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

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

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

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

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| **Requestor Information:** | | |
| **Requestor Name:** Click or tap here to enter text. | | **Requestor Type:** Choose an item. |
| **Title:** Click or tap here to enter text. | | **Requestor’s Organization Name:** Click or tap here to enter text. |
| **Phone:** Click or tap here to enter text. | | **Email:** Click or tap here to enter text. |
| **Credential/Certification Alignment:** | | |
| **CTE Program Area:** Choose an item. | | **CTE Cluster:** Choose an item. |
| **Classification of Instructional Programs** ([**CIP) Code(s)**](https://www.k12.wa.us/student-success/career-technical-education-cte/cte-resources/cip-codes)**:** | | **Occupational Outcomes (job or career titles):** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| **Credential/Certification Information:** | | |
| **Name of the Credential/Certification:** Click or tap here to enter text. | | |
| **Regulatory/Accrediting Entity:** Choose an item. | | **If other, please explain:** Click or tap here to enter text. |
| **Entity Name:** Click or tap here to enter text. | | |
| **Entity Address:** Click or tap here to enter text. | | **Entity Phone:** Click or tap here to enter text. |
| **Entity Email:** Click or tap here to enter text. | | **Entity Web Address:** Click or tap here to enter text. |
| **Student Training** (E.g., estimated number of training hours prior to exam): Click or tap here to enter text. | | **Instructor Qualifications** (List any requirements of teacher and/or test proctor.): Click or tap here to enter text. |
| **Testing Prerequisites** (E.g., diploma, clinical requirements prior to testing, etc.):Click or tap here to enter text. | | **Exam Fee Type:** Choose an item.  **Exam Fee Cost:** Click or tap here to enter text.  **Other Notes:** Click or tap here to enter text. |
| **Minimum Age Requirement:** Click or tap here to enter text. | | **Credential/Certification Progression:** Choose an item. |
| ***\* Technical Skill Attainment Achieved with Award of Credential/Certification*** *(MUST be attached).* | | |

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

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