEDURAL REQUIREMENTS	Schools should offer a coherent sequence of courses including 11934441 - Meat Processing, and other related courses as determined by local education agency and local store management/industry personnel.
INSTRUCTOR QUALIFICATIONS	<p>Must meet State Board of Educator Certification requirements for Agricultural Science and Technology Education Certification.</p> <p>Participation preferred in professional development workshop(s) in meat processing at approved training location(s) by approved instructor(s).</p>
STUDENT TRAINING	<p>Entry into the secondary training program requires enrollment in a coherent sequence of courses for meat processing. Follow classroom and laboratory instructional sequence for 11934441 - Meat Processing.</p> <p>Must successfully complete competencies for meat processing. Maintain approved training plan for competencies and essential knowledge.</p> <p>Students must be 18 years old prior to employment in the cooperating store/industry workplace.</p>
EXAM FEE(S)	<p>Successful completion, minimum exam score of 80%, of a locally administered certification exam that was produced by local education agency with local store management/industry input.</p> <p>No examination fee required.</p>

Microsoft Certified Applications Developer (MCAD)

CREDENTIAL DESCRIPTION	This certification is designed to test the students' knowledge of the fundamentals of developing and maintaining department-level applications, web or desktop clients, or team-based enterprise applications.
REGULATORY ENTITY	<p>Microsoft Corporation One Microsoft Way Redmond, WA 98052-6399 http://www.microsoft.com/trainingandservices/ www.microsoft.com/learning/mcp/officespecialist/default.asp Email: services@certiport.com</p> <p>Exams are administered by Pearson VUE (register at www.vue.com, or call 877-619-2096) Thomson Prometric (register at http://securereg3.prometric.com/)</p>
PROCEDURAL REQUIREMENTS	MCAD candidates are required to pass two core exams and one elective exam in an area of specialization. Core exams must be chosen from the fields of Web or Windows Application Development, and Web Services and Server Components Development. The range of elective exam options covers SQL Databases, BizTalk, Commerce Server, Security, and E-Business.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate area and knowledgeable of subject matter.
STUDENT TRAINING	<p>Instructional materials may be obtained to prepare students.</p> <p>Depending on the combination of exams selected, students are expected to know how to develop and implement applications, services, security, or solutions using:</p> <ul style="list-style-type: none"> • Visual Basic .NET • Visual Studio .NET • Visual C# .NET • Microsoft .NET Framework • Commerce Server 2000 • SQL Server 2000 Enterprise Edition and/or SQL Server 2005 • BizTalk Server 2000 Enterprise Edition, BizTalk Server 2004, and/or BizTalk Server 2006 <p>Visual Studio .NET is a recommended starting point for those not currently building .NET applications.</p>

TESTING PREREQUISITES	<p>After gaining hands-on experience and training, review the exam guide and take practice tests available on-line.</p> <p>No age requirements listed.</p>
EXAM FEE(S)	\$125

Microsoft Certified Technology Specialist (MCTS)

CREDENTIAL DESCRIPTION	The new series of Technology Specialist certifications support the development of in-depth skills with specific products or technologies. Additional certificates will be made available as new technologies are introduced.
REGULATORY ENTITY	<p>Microsoft Corporation One Microsoft Way Redmond, WA 98052-6399 http://www.microsoft.com/trainingandservices/ www.microsoft.com/learning/mcp/officespecialist/default.asp Email: services@certiport.com</p> <p>Exams are administered by: Pearson VUE (register at www.vue.com, or call 877-619-2096) Thomson Prometric (register at http://securereg3.prometric.com/)</p>
PROCEDURAL REQUIREMENTS	The MCTS certification typically requires passing from one to three exams.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate area and knowledgeable of subject matter.
STUDENT TRAINING	<p>Instructional materials may be obtained to prepare students.</p> <p>Depending on the chosen specialization, students are expected to be skilled in the use of one of the following:</p> <ul style="list-style-type: none"> • .NET Framework 2.0 Web Applications • .NET Framework 2.0 Windows Applications • .NET Framework 2.0 Distributed Applications • SQL Server 2005 • BizTalk Server 2006 • Microsoft Office Live Communications Server 2005 • Microsoft Windows Mobile 5.0 Applications • SQL Server 2005 Business Intelligence
TESTING PREREQUISITES	<p>After gaining hands-on experience and training, review the exam guide and take practice tests available on-line.</p> <p>No age requirements listed.</p>
EXAM FEE(S)	\$125

Microsoft FrontPage 2000 Certification

CREDENTIAL DESCRIPTION	The MS Front Page 2000 test measures knowledge of developing Web sites using Microsoft's Front Page 2000. Designed for experienced developers, this test covers the following topics: Creating and Managing Webs; Creating Tables and Forms; Creating Web Pages; FP Client Compatibility; Front Page Components; General Knowledge; Media; Publishing Web Sites; Site Analysis, Design, and Maintenance; Templates, Wizards, Tasks, and Frames; Web Servers, Server Management, and Server Extensions; and Web Technologies.
REGULATORY ENTITY	Microsoft www.microsoft.com/learning/mcp/officespecialist/default.asp Email: services@certiport.com
PROCEDURAL REQUIREMENTS	Online credentialing process or classroom training. Pass 40 multiple choice questions for certification.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Online training tutorials available.
TESTING PREREQUISITES	Experience with Microsoft © FrontPage 2000.
EXAM FEE(S)	\$9.95 Various online vendors available.

Microsoft Office Specialist (MOS)

CREDENTIAL DESCRIPTION	<p>There are 3 levels of Microsoft Office Specialist certification-- master, expert, and specialist. Office Specialist certification distinguishes individuals as knowledgeable users of Microsoft Office products.</p> <p>There are 3 certification tracks available: Office 2003 Editions, Office XP, and Office 2000.</p> <p>To support the release of the 2007 Microsoft Office system, the Microsoft Certified Application Specialist (MCAS) Series will be introduced, up-dating the skill assessment for Word, Excel, PowerPoint, Access, and Outlook; and adding a Windows Vista option.</p>
REGULATORY ENTITY	<p>Microsoft Corporation One Microsoft Way Redmond, WA 98052-6399 http://www.microsoft.com/trainingandservices/ www.microsoft.com/learning/mcp/officespecialist/default.asp Email: services@certiport.com</p> <p>Exams are administered by Pearson VUE (register at www.vue.com, or call 877-619-2096) Thomson Prometric (register at http://securereg3.prometric.com/)</p>
PROCEDURAL REQUIREMENTS	<p>Candidates must successfully complete any ONE of the Core examinations; they will receive a certification for each examination passed. To receive an Expert Certification, the candidate must pass all five applications.</p>
INSTRUCTOR QUALIFICATIONS	<p>Teacher must be Texas certified in the appropriate area and knowledgeable of appropriate computer software applications.</p>
STUDENT TRAINING	<p>This information can be covered in the TEKS of a program of study in Information Technology.</p> <ul style="list-style-type: none"> • Word 2000 • Excel 2000 • Power Point 2000 • Access 2000 • Microsoft Outlook 2000 <p>Students must be able to comprehend the Microsoft desktop applications, use their advanced features and demonstrate the ability to integrate them with other software applications.</p>

TESTING PREREQUISITES	<p>Microsoft states that one year of applied use of the program will contribute to successful passing of the exam.</p> <p>No age requirements are listed.</p>
EXAM FEE(S)	\$40 and up per exam

NATE Installation Technician Certificate

CREDENTIAL DESCRIPTION	Certifies that an individual is able to properly power up and set control positions to cycle equipment through primary, heating, cooling, and blower operation under on-site or off-site supervision of a service technician of the applicable specialty.
REGULATORY ENTITY	North American Technician Excellence http://www.natex.org/
PROCEDURAL REQUIREMENTS	<p>Take a Core exam and one Specialty exam of your choice. The five specialties available are: Air Conditioning, Air Distribution, Gas Heating, Heat Pumps, and Oil Heating.</p> <p>The Specialty Exams cover Installation, Service, System Components, and Applied Knowledge: Regulations, Codes and Safety. Each exam consists of 100 questions. Passing grade is 70 percent correct. If you don't pass both exams and earn certification, you will receive credit for the exam passed.</p> <ul style="list-style-type: none"> • Register to re-take any exam you didn't pass after a 30-day study and training period. • You have two years to take and pass the exam you need to complete your certification.
INSTRUCTOR QUALIFICATIONS	Teacher must be Texas certified in the appropriate area.
STUDENT TRAINING	One year field experience is recommended.
TESTING PREREQUISITES	A well-trained, experienced technician should be able to take and pass both a Core exam and one Specialty exam in a single testing session (maximum of four hours).
EXAM FEE(S)	None Renewal Period: 5 Years

NCCER Carpentry Certification

CREDENTIAL DESCRIPTION	The NCCER Core certification is an entry-level certificate for all construction-related trades
REGULATORY ENTITY	National Center for Construction Education and Research 3600 NW 43 rd Street, Bldg. G Gainesville, FL 32606 Phone: 888-622-3720 Email: rmelton@nccer.org
PROCEDURAL REQUIREMENTS	School labs/shops must be NCCER accredited. Schools should contact their local Education Service Center, Career & Technical Education consultant for more details.
INSTRUCTOR QUALIFICATIONS	Instructors must be NCCER Certified Craft Instructors. Teacher must be Texas certified in the appropriate area. Contact your Education Service Center, Career and Technical consultant for teacher qualifications. www.tea.state.tx.us/cte/ESCContacts012407.xls
STUDENT TRAINING	Students must be taught by a NCCER Certified Craft Instructor Students must be taught in a NCCER accredited shop/lab
TESTING PREREQUISITES	Students must have NCCER Core certification prior to being eligible for NCCER Carpentry certification
EXAM FEE(S)	Student must satisfactorily pass all written exams for Core Students must satisfactorily pass all performance/skills tests for Core A \$15.00 fee is required

NCCER Construction Core Certification

CREDENTIAL DESCRIPTION	The NCCER Core certification is an entry-level certificate for all construction-related trades
REGULATORY ENTITY	National Center for Construction Education and Research 3600 NW 43rd Street, Bldg. G Gainesville, FL 32606 Phone: 888-622-3720 Email: rmelton@nccer.org
PROCEDURAL REQUIREMENTS	School labs/shops must be NCCER accredited. Schools should contact their local Education Service Center, Career and Technical Education consultant for more details.
INSTRUCTOR QUALIFICATIONS	Instructors must be NCCER Certified Craft Instructors. Teacher must be Texas certified in the appropriate area. Contact your Education Service Center, Career and Technical consultant for teacher qualifications. www.tea.state.tx.us/cte/ESCContacts012407.xls
STUDENT TRAINING	Students must be taught by a NCCER Certified Craft Instructor Students must be taught in a NCCER accredited shop/lab
TESTING PREREQUISITES	Students must have NCCER Core certification prior to being eligible for NCCER Carpentry certification
EXAM FEE(S)	Student must satisfactorily pass all written exams for Core Students must satisfactorily pass all performance/skills tests for Core A \$15.00 fee is required

NCCER Construction Technology Certification

CREDENTIAL DESCRIPTION	The NCCER Core certification is an entry-level certificate for all construction-related trades
REGULATORY ENTITY	National Center for Construction Education and Research 3600 NW 43rd Street, Bldg. G Gainesville, FL 32606 Phone: 888-622-3720 Email: rmelton@nccer.org
PROCEDURAL REQUIREMENTS	School facility/laboratory must be NCCER accredited. Schools and Technical Education consultant for more details .
INSTRUCTOR QUALIFICATIONS	Instructors must be NCCER Certified Craft Instructors. Teacher must be Texas certified in the appropriate area. Contact your Education Service Center, Career and Technical consultant for teacher qualifications. www.tea.state.tx.us/cte/ESCContacts012407.xls
STUDENT TRAINING	Students must be taught by a NCCER Certified Craft Instructor. Students must be taught in a NCCER accredited shop/lab.
TESTING PREREQUISITES	Students must have NCCER Core certification prior to being eligible for NCCER Carpentry certification.
EXAM FEE(S)	Student must satisfactorily pass all written exams for Core. Students must satisfactorily pass all performance/skills tests for Core. A \$15.00 fee is required.

NCCER Electrical Certification

CREDENTIAL DESCRIPTION	The NCCER Core certification is an entry-level certificate for all construction-related trades.
REGULATORY ENTITY	National Center for Construction Education and Research 3600 NW 43rd Street, Bldg. G Gainesville, FL 32606 Phone: 888-622-3720 Email: rmelton@nccer.org
PRODEDURAL REQUIREMENTS	School facility/laboratory must be NCCER accredited. Schools should contact their local Education Service Center, Career and Technical Education consultant for more details. .
INSTRUCTOR QUALIFICATIONS	Instructors must be NCCER Certified Craft Instructors. Teacher must be Texas certified in the appropriate area. Contact your Education Service Center, Career and Technical consultant for teacher qualifications. www.tea.state.tx.us/cte/ESCContacts012407.xls
STUDENT TRAINING	Students must be taught by a NCCER Certified Craft Instructor. Students must be taught in a NCCER accredited shop/lab.
TESTING PREREQUISITES	Students must have NCCER Core certification prior to being eligible for NCCER Carpentry certification.
EXAM FEE(S)	Student must satisfactorily pass all written exams for Core Students must satisfactorily pass all performance/skills tests for Core. A \$15.00 fee is required.

NCCER Heating, Ventilation & Air Conditioning Certification

CREDENTIAL DESCRIPTION	The NCCER Core certification is an entry-level certificate for all construction-related trades.
REGULATORY ENTITY	National Center for Construction Education and Research 3600 NW 43rd Street, Bldg. G Gainesville, FL 32606 Phone: 888-622-3720 Email: rmelton@nccer.org
PROCEDURAL REQUIREMENTS	School facility/laboratory must be NCCER accredited. Schools should contact their local Education Service Center, Career and Technical Education consultant for more details.
INSTRUCTOR QUALIFICATIONS	Instructors must be NCCER Certified Craft Instructors. Teacher must be Texas certified in the appropriate area. Contact your Education Service Center, Career and Technical consultant for teacher qualifications. www.tea.state.tx.us/cte/ESCContacts012407.xls
STUDENT TRAINING	Students must be taught by a NCCER Certified Craft Instructor. Students must be taught in a NCCER accredited shop/lab.
TESTING PREREQUISITES	Students must have NCCER Core certification prior to being eligible for NCCER Carpentry certification.
EXAM FEE(S)	Student must satisfactorily pass all written exams for Core. Students must satisfactorily pass all performance/skills tests for Core. A \$15.00 fee is required.

NCCER Maintenance: Industrial Certification

CREDENTIAL DESCRIPTION	The NCCER Core certification is an entry-level certificate for all construction-related trades
REGULATORY ENTITY	National Center for Construction Education and Research 3600 NW 43rd Street, Bldg. G Gainesville, FL 32606 Phone: 888-622-3720 Email: rmelton@nccer.org
PROCEDURAL REQUIREMENTS	School facility/laboratory must be NCCER accredited. Schools should contact their local Education Service Center, Career and Technical Education consultant for more details.
INSTRUCTOR QUALIFICATIONS	Instructors must be NCCER Certified Craft Instructors. Teacher must be Texas certified in the appropriate area. Contact your Education Service Center, Career and Technical consultant for teacher qualifications. www.tea.state.tx.us/cte/ESCContacts012407.xls
STUDENT TRAINING	Students must be taught by a NCCER Certified Craft Instructor. Students must be taught in a NCCER accredited shop/lab.
TESTING PREREQUISITES	Students must have NCCER Core certification prior to being eligible for NCCER Carpentry certification.
EXAM FEE(S)	Student must satisfactorily pass all written exams for Core Students must satisfactorily pass all performance/skills tests for Core. A \$15.00 fee is required.

NCCER Masonry Certification

CREDENTIAL DESCRIPTION	The NCCER Core certification is an entry-level certificate for all construction-related trades.
REGULATORY ENTITY	National Center for Construction Education and Research 3600 NW 43rd Street, Bldg. G Gainesville, FL 32606 Phone: 888-622-3720 Email: rmelton@nccer.org
PROCEDURAL REQUIREMENTS	School facility/laboratory must be NCCER accredited. Schools should contact their local Education Service Center, Career and Technical Education consultant for more details.
INSTRUCTOR QUALIFICATIONS	Instructors must be NCCER Certified Craft Instructors. Teacher must be Texas certified in the appropriate area. Contact your Education Service Center, Career and Technical consultant for teacher qualifications. www.tea.state.tx.us/cte/ESCCContacts012407.xls
STUDENT TRAINING	Students must be taught by a NCCER Certified Craft Instructor. Students must be taught in a NCCER accredited shop/lab.
TESTING PREREQUISITES	Students must have NCCER Core certification prior to being eligible for NCCER Carpentry certification.
EXAM FEE(S)	Student must satisfactorily pass all written exams for Core. Students must satisfactorily pass all performance/skills tests for Core. A \$15.00 fee is required

NCCER Painting Certification

CREDENTIAL DESCRIPTION	The NCCER Core certification is an entry-level certificate for all construction-related trades
REGULATORY ENTITY	National Center for Construction Education and Research 3600 NW 43rd Street, Bldg. G Gainesville, FL 32606 Phone: 888-622-3720 Email: rmelton@nccer.org
PROCEDURAL REQUIREMENTS	School facility/laboratory must be NCCER accredited. Schools should contact their local Education Service Center, Career and Technical Education consultant for more details.
INSTRUCTOR QUALIFICATIONS	Instructors must be NCCER Certified Craft Instructors. Teacher must be Texas certified in the appropriate area. Contact your Education Service Center, Career and Technical consultant for teacher qualifications. www.tea.state.tx.us/cte/ESCContacts012407.xls
STUDENT TRAINING	Students must be taught by a NCCER Certified Craft Instructor. Students must be taught in a NCCER accredited shop/lab.
TESTING PREREQUISITES	Students must have NCCER Core certification prior to being eligible for NCCER Carpentry certification.
EXAM FEE(S)	Student must satisfactorily pass all written exams for Core. Students must satisfactorily pass all performance/skills tests for Core. A \$15.00 fee is required.

NCCER Pipefitting Certification

CREDENTIAL DESCRIPTION	The NCCER Core certification is an entry-level certificate for all construction-related trades
REGULATORY ENTITY	National Center for Construction Education and Research 3600 NW 43rd Street, Bldg. G Gainesville, FL 32606 Phone: 888-622-3720 Email: rmelton@nccer.org
PROCEDURAL REQUIREMENTS	School facility/laboratory must be NCCER accredited. Schools should contact their local Education Service Center, Career and Technical Education consultant for more details .
INSTRUCTOR QUALIFICATIONS	Instructors must be NCCER Certified Craft Instructors. Teacher must be Texas certified in the appropriate area. Contact your Education Service Center, Career and Technical consultant for teacher qualifications. www.tea.state.tx.us/cte/ESCContacts012407.xls
STUDENT TRAINING	Students must be taught by a NCCER Certified Craft Instructor. Students must be taught in a NCCER accredited shop/lab.
TESTING PREREQUISITES	Students must have NCCER Core certification prior to being eligible for NCCER Carpentry certification
EXAM FEE(S)	Student must satisfactorily pass all written exams for Core. Students must satisfactorily pass all performance/skills tests for Core. A \$15.00 fee is required.

NCCER Plumbing Certification

CREDENTIAL DESCRIPTION	The NCCER Core certification is an entry-level certificate for all construction-related trades
REGULATORY ENTITY	National Center for Construction Education and Research 3600 NW 43rd Street, Bldg. G Gainesville, FL 32606 Phone: 888-622-3720 Email: rmelton@nccer.org
PROCEDURAL REQUIREMENTS	School facility/laboratory must be NCCER accredited. Schools should contact their local Education Service Center, Career and Technical Education consultant for more details.
INSTRUCTOR QUALIFICATIONS	Instructors must be NCCER Certified Craft Instructors. Teacher must be Texas certified in the appropriate area. Contact your Education Service Center, Career and Technical consultant for teacher qualifications. www.tea.state.tx.us/cte/ESCContacts012407.xls
STUDENT TRAINING	Students must be taught by a NCCER Certified Craft Instructor. Students must be taught in a NCCER accredited shop/lab.
TESTING PREREQUISITES	Students must have NCCER Core certification prior to being eligible for NCCER Carpentry certification.
EXAM FEE(S)	Student must satisfactorily pass all written exams for Core. Students must satisfactorily pass all performance/skills tests for Core. A \$15.00 fee is required.

NCCER Sheet Metal Certification

CREDENTIAL DESCRIPTION	The NCCER Core certification is an entry-level certificate for all construction-related trades.
REGULATORY ENTITY	National Center for Construction Education and Research 3600 NW 43rd Street, Bldg. G Gainesville, FL 32606 Phone: 888-622-3720 Email: rmelton@nccer.org
PROCEDURAL REQUIREMENTS	School facility/laboratories must be NCCER accredited. Schools should contact their local Education Service Center, Career and Technical Education consultant for more details.
INSTRUCTOR QUALIFICATIONS	Instructors must be NCCER Certified Craft Instructors. Teacher must be Texas certified in the appropriate area. Contact your Education Service Center, Career and Technical consultant for teacher qualifications. www.tea.state.tx.us/cte/ESCContacts012407.xls
STUDENT TRAINING	Students must be taught by a NCCER Certified Craft Instructor. Students must be taught in a NCCER accredited shop/lab.
TESTING PREREQUISITES	Students must have NCCER Core certification prior to being eligible for NCCER Carpentry certification.
EXAM FEE(S)	Student must satisfactorily pass all written exams for Core Students must satisfactorily pass all performance/skills tests for Core A \$15.00 fee is required

NCCER Welding Certification

CREDENTIAL DESCRIPTION	The NCCER Core certification is an entry-level certificate for all construction related trades.
REGULATORY ENTITY	National Center for Construction Education and Research 3600 NW 43rd Street, Bldg. G Gainesville, FL 32606 Phone: 888-622-3720 Email: rmelton@nccer.org
PRODEDURAL REQUIREMENTS	School labs/shops must be NCCER accredited. Schools should contact their local Education Service Center, Career and Technical Education consultant for more details.
INSTRUCTOR QUALIFICATIONS	Instructors must be NCCER Certified Craft Instructors. Teacher must be Texas certified in the appropriate area. Contact your Education Service Center, Career and Technical consultant for teacher qualifications. www.tea.state.tx.us/cte/ESCContacts012407.xls
STUDENT TRAINING	Students must be taught by a NCCER Certified Craft Instructor. Students must be taught in a NCCER accredited shop/lab.
TESTING PREREQUISITES	Students must have NCCER Core certification prior to being eligible for NCCER Carpentry certification.
EXAM FEE(S)	Student must satisfactorily pass all written exams for Core. Students must satisfactorily pass all performance/skills tests for Core. A \$15.00 fee is required.

National Professional Certification in Customer Service

CREDENTIAL DESCRIPTION	The Customer Service Certification is based on the national skill standards for Customer Service. It assesses essential customer service knowledge and skills that enhance interaction with customers to provide information in response to inquiries about products and services as well as ability to handle and resolve customer complaints.
REGULATORY ENTITY	Sales and Service Voluntary Partnership 325 7 th Street, NW, Suite 1100 Washington, DC 20004 Phone: 202-626-8193 Email: ssvpinfo@nrf.com Website: www.salesandservice.org
PROCEDURAL REQUIREMENTS	Marketing Dynamics and/or Marketing Management may be offered as part of an approved Marketing Education program in the secondary schools of Texas.
INSTRUCTOR QUALIFICATIONS	The instructor assigned to teach the courses must be certified in Marketing Education, have a minimum of a bachelor's degree, and have two or more years of approvable wage-earning experience in the field of marketing. Teachers must be Texas certified in the appropriate area. Teachers are also encouraged to take the Customer Service Certification assessment.
STUDENT TRAINING	Knowledge and skills the certification will cover include but are not limited to: <ul style="list-style-type: none"> • Product and service information • Know how to assess customer needs • Ability to educate the customer • Meet customer's needs and provide ongoing support • Thorough knowledge of the selling process • Ability to gain customer commitment and close the sale • Develop and implement a sales follow-up plan • Conflict resolution • Empathy training • Practicing "win-win" strategies • Exceptional customer service
TESTING PREREQUISITES	Successful course completion; read and study the National Professional Certification in Customer Service Certification Handbook; and register to take the assessment at an approved site.
EXAM FEE(S)	Assessment and certification fee of \$50-80, depending on testing center.

NetWare 6 Certified Novell Administrator (CNA)

CREDENTIAL DESCRIPTION	Novell's Certified Novell Administrator (CNA) 6 certification is meant for entry level IT professionals who have "a fundamental knowledge of networking" and want to "learn the specifics of Novell networking" and eDirectory environments. It expands upon other certifications such as Microsoft's MCSA, CompTIA's Network+ and Cisco's CCNA.
REGULATORY ENTITY	Novell, Inc. - Education 1800 South Novell Place Provo, Utah 84606 Phone: 800-529-3400 http://www.novell.com/training/certinfo/cna/index.html Exams are administered by Pearson VUE (register at www.vue.com , or call 877-619-2096) Thomson Prometric (register at http://securereg3.prometric.com/) and other Novell Partner sites
PROCEDURAL REQUIREMENTS	Pass one exam: CNA 050-677 or CNA 050-686 Test takers need to accept the Novell Training Services Certification Agreement during the exam.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field and knowledgeable of subject matter.
STUDENT TRAINING	To begin students should first be knowledgeable of basic networking and operating systems. Students are expected to learn: <ul style="list-style-type: none"> • Effective network administration • Organization and operation of an enterprise-class operating system • Implementation and operation of NetWare 6 • Problem-solving scenario skills • Network print operations • File system and storage • Security of Internet applications and services Online study guides available.
TESTING PREREQUISITES	It is recommended that individuals have a CompTIA Network+ certification before pursuing the Novell CNA.
EXAM FEE(S)	\$125.00

Network+ Certification

CREDENTIAL DESCRIPTION	Network+ is an international, vendor-neutral certification that recognizes a technician's ability to describe the features and functions of networking components and to install, configure and troubleshoot basic networking hardware, protocols and services.
REGULATORY ENTITY	CompTIA 1815 S. Meyers Road, Suite 300 Oakbrook Terrace, IL 60181-5228 Phone: 630-678-8300 Fax: 630-678-8384 www.comptia.org
PROCEDURAL REQUIREMENTS	Successfully pass one 65-question exam in 90 minutes or less. School districts must have approval from the Texas Education Agency to teach an innovative course.
INSTRUCTOR QUALIFICATIONS	<ul style="list-style-type: none"> • Hold a valid secondary teaching certificate (any area) • Demonstrate sufficient technology proficiencies (deemed necessary by the local district) to enroll in training to teach the course. • Upon completion of the training, the district will ensure the teachers have appropriate technology knowledge and skills to teach the course. • The teacher must be certified to teach the software used in the lab.
STUDENT TRAINING	You must have knowledge in the area of network repair and technical support. Curriculum pertaining to a technician's ability to describe the features and networking components and to install, configure, trouble shoot basic networking hardware services.
TESTING PREREQUISITES	It is recommended that applicant have nine months of experience in network support or administration along with A+ certification.
EXAM FEE(S)	CTIA Members: \$115 Nonmembers fees start at \$225

Nurse Aide

CREDENTIAL DESCRIPTION	Certification as a nurse aide through the National Nurse Aide Assessment Program (NNAAP) meets the nurse aide examination requirement of the federal and state laws and regulations which resulted from the Nursing Home Reform Act. The certification examination is to set the standards of care in order to improve the quality of care in long term care facilities and to define the training and examination standards for nurse aides who work in long term care (LTC) facilities.
REGULATORY ENTITY	<p>Texas Nurse Aide Registry P.O. Box 149030 Mail Code Y-977 Austin, Texas 78714-9030 Phone: 512-231-5829</p> <p>The Texas Department of Aging and Disability Services (DADS) Long-term Care Regulatory 701 W. 51st Street Austin, Texas 78751 Phone: 512-438-3011 http://www.dads.state.tx.us/business/ltr/credentialing/index.html</p>
INSTRUCTOR QUALIFICATIONS	<p>The program instructor must:</p> <ul style="list-style-type: none"> • be a licensed nurse in the state of Texas; • have a minimum of one year of nursing experience in a facility; and • have completed a course in teaching adults or have experience in teaching adults or supervising nurse aides. <p>TEC §29.184 (partnering): school districts can contract with outside entities for services if teacher is not credentialed to facilitate student training.</p>
STUDENT TRAINING	<p>Each NATCEP must provide a minimum of 75 clock hours of training, including:</p> <ul style="list-style-type: none"> • 51 clock hours of classroom training that doesn't involve direct resident care; and • 24 clock hours of hands-on resident care in a nursing facility or alternative clinical training under the direct supervision of a licensed nurse. <p>Each NATCEP must teach the DHS-established curriculum, including:</p> <ol style="list-style-type: none"> 1. At least 16 introductory hours of training in the following areas before direct client contact: <ul style="list-style-type: none"> • communication and interpersonal skills; • infection control; • safety and emergency procedures, including the Heimlich maneuver; • promoting residents' independence; and • respecting residents' rights.

	<ul style="list-style-type: none"> • Personal care skills. • Basic nursing skills. • Mental health and social service needs. • Care of cognitively impaired residents. • Basic restorative services. • Residents' rights. <p>Each NATCEP must use a DHS performance record to account for major duties or skills taught, trainee performance of duty or skill, satisfactory or unsatisfactory performance, and name of instructor supervising the performance. At the completion of the NATCEP, the trainee and his or her employer, if applicable, will receive a copy of the performance record.</p> <p>TAC Title 40 Social Services and Assistance, Part 1 Department of Aging and Disability Services, Chapter 94 Nurse Aides</p>
TESTING PREREQUISITES	<p>Students must successfully complete a state approved nurse aide training program within the last 24 months and submit a completed application to NACES in order to be eligible to apply to take the exam. Applicants must also complete a criminal background check in order to comply with the Health and Safety Code.</p>
EXAM FEE(S)	<p>The examination consists of 2 parts: skills (5 randomly selected skills from a list of 34 skills) and knowledge (written test of 70 multiple-choice questions). Candidate must pass 4 of the 5 skills before sitting for the written test. A practice written exam is available at http://www.asisvcs.com</p> <p>The cost for the 2 part examination is \$76. (Spanish version and oral version cost \$89)</p> <p>NACES Plus Foundation, Inc. Texas Nurse Aide Testing Program 7600 Burnet Road, Suite 440 Austin, Texas 78757-1292 Phone: 800-444-5178 email: txnurseaide@texasnurses.org http://www.NACESplus.org</p> <p>Promissor Texas Nurse Aide Program P.O. Box 13785 Philadelphia, PA 19101-3785 Phone: 800-274-2900 http://www.promissor.com http://www.asisvcs.com</p>

Office Proficiency Assessment Certification 8.5 (OPAC)

CREDENTIAL DESCRIPTION	On-site software testing package that can assess over 30 pre-employment office skills in keyboarding, word processing, records management, financial records, and computer applications.
REGULATORY ENTITY	OPAC System Headquarters 2100 Northrop Avenue, Suite 200 Sacramento, CA 95824 Phone: 800-999-0438 www.opac.com Email: staff@opac.com
PROCEDURAL REQUIREMENTS	Organizations purchase an OPAC software license. There are no additional per-test fees, however annual maintenance fees apply. There are specific hardware and software requirements, including the need for external word processing, spreadsheet, and database applications that are not included with the OPAC system.
INSTRUCTOR QUALIFICATIONS	Teacher must be Texas certified in the appropriate area. Instructors teaching Administrative Procedures must also have Office Education certification.
STUDENT TRAINING	The information can be covered in a program of study for Business, Management & Administration. Depending on the certification test(s) administered, students demonstrate their acquisition of skills in: <ul style="list-style-type: none"> • Keyboarding with speed and accuracy • Word processing using Microsoft Word • Using correct punctuation, spelling, grammar, etc. • Managing and preparing records • Maintaining basic financial records • Basic math skill calculations • Spreadsheet and database applications • Accurate data input • 10-key skills • Legal keyboarding and proofreading • Medical keyboarding and proofreading
TESTING PREREQUISITES	This is a site-administered examination and can be self-administered.
EXAM FEE(S)	The software costs approximately \$350 and up.

Oracle Certified Database Associate

CREDENTIAL DESCRIPTION	You must be able to create a database, manage a storage structure, data storage, and security. You must also be able to perform database backups and recovery and other database structure and technique components.
REGULATORY ENTITY	Oracle 500 Oracle Parkway Redwood Shores, CA 94065 Phone: 800-529-0165 www.oracle.com/education Email: ocpexam_ww@oracle.com
PROCEDURAL REQUIREMENTS	Approval from the Texas Education Agency to teach an innovative course. Business Programming does not require the innovative course approval, but you must teach the TEKS of the course.
INSTRUCTOR QUALIFICATIONS	Teacher must be Texas certified in the appropriate area. The teacher must be certified to teach the software used in the lab.
STUDENT TRAINING	The student will have : <ul style="list-style-type: none"> • introductory knowledge of Oracle SQL and PL/SQL; • basic database administration knowledge; • backup and recovery knowledge; • basic knowledge in performance tuning; and • basic knowledge in network administration.
TESTING PREREQUISITES	None
EXAM FEE(S)	Fees range from \$40 for the Beta version to \$125.

OSHA Ten Hour Safety Certification

CREDENTIAL DESCRIPTION	A certificate of completion (card) that affirms a student has completed an OSHA-approved ten hour general industry advanced safety-training program.
REGULATORY ENTITY	Occupational Safety and Health Administration http://www.osha.gov/ http://www.CareerSafeOnline.com Phone: 888-614-SAFE
PROCEDURAL REQUIREMENTS	Certified teachers provide instruction that addresses key components. A comprehensive test is administered at the end of the training
INSTRUCTOR QUALIFICATIONS	Instructors must complete both the 32-hour OSHA-approved 501 and 500 outreach-training courses. OSHA 501 is a prerequisite for 500.
STUDENT TRAINING	The course covers all content of the ten-hour course, and additional instruction in: <ul style="list-style-type: none"> • Permit-required confined spaces; • Lockout/Tagout; • Materials handling; • Welding, cutting and brazing; • Ergonomics; and • Recordkeeping.
TESTING PREREQUISITES	There are no specific testing prerequisites.
EXAM FEES	\$18.00 per student.

Outdoor Power Equipment Technician

CREDENTIAL DESCRIPTION	The credential serves to identify an individual who strives for a higher level of professionalism and technical proficiency in the operation, repair, and maintenance of outdoor power equipment.
REGULATORY ENTITY	Engine and Equipment Training Council (EETC) PO. Box 648 Hartland, WI 53029 http://www.eetc.org/
PROCEDURAL REQUIREMENTS	Accreditation start-up manual available from EETC. School must meet “acceptable” level of compliance in seven standard areas: <ul style="list-style-type: none"> • Learning resources; • Facilities, supplies, and equipment repair; • Qualified instructor; • Student services; • Advisory committee; • Tool and equipment lists, and • Task list competencies.
INSTRUCTOR QUALIFICATIONS	Teacher must: <ul style="list-style-type: none"> • hold appropriate OPEESA certification; • have manufacturer’s specific certification (where available); • minimum two years occupational work experience; • be a member of the EETC; • regularly attend meetings and activities for OPEESA instructors, and • meet all applicable Texas teacher certification requirements.
STUDENT TRAINING	A suggested course of study includes: <ul style="list-style-type: none"> • 64 hours of Small air-cooled engines, • 128 hours of Small two-stroke engines, and • 128 hours of Small four-stroke engines.
TESTING PREREQUISITES	A first-time registration fee of \$35.00 is required.
EXAM FEES	Each examination is \$45.00. Tests may be taken either on paper or electronically. Examinations given in seven areas, limit two tests taken on one day. Certification effective for three years.

PBX Operator

CREDENTIAL DESCRIPTION	A PBX operator certification is a hospitality industry certification that validates that an individual has demonstrated the knowledge and performance of specific job duties for the position of PBX operator.
REGULATORY ENTITY	The Educational Institute American Hotel and Lodging Association (AH&LA) 800 N. Magnolia Avenue, Suite 1800 Orlando, FL 32803 Phone: 407-999-8160 www.ei-ahla.org
PROCEDURAL REQUIREMENTS	Exam at the end of the program of study or at any time if the individual meets employment criteria and knowledge and skills levels; Earn an A rating on at least 75% of the tasks listed on the PBX Operator Skills Validation Form. Score 75% or better on the Knowledge Test for PBX Operator.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	A program of study in the Hospitality and Tourism.
TESTING PREREQUISITES	Be currently employed as a PBX operator, or equivalent position. Have a minimum of 90 days experience in the position of PBX operator.
EXAM FEE(S)	\$35 AH&LA member \$40 non-member A voucher for certification can also be obtained through completion of the START program through AH&LA.

Pediatric Education for Prehospital Professionals

CREDENTIAL DESCRIPTION	The PEPP Course is sponsored by the American Academy of Pediatrics and is designed to meet the minimum standards related to the pediatric portion of the US Department of Transportation National Standard Curriculum for EMT-Basic, EMT-Intermediate, and EMT-Paramedic providers.
REGULATORY ENTITY	American Academy of Pediatrics Division of Life Support Programs 141 Northwest Point Blvd. Elk Grove Village, IL 60007-1098 Phone: 847-434-4795 Fax: 847-228-1350 www.PEPPsite.com
INSTRUCTOR QUALIFICATIONS	<p>Requirements:</p> <ul style="list-style-type: none"> • Be a physician, registered nurse, physician assistant, paramedic, or EMT. • Have EMT teaching experience or experience in coordinating another nationally recognized standardized course for teaching prehospital personnel. • Successfully complete the PEPP provider course at the level for which you wish to conduct courses. Based on your individual qualifications and whether you have completed the PEPP ALS course or the PEPP BLS course, you will become a PEPP ALS Course Coordinator or a PEPP BLS Course Coordinator. • The PEPP BLS Course Coordinator can coordinate BLS courses and conduct the Course Coordinator Orientation for individuals who want to become BLS Course Coordinators. • Submit application for approval to the PEPP Course Coordinator providing the orientation or submit application electronically to the AAP for approval before completing the on-line self-study orientation. • Complete a Course Coordinator Orientation from a Course Coordinator or the on-line self-study orientation provided by the American Academy of Pediatrics. • Course Coordinators can also apply to a national organization for continuing education credit
STUDENT TRAINING	<p>Students must be certified in EMS or be currently enrolled in an EMS program to complete the certification.</p> <p>Equipment for skills and textbooks must be provided for each student. Textbooks: ISBN 13: 9780763743734 ISBN 10: 0763743739 Price: \$41.95</p>

	<p>Continuing Education Board for Emergency Medical Services (CECBEMS) 5111 Mill Run Road Dallas, TX 75244 Phone: 972-387-2862 lsibley@cecbems.com</p>
TESTING PREREQUISITES	<p>Students must be certified in EMS or be currently enrolled in an EMS program to complete the certification.</p>
EXAM FEE(S)	<p>Certification Cards are given at no charge through the American Academy of Pediatrics after successful completion of course.</p>

Pharmacy Technician

CREDENTIAL DESCRIPTION	The Pharmacy Technician certification provides the knowledge and skills needed to prepare, distribute, label and package pharmaceuticals, and to patients' medication profiles in specified records or forms.
REGULATORY ENTITY	Texas State Board of Pharmacy William P. Hobby Building Tower 3, Suite 600 333 Guadalupe Street PO Box 21 Austin, TX 78701 Phone: 512-305-8000 Fax: 512-305-8082 Licensing Fax: 512-305-8075 www.tsbp.state.tx.us email: tech@tsbp.state.tx.us
PROCEDURAL REQUIREMENTS	The board encourages all pharmacy technicians to become certified by taking and passing the National Pharmacy Technician Certification Exam or other examination approved by the board. TEC §29.184 (partnering): school districts can contract with outside entities for services if teacher is not credentialed to facilitate student training.
INSTRUCTOR QUALIFICATIONS	Instructors qualified to teach HSTE courses by TEA standards may oversee the pharmacy technician program; however, a pharmacist must supervise the clinical/lab component of the course.
STUDENT TRAINING	Pharmacy technician training shall be outlined in a training manual. Such training manual shall, at a minimum, contain the following: (1) written procedures and guidelines for the use and supervision of pharmacy technicians. Such procedures and guidelines shall: (A) specify the manner in which the pharmacist responsible for the supervision of pharmacy technicians will supervise such personnel and verify the accuracy and completeness of all acts, tasks, and functions performed by such personnel; and (B) specify duties which may and may not be performed by pharmacy technicians; and (2) instruction in the following areas and any additional areas appropriate to the duties of pharmacy technicians in the pharmacy: (A) Orientation; (B) Job descriptions; (C) Communication techniques; (D) Laws and rules; (E) Security and safety;

	<p>(F) Prescription drugs: (G) Drug orders: (H) Drug order preparation: (I) Other functions; (J) Drug product prepackaging; and (K) Written policy and guidelines for use of and supervision of pharmacy technicians.</p> <ul style="list-style-type: none"> Pharmacy technicians compounding non-sterile pharmaceuticals shall meet the training and education requirements specified in the rules for the class of pharmacy in which the pharmacy technician is working. Pharmacy technicians compounding sterile pharmaceuticals shall meet the training and education requirements specified in the rules for class of pharmacy in which the pharmacy technician is working.
TESTING PREREQUISITES	<p>Individuals enrolled in a health program of study in a Texas high school that is accredited by the Texas Education Agency, may be designated as a pharmacy technician trainee for up to two years provided the work as a pharmacy technician is concurrent with enrollment in a health science technology education program.</p> <p>The Board requires that a pharmacy technician:</p> <ul style="list-style-type: none"> have a high school diploma or a high school equivalency certificate or be working to achieve an equivalent diploma or certificate or have a signed letter from the principal of the school attesting to the graduation date of the individual and have passed a board approved pharmacy technician certification examination register with the board annually or biennially, as determined by board rule, on a form prescribed by the board. <p>TSBP will begin the registration process for current and new Technician trainees in October 2006</p> <p>Effective February 1, 2007, individuals who are not registered with the Board may not be employed as or perform the duties of a pharmacy technician or pharmacy technician trainee.</p>
EXAM FEE(S)	<p>The fee for initial registration is \$56 for a two year registration and is composed of the following fees:</p> <ul style="list-style-type: none"> \$48 for processing the application and issuance of the pharmacy technician registration as authorized by the Act, §568.005; \$3 surcharge to fund TexasOnline as authorized by Chapter 2054, Subchapter I, Government Code; and \$5 surcharge to fund the Office of Patient Protection as authorized by Chapter 101, Subchapter G, Occupations Code. <p>Renewal.</p>

	<p>All applicants for renewal shall:</p> <ul style="list-style-type: none"> • complete the Texas application for registration. Any fraudulent statement made in the application is ground for suspension or revocation of any registration renewed by the board; • pay the renewal fee of \$53; and • complete 20 contact hours of continuing education per renewal period in as specified in §297.8 of this title (relating to Continuing Education).
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Phlebotomy Technician

CREDENTIAL DESCRIPTION	The Phlebotomy Technician certification encompasses the knowledge and skills necessary to collect and handle blood specimens used in diagnosing and tracking illnesses, drug testing, or other health-related areas requiring a blood sample.
REGULATORY ENTITY	National Phlebotomy Association, Inc. 1901 Brightseat Road Landover, MD 20785 Phone: 301-386-4200 Fax: 301-386-4203 http://www.nationalphlebotomy.org
PROCEDURAL REQUIREMENTS	<p>The National Phlebotomy Association (NPA) must approve the training program. The training program must be offered as a course with at least 160 contact hours of lecture time excluding the phlebotomy practical. The training program must include at least 200 hours of practical experience either with mannequins or clinical practicum or a combination of both. The program must meet the NPA curriculum requirements.</p> <p>TEC §29.184 (partnering): school districts can contract with outside entities for services if teacher is not credentialed to facilitate student training.</p>
INSTRUCTOR QUALIFICATIONS	<p>To be a NPA instructor, you will have to be qualified under one of the following:</p> <ul style="list-style-type: none"> • You have been performing as an instructor for a period of one year or more in an Allied Health academic classroom setting with proof of course outline. • You are currently performing as an instructor for a period of one year or more with proof of course outline. • You must have knowledge in the field of Phlebotomy in one of the following careers: Medical Assistant, Medical Technology, Medical Technician, Registered Nurse, Licensed Practical Nurse, Respiratory Therapist, Certified Phlebotomist, Certified Nursing Assistant and Laboratory Assistant. • You must show proof of a certificate or degree and are licensed or certified by one of the national organizations in the field of phlebotomy or any one of the health care fields <p>Fee \$100</p>
STUDENT TRAINING	Students must receive 160 hours of didactic instruction and 200 hours of practical experience with mannequins or clinical practicum or both.

TESTING PREREQUISITES	Applicant screening process is strongly encouraged.
EXAM FEE(S)	<p>The NPA Certification Examination is a two-part examination. The first part is the written portion (2 hours) and the second part is the practical portion (1 hour). The training institution may sponsor the exam.</p> <p>The student must complete an application. http://www.nationalphlebotomy.org/files//3286901.pdf</p> <p>Fee \$100</p>

Powered Industrial Truck Operator Forklift Operator

CREDENTIAL DESCRIPTION	<p>Training and certification in basic safety and operation of industrial lift trucks and tractors used in general industry (excluding agriculture, construction and maritime applications). Vehicles covered include:</p> <ul style="list-style-type: none"> • High lift trucks • Counter-balanced trucks • Cantilevered trucks • Rider trucks • Forklift trucks • High lift platform trucks • Low lift trucks • Low lift platform trucks • Motorized hand trucks • Pallet trucks • Narrow aisle rider trucks • Straddle trucks • Reach rider trucks • Single side loader rider trucks • High lift order picker rider trucks • Motorized hand/rider trucks • Rough terrain trucks
REGULATORY ENTITY	<p>Occupational Safety and Health Administration http://www.osha.gov/</p>
PROCEDURAL REQUIREMENTS	<p>Employers must certify that each operator has been trained and evaluated as required by the standard. The certification must include the name of the operator, the date of training, the date of evaluation, and the identity of the person(s) performing the training or evaluation</p>
INSTRUCTOR QUALIFICATIONS	<p>The certifying trainer must be someone who has the knowledge and experience to conduct the training, and is able to explain the training materials. Completion of the OSHA 501 Industry Outreach Trainer course is recommended.</p>
STUDENT TRAINING	<p>Specified training experiences are identified in OSHA 29CFR 1910.178(l). Truck-related and workplace-related topics must be included, along with the requirements of the OSHA standard. Training must include:</p> <ul style="list-style-type: none"> • Formal instruction (lecture, discussion, CBT, video, and/or written work) • Practical training (demonstration and exercises) • Formal evaluation

TESTING PREREQUISITES	Age requirement is 18 for employment.
EXAM FEES	Examinations offered on paper or electronically by various entities including employers. Retesting required for operators observed in unsafe practices. Operators must renew their certification every three years if incident-free.

PrintED

CREDENTIAL DESCRIPTION	<p>PrintED is a national accreditation program, based on industry standards, for graphic communications course of study at the secondary and postsecondary levels. Accreditation is awarded to applicants that meet PrintED's six required standards in at least two areas of accreditation.</p> <p>Competencies have been defined and developed for each area of accreditation by educators and industry. Student certification confirms completion of a PrintED accredited program and evaluates competencies through testing delivered by the National Occupational Competency Testing Institute (NOCTI).</p>
REGULATORY ENTITY	<p>Graphic Arts Education and Research Foundation (GAERF) Eileen D. Cassidy, Director 1899 Preston White Drive Reston, VA 20191-4367 Phone: 703-264-7200 Toll-Free: 866-381-9839 Fax: 703-620-3165 http://www.gaerf.org</p>
PROCEDURAL REQUIREMENTS	<p>Student testing is delivered through the National Occupational Competency Testing Institute (NOCTI). Online testing is available in three areas: Introduction to Graphic communications, Offset Press Operations, and Press Operations Digital File Preparation</p>
INSTRUCTOR QUALIFICATIONS	<p>Teachers must be Texas certified in the appropriate field.</p>
STUDENT TRAINING	<p>PrintED has identified six standards that encompass the elements of a solid training program. The course of study must meet these standards in at least two areas. The areas of accreditation are:</p> <ul style="list-style-type: none"> • Introduction to Graphic communications • Press Operations • Binding and Finishing • Digital File Preparation • Digital File Output • Advanced Press Operations • Advanced Digital File Preparation
TESTING PREREQUISITES	<p>Students enrolled in a PrintED accredited program and identified by the instructor as having demonstrated proficiency in completing at least 80% of the required hands-on tasks.</p>
EXAM FEE(S)	<p>\$30.00 per exam</p>

Private Pesticide Applicator

CREDENTIAL DESCRIPTION	A Private Pesticide Applicator purchases, uses, and/or supervises the use of a restricted-use pesticide or state limited-use pesticide in the production of an agricultural commodity on property that the applicator or the applicator's employer owns, rents, or leases.
REGULATORY ENTITY	<p>Texas Department of Agriculture 1700 N. Congress, 11th Floor PO Box 12847 Austin, TX 78711 www.agr.state.tx.us For additional information, call: 512 463-7622 or 1-800-TELL-TDA. http://www.agr.state.tx.us/agr/program_render/0,1987,1848_5325_0_0,00.html?channelId=5325</p>
PROCEDURAL REQUIREMENTS	Prospective pesticide applicators must secure procedural information from the Texas Department of Agriculture or Texas Cooperative Extension. Teachers can tailor local instruction to emphasize certification content.
INSTRUCTOR QUALIFICATIONS	Degree in biological sciences or agricultural education to conduct this TDA student credentialing process.
STUDENT TRAINING	<p>A person must complete a TDA-approved training program offered by the Texas Cooperative Extension or certain private entities.</p> <p>Study materials for the pesticide applicator license exam may be ordered: Cooperative Extension PO Drawer FS College Station, TX 77841 \$20 each plus shipping and handling</p>
TESTING PREREQUISITES	No minimum age requirement; however, suggested age is 16, due to nature of pesticides involved and the Texas Department of Labor child labor laws. TDA-approved training course must be completed prior to exam.
EXAM FEE(S)	<p>There is no fee for taking the exam. However, the fee for a five-year private applicator license is \$60.</p> <p>Private applicator license is valid for 5 years and the applicator must obtain 15 CEUs during that time to renew.</p>

Project+ Project Management

CREDENTIAL DESCRIPTION	<p>CompTIA Project+ certification is a global credential that validates the knowledge required to effectively manage information technology-related projects throughout the entire project life cycle. Individuals with 12 months practical project management experience or those with a strong desire to demonstrate project management knowledge should consider earning this certification.</p> <p>Based on best practices of project management, as identified by major organizations, the exam incorporates project management concepts including important soft skills such as conflict resolution, negotiation, communication, team building/leadership, and setting and mapping expectations.</p>
REGULATORY ENTITY	<p>Computing Technology Industry Association (CompTIA) 1815 S. Meyers Road, Suite 300 Oakbrook Terrace, IL 60181-5228 Phone: 630-678-8300 Fax: 630-678-8384 http://comptia.org</p>
PROCEDURAL REQUIREMENTS	<p>The Project+ examination for certification is delivered through CompTIA. Students may test on-line through local testing centers available in most larger cities in Texas.</p>
INSTRUCTOR QUALIFICATIONS	<p>Teachers must be Texas certified in the appropriate field.</p>
STUDENT TRAINING	<p>Although formal training is not required, 12 months of practical project management experience is recommended. Project+ preparation materials and workshops are available through CompTIA.</p>
TESTING PREREQUISITES	<p>There are no prerequisites, and candidates are not required to submit an application or complete additional hours of continuing education.</p>
EXAM FEE(S)	<p>CTIA Educational Members: \$115 Non-members: \$225 (test only) \$253.71 (test voucher and manual)</p>

ProStart© Certification

CREDENTIAL DESCRIPTION	Individuals with ProStart® Certification prepare for careers in the restaurant and foodservice industry through a two-year high school industry-based curriculum and program that includes on-the-job work experience and mentoring in local restaurants.
REGULATORY ENTITY	Texas Restaurant Association Education Foundation PO Box 1429 Austin, TX 78767-1429 Phone: 800-395-2872 www.restaurantville.com
PROCEDURAL REQUIREMENTS	The ProStart® Program must be requested and approved for the secondary school through the Texas Restaurant Association Educational Foundation.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	<ul style="list-style-type: none"> • Be enrolled in a certified program of study in the Hospitality & Tourism Cluster in ProStart® which emphasizes restaurant and foodservice • Be at least 16 years of age • Maintain a "C" average • Have parent/guardian permission to receive work-based training • Have own means of transportation to and from work • Dress appropriately for work • Consistently be on time to work and follow worksite rules • Undergo screening and interviewing as part of the worksite selection process • Requires 400 work-based hours in local businesses that provide students experience operating and managing a foodservice business
TESTING PREREQUISITES	Complete program of study.
EXAM FEE(S)	Year 1 Exam: No fee Year 2 Exam: No fee

Public Space Cleaner

CREDENTIAL DESCRIPTION	<p>A public space cleaner certification is a hospitality industry certification that validates that an individual has demonstrated the knowledge and performance of specific job duties for the position of public space cleaner.</p> <p><u>Note: For students in CTED courses who have limited capabilities, this may be a way of validating skills that would not be appropriate for most students.</u></p>
REGULATORY ENTITY	<p>The Educational Institute American Hotel and Lodging Association (AH&LA) 800 N. Magnolia Avenue, Suite 1800 Orlando, FL 32803 Phone: 407-999-8160 www.ei-ahla.org</p>
PROCEDURAL REQUIREMENTS	<p>The public space cleaner certification program application may be requested through the Educational Institute of AH&LA. Training resources for public space cleaner are available from AH&LA; use of the resources is optional.</p> <p>Exam at the end of the program of study or at any time if the individual meets employment criteria and knowledge and skills levels.</p> <p>Earn an A rating on at least 75% of the tasks listed on the Public Space Cleaner Skills Validation Form and score 75% or better on the Knowledge Test for Public Space Cleaner.</p>
INSTRUCTOR QUALIFICATIONS	<p>Teachers must be Texas certified in the appropriate field.</p>
STUDENT TRAINING	<p>Knowledge and skills can be covered through the program of study TEKS in the Hospitality and Tourism.</p> <p>Knowledge and skills can also be obtained through the START program available through AH&LA.</p>
TRAINING PREREQUISITES	<p>Be currently employed as a public space cleaner or equivalent position. Have a minimum of 90 days experience in the position of public space cleaner.</p>
EXAM FEE(S)	<p>\$35 AH&LA member \$40 non-member</p> <p>A voucher for certification can also be obtained through completion of the START program through AH&LA.</p>

Reservationist

CREDENTIAL DESCRIPTION	A Reservationist certification is a hospitality industry certification that validates that an individual has demonstrated the knowledge and performance of specific job duties for the position of Reservationist
REGULATORY ENTITY	The Educational Institute American Hotel and Lodging Association (AH&LA) 800 N. Magnolia Avenue, Suite 1800 Orlando, FL 32803 Phone: 407-999-8160 www.ei-ahla.org
PROCEDURAL REQUIREMENTS	The Reservationist certification program application may be requested through the Educational Institute of AH&LA. Training resources for Reservationist are available from AH&LA; use of the resources is optional. Exam at the end of the program of study or at any time if the individual meets employment criteria and knowledge and skills levels. Earn an A rating on at least 75% of the tasks listed on the Reservationist Skills Validation Form. Score 75% or better on the Knowledge Test for Reservationist .
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field .
STUDENT TRAINING	Knowledge and skills can be covered through the program of study TEKS in the Hospitality and Tourism. Knowledge and skills can also be obtained through the START program available through AH&LA.
TESTING PREREQUISITES	Be currently employed as a Reservationist, or equivalent position. Have a minimum of 90 days experience in the position of Reservationist.
EXAM FEE(S)	\$35 AH&LA member \$40 non-member A voucher for certification can also be obtained through completion of the START program through AH&LA.

Restaurant Server

CREDENTIAL DESCRIPTION	A Restaurant Server certification is a hospitality industry certification that validates that an individual has demonstrated the knowledge and performance of specific job duties for the position of restaurant server.
REGULATORY ENTITY	The Educational Institute American Hotel and Lodging Association (AH&LA) 800 N. Magnolia Avenue, Suite 1800 Orlando, FL 32803 Phone: 407-999-8160 www.ei-ahla.org
PROCEDURAL REQUIREMENTS	The Restaurant Server certification program application may be requested through the Educational Institute of AH&LA. Training resources for restaurant server are available from AH&LA; use of the resources is optional. Exam at the end of the program of study or at any time if the individual meets employment criteria and knowledge and skills levels. Earn an A rating on at least 75% of the tasks listed on the Restaurant Server Skills Validation Form. score 75% or better on the Knowledge Test for Restaurant Server.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Knowledge and skills can be covered through the program of study TEKS in the Hospitality and Tourism. Knowledge and skills can also be obtained through the START program available through AH&LA.
TESTING PREREQUISITES	Be currently employed as a restaurant server, or equivalent position. Have a minimum of 90 days experience in the position of restaurant server Note: Texas law requires that persons serving alcoholic beverages be 18 years of age or older
EXAM FEE(S)	\$35 AH&LA member \$40 non-member A voucher for certification can also be obtained through completion of the START program through AH&LA.

Safe Tractor and Machinery Operation

CREDENTIAL DESCRIPTION	Certification allows youth ages 14 and over to be legally employed to operate farm tractors over 20 HP, tractor-powered machinery, and self-propelled machinery. The credential certifies the youth as competent in general agricultural safety, tractor and equipment operation, crop and highway transportation.
REGULATORY ENTITY	US Department of Labor Frances Perkins Building 200 Constitution Avenue, NW Washington, DC 20210 Phone: 1-866-4-USA-DOL US Department of Labor 29 CFR 570.72 http://www.dol.gov/dol/allcfr/Title_29/Part_570/29CFR570.72.htm
PROCEDURAL REQUIREMENTS	Certification only issued by secondary agricultural science teachers or cooperative extension agents. Teacher training on curriculum, instruction, and testing procedures available from: Dr. Bob Williams, NSTMOP Master Trainer Department of Agricultural Sciences Texas A&M University-Commerce Phone: 903-886-5350 Bob_Williams@tamu-commerce.edu . Moderate fee for instructor training.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field. Teachers/Community Lead Instructors must be secondary agricultural science teachers or county extension agents or work under the supervision of one.
STUDENT TRAINING	A 24 hour training program on normal working hazards in agriculture (4hours) and safe operation of tractors and farm machinery (20 hours) is required. Curriculum resources and additional information is available at: http://www.nstmop.psu.edu .
TESTING PREREQUISITES	Student must be a minimum of 14 years of age, must successfully pass a (50 question) written test prior to proceeding to skills training. Must also demonstrate safe operating procedures through a skills performance assessment (driving test).
EXAM FEE(S)	There is no fee for the exam.

Scenic Artist Apprenticeship

CREDENTIAL DESCRIPTION	The Scenic Artist Apprenticeship program is a three year program sponsored by Unites Scenic Artists, local 829 and partially funded by the New York State Department of Labor. The program trains the apprentice to scenic art industry standards in movies, network TV, cable and episodic TV, scenery supplier shops, the Metropolitan Opera and large crew commercials.
REGULATORY ENTITY	United Scenic Artists, Local 829 Cathy Santucci-Keator Apprenticeship Administrator 29 West 38 th Street New York, New York 10018 Phone: 212-581-0300 Fax: 212-977-2011
PROCEDURAL REQUIREMENTS	Pass a three part test administered by the local. The parts are: Aptitude, Portfolio and Skills respectively. Each part of the test must be passed before continuing to the next. After passing the three parts of the test, the scores are tallied and the top scores are admitted into the apprenticeship program. On the job training with related classroom instruction follows for the three year period.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	The student is assigned a variety of different jobs as an apprentice over the three year program. The apprentice must complete approximately four thousand hours of training in a variety of specific skills. Related classwork and homework projects are required
TESTING PREREQUISITES	<ul style="list-style-type: none"> • High School Diploma OR GED • Minimum Age: 18 • Working knowledge of art, theatre, film and related industries • Less than three years of scenic art experience is recommended • Reliable transportation to job sites and training locations • Physical requirements
EXAM FEE(S)	There is no fee for the exams.

Secondary Culinary Graduate

CREDENTIAL DESCRIPTION	<p>A Secondary Culinary Graduate has successfully completed the secondary ACF-approved program of study, receives a certificate from the Commission. The certificate demonstrates that the student has met the required knowledge and competencies at an ACFFAC certified school. The certificate is recognized by the industry, facilitating direct entrance to the workforce, armed services, or post-secondary training. Hours earned at graduation also apply toward ACF professional certification.</p> <p>The ACFFAC offers programmatic certification for secondary culinary arts programs. The standards are designed to help schools develop foodservice-oriented curriculum and measurable outcomes for students. These standards are established and continuously monitored by leaders in the culinary-arts industry and educational community to ensure their quality and effectiveness.</p>
REGULATORY ENTITY	<p>American Culinary Federation Office of Secondary Accreditation 180 Center Place Way St. Augustine, FL 32095 Phone: 800-624-9458 x 125 www.acfchefs.org</p>
PROCEDURAL REQUIREMENTS	<p>Secondary accreditation of the program must be requested and approved through the American Culinary Federation. Steps in the accreditation process include:</p> <ul style="list-style-type: none"> • Request, complete, and submit ACF Secondary Accreditation informational package (\$75 cost) • Complete and submit the Application for Consideration of Initial Grant of Accreditation (\$325 initial application fee) • If eligibility is established, complete a self-study and forward to the Office of Secondary Accreditation for review • Upon approval of the self-study, arrange a Site Visit by an evaluation team (\$600 Accreditation Self-Study Review Fee + travel expenses for team travel) • Program will be notified of Committee's decision on Grant of Secondary accreditation. (All fees are nonrefundable.) • Schools pay a \$200.00 fee annually
INSTRUCTOR QUALIFICATIONS	<p>Teachers must be Texas certified in the appropriate field. Secondary accreditation of the program through ACF also requires that instructors have at least two years industry experience in the culinary content taught.</p>
STUDENT TRAINING	<p>Pass a written examination Verify successful completion of an approved sanitation course</p>
TESTING	<p>Written examination administered by NOCTI.</p>

PREREQUITES	
EXAM FEE(S)	<p>Current price(s) for students through an accredited school:</p> <ul style="list-style-type: none"> • Hard copy written and performance exam - \$25.00 • Hard copy written exam only - \$23.00 • Online written and performance exam - \$20.00 • Online written exam only - \$17.50

Securities Contractor Company License - Class B

CREDENTIAL DESCRIPTION	<p>License for a securities service person or firm who provides investigations or security services in the state of Texas. The license may apply to one or more of the following categories:</p> <ul style="list-style-type: none"> • Guard company • Alarm Systems Company • Armored Car Company • Courier Company • Guard Dog Company • Electronic Access Control Device Company (Combination with any Class B) • Locksmith Company
REGULATORY ENTITY	<p>Texas Department of Public Safety 5805 North Lamar Blvd. Austin, Texas 78752-4422 PO Box 4087 Austin, Texas 78773-0001 Phone: 512-424-2000 http://www.txdps.state.tx/psb</p>
PROCEDURAL REQUIREMENTS	<p>A, manager must have three years of investigative experience or a bachelor's degree in criminal justice for investigations company license. The manager of a guard company must have two consecutive years of legally acceptable experience in the guard company business. A 200 question written examination is required for the manager of a guard company.</p>
INSTRUCTOR QUALIFICATIONS	<p>Teachers must be Texas certified in the appropriate field. Licensed level 3 or level 4 instructor.</p>
STUDENT TRAINING	<p>Two years consecutive experience in the security services field for Private Security Consultant. Completion of approved training course consisting of at least 30 hours for Security Officer commission.</p>
TESTING PREREQUISITES	<p>Minimum age of 18. Not have been arrested, charged indicted, entered into any pre-trial intervention or convicted of any Class A misdemeanor within the last five years Not have been arrested, charged, indicted, entered into any pre-trial intervention or convicted of any Class B misdemeanor within the last five years Mentally competent Not be alcohol or drug dependent If in the Armed Services, must have been Honorably discharged</p>

EXAM FEE(S)	Company fee - \$232.00 Renewal- (after 1 year) \$232.00 Individual fee - \$55.00 Renewal – (after 2 years) \$55.00

ServSafe® Certification

CREDENTIAL DESCRIPTION	ServSafe® Food Protection Management Certification provides individuals training in basic food safety concepts, prevention of food borne illness outbreaks, and reduction of liability in the foodservice industry.
REGULATORY ENTITY	Texas Restaurant Association Education Foundation PO Box 1429 Austin, TX 78767-1429 Phone: 800-395-2872 www.restaurantville.com/sh/fsprep.cfm
PROCEDURAL REQUIREMENTS	The information may be covered as part of the program of study TEKS in Hospitality and Tourism.
INSTRUCTOR QUALIFICATIONS	<p>The instructor must be registered as a ServSafe® instructor to teach the course and act as the primary proctor for the certification examination.</p> <p>Instructor certification is offered each year at the annual Family and Consumer Science Teachers Conference.</p> <p>For immediate instructor certification, a signed and completed application must be submitted to the National Restaurant Association Educational Foundation with the meeting of the following requirements:</p> <ul style="list-style-type: none"> • a high school diploma or equivalent (GED); • have taken the ServSafe Food Protection Manager Certification Examination within the past five years and achieved an overall score of 72 scored questions or higher; and • meet at least ONE of the following requirements and provide documentation: <ul style="list-style-type: none"> • successful completion of a degree program in food safety, food science or technology, epidemiology, or environmental/public health from an accredited university or college; • Registered sanitarian, registered dietitian, or equivalent; • Teaching/training experience; • Foodservice operation experience; • Taken a HACCP course; • Health inspector, or equivalent, employed by a state or local health department; and • Taken a ServSafe Train-the-Trainer course within the last five years. <p>For a ServSafe Instructor Application, visit http://nraef.org/pdf_files/Instructor_App_Form.pdf</p>

STUDENT TRAINING	<p>A person ServSafe® certified will have successfully passed a food manager examination and should demonstrate competency to assume the following responsibilities:</p> <ul style="list-style-type: none"> • Identify hazards in the day-to-day operation of a food establishment that provides food for human consumption; • Develop or implement specific policies, procedures or standards to prevent food borne illness; • Supervise or direct food preparation activities and ensure appropriate corrective actions are taken as needed to protect the health of the consumer; • Train the food establishment employees on the principles of food safety; and • Perform in-house self-inspections of daily operations on a periodic basis to ensure that policies and procedures concerning food safety have been implemented and are being followed.
TESTING PREREQUISITES	None stated.
EXAM FEE(S)	\$35

Shampoo-Conditioning Specialty Certificate

CREDENTIAL DESCRIPTION	The Shampoo-Conditioning Specialty Certificate authorizes its holder to perform basic application and removal of all types of shampoos and conditioners. This includes the application of weekly rinses or semi-permanent rinses, and the removal of hair color stains, bleaches and hair tints. Additional procedures include the cleansing and conditioning of all hair goods, scalp and neck massage, hair and scalp analysis, and scalp and hair manipulations.
REGULATORY ENTITY	Texas Department of Licensing and Regulation PO. Box 12157 Austin, Texas 78711 Telephone: 512-463-6599 Toll-Free (in Texas): 800-803-9202 Fax: 512-475-2871 Relay Texas-TDD: 800-735-2989 CS.Cosmetologists@license.state.tx.us
PROCEDURAL REQUIREMENTS	Written and practical examination.
INSTRUCTOR QUALIFICATIONS	<ul style="list-style-type: none"> • Cosmetology Operator and Instructor Licenses regulated by the Texas Department of Licensing and Regulation; • Teacher must be certified in the appropriate area.
STUDENT TRAINING	150 hours of instruction completed in not less than eight weeks from date of enrollment.
TESTING PREREQUISITES	Minimum Age: 17 Have obtained a high school diploma or the equivalent of a high school diploma, or have passed a valid examination administered by a certified testing agency that measures the person's ability to benefit from training
EXAM FEE(S)	\$25 student permit (includes law and rules book) \$53 license or certificate. Renewal Period: 2 Years Renewal Fee: \$53

Sun Certified Java Associate (SCJA)

CREDENTIAL DESCRIPTION	The Sun Certified Associate for the Java Platform, Standard Edition, Exam Version 1.0 certification assesses readiness for entry into an application development or software project management using Java technologies. It is a worldwide credential appropriate for entry level Java programmers, students studying Java programming, or project or program managers working with Java technology.
REGULATORY ENTITY	Sun Microsystems, Inc. 500 Eldorado Blvd. Broomfield, CO 80021 http://suned.sun.com/US/certification
PROCEDURAL REQUIREMENTS	To achieve this certification candidate must successfully complete one exam. Certification exams and training products must be purchased in the country where you reside. Tests are administered at Authorized Prometric Testing Centers.
INSTRUCTOR QUALIFICATIONS	Instructors must be Texas certified in the appropriate field and knowledgeable of Java programming.
STUDENT TRAINING	<p>Recommended prerequisite knowledge of: 1) creating and editing text files; 2) using a World Wide Web browser; 3) solving logic problems and understanding use of variables, and 4) the use of a command-line interface.</p> <p>Students are expected to learn:</p> <ul style="list-style-type: none"> • Seven stages of product life cycle; • The 3 Java technology product groups; • To analyze a problem and design an object-oriented solution; • To develop, compile, and execute java programs using main method; • To declare, initialize and use variable syntax variable, data types, code standards, operators and type casting; • To create and use objects, including string class and API; • To use operators and constructs; • Create Loops, including do/while loops; • To use methods, including static overloaded, worker and calling; • Security to encapsulate data or initialize objects; • To create and use arrays; and • To define and test inheritance, abstraction, and class codes <p>Sun Microsystems offers CD-ROM, Web-Based, and Instructor-led training options.</p>
TESTING	Exam voucher required to take this multiple choice, drag and drop exam. A

PREREQUISITES	score of 68% (35 of 51 questions correct) is required to pass. Test time is limited to 115 minutes. Website states there are no prerequisites.
EXAM FEE(S)	CX-310-019 \$100.00

Texas Certified Nursery Professional

CREDENTIAL DESCRIPTION	The Texas Certified Nursery Professional (TCNP) program is for the retail nursery owner, manager, and employee who seeks to provide retail customers with excellence in service and knowledge, provide reliable information, and enhance the image of the nursery/landscape industry. The TCNP program establishes professional credibility and enhances employee value and self-esteem.
REGULATORY ENTITY	Texas Nursery and Landscape Association (TNLA) 7730 South IH-35 Austin, TX 78745-6698 Phone: 800-880-0343 Fax: 512-280-3012 http://www.txnla.org
PROCEDURAL REQUIREMENTS	The TCNP program is a voluntary peer review process that identifies and acknowledges individuals possessing high levels of professional ability. A student applicant must have 300 hours of classroom instruction in high school horticulture course work (a year and a half) and 1,000 hours of industry work experience (6 months).
INSTRUCTOR QUALIFICATIONS	Instructor must have knowledge of horticultural principles and practices with emphasis in nursery applications. Cooperation with, and approval by, the Texas Nursery and Landscape Association (TNLA) is recommended of the instructor. Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	The TCNP exam includes 250 multiple-choice questions. Exam is divided into four sections: plant identification, plant culture (pests and diseases), merchandising, and landscape plan reading.
TESTING PREREQUISITES	The TCNP exam is administered by the TNLA twice a year, in June and January. Applicants must pass all sections of the exam with a grade of 70 percent to become certified. Re-testing must be completed within 12 months of the original exam date. Continuing education credits after certifying are required to qualify for maintaining certification status.
EXAM FEE(S)	\$50 for TNLA members and \$175 for non-members. Retest fee is \$20 for members and \$50 for non-members.

Texas Master Gardener

CREDENTIAL DESCRIPTION	Master Gardeners are members of the local community who have an active interest in horticulture. They are willing to learn and to help others by volunteering their time in providing horticultural-related information to their community through their Texas Cooperative Extension office.
REGULATORY ENTITY	Texas Cooperative Extension Service Texas A&M University Texas Master Gardener Program Dr. Doug Walsh, Coordinator 202 Horticulture/Forest Science Bldg. College Station, TX 77843-2133 Phone: 979-845-5341 Fax: 979-845-0627 http://aggie-horticulture.tamu.edu/mastergd/
PROCEDURAL REQUIREMENTS	Trainees must receive a minimum of 50 hours of training administered by the Texas Cooperative Extension, and volunteer a minimum of 50 hours of service.
INSTRUCTOR QUALIFICATIONS	Instructor must have knowledge of horticulture principles, practices, and applications. Cooperation with, and approval by, the local county Cooperative Extension Agent and/or Texas Master Gardener program is required of the instructor. Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Acceptance to participate in the Texas Master Gardener program is preferred by the Cooperative Extension Service. Participating trainees attend a minimum of 50 hours of instruction that covers topics including lawn care; ornamental trees and shrubs; insect, disease, and weed management; soils and plant nutrition; vegetable gardening; home fruit production; garden flowers; and water conservation. Training may occur during any time of the year.
TESTING PREREQUISITES	Trainees become certified Texas Master Gardeners after they have successfully completed the training course and fulfilled their volunteer commitment. To retain the Texas Master Gardener title, individuals are required each year to participate in a minimum of 6 hours of recertification training and provide an additional 12 hours of volunteer service through the local Cooperative Extension office.
EXAM FEE(S)	Program fees vary. Contact County Cooperative Extension Agent for further information.

Tradesman License

CREDENTIAL DESCRIPTION	Entry level license for plumber. A license that entitles the individual to construct and install plumbing for only one or two family dwellings, only under the supervision of Master Plumbers and only under contracts or agreements to perform plumbing work secured by Master Plumbers.
REGULATORY ENTITY	Texas State Board of Plumbing Examiners (TSBPE) PO Box 4200 Austin, Texas 78765-4200 929 East 41st St. Austin, TX 78751 Phone: 512-302-5090 Fax: 512-450-0637 email: info@tsbpe.state.tx.us
PROCEDURAL REQUIREMENTS	Submit work experience documentation. Submit application. Complete written and mechanical examination including: <ul style="list-style-type: none"> ▪ Written Portion covering waste and vent systems, natural gas systems, water systems, proper plumbing terms and definitions, cross-connections, backsiphonage, backflow, water heaters, and the Plumbing License Law and Board Rules. ▪ Sanitary Waste and Vent Installation Portion covering proper planning, layout and installation of sanitary waste and vent systems in two-story buildings. ▪ Mechanical “Hands-On” Shop-work Portion covering proper use of plumbing tools to measure, cut, prepare, assemble, install plumbing materials and recognize proper installations of water heaters.
INSTRUCTOR QUALIFICATIONS	Teachers must be Texas certified in the appropriate field.
STUDENT TRAINING	Combination of work experience and/or technical training equaling 4,000 hours under the direct supervision of a licensed plumber and general supervision of a Master plumber (if currently a Plumber’s Apprentice) or 4,000 hours working at the trade under the general supervision of a Master Plumber (if currently a Tradesman Plumber-Limited or valid Journeyman or Master Plumber from another state).
TESTING PREREQUISITES	High School Graduate No age restriction
EXAM FEE(S)	\$27 examination; \$27 license Renewal Period: 1 Year Renewal Fee: \$27

	<p>NOTE: A person holding a license in this area must complete six hours of Board-approved continuing professional education each year the person is licensed or endorsed. Three of the six hours required must be in the subjects of health protection, energy conservation, and water conservation.</p>
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WOW Certified Apprentice Webmaster (CAW)

CREDENTIAL DESCRIPTION	The skills and knowledge measured by this examination are derived from an industry-wide and worldwide job task analysis which was validated through a survey of hundreds of designers. The CAW-apprentice exam measures fundamental competencies in HTML Markup and Scripting and web graphics.
REGULATORY ENTITY	<p>World Organization of Webmasters (WOW) 9580 Oak Avenue Parkway, Suite 7-177 Folsom, CA 95630 http://www.joinwow.org</p> <p>See also: WOW Academy 1859 Winery Way Tallahassee, FL 32317 Phone: 850-524-9632 http://www.wowacademy.com/</p>
PROCEDURAL REQUIREMENTS	<p>Pass one certification exam.</p> <p>For the World Organization of Webmasters a grade of 50% ranks as apprentice; a grade of 70% ranks as associate level certification. Their exams are administered at WOW special events or may be made available at testing centers throughout the U.S. Testing location should be established prior to registering or aligning programs with WOW certifications.</p> <p>In contrast, the WOW Academy offers CAW assessment and/or certification exams, however, at this time they are only administered at authorized testing centers. There are 3 such centers in Texas.</p>
INSTRUCTOR QUALIFICATIONS	<p>Can participate in a “train the trainer” program which is aimed at educators.</p> <p>Teachers must be Texas certified in the appropriate field and knowledgeable of web design.</p>
STUDENT TRAINING	<p>Complete Certified Professional Webmaster (CPW) series courses, WOW Academy Curriculum, or own curriculum that prepares student to demonstrate a basic knowledge of:</p> <ul style="list-style-type: none"> • Internet concepts • HTML • Web graphics • Web multimedia • Web site design • Web site management

	<ul style="list-style-type: none"> • Web project management • Web marketing • Web accessibility • Basic legal issues <p>CAW candidates are expected to “blend the art of HTML-coding with the visual arts” creating content-rich and visually pleasing pages.</p>
TESTING PREREQUISITES	<p>Examinees have 60 minutes to complete 70 questions on World Organization of Webmasters exam.</p> <p>No age requirements listed.</p>
EXAM FEE(S)	<p>\$95 from World Organization of Webmasters (WOW)</p> <p>\$10 - \$20 for WOW Academy Assessments depending on training method used. \$50 - \$100 for WOW Academy Certifications again depending on training. \$20 for renewal tests required every 2 years to remain current.</p>

WOW Certified Web Designer Apprentice (CWDSA)

CREDENTIAL DESCRIPTION	The skills and knowledge measured by this examination are derived from an industry-wide and worldwide job task analysis which was validated through a survey of hundreds of designers. The CWDSA-apprentice exam measures competencies in Web Graphics, site design, and specialized HTML editors.
REGULATORY ENTITY	<p>World Organization of Webmasters (WOW) 9580 Oak Avenue Parkway, Suite 7-177 Folsom, CA 95630 http://www.joinwow.org</p> <p>See also: WOW Academy 1859 Winery Way Tallahassee, FL 32317 Phone: 850-524-9632 http://www.wowacademy.com/</p>
PROCEDURAL REQUIREMENTS	<p>Pass one certification exam.</p> <p>For the World Organization of Webmasters a grade of 50% ranks as apprentice; a grade of 70% ranks as associate level certification. Their exams are administered at WOW special events or may be made available at testing centers throughout the U.S. Testing location should be established prior to registering or aligning programs with WOW certifications.</p> <p>In contrast, the WOW Academy offers CWDSA assessment and/or certification exams, however, at this time they are only administered at authorized testing centers. There are 3 such centers in Texas.</p>
INSTRUCTOR QUALIFICATIONS	<p>Can participate in a “train the trainer” program which is aimed at educators.</p> <p>Teachers must be Texas certified in the appropriate field and knowledgeable of web design.</p>
STUDENT TRAINING	<p>Complete Certified Professional Webmaster (CPW) series courses, WOW Academy Curriculum, or own curriculum that prepares student to demonstrate a basic knowledge of:</p> <ul style="list-style-type: none"> • Internet concepts • HTML • Web multimedia • HTML/XHTML and WYSIWYG editors • Web Graphics background, color, animated GIFs • Digital cameras and scanners

	<ul style="list-style-type: none"> • Web site planning • Browsers, connectivity, and platforms • Website file structure and organization • Basic legal issues <p>CWDSA candidates are expected to “create designs that capture and keep visitors’ interest” meeting the requirements and preferences of their audience.</p>
TESTING PREREQUISITES	<p>Examinees have 60 minutes to complete 70 questions.</p> <p>No age requirements listed.</p>
EXAM FEE(S)	<p>\$95 from World Organization of Webmasters (WOW)</p> <p>\$10 - \$20 for WOW Academy Assessments depending on training method used. \$50 - \$100 for WOW Academy Certifications again depending on training. \$20 for renewal tests required every 2 years to remain current.</p>

WOW Certified Web Developer Apprentice (CWDVA)

CREDENTIAL DESCRIPTION	The skills and knowledge measured by this examination are derived from an industry-wide and worldwide job task analysis which was validated through a survey of hundreds of designers. The CWDVA-apprentice exam measures competencies in web programming, dynamic technologies, and databases.
REGULATORY ENTITY	<p>World Organization of Webmasters (WOW) 9580 Oak Avenue Parkway, Suite 7-177 Folsom, CA 95630 http://www.joinwow.org</p> <p>See also: WOW Academy 1859 Winery Way Tallahassee, FL 32317 Phone: 850-524-9632 http://www.wowacademy.com/</p>
PROCEDURAL REQUIREMENTS	<p>Pass one certification exam. A grade of 50% ranks as apprentice; a grade of 70% ranks as associate level certification.</p> <p>WOW exams are administered at WOW special events or may be made available at testing centers throughout the U.S. Testing location should be established prior to registering or aligning programs with WOW certifications.</p> <p>The CWDVA is not available through the WOW Academy.</p>
INSTRUCTOR QUALIFICATIONS	<p>Can participate in a "train the trainer" program which is aimed at educators.</p> <p>Teachers must be Texas certified in the appropriate field and knowledgeable of web design.</p>
STUDENT TRAINING	<p>Complete Certified Professional Webmaster (CPW) series courses through self-study or attending classes.</p> <p>The examinee must demonstrate a basic knowledge of:</p> <ul style="list-style-type: none"> • Internet concepts • Markup, CSS, JavaScript • Web graphics, including file optimization • Web multimedia, including streaming audio and video • Flash formatting • Networking basics • Site security • Legal issues • Project Management

	<ul style="list-style-type: none"> • Web Business Management • The W3C's Web Accessibility Initiative • Planning and coding for accessibility <p>CWDVA candidates are expected to use database tools and custom applications to prepare dynamic, interactive sites.</p>
TESTING PREREQUISITES	<p>Examinees have 60 minutes to complete 70 questions.</p> <p>No age requirements listed.</p>
EXAM FEE(S)	\$95 from World Organization of Webmasters (WOW)