

**A Guide To
Industry Certification
Credentials
Licensure &
Verified Credits**



**Henry County
Schools**

Ahead of the learning curve.

**Henry County Schools
Division of Career and
Technical Education**

A Guide To Industry Certification, Credentials Licensure & Verified Credits

This booklet is designed to help guide you in the selection of Career and Technical Education courses that will allow your child to earn the Career and Technical Education Seal for their diploma, and/or a State Board of Education approved Industry Certification, and/or a professional license from the Commonwealth of Virginia.

For a complete list of CTE approved course sequences, please refer to the Henry County High School Program of Studies, or see your guidance counselor. Listed in this booklet are only those CTE courses that lead to an industry certification, credential or licensure.

The Commonwealth of Virginia has provided funding for reimbursement to the school division for students who take an industry certification exam, licensure exam, or National Occupational Competency Testing Institute (NOCTI) Test approved by Virginia Department of Education.

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The Henry County School Board does not unlawfully discriminate on the basis of age, sex, race, color, religion, disability, or national origin in its employment practices or educational programs and activities. Mrs. Rebecca Wells, the Administrator for Special Education is designated as coordinator for non-discrimination for access to and implementation of programs under Section 504 and the American with Disabilities Act. Mrs. Rebecca Kamguia, the Human Resources Administrator is designated as coordinator for non-discrimination regarding personnel matters under Section 504, the American with Disabilities Act and Title IX. Specific complaints of alleged discrimination under Title VI of the Civil Rights Act should be referred to Mrs. Amy Scott, Student Services Specialist.

Criteria for Earning Student-Selected Verified Credit

Student-selected verified credit will be awarded for certification or licensure examinations that meet all of the following criteria:

- Industry certification or licensure examinations that are approved to satisfy the requirements for the Board of Education’s Career and Technical Education Seal and the Board of Education’s Seal of Advanced Mathematics and Technology will satisfy requirements for student-selected verified credits.
- Occupational competency assessments from the National Occupational Competency Testing Institute (NOCTI) are approved for verified credit only.
- For students to be eligible to receive student-selected verified credits, their teacher must be certified by the issuing organization relative to the industry certification or licensure. In the case of a CTE program area where there are potential multiple certifications, the teacher must be certified in at least one industry certification that is related to the course and/or course sequence. *Exception:* No teacher certification requirement exists for the award of verified credits to students passing a selected NOCTI assessment related to their CTE program.
- A standard credit may not be verified more than once.
- One student-selected verified credit will be awarded for passing each certification or licensure examination or occupational competency assessment that meets all of the above criteria if the student earns one standard unit of credit only in the career and technical education concentration.
- Two student-selected verified credits will be awarded for passing each certification or licensure examination or occupational competency assessment that meets all of the above criteria if the student
 - meets the CTE concentration or specialization course requirements for program completer, and
 - earns at least two standard units of credit in the CTE concentration

Earning the Career and Technical Education Seal for your Diploma

To earn a Career and Technical Education Seal, the student must

- fulfill the requirements for either a standard or advanced studies diploma, and
- complete a prescribed sequence of courses in a CTE concentration or specialization, and
- maintain a B or better average in CTE courses, *or*
- pass an exam that confers certification from a recognized industry, trade, or professional association *or*
- acquire a professional license in a career and technical field.

To earn an Advanced Mathematics and Technology Seal, a student must

- fulfill the requirements for either a standard or advanced studies diploma, and
- satisfy all mathematics requirements for the Advanced Studies Diploma with a B average or better, and
- pass an exam that confers certification from a recognized industry, trade, or professional association, *or*
- pass an exam approved by the Board that confers college-level credit in a technology or computer science area.

Across the Board Credential

Virginia Workplace Readiness Assessment and IC³ Certification

The Virginia Workplace Readiness Assessment (NOCTI) and the IC³ Credential (any **one** of three exams by Certiport) – when combined – are eligible for the student-selected verified credit option in **any** occupational level and designated foundational CTE secondary course. The issuing organization is the National Occupational Competency Testing Institute (NOCTI) and Certiport.

Agriculture / Horticulture

Credential Title/Description	How to Earn It	Provider	Possible Preparatory Courses
<p>Floriculture—Greenhouse Assessment Occupational competence assessment of skills and knowledge related to instruction in floriculture-greenhouse operation.</p> <p>Or</p> <p>Horticulture-Floriculture Assessment- Occupational competency assessment of skills and knowledge covered in basic floriculture instruction.</p>	<p>Pass the NOCTI knowledge-based exam (3949) consisting of 183 test items. Test includes basic floral design, intermediate floral design, advanced floral design, small business, greenhouse operations, plant sciences, and soil sciences.</p> <p>Or</p> <p>Pass the NOCTI knowledge-based exam (2049) consisting of 135 test items. Test includes general knowledge, pest management, fundamentals of irrigation, basic nursery/greenhouse skills, horticulture retailing, greenhouse/floriculture, floral industry, and interiorscaping.</p>	<p>National Occupational Competency Testing Institute (NOCTI)</p>	<p>Applied Horticulture Science (8034) Floral Design I (8055) Floral Design II (8056)</p>
<p>Commercial Pesticide Applicator Certification Examination Required for applying commercial pesticide in any one of 20 application categories. Assessments are considered to be “pathway” examinations leading toward full certification upon reaching 18 years of age.</p>	<p>Pass a Core Examination as well as <u>one</u> examination in any one of 20 specialty areas in the Commercial Applicator Examination Category.</p> <p>Examples: Agriculture Pest Control-Plant, Agriculture Pest Control-Animal, General Pest control, Forest Pest Control, Seed Treatment.</p>	<p>Virginia Department of Agriculture and Consumer Services</p>	<p>Introduction to Natural Resources (8040) Agriculture Production Technology (8010) Agriculture Production Management (8012) Forestry, Wildlife, and Soil Management (8042)</p>

Business & Information Technology

Credential Title/Description	How to Earn It	Provider	Possible Preparatory Courses
<p>Microsoft Office Specialist—MOS A globally recognized standard for demonstrating desktop skills with Microsoft Office Specialist Suite of business productivity applications. Office Suite versions include Office 2000, XP, and 2003. Certifications are available in specific MOS versions at several levels: specialist (core) or expert levels.</p>	<p>Pass any <u>one</u> unique Microsoft Office Specialist exams at the specialist <u>or</u> expert levels (a minimum of one unique exam is required for student-selected verified credit eligibility).</p>	<p>Microsoft</p>	<p>Computer Information Systems (6612) Advanced Computer Information Systems (6613) Design, Multimedia, and Web Technologies (6630) Information Technology Fundamentals (6670) Digital Input Technologies (6161)</p>
<p>Internet and Computing Core Certification (IC³) A global, validated, standards-based training and certification program for basic computing and Internet literacy. It validates the knowledge and skills required for basic use of computer hardware, networks, and the Internet.</p>	<p>Pass three individual examinations in the following areas: Computing Fundamentals Key Applications Living On-line</p>	<p>Certiport</p>	<p>Accounting (6320) Advanced Accounting (6321) Business Law (6131) Business Management (6135) Computer Information Systems (6612) Advanced Computer Information Systems (6613) Design, Multimedia, and Web Technologies (6630) Information Technology Fundamentals (6670) Digital Input Technologies (6161)</p>
<p>Accounting (Basic) Assessment Occupational competency assessment of skills and knowledge covered in courses covering office procedures and office/computer applications.</p>	<p>Pass the NOCTI knowledge-based exam, Administrative Assisting (3001), consisting of 181 test items. Test includes keyboarding/computer applications, interpersonal/employability skills, records management, office procedures, communications skills, computational skills/accounting, and mail processing.</p>	<p>National Occupational Testing Institute (NOCTI)</p>	<p>Accounting (6320) Advanced Accounting (6321)</p>

Family and Consumer Sciences / Health and Medical Sciences

Credential Title/Description	How to Earn It	Provider	Possible Preparatory Courses
<p>Early Childhood Care & Education Assessment- Occupational competency assessment of skills and knowledge related to instruction in the early childhood care and education area.</p>	<p>Pass the NOCTI knowledge-based exam (2016) consisting of 193 test items. Test includes program management, health and safety, intellectual (cognitive) development, social and emotional development, positive adult/child relationships with communication, creativity, culturally relevant care and education, observation and documentation of learning, inclusion of children with special needs, and curriculum planning.</p>	<p>National Occupational Competency Testing Institute (NOCTI)</p>	<p>Dual Enrollment Early Childhood Education I (8285) Dual Enrollment Early Childhood Education II (8286)</p>
<p>Emergency Medical Technician - Certification for Emergency Medical Technician (EMT) or First Responder.</p>	<p>Pass the written and practical elements of a test focusing on emergency treatment of victims of accident, injury, or illness.</p>	<p>Department of Health, Office of Emergency Services</p>	<p>Dual Enrollment Emergency Medical Technician I (8333) Emergency Medical Technician II (8334)</p>
<p>Nursing Assisting Assessment Occupational competency assessment of skills and knowledge covered in nursing assistant instruction.</p>	<p>Pass the NOCTI knowledge-based exam (3058) consisting of 116 test items. Test includes basic nursing skills, personal care services, mental health and social service needs, client rights, employability skills, and basic restorative devices.</p>	<p>National Occupational Competency Testing Institute (NOCTI)</p>	<p>Health Assistant I (8331) Health Assistant II (8332)</p>
<p>Health Assisting Assessment Occupational competency assessment of skills and knowledge covered in basic health assisting instruction.</p>	<p>Pass the NOCTI knowledge-based exam (2044) consisting of 123 test items. Test includes medical terminology, observation and communication, employment skills, and health assisting skills.</p>	<p>National Occupational Competency Testing Institute (NOCTI)</p>	<p>Health Assistant I (8331) Health Assistant II (8332)</p>

Marketing / Technology

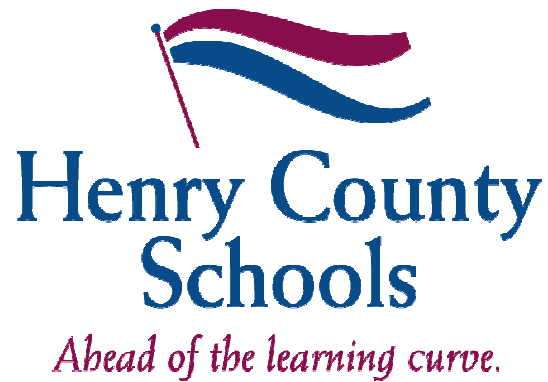
Credential Title/Description	How to Earn It	Provider	Possible Preparatory Courses
<p>National Professional Certification in Customer Service Certification that documents knowledge and skills in the industry-identified area of Customer Service Skill Standards.</p>	<p>Pass an internet-delivered, knowledge – based exam made up from real-life customer service situations, some presented through video and audio, with questions presenting possible courses of action.</p>	<p>National Retail Federation Foundation</p>	<p>Marketing (8120) Advanced Marketing (8130) Fashion Marketing (8140) Sports, Entertainment, and Recreation (8175)</p>
<p>Fundamental Concepts of Business and Marketing Certificate— Certificate awarded for competency in business concepts and skills (marketing emphasis) based in business derived standards and for knowledge of specific business/marketing functions (e.g., selling or industries such as retail or hospitality)</p>	<p>Pass a knowledge-based exam consisting of 100 multiple-choice test items. Test includes business administration, communications, distribution, economics, financing, marketing-information management, product management, professional development, promotion, and selling.</p>	<p>ASK Institute (DECA/MarkED)</p>	<p>Marketing (8120) Advanced Marketing (8130) Fashion Marketing (8140) Sports, Entertainment, and Recreation (8175)</p>
<p>AutoCAD 2002 Certification Certification of skills and knowledge in using the design/drafting software program AutoCAD 2002.</p>	<p>Pass an interactive, online assessment that measures the ability to design in two dimensions using AutoCAD 2002. The test covers annotation, drawing, drawing shapes, drawing view, editing, editing objects, file management, format, inserting objects, and utilities and settings.</p>	<p>Brainbench</p>	<p>Technical Drawing/Design (8435) Engineering Drawing/Design (8436) Architectural Drawing/Design (8437)</p>
<p>Pre-Engineering/Engineering Technology Assessment— Occupational competency assessment of skills and knowledge covered in a secondary level pre-engineering program. or Project Lead The Way End of Course Exam.</p>	<p>Pass the NOCTI knowledge-based exam, Pre-Engineering/Engineering Technology (1475), with 179 test items. Test includes an overview of engineering, design process/problem solving, manufacturing, materials, communication and teamwork, safety, and engineering systems.</p>	<p>National Occupational Competency Testing Institute (NOCTI)</p>	<p>Introduction to Engineering Design (8490) Principals of Engineering (8441) Digital Electronics (8440) Computer Integrated Manufacturing (8442) Engineering Design and Development (8443)</p>

Trade and Industrial

Credential Title/Description	How to Earn It	Provider	Possible Preparatory Courses
<p>Cosmetology - Virginia State license to practice the care and styling of human hair, wigs and hairpieces.</p> <p>Or</p> <p>Occupational competence assessment of skills and knowledge covered in a secondary level program in cosmetology.</p>	<p>Complete the training required by the licensing board as defined in the Code of Virginia and pass the written and performance elements of Virginia licensing examination.</p> <p>Or</p> <p>Pass the NOCTI know ledged based exam, Cosmetology (1082), consisting of 170 test items. Test includes salon management/accounting; shampooing, conditioning, cutting, styling, coloring, permanent waving, and relaxing hair; skin care, wig services, cleaning and sterilizing equipment, and composition of hair, skin, and nails.</p>	<p>Virginia Board of Barbers and Cosmetology (Department of Professional and Occupational Regulations)</p> <p>Or</p> <p>National Occupational Competency Testing Institute (NOCTI)</p>	<p>Cosmetology I (8527) Cosmetology II (8528)</p>
<p>Food Production, Management, and Services Assessment- Occupational competency assessment of skills and knowledge related to basic culinary arts instruction.</p>	<p>Pass the NOCTI knowledge-based exam (2036) consisting of 185 test items. Test includes recipes; large and small equipment; sanitation and safety; preparation of cold food, vegetables, starches and proteins, bakery, desserts, pastries, stocks, sauces, soups, meats, poultry, seafood, and breakfast; receiving and storage; nutritional values; customer service and management; and employment skills.</p>	<p>National Occupational Competency Testing Institute (NOCTI)</p>	<p>Culinary Arts I (8521) Culinary Arts II (8522) Culinary Arts III (8523)</p>
<p>Firefighter Level I Certification— Certification of skills and knowledge obtained in an entry-level course for new firefighters.</p>	<p>Pass an end-of-course examination certifying skills and knowledge learned in an entry-level course for new firefighters. Course is based on National Fire Protection Agency S1001 standard and consists of a combination of classroom study, fire-ground scenarios, and modular practical experiences that will prepare the firefighter to carry out most fire-ground functions under the direct supervision of an experienced firefighter.</p>	<p>Virginia Department of Fire Programs</p>	<p>Firefighting I (8705) Firefighting II (8706)</p>

Trade and Industrial

Credential Title/Description	How to Earn It	Provider	Possible Preparatory Courses
<p>EPA Technician Certification (exams: Core I, II, or III)- Certification that is required by section 608 of the Clean Air Act for anyone who maintains, services, repairs or disposes of appliances which contain refrigerants with CFCs or HCFCs. Certification must be administered by an EPA-approved testing organization (e.g., Air Conditioning and Refrigeration Institute –ARI).</p> <p>Or</p> <p>Industrial Maintenance Mechanic Assessment- Occupational Competency assessment of skills and knowledge covered in a secondary level program in industrial maintenance technology.</p>	<p>Pass testing required for the mandatory EPA Technician Certification. Includes a complete review of the final EPA regulations, implementing Section 608 of Clean Air Act. Recovery, recycling, reclamation, and proper handling of refrigerants and other information needed.</p> <p>Or</p> <p>Pass the NOCTI knowledge-based exam, Industrial Maintenance Mechanic Assessment (1074), consisting of 146 test items. Test includes digital fundamentals, hydraulics/pneumatics, motor controls/mechanism drives, programmable controls, and industrial robotics systems.</p>	<p>Environmental Protection Agency (Authorized Testing Entity)</p> <p>Or</p> <p>National Occupational Competency Testing Institute (NOCTI)</p>	<p>DE Heating, Ventilation, Air Conditioning and Refrigeration I (8503) DE Heating, Ventilation, Air Conditioning and Refrigeration II (8504) DE Heating, Ventilation, Air Conditioning and Refrigeration III (8505) Industrial Maintenance Technology I (8575) Industrial Maintenance Technology II (8576)</p>
<p>Television Broadcasting Assessment - Occupational competency assessment of skills and knowledge covered in a secondary level program in television broadcasting.</p>	<p>Pass the NOCTI knowledge-based exam, Television Broadcasting (1427), consisting of 136 test items. Test includes pre-production, production, and post-production.</p>	<p>National Occupational Competency Testing Institute (NOCTI)</p>	<p>Television Communications and Production I (8688) Television Communications and Production II (8689) Television Communications and Production III (8690)</p>



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