



Career & Technical Education

Guide to Industry
Certification,
Credentials
Licensure &
Verified Credits

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 of the school division for students who take an industry certification exam, licensure exam, or National Competency Testing Institute (NOCTI) Test approved by the 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.

Ms. Emily Roop, the Director of Special Education is designated as coordinator for non-discrimination for access to and with implementation of programs under Section 504 and the Americans Disabilities Act. Mrs. Sandy Strayer, Assistant Superintendent of Operations and Administrative Services 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 Acts should be referred to Mr. David Scott, Director of Student Services.

Criteria for Earning *Student-Selected Verified Credit*

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

1. Industry certification or licensure examinations that are approved to satisfy the requirements for the Board of Education's Career and Technical Education Seal and/or the Board of Education's Seal of Advanced Mathematics and Technology will satisfy requirements for student-selected verified credits.
2. ***Teacher Certification Requirements:*** For students 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 potentially 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 or an examination in the Pre-Professional Certification program from the American Association of Family and Consumer Sciences (AAFCS) related to their CTE program.
3. 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 only one standard unit of credit in the career and technical education concentration or specialization.

Two student-selected verified credits will be awarded for passing each certification or licensure examination or occupational competency assessment that satisfies all of the above criteria if the student:

1. Meets the CTE concentration or specialization course requirements for program completion, **and**
2. Earns at least two standard units of credit in the CTE concentration or specialization.

Earning the *Career and Technical Education Seal*

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

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

Earning the *Board of Education's Advanced Mathematics & Technology Seal*

The Board of Education's Advanced Mathematics & Technology Seal is awarded to students who:

1. earn either a Standard or Advanced Studies Diploma **and** satisfy all of the mathematics requirements for the Advanced Studies Diploma (four units of credit including: Algebra II; two verified units of credit) with a ***B*** average or better; **and either**
2. pass an examination in a career and technical education field that confers certification from a recognized industry, or trade or professional association, **or**
3. acquire a professional license in career and technical education field from the Commonwealth of Virginia, **or**
4. pass an examination approved by the board that confers college-level credit in a technology or computer science are

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 operations.</p>	<p>Pass the NOCTI knowledge-based exam (4949) consisting of 196 test items. Test includes basic floral design, intermediate floral design, advanced floral design, small business, plants sciences, soil sciences, and greenhouse operations.</p>	<p>National Occupational Testing Institute (NOCTI)</p>	<ul style="list-style-type: none"> • Applied Horticulture Science (8034) • Floral Design I (8055) • Floral Design II (8056)
<p>Floriculture Assessment: occupational competence assessment of skills and knowledge covered in basic floriculture instruction.</p>	<p>Pass the NOCTI knowledge-based exam (4049) consisting of 141 test items. Test includes basic floral design, intermediate floral design, advanced floral design, small business, and plants sciences.</p>	<p>National Occupational Testing Institute (NOCTI)</p>	<ul style="list-style-type: none"> • Applied Horticulture Science (8034) • Floral Design I (8055) • Floral Design II (8056)
<p>Horticulture - Landscaping Assessment: occupational competence assessment of skills and knowledge related to instruction in greenhouse/landscaping operations.</p>	<p>Pass the NOCTI knowledge-based exam (4149) consisting of 171 test items. Test includes pest management, fundamentals of irrigation, basic nursery/greenhouse skills, horticulture business/retailing, landscape design, installation/construction, turf/maintenance, and arboriculture.</p>	<p>National Occupational Testing Institute (NOCTI)</p>	<ul style="list-style-type: none"> • Applied Horticulture Science (8034) • Landscaping I (8036) • Landscaping II (8039)

AGRICULTURE / HORTICULTURE (continued)

Credential Title/Description	How to Earn It	Provider	Possible Preparatory Courses
<p>Private Applicator Certification Program: occupational competency assessment of skills and knowledge related to instruction in agriculture operation and pesticide management.</p>	<p>Become certified in the Private Applicator Certification Program after applying to the Office of Pesticide Services and passing the private pesticide applicator written exam.</p>	<p>Virginia Department of Agriculture and Consumer Services (VDACS)</p>	<ul style="list-style-type: none"> • Agricultural Production Technology (8010) • Floral Design I (8055) • Floral Design II (8056) • Forestry Management (8042) • Applied Horticulture Science (8034) • Introduction to Natural Resources and Ecology Systems (8040) • Landscaping I (8036) • Landscaping II (8039) • Agricultural Production Management (8012)

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. Certifications are available in specific MOS versions at several levels: specialist (core) or expert levels.</p>	<p>Pass any one unique Microsoft Office Specialist exams at the specialist or expert levels (a minimum of one unique exam is required for student-selected verified credit eligibility).</p>	<p>Microsoft</p>	<ul style="list-style-type: none"> • Computer Information Systems (6612) • Advanced Computer Information Systems (6613) • Design, Multimedia, and Web Technologies (6630) • Information Technology Fundamentals (6670)
<p>Accounting (Basic) Assessment: occupational competence assessment of skills and knowledge covered in courses covering accounting procedures and office/computer applications.</p>	<p>Pass the NOCTI knowledge-based exam (4000) consisting of 194 test items. Test includes journalizing, posting, payroll preparation, cash/banking procedures, merchandise inventory, accounting cycle, identification/application of source data, mechanical/electronic accounting devices, security, and basic accounting knowledge.</p>	<p>National Occupational Testing Institute (NOCTI)</p>	<ul style="list-style-type: none"> • Accounting (6320) • Advanced Accounting (6321)
<p>IC3 Digital Literacy Certification Examination: a global validated, standards-based training program for basic computing and Internet literacy. Validates knowledge and skills required for computer hardware, networks, and internet.</p>	<p>Pass three individual examinations in the following areas:</p> <ul style="list-style-type: none"> • Computing fundamentals • Key applications • Living On-line 	<p>Certiport</p>	<p>ALL OF THE ABOVE</p>

BUSINESS & INFORMATION TECHNOLOGY (continued)

Credential Title/Description	How to Earn It	Provider	Possible Preparatory Courses
W!SE Financial Literacy Certification Test: occupational competency assessment of skills and knowledge covered in financial literacy instruction.	Become Certified Financially Literate™ after taking a course or unit on personal finance and passing the W!SE Financial Literacy Certification Test.	Working in Support of Education (W!SE)	<ul style="list-style-type: none">• Business Management (6135)• Economics and Personal Finance (6120)

FAMILY AND CONSUMER SCIENCES

Credential Title/Description	How to Earn It	Provider	Possible Preparatory Courses
<p>Early Childhood Education & Care (Basic) 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 (4016) consisting of 193 test items. Test includes health and safety, cognitive development, language development, communication, physical development, social/emotional development, family relationships, observation & documentation, professionalism, classroom organization, creativity, classroom diversity, inclusion of children with special needs, and positive guidance techniques</p>	<p>National Occupational Testing Institute (NOCTI)</p>	<ul style="list-style-type: none"> • Dual Enrollment Early Childhood Education I (8285) • Dual Enrollment Early Childhood Education II (8286)

HEALTH AND MEDICAL SCIENCES

Credential Title/Description	How to Earn It	Provider	Possible Preparatory Courses
<p>Nursing Assistant Assessment: occupational competence assessment of skills and knowledge covered in nursing assistant instruction.</p>	<p>Pass the NOCTI knowledge-based exam (4158) consisting of 202 test items. Test includes basic nursing skills, infection control, communication skills, personal care skills, mental health and social service needs, ethics/rights, legal responsibilities, basic restorative devices, and employability skills.</p>	<p>National Occupational Testing Institute (NOCTI)</p>	<ul style="list-style-type: none"> • Health Assistant I (8332)
<p>Health Assisting Assessment: occupational competence assessment of skills and knowledge covered in basic health assisting instruction.</p>	<p>Pass the NOCTI knowledge-based exam (4143) consisting of 163 test items. Test includes first aid/general safety, medical terminology, body systems, observation/communication, documentation and legal issues, and health assistant skills</p>	<p>National Occupational Testing Institute (NOCTI)</p>	<ul style="list-style-type: none"> • Health Assistant I (8331) • Health Assistant II (8332)

MARKETING

Credential Title/Description	How to Earn It	Provider	Possible Preparatory Courses
<p>Fundamental Marketing Concepts Assessment: Competency assessment 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 channel management, marketing-information management, market planning, marketing, pricing, product/service management, professional development, promotion, selling.</p>	<p>ASK Business Institute</p>	<ul style="list-style-type: none"> • Marketing (8120) • Advanced Marketing (8130) • Fashion Marketing (8140) • Sports, Entertainment, and Recreation (8175)

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>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 Exam.</p>	<p>Virginia Board of Barbers and Cosmetology (Department of Professional and Occupational Regulations)</p>	<ul style="list-style-type: none"> • Cosmetology I (8527) • Cosmetology II (8528)
<p>Cosmetology Assessment: occupational competence assessment of skills and knowledge covered in a secondary level program in cosmetology.</p>	<p>Pass the NOCTI knowledge-based exam (4082) consisting of 180 test items. Test includes safety and sanitation, scientific concepts, salon-related small business skills, physical services, chemical services, and hair designing.</p>	<p>National Occupational Testing Institute (NOCTI)</p>	<ul style="list-style-type: none"> • Cosmetology I (8527) • Cosmetology II (8528)
<p>Culinary Arts Level 1 Prep Cook Assessment: occupational competence assessment of skills and knowledge covered in a secondary level program in culinary arts.</p>	<p>Pass the NOCTI knowledge-based exam (4436) consisting of 170 test items. Test includes recipes, equipment skills, sanitation and safety, food prep, fruits, vegetables, starches, bakery products, stocks, sauces, soups, meats/poultry, seafood, breakfast foods, dairy products/alternatives, culinary nutrition, culinary math, and employability skills.</p>	<p>National Occupational Testing Institute (NOCTI)</p>	<ul style="list-style-type: none"> • Culinary Arts I (8275) • Culinary Arts II (8276)

TRADE AND INDUSTRIAL *(continued)*

Credential Title/Description	How to Earn It	Provider	Possible Preparatory Courses
<p>Culinary Arts Level 2 Cook Assessment: occupational competence assessment of skills and knowledge covered in a secondary level program in culinary arts.</p>	<p>Pass the NOCTI knowledge-based exam (4536) consisting of 170 test items. Test includes recipes, equipment skills, sanitation and safety, food prep, fruits, vegetables, starches, bakery products, stocks, sauces, soups, meats/poultry, seafood, breakfast foods, dairy products/alternatives, culinary nutrition, culinary math, employability skills, and dining services.</p>	<p>National Occupational Testing Institute (NOCTI)</p>	<ul style="list-style-type: none"> • Culinary Arts I (8275) • Culinary Arts II (8276)
<p>EPA Technician Certification (exams-Core I, II, or III or Universal): 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>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>Environmental Protection Agency (Authorized Testing Entity)</p>	<ul style="list-style-type: none"> • 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)

TRADE AND INDUSTRIAL (continued)

<p>Industrial Maintenance Mechanic Assessment: occupational competence assessment of skills and knowledge covered in basic floriculture instruction.</p>	<p>Pass the NOCTI knowledge-based exam (2074) consisting of 169 test items. Test includes machinery/equipment, tools and safety, electronic/electrical principals, hydraulics/pneumatics, motors/motor controls, mechanism drives, industrial robotics systems, blueprints, and schematics.</p>	<p>National Occupational Testing Institute (NOCTI)</p>	<ul style="list-style-type: none">• Industrial Maintenance Technology I (8575)• Industrial Maintenance Technology II (8576)
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NATIONAL CAREER READINESS CERTIFICATE ASSESSMENT

Credential Title/Description	How to Earn It	Provider	Possible Preparatory Courses
<p>National Career Readiness Certificate Assessment: portable, evidence-based credential that certifies the essential skills for workplace success.</p>	<p>To earn this credential, the student must pass a knowledge-based exam consisting of 100 multiple-choice test items. Test items address each of the 21 Workplace Readiness Skills for the Commonwealth, a required component of all Virginia CTE courses. Successfully passing the exam will result in a stand-alone credential that may be used for verified credit.</p>	<p>ACT</p>	<p>SEE GUIDANCE COUNSELOR FOR AVAILABLE PREPATORY COURSES</p>



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