

STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

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STATE SUPERINTENDENT OF EDUCATION



**2019–20 Career and Technical Education (CTE)
Student Reporting Procedures Guide**

Office of Career and Technical Education

School Year 2019–20

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Preface

This student reporting procedures guide is the Office of Career and Technical Education (OCTE) official guide for PowerSchool data entry and reporting. Data from schools are collected annually to meet state and federal requirements.

It is critical that data reported to the South Carolina Department of Education (SCDE) be complete and accurate. State and school district funding are affected by the data submitted. School districts, high schools, and career centers must collaborate and communicate to review data at the local level before submitting data to the SCDE. Your efforts in ensuring that your school's and district's data are of the highest quality possible are appreciated.

Career and Technical Education (CTE) Data Reporting Deadlines

Student Placement Follow-up Report
April 15, 2020
End-of-the-Year Report
Fourth Quarterly Data Collection (QDC 4)

NOTICE

The activity/course codes specified in this document are also listed in two other SCDE documents related to course sequencing and educator credentials: *South Carolina Department of Education Activity Coding System for the Student Information System* and *Required Credentials for Professional Staff Members in the Instructional Programs of South Carolina's Public Schools*. Therefore, when course titles change, titles/codes are deactivated, or new titles/codes are created, those changes will be made not only in this document but in these two other SCDE documents as well.

This document is also available online at: [\[SRPG\]](#)

Audience

The intended audience for CTE training includes career center, school, and district staff responsible for entering, correcting, and assuring accuracy of the CTE data.

Accessing the PowerSchool CTE Page

In this section you will learn how to navigate to the State/Province – SC page in PowerSchool, select CTE, and enter the appropriate data.

1. Begin this task by logging into PowerSchool. Once on the PowerSchool home page, select one or more students.

#	Certification Administered	Certification Passed	Certification Admin Year	Certification Owner	Certification	Certification Year
No Record						

2. Click on State/Province – SC in the student menu to retrieve links to the SC PowerSchool pages; then click on the CTE link.

Field Descriptions

Single Parent

The term “single parent” refers to a student: either a pregnant female student who is unmarried or a male or female student who is unmarried or legally separated from a spouse and has a minor child, or children of whom he or she has either full custody or joint custody.

- **Data Entry** (dropdown box)
 - Blank = [default]
 - Y = Yes
 - N = No

Out-of-Workforce Individual

The term “out-of-workforce individual” refers to an individual who: has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; who has been dependent on the income of another family member, but is no

longer supported by that income; or, who is a parent whose youngest dependent child will become ineligible to receive assistance under Part A of Title IV of the Social Security Act within two years after the date on which the parent applies for assistance under this title, and who is unemployed or underemployed, and is experiencing difficulty in obtaining or upgrading employment.

- **Data Entry** (dropdown box)
Blank = [default]
Y = Yes
N = No

Exceptions

Data are to be entered on an annual basis for all students for Perkins accountability indicators and report card measures.

Enter **I** if the student has an Individualized Education Program (IEP) indicating:

1. The student will **not** complete the requirements needed to obtain a South Carolina High School Diploma.

and/or

2. All of the core standards for a specified CTE course/program will **not** be taught (i.e., mastery of only a portion of the core standards in a program is appropriate for the student).

Use the exception code **I** *exclusively* for students whose IEPs indicate one or both of the above conditions. Many students with IEPs **do** receive the instruction necessary to complete the core CTE course standards and the requirements for a South Carolina High School Diploma, and these students **should not be coded as I**.

Enter **W** if the student withdrew from the CTE program or from the school during the school year.

- **Data Entry** (dropdown box)
Blank = [default]
I = IEP
W = Withdrawn

Diploma Earned (View Only)

Data should be entered in this field for **all** twelfth-grade students to indicate whether each student met the criteria for receiving a South Carolina High School Diploma or district non-diploma award. Data entry into this field can only be made on the South Carolina Student Information page in PowerSchool (State/Province – SC page). Once the field has been populated on the South Carolina Student Information page, the code selected is automatically populated for the field on the CTE page in “View Only” mode.

The data for each student will be used to assess the school’s and district’s performance for the Perkins accountability indicators and the career center report card measure for high school graduation.

- **Data Entry** (dropdown box)
 - Blank = [default]
 - F – State of SC Diploma
 - H – State of SC Certificate*
 - N – District non-diploma document
 - Z – SC High School Diploma – Adult Ed
 - X – Did not meet requirements to graduate

* The H code will remain visible (grayed out) in the dropdown for historical reference for students who received state certificates prior to 2014–15.

Note: For any twelfth-grade student whose Diploma Earned field is left blank and who meets all graduation requirements during the summer and receives a South Carolina High School Diploma prior to the next school year, the school administrator may change the entry code to the appropriate code of F – State of SC Diploma, and send a notification letter to the OCTE by September 1. The notification should include the student’s name, State ID, and a request to update the Diploma Earned field.

CTE Programs

The program section of the CTE Page has been duplicated to identify students who become concentrators and/or completers in a second state-recognized CTE program. An additional field has been added to each section to identify students who completed an approved three-unit minimum program by earning only three units. If a student is a CTE Concentrator in two state-recognized CTE programs, enter the Classification of Instructional Programs (CIP) code that is more closely aligned to the student’s post-graduation plans in the first program section (i.e., CTE Concentrator 1, CIP Code 1, etc.)

CTE Concentrator 1/CTE Concentrator 2

A **CTE Concentrator** is a secondary student with an assigned CIP code who has completed at least two courses in a state-recognized CTE program or program of study. A state-recognized CTE program must be composed of an approved sequence of career and technical education courses leading to a career goal and must include the minimum number of Carnegie units of credit required for the program.

- **Data Entry** (dropdown box)
 - Blank = [default]
 - Y = Yes
 - N = No

CIP Code 1/CIP Code 2

CIP Codes identify specific CTE programs and are used for federal reporting and for assessing the federal Perkins accountability indicators. Every student identified as a CTE Concentrator must be assigned a CIP code approved by the OCTE.

- **Data Entry** (dropdown box): six-digit CIP code

Guidelines for assigning CIP Codes for CTE Concentrators

- **Only** assign a CIP code to designate the **state-recognized CTE program** in which a CTE Concentrator (defined above) earned *at least 2* courses. The local CTE program represented by the CIP code on the CTE page must offer a **sequence of approved courses** that provides the opportunity for students to complete the number of units required for the program. (See **CTE Clusters, Programs, and Courses** in Appendix C, pages **26 -77**.)
- **Do not** use the CIP Code field for any purpose other than to designate a state-recognized CTE program that offers students the approved sequence of CTE courses required to complete the number of units for the program.

Completer 1/Completer 2

A **Completer** is a CTE concentrator who has earned **all** of the required units in a state-recognized CTE program identified by the assigned CIP code.

- **Data Entry** (dropdown box)
 - Blank = [default]
 - Y = Yes
 - N = No

Note: A CTE concentrator pursuing a 3-unit CTE program would be designated a **Completer** when the 3rd unit is earned.

A CTE concentrator pursuing a CTE program offering 4 units would be designated a **Completer** when the 4th unit is earned.

A CTE concentrator pursuing a CTE program offering 8 units would be designated a **Completer** when the 8th unit is earned.

Completion Year 1/Completion Year 2

The **Completion Year** field indicates the semester and the year in which the student completed the required units in a state-recognized CTE program. For school year 2019–20 the entry would be **FA19** if student completed in the fall of 2019 or **SP20** if the student completed in the spring of 2020.

- **Data Entry** (dropdown box): appropriate semester and year

Remote School Number 1/Remote School Number 2

The **Remote School Number** field specifies the location where the CTE program is offered. An entry should be made in this field *only* if the program is offered at a location other than the student’s high school. This entry will identify the other high school or the career center that offers the particular program.

- **Data Entry**: seven-digit school identification number (SIDN, sometimes referred to as the BEDS code)

Note: Leave this field blank if the program is offered at the student’s home high school.

Example: Bethany Adams is a student at ABC High School (school SIDN – 0102003) and attends DEF Career and Technology Center (school SIDN – 0102995) where she is concentrating in the Culinary Arts program.

On the CTE Page the student would be designated as a **CTE Concentrator** and assigned the **CIP Code** 520905, the **Remote School Number** field would be an entry of 0102995.

Three-Unit Completer 1/Three-Unit Completer 2

The **Three-Unit Completer** fields indicate whether the student completed an approved three-unit CTE program by earning only three units. This field must be populated if a student is coded as a completer in an approved three-unit program. The list of programs that have been approved with a three-unit minimum can be found in Appendix C of the CTE Student Reporting Procedures Guide.

Select “Y” from the dropdown list if the student completed an approved three-unit program by earning *only* three units. Select “N” from the dropdown list if the student completed an approved three-unit program by earning more than three units.

- **Data Entry** (dropdown box)
 - Blank = [default]
 - Y = Yes
 - N = No

Certification

The Certification section of the CTE Page has been modified to allow for the entry of as many certifications as needed. Select “New” in the lower right area to enter new certification data. Select “Submit” to store the new information that has been entered. Data in the Certification Administered, Certification Passed, Certification Admin Year and Certification Owner fields will be displayed in table view and can be edited or deleted by selecting the appropriate button. Data previously entered in the Certification and Certification Year fields have been stored in “View Only” mode and cannot be edited. The list of certifications and descriptions have been moved and can be found in **Appendix E**.

Certification Administered fields should be used to identify national and state certifications and credential examinations administered to students regardless of the outcome (i.e., Passed or Failed). Multiple attempts of the same exam should be recorded in the **Certification Administered** fields. For example, if a student takes the ServSafe® Manager exam but does not pass and takes the exam a second time and passes the exam, data should be entered for both attempts.

Please note that Perkins funds may be used to pay for all certifications/exams listed in the Student Reporting Procedures Guide (see pages 80 – 138).

- **Data Entry** (dropdown box): appropriate certification(s) administered for CTE students (i.e., 08-Academy of Finance).

Certification Passed fields indicate the passage of the respective certification administered.

- **Data Entry** (dropdown box)
 - Blank = [default]
 - Y = Yes
 - N = No

Certifications Admin Year fields should be used to indicate the semester and year in which the student took examinations and/or received national and state certifications and credentials. For school year 2019–20 the entry would be FA19 if the examination was taken in the fall of 2019 or SP20 for spring 2020.

- **Data Entry** (dropdown box): appropriate semester and year

Certification Owner fields (**NEW**) indicate the Career Center or High School responsible for the administration of the certification. Entry should be made in this field only if the certification was administered at location other than the student’s high school.

- **Data Entry** (dropdown box): seven-digit school identification number (SIDN, sometimes referred to as the BEDS code).

Certification fields include data entered prior to the creation of the current certification fields and have been stored in “View Only” mode.

Certification Year includes the semester and year associated with the certification previously entered in the old Certification field and is displayed in “View Only” mode.

CTSO Membership 1 – CTSO Membership 2

*Members of Career and Technical Student Organizations (CTSOs) have opportunities to enhance their professional, leadership, and technical skills through intra/co-curricular programs and services. The **CTSO Membership** fields should be used to identify the CTSO in which the student holds membership.

- **Data Entry** (dropdown box)
 - Blank = [default]
 - 01 – BPA
 - 02 – DECA
 - 03 – FBLA
 - 04 – FCCLA
 - 05 – FFA
 - 06 – Educators Rising
 - 07 – HOSA
 - 08 – SkillsUSA
 - 09 – TSA
 - 10 – NSBE
 - 11 – FIRST
 - 12 – Vex Robotics

CTE Placement Code

School districts and career centers are required by South Carolina law (S.C. Code Ann. § 59-53-160) and by State Board of Education Regulation 43-234 to survey their CTE completers ten months after graduation to determine their placement status with regard to employment, postsecondary education, or military service. A record of the responses to this survey must be maintained by the districts/career centers for a period of three years. The survey records should contain sufficient information to allow for the verification of all reported placements.

In order to be available for placement, students must be program completers and must have graduated.

- **Data Entry** (dropdown box): appropriate CTE placement code
 - A – Employed, Related
 - B – Employed, Unrelated
 - C – Continuing Education or Postsecondary Education
 - D – Military
 - E – Unemployed or Not Seeking Employment
 - F – Not Available for Placement (Status Unknown, Deceased, Incarcerated, or Medical Disability)
 - G – Still in High School
 - H – Advanced Training
 - I – National Community Service
 - J – Peace Corps

Placement Information Necessary for Verification

- For students placed in **employment (placement code A or B)**

Placement Employer

Entry: name of the company (35-character limit) where the student was placed after graduation

Placement Phone

Entry: phone number (15-character limit) of the student's employer

Placement Job Title

Entry: title of the job (25-character limit) in which the student was placed after graduation

Placement Supervisor Name

Entry: name of the supervisor (25-character limit) within the company where the student was placed after graduation

Placement Start Date

Entry: student's start date for placement in employment after graduation

- For students placed in **higher education (placement code C)**

Placement Higher Ed Name

Entry: name of the postsecondary institution (25-character limit) the student attended after graduation

Placement Higher Ed Program

Entry: name of the program (25-character limit) at the postsecondary institution to which the student was admitted

- For students placed in **military (placement code D)**

Placement Military Branch

Entry: name of the military branch (30-character limit) in which the student enlisted after graduation

Placement Military Training

Entry: name of the type of military training (25-character limit) the student received from the military branch in which he or she enlisted after graduation

Placement data are used to assess the placement indicator required by Perkins IV and the career center report card measure for placement. As mandated in Section 59-53-1960 of the Code of Laws of South Carolina, to continue existing work force preparation programs, other than career and technology agriculture, 50 percent of the graduates available for placement must be placed during the prior three years in the area for which training was provided. The placement data reported each school year is compiled with the data reported for the previous two years to obtain the average placement rate over the three-year period.

Students must be advised prior to enrollment in a work force preparation program of the possible discontinuation of the program and of the employment outlook for program graduates. Students enrolling in CTE programs that are not preparatory for employment must be clearly advised of this fact by the school district.

Data Extracted from Other PowerSchool Pages

(For Reporting Purposes)

Individuals with Disabilities

The data for this special population will be extracted from the **Instructional Setting** field located on the SC Student Information Page. The **Instructional Setting** field indicates that the student is currently receiving special education services and has an IEP in effect.

English Proficient

The data for this special population will be extracted from the **English Prof** field located on the SC Student Information Page. The **English Prof** field indicates the student's proficiency level in English.

Migrant

The data for this special population will be extracted from the **Migrant** field located on the SC Student Information Page. Migrant status is based upon the following definition:

A migratory student is a student who is, or whose parent, spouse, or guardian is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse in order to obtain temporary or seasonal employment in agricultural or fishing work: has moved from one school district to another; or in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

Diploma Earned

The **Diploma Earned** field indicates if the student received a state diploma and is located on the SC Student Information page.

District Where Taught and School Where Taught

All sections of each particular CTE course taught at a location other than the student’s home high school (e.g., career center) must have the other school’s seven-digit school identification number (SIDN, sometimes referred to as the BEDS code). Accurate SIDN numbers will allow the career center or other school to be identified as teaching the particular course(s).

- **Data Entry:** **First four digits** of the seven-digit center SIDN in **District Where Taught** and the **last three digits** of the center SIDN in **School Where Taught**.

Example: Chloe Charles is a student at Motteville High School (school SIDN – 0102003) and attends Granby Oats Career and Technology Center (school SIDN – 0102995) where she is enrolled in SAS Programming 1 taught by teacher Beverly Mitchell.

On the Sections Page for the SAS Programming (532700CW) course taught by Beverly Mitchell the **District Where Taught** field would have the entry of **0102** and the **School Where Taught** field would have the entry of **995**, which would identify that the courses are taught at the career and technology center and not at the high school.

The screenshot shows the 'Edit Section' page in PowerSchool. The form includes the following fields:

- Course Name: Introduction to Engineering Design
- Course Number: 605101HW
- Schedule: Expression table with columns A, B, C and rows 1-8, HR.
- Term
- Teacher - Section Lead
- Teachers/Staff - Additional
- Room
- Section Number*
- Grade Level
- Current Enrollment
- Maximum Enrollment
- District Where Taught (Enter District ID If Taught At Different District. Otherwise, Leave Blank.)
- School Where Taught (Enter School ID If Taught At Different School. Otherwise, Leave Blank.)

A red box highlights the 'District Where Taught' and 'School Where Taught' fields. An arrow points from this box to a larger callout box containing the following text:

Section Number*
Grade Level
Current Enrollment
Maximum Enrollment
District Where Taught
(Enter District ID If Taught At Different District. Otherwise, Leave Blank.)
School Where Taught
(Enter School ID If Taught At Different School. Otherwise, Leave Blank.)

Data Collection and Submission Notes

- Ensure that the appropriate **CIP Code (s)** has been selected from the drop-down box and the Concentrator field (s) is correctly coded. A listing of CIP Codes can be found in Appendix C.
- Ensure that the **Completer** field (s) is correctly coded.
- Ensure all certification/credential have been entered and correctly code.
- Ensure that the **Diploma Earned** field has been completed for all twelfth-grade students on the Student Supplemental Page.
- Ensure that the correct placement code has been entered in the **CTE Placement** field for each prior-year completer when doing student placement follow-up.
- Ensure that the seven-digit school identification number (SIDN) is correctly entered in the **Remote** field to identify location of the CTE program (if applicable).
- Ensure that all sections of each CTE course taught at a location other than the student's home high school have the first four digits of SIDN entered in the **District Where Taught** and the last three digits of the SIDN entered in the **School Where Taught** field. Accurate SIDN numbers will allow the other location to be identified as teaching the particular course(s). Also, make sure each CTE course has been assigned an approved course code from the listing in Appendix C.
- **General Equivalency Diplomas (GED)**–Districts have an opportunity to submit by September 1 a listing of high school-aged students who have completed the requirements to receive a GED credential.

The district's technology contact person is responsible for submitting PowerSchool data to the SCDE and plays an important role in the data-collection process. The following are basic instructions with regard to the collection and reporting of CTE data:

1. Verify final grades before submitting data to the SCDE.
2. Perform a data record check while you are submitting the data to the SCDE to ensure that your datasets are complete. If "0" records are transmitted, the SCDE has received no data.
3. Use only **uppercase** letters for academic and unit tags. Though the PowerSchool system is not case sensitive, other systems utilized by SCDE offices to analyze the data received *are* case sensitive. **Your failure to use uppercase letters for academic and unit tags may result in inaccurate data.**
4. Submit your CTE data on or before the deadlines:

Placement Follow-up Report	April 15, 2020
End-of-the-Year Report	Fourth Quarterly Data Collection (QDC 4)

Please be reminded that the queries for submitting data to the SCDE will not be available after these dates.

PowerSchool Searches

The following searches have been created by the Office of Research and Data Analysis, PowerSchool Administration staff to assist you in verifying the accuracy of your data using the Quick Export function: **Start Page > Special Functions > Importing & Exporting > Quick Export.**

You may copy/paste the following data export layouts to verify PS CTE data or you may select individual fields via the “Fields” link to list the data you wish to export. Please remember to use **ONLY** approved course codes and CIP codes.

PowerSchool Export Layouts to Aid in the Validation of CTE Data

Start Page > Special Functions > Importing & Exporting > Quick Export



Quick Export

Export the 0 selected students

S_SC_STU_CTE_X.CATE_CIPCode
S_SC_STU_CTE_X.CATE_CIPCode
S_SC_STU_CTE_X.CATE_ConcntrInd
S_SC_STU_CTE_X.CATE_CompleterInd
S_SC_STU_CTE_X.CATE_YrCompleted
S_SC_STU_CTE_X.CATE_Units
S_SC_STU_CTE_X.CATE_RemoteSchCode

Field Delimiter: Tab

Record Delimiter: CR

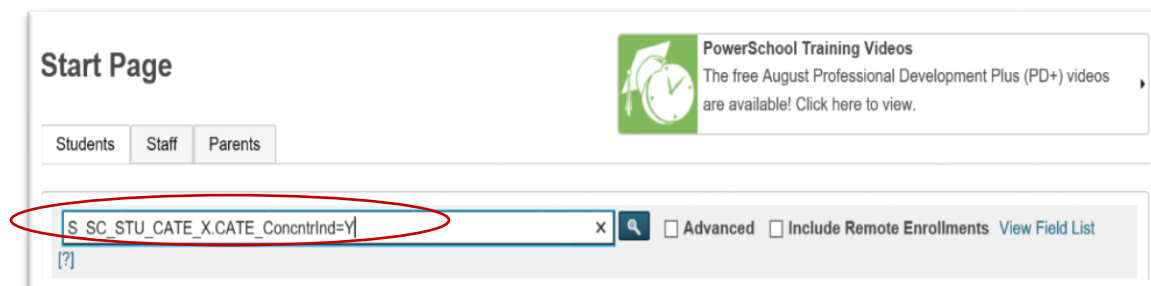
"Surround Fields" Column titles on 1st row

Export DCID

Fields

Submit

To work with subsets of the Student database, please use selection criteria on the student start page.



Start Page

Students Staff Parents

S_SC_STU_CTE_X.CATE_ConcntrInd=Y|

Advanced Include Remote Enrollments View Field List

PowerSchool Training Videos
The free August Professional Development Plus (PD+) videos are available! Click here to view.

The results can be saved by doing a Quick Export and saving the exported “student.export.text” and selecting “All Files” for Save_____. Open the file in Microsoft Excel and use the Excel wizard to format it for review and verification.

Note: The extended schema table for the CTE related fields is S_SC_STU_CTE_X.

1. Concentrator/CIP Code Export Layout

SchoolID
Last_Name
First_Name
Grade_Level
S_SC_STU_CTE_X.CTE_ConcetrInd
S_SC_STU_CTE_X.CTE_CIPCode
S_SC_STU_CTE_X.CTE_RemoteSchCode
S_SC_STU_CTE_X.CTE_ConcetrInd2
S_SC_STU_CTE_X.CTE_CIPCode2
S_SC_STU_CTE_X.CTE_RemoteSchCode2

2. Graduation Export

(Initial filter “Grade_Level =12”)
SchoolID
Last_Name
First_Name
Middle_Name
Grade_Level
S_SC_STU_X.DiplomaEarnCode

3. Program Completers Export

(Initial filter “S_SC_STU_CTE_X.CTE_CompleterInd =Y” or
“S_SC_STU_CTE_X.CTE_CompleterInd2 =Y”)

SchoolID
Last_Name
First_Name
Grade_Level
S_SC_STU_CTE_X.CTE_CIPCode
S_SC_STU_CTE_X.CTE_CompleterInd
S_SC_STU_CTE_X.CTE_YrCompleted
S_SC_STU_CTE_X.CTE_RemoteSchCode
S_SC_STU_CTE_X.CTE_Units
S_SC_STU_CTE_X.CTE_CIPCode2
S_SC_STU_CTE_X.CTE_CompleterInd2
S_SC_STU_CTE_X.CTE_YrCompleted2
S_SC_STU_CTE_X.CTE_RemoteSchCode2
S_SC_STU_CTE_X.CTE_Units2

4. CTE Placement Export

(Initial filter “Grade_Level=12”; S_SC_STU_CTE_X.CTE_CompleterInd =Y” or
“S_SC_STU_CTE_X.CTE_CompleterInd2 =Y”)

SchoolID
Last_Name
First_Name
Middle_Name
Grade_Level
S_SC_STU_CTE_X.CTE_CIPCode
S_SC_STU_CTE_X.CTE_CompleterInd
S_SC_STU_CTE_X.CTE_YrCompleted
S_SC_STU_CTE_X.CTE_RemoteSchCode
S_SC_STU_CTE_X.CTE_CIPCode2
S_SC_STU_CTE_X.CTE_CompleterInd2
S_SC_STU_CTE_X.CTE_YrCompleted2
S_SC_STU_CTE_X.CTE_RemoteSchCode2
S_SC_STU_X.DiplomaEarnCode
S_SC_STU_CTE_X.PlaceLevelCode

5. Special Populations Export

SchoolID
Last_Name
First_Name
Middle_Name
Grade_Level
S_SC_STU_CTE_X.CTE_CIPCode
S_SC_STU_CTE_X.CTE_SingleParentInd
S_SC_STU_CTE_X.CTE_DisplHomeMakerInd
S_SC_STU_X.Engl_Prof
S_SC_STU_X.Migrant

6. Certification Export

SchoolID
Last_Name
First_Name
S_SC_STU_CTE_X.Cert_Admin1
S_SC_STU_CTE_X.Cert_Passed1
S_SC_STU_CTE_X.Cert_Year1

PowerSchool DDE Tool

The DDE tool can be used to export data from multiple tables.

CTE Teacher/Course List Export

The screenshot shows the PowerSchool DDE tool interface. At the top, it says 'PowerSchool' and 'Welcome, Shawn Larrymore | Help | Sign Out'. Below that, it indicates 'School: District Office' and 'Term: 16-17 Year'. The main heading is 'Direct Database Export (DDE)'. Underneath, there's a 'Current Table' dropdown menu set to 'Sections (3)'. Below that, it says 'Current Records in Selection: 0'. There are options for 'List View', 'Table View', 'Export Records', and 'Match Selection Table View Setup'. A button says 'Select all 10885 records in this table'. Below that is a 'Search Sections' section with two dropdown menus for 'TermID' and an equals sign dropdown, followed by input fields. A checkbox is labeled 'Search only in records belonging to District Office'. At the bottom, there are two buttons: 'Search all 10885 records in this table' and 'Search within the current 0 records only'.

1. Begin with the SECTIONS table [03]. The initial “search sections” criteria is: TermID >=XXXX (designated numeric 4-digit TermID)

TermID	Year Designation
1900	2009–2010
2000	2010–2011
2100	2011–2012
2200	2012–2013
2300	2013–2014
2400	2014–2015
2500	2015–2016
2600	2016–2017

2. Secondary “search sections” criteria are, for example:
 - a. Course_Number >= 49990000
 - b. Course_Number <= 6999ZZZZ
3. Search within the current # records only
 - a. SchoolID
 - b. Teacher
 - c. [05]LastFirst
 - d. Course_Number
 - e. [02]Course_Number

Course/Teacher Location Export

Begin with the SECTIONS table [03]. The initial “search sections” criteria is: TermID >= XXXX (designated numeric 4-digit TermID).

TermID	Year Designation
1900	2009–2010
2000	2010–2011
2100	2011–2012
2200	2012–2013
2300	2013–2014
2400	2014–2015
2500	2015–2016
2600	2016–2017

Multiple Courses Export

Utilizing DDE, begin with the STORED GRADES table [31] for each of the following six (6) Course_Number criteria.

1. **Search StoredGrades Criteria:**
TermID >=XXXX
Course_Number=5350@

Export Records layout:

[01]SchoolID
[01]Last_Name
[01]First_Name
[01]Middle_Name
[01]Grade_Level
[31]Course_Number
[31]Course_Name
[31]EarnedCrHours
[31]Teacher_Name

2. **Search StoredGrades Criteria:**
TermID >= XXXX
Course_Number=5030@

Export Records layout:

[01]SchoolID
[01]Last_Name
[01]First_Name
[01]Middle_Name
[01]Grade_Level
[31]Course_Number
[31]Course_Name
[31]EarnedCrHours
[31]Teacher_Name

TermID	Year Designation
1800	2008–2009
1900	2009–2010
2000	2010–2011
2100	2011–2012
2200	2012–2013
2300	2013–2014
2400	2014–2015
2500	2015–2016

3. **Search StoredGrades Criteria:**
TermID >= XXXX
Course_Number=5122@

Export Records layout:

[01]SchoolID
 [01]Last_Name
 [01]First_Name
 [01]Middle_Name
 [01]Grade_Level
 [31]Course_Number
 [31]Course_Name
 [31]EarnedCrHours
 [31]Teacher Name

4. **Search StoredGrades Criteria:**
TermID >= XXXX
Course_Number=5400@

Export Records layout:

[01]SchoolID
 [01]Last_Name
 [01]First_Name
 [01]Middle_Name
 [01]Grade_Level
 [31]Course_Number
 [31]Course_Name
 [31]EarnedCrHours
 [31]Teacher_Name

TermID	Year Designation
1800	2008–2009
1900	2009–2010
2000	2010–2011
2100	2011–2012
2200	2012–2013
2300	2013–2014
2400	2014–2015
2500	2015–2016

5. **Search StoredGrades Criteria:**
TermID >= XXXX
Course_Number=5031@

Export Records layout:

[01]SchoolID
 [01]Last_Name
 [01]First_Name
 [01]Middle_Name
 [01]Grade_Level

[31]Course_Number
[31]Course_Name
[31]EarnedCrHours
[[31]Teacher_Name

6. **Search StoredGrades Criteria:**
TermID >= XXXX
Course_Number=5033@

Export Records layout

[01]SchoolID
[01]Last_Name
[01]First_Name
[01]Middle_Name
[01]Grade_Level
[31]Course_Number
[31]Course_Name
[31]EarnedCrHours
[31]Teacher_Name

Appendix A

Perkins Accountability Indicators*

Key Terms

The federal Perkins Act requires each state to establish accountability indicators. The following are explanations of the terms used in South Carolina's state plan to define the populations measured and descriptions of the accountability indicators:

- **Participant:** A participant is a secondary student enrolled in a state-approved CTE course.
- **Concentrator:** A concentrator is a secondary student with an assigned CIP (Classification of Instructional Programs) code who has completed at least two courses in a state-recognized CTE program or program of study. CIP codes designate specific CTE programs and are used for federal reporting and assessing the Perkins accountability indicators for CTE programs. A state-recognized CTE program must be comprised of an approved sequence of career and technical education courses leading to a career goal and must include a minimum of **3** Carnegie units of credit.
- **Completer:** A completer is a concentrator who has earned **all** of the required units in a state-recognized CTE program identified by the assigned CIP code.

**Perkins V Indicators and Measurement definitions will be included in this section once they have been finalized.*

Appendix B

Report Card Accountability Measures – Career Readiness

The College and Career readiness indicator determines if students who receive a high school diploma are prepared for college or careers after graduating. A student is deemed “career ready” if the student met one of the following criteria:

- Is a Career and Technical Education (CTE) completer and earns a national or state industry credential as determined by the business community; or
- Earns a Silver, Gold or Platinum National Career Readiness Certificate on the state-approved career readiness assessment; or
- Earns a scale score of 31 or higher on the ASVAB; or
- Successfully completes a state-approved work-based learning program.

An approved work-based learning experience includes the following:

- Minimum of 40 hours on the job;
- Mutually developed training agreement;
- Placement that is aligned to student’s career pathway in the Individual Graduation Plan (IGP);
- Mutually developed industry evaluation aligned to the skills of the job and characteristics of the *Profile of the South Carolina Graduate*; and
- One unit of credit reported on the high school transcript.

Appendix C

CTE Clusters, Programs, and Courses

Career Clusters

Career Clusters are groupings of occupations and broad industries based on commonalities that provide a vital framework for organizing and delivering quality CTE programs through learning and comprehensive programs of study. They also guide in developing programs of study bridging secondary and postsecondary curriculum and for creating individual student plans of study for a complete range of career options. Career clusters link what students learn in high school with the knowledge and skills they need for success in college and careers. This connection to future goals motivates students to work harder and enroll in more rigorous courses.

As such, it helps students discover their interests and their passions, and empowers them to choose the educational pathway that can lead to success in high school, college, and career. In total, there are 16 Career Clusters representing more than 79 Career Pathways to help students navigate their way to greater success in college and career. The 16 clusters represent all career possibilities:

- Agriculture, Food and Natural Resources;
- Architecture and Construction;
- Arts, Audio-Video Technology and Communications;
- Business Management and Administration;
- Education and Training;
- Finance;
- Government and Public Administration; *
- Health Science;
- Hospitality and Tourism;
- Human Services/Family and Consumer Sciences;
- Information Technology;
- Law, Public Safety, Corrections and Security;
- Manufacturing;
- Marketing;
- Science, Technology, Engineering, and Mathematics; and
- Transportation, Distribution, and Logistics.

All descriptions of cluster content in this section are taken with minor editorial emendations from the Advance CTE Web page. Please refer to [\[CAREERTECH\]](#) for additional information.

***No CTE courses are assigned to this career cluster.**

Note: The **bolded** courses followed by the numbers symbol (#) means a new course offering.
The *italicized* courses indicate a course name change.

CTE Code Descriptions

Course ID

- The eight characters used to identify each instructional activity.

The first four characters are the digits that make up the course code. The fifth and sixth characters are digits that are district defined. One of three different characters will occupy the seventh position: either the alpha character that represents the academic tag for credit-bearing courses, or the numeric 0, or the digit that represents the special education activity instructional approach. One of three different characters will occupy the eighth position: either the alpha character that represents the unit tag for credit-bearing courses or the numeric 0, or the digit that represents a specific instruction area. Use only *uppercase* characters for academic and unit tags.

Course Code

- The first four digits of the course ID.

Valid CTE courses and codes can be found beginning on page 29 of this section. Codes for the state-approved courses are used for the Perkins accountability indicators and report card measures and indicators. Perkins funds may be used to improve state-approved CTE courses with the exception of work-based credit courses. Courses with Local Board Approved (LBA) in the title are not valid CTE course codes for state and federal accountability and funding purposes.

New Innovative Courses

- Unique courses representing emerging areas of study that are not included in the CTE state approved course offerings. The OCTE approval is required before a CTE course code is assigned. The new innovative application must be completed and submitted for OCTE approval by **January 31st** of each year. Once the innovative application has been approved by OCTE staff, notification will be sent to the school district with the assigned course code.

Renewal Innovative Courses

- A continuation of approved unique courses representing emerging areas of study that are not included in the CTE state approved course offerings. Approval will be granted for a maximum of 5 years. After the period of 5 years, the course should be reviewed for state approval status or local board approval status.

The **New CTE Innovative and Renewal Course Application** instructions can be found at: [\[IRCA\]](#)

*CTE Internship, Work-Based Credit Bearing Learning Courses**

- An internship that is a structured, work-based credit bearing course that is taken as a fourth unit in a Career and Technical Education (CTE) Classification of Instructional Programs (CIP)-coded program. Each work-based learning (credit-bearing) course has an assigned CTE course code, and guidelines must be followed to award one Carnegie unit of credit upon successful completion of the course. The student is supervised by a content-specific, certified

teacher completing a minimum of 120 practical experience hours or the highest number of hours required by the industry-defined competencies within the career pathway. The Work-Based Learning credit-bearing course must be a part of the student's major and/or Individual Graduation Plan (IGP). Curriculum standards and employability skills are specific to the CTE course and must be mastered during the work-based experience and documented.

- Graded assignments are required and in alignment with course standards. Regularly scheduled worksite visits are conducted by the supervising teacher and documented. All required paperwork, training agreement, and worksite evaluation between the high school student and sponsoring worksite is completed and kept on file for at least two years after the participating student graduates from high school. Courses are approved through the South Carolina Department of Education (SCDE), Office of Career and Technical Education's (OCTE) designated Program Education Associate. [\[WBLM\]](#)

***This course will not count as a third unit in any of the three unit completer pathways.**

CTE Program

- A state-recognized CTE program must be composed of an approved sequence of career and technical education courses leading to a career goal. Students must earn **all** of the required units of credit to be considered CTE program completers.

CIP Code

- The six-digit CIP codes designate the specific CTE programs and are used for federal reporting and assessing the federal Perkins indicators. Every student identified as a CTE concentrator must be assigned a CIP code approved by the OCTE. **CIP codes are *not* the same as course codes.**

Approved Three-Unit Programs

- The OCTE has carefully reviewed the approved sequence of course for each state recognized CTE program to determine which programs can be completed with three units while ensuring sufficient time for competency mastery, as well as adequate preparation for certification exams and assessments. Courses that can be used to complete three-unit programs are denoted in Appendix C with an asterisk (*).

Approved Three-Unit Programs

Cluster	CIP Code	Program
Arts/AV Technology & Communications	500407	Fashion Design and Apparel Construction
	500408	Interior Design
Business Management and Administration	520401	Administrative Services
	521206	Business Information Management
	520201	General Management
	521001	Human Resources Management
	520204	Operations Management
Finance	520301	Accounting
	520801	Academy of Finance
	520803	Banking Services
	520804	Business Finance
	521701	Insurance
	520807	Securities and Investment
	Health Science	260102
510999		EMS
510706		Health Informatics
510000		Health Science
310505		Sports Medicine
Hospitality and Tourism	520905	Culinary Arts Management
	520904	Hospitality and Tourism Management
Human Services	190101	Family and Consumer Sciences
	120410	Nail Technology
Information Technology	151202	Information Support and Services
	110901	Networking Systems
	110201	Programming and Software Development
	110801	Web and Digital Communications
Law, Public Safety, Corrections & Security	430203	Emergency & Fire Management Services
	430107	Law Enforcement Services
Marketing	090903	Marketing Communications
	521401	Marketing Management
	521402	Marketing Analytics
	521802	Merchandising
STEM	190501	Food Science

Agriculture, Food, and Natural Resources

The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.

Course Code	Course Title
5600	Agribusiness and Marketing
5691	Agricultural and Biosystems Science
5614	Agricultural Crop Production and Management
5660	Agricultural Mechanics and Technology
5604	Agricultural Mechanics and Technology for the Workplace 1
5605	Agricultural Mechanics and Technology for the Workplace 2
5610	Agricultural Power Mechanics
5624	Agricultural Science and Technology
5620	Agricultural Science and Technology for the Workplace
5611	Agricultural Structural Mechanics
5603	Animal Science
5608	Animal Science for the Workplace 1
5609	Animal Science for the Workplace 2
5663	Aquaculture
5692	Biosystems Mechanics and Engineering
5695	Biosystems Technology 3
5696	Biosystems Technology 4
5693	Biosystems Technology Career Development 1
5694	Biosystems Technology Career Development 2
5646	Cattle Production
5626	Environmental and Natural Resources Management
5628	Environmental and Natural Resources Management for the Workplace 1
5629	Environmental and Natural Resources Management for the Workplace 2
5679	Equine Science
5621	Equipment Operation and Maintenance
5647	Farm Animal Production
5634	Floriculture
5657	Food Processing
5642	Forestry
5667	Golf Course Technology
5652	Horticulture for the Workplace 1
5653	Horticulture for the Workplace 2
5650	Introduction to Horticulture
5613	Introduction to Veterinary Science
5670	Landscape Technology
5672	Nursery, Greenhouse, and Garden Center Technology
5602	Outdoor Recreation
5612	Small Animal Care
5627	Soil and Water Conservation

5630	Soils and Soilless Research
5655	Sports Turf Management
5654	Turf and Lawn Management
5674	Wildlife Management
5690	<i>Agriculture, Food and Natural Resources Internship, work-based credit</i>
5699	Agriculture, Food and Natural Resources, LBA
CIP Code	Program Title (See below for the approved courses for each CTE program)
010205	Agricultural Mechanics and Technology
140301	Biosystems Engineering Technology
030101	Environmental and Natural Resources Management
010601	Horticulture
011101	Plant and Animal Systems

Each state-recognized CTE program identified below must include only approved courses listed for each CIP code and must offer the *minimum number of Carnegie units required for the program.*

All of the Agriculture, Food, and Natural Resources CIP-coded programs require a minimum of four (4) Carnegie units.

Agricultural Mechanics and Technology

010205

- Agribusiness and Marketing
- Agricultural and Biosystems Science
- Agricultural Mechanics and Technology
- Agricultural Mechanics and Technology for the Workplace 1
- Agricultural Mechanics and Technology for the Workplace 2
- Agricultural Power Mechanics
- Agricultural Science and Technology
- Agricultural Science and Technology for the Workplace
- Agricultural Structural Mechanics
- Biosystems Mechanics and Engineering
- Equipment Operation and Maintenance
- Soil and Water Conservation
- Agriculture, Food and Natural Resources Internship, work-based credit*

Biosystems Engineering Technology

140301

- Agricultural and Biosystems Science
- Biosystems Technology 3
- Biosystems Technology 4
- Biosystems Technology Career Development 1
- Biosystems Technology Career Development 2
- Biosystems Mechanics and Engineering
- Agriculture, Food and Natural Resources Internship, work-based credit*

Environmental and Natural Resources Management**030101**

Agricultural and Biosystems Science
Agricultural Mechanics and Technology
Agricultural Science and Technology
Agricultural Science and Technology for the Workplace
Aquaculture
Biosystems Mechanics and Engineering
Environmental and Natural Resources Management
Environmental and Natural Resources Management for the Workplace 1
Environmental and Natural Resources Management for the Workplace 2
Equipment Operation and Maintenance
Forestry
Outdoor Recreation
Soil and Water Conservation
Soils and Soilless Research
Wildlife Management
Agriculture, Food and Natural Resources Internship, work-based credit

Horticulture**010601**

Agribusiness and Marketing
Agricultural and Biosystems Science
Agricultural Mechanics and Technology
Agricultural Science and Technology
Agricultural Science and Technology for the Workplace
Biosystems Mechanics and Engineering
Equipment Operation and Maintenance
Floriculture
Golf Course Technology
Horticulture for the Workplace 1
Horticulture for the Workplace 2
Introduction to Horticulture
Landscape Technology
Nursery, Greenhouse, and Garden Center Technology
Soils and Soilless Research
Sports Turf Management
Turf and Lawn Management
Agriculture, Food and Natural Resources Internship, work-based credit

Plant and Animal Systems**011101**

Agribusiness and Marketing
Agricultural and Biosystems Science
Agricultural Crop Production and Management
Agricultural Mechanics and Technology
Agricultural Science and Technology
Agricultural Science and Technology for the Workplace
Animal Science
Animal Science for the Workplace 1
Animal Science for the Workplace 2
Aquaculture
Biosystems Mechanics and Engineering
Cattle Production
Equine Science
Equipment Operation and Maintenance
Farm Animal Production
Food Processing
Introduction to Veterinary Science
Small Animal Care
Soil and Water Conservation
Soils and Soilless Research
Agriculture, Food and Natural Resources Internship, work-based credit

Architecture and Construction

Careers in designing, planning, managing, building, and maintaining the built environment.

Course Code	Course Title
6060	Building Construction Cluster 1
6061	Building Construction Cluster 2
6062	Building Construction Cluster 3
6063	Building Construction Cluster 4
6080	Cabinetmaking 1
6081	Cabinetmaking 2
6082	Cabinetmaking 3
6083	Cabinetmaking 4
6091	Carpentry 1
6092	Carpentry 2
6093	Carpentry 3
6094	Carpentry 4
6287	Electricity 1
6288	Electricity 2
6289	Electricity 3
6290	Electricity 4
5330	Home Systems Technology
6003	HVAC Technology 1
6004	HVAC Technology 2
6005	HVAC Technology 3
6006	HVAC Technology 4
6001	Introduction to Construction
6250	Masonry 1
6251	Masonry 2
6252	Masonry 3
6253	Masonry 4
6280	Plumbing 1
6281	Plumbing 2
6282	Plumbing 3
6283	Plumbing 4
6690	<i>Architecture and Construction Internship, work-based credit</i>
6299	Architecture and Construction, LBA
CIP Code	Program Title (See below for the approved courses for each CTE program)
460000	Building Construction Cluster
480703	Cabinetmaking
460201	Carpentry

460301	Electricity
470201	HVAC Technology
460101	Masonry
460503	Plumbing

Each state-recognized CTE program identified below must include only approved courses listed for each CIP code and must offer the *minimum number of Carnegie units required for the program.*

All of the Architecture and Construction CIP-coded programs require a minimum of four (4) Carnegie units.

Building Construction Cluster **460000**
 Introduction to Construction
 Building Construction Cluster 1
 Building Construction Cluster 2
 Building Construction Cluster 3
 Building Construction Cluster 4
Architecture and Construction Internship, work-based credit

Cabinetmaking **480703**
 Introduction to Construction
 Cabinetmaking 1
 Cabinetmaking 2
 Cabinetmaking 3
 Cabinetmaking 4
Architecture and Construction Internship, work-based credit

Carpentry **460201**
 Introduction to Construction
 Carpentry 1
 Carpentry 2
 Carpentry 3
 Carpentry 4
Architecture and Construction Internship, work-based credit

Electricity **460301**
 Introduction to Construction
 Electricity 1
 Electricity 2
 Electricity 3
 Electricity 4
Architecture and Construction Internship, work-based credit

HVAC Technology	470201
Introduction to Construction	
HVAC Technology 1	
HVAC Technology 2	
HVAC Technology 3	
HVAC Technology 4	
<i>Architecture and Construction Internship, work-based credit</i>	
Masonry	460101
Introduction to Construction	
Masonry 1	
Masonry 2	
Masonry 3	
Masonry 4	
<i>Architecture and Construction Internship, work-based credit</i>	
Plumbing	460503
Introduction to Construction	
Plumbing 1	
Plumbing 2	
Plumbing 3	
Plumbing 4	
<i>Architecture and Construction Internship, work-based credit</i>	

Arts, Audio-Video Technology, and Communications

Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.

Course Code	Course Title
6170	Architectural Design 1
6171	Architectural Design 2
6120	Digital Art and Design 1
6121	Digital Art and Design 2
6122	Digital Art and Design 3
6123	Digital Art and Design 4
5710	Fashion Design and Apparel Construction 1
5711	Fashion Design and Apparel Construction 2
6200	Graphic Communications 1
6201	Graphic Communications 2
6202	Graphic Communications 3
6203	Graphic Communications 4
5455	Interior Design 1
5456	Interior Design 2
5205	Introduction to Graphic Communications
6172	Mechanical Design 1
6173	Mechanical Design 2
6124	Media Technology 1
6125	Media Technology 2
6126	Media Technology 3
6127	Media Technology 4
5290	<i>Arts, Audio-Video Technology and Communications Internship, work-based credit</i>
5299	Arts, Audio-Video Technology and Communications, LBA
CIP Code	Program Title (See below for the approved courses for each CTE program)
151301	Architecture/Mechanical Design
500402	Digital Art and Design
500407	Fashion Design and Apparel Construction
100301	Graphic Communications
500408	Interior Design
100299	Media Technology

Each state-recognized CTE program identified below must include only approved courses listed for each CIP code and must offer the *minimum number of Carnegie units required for the program.*

Note: At least one of the courses designated with an asterisk (*) should be selected for the three (3) Carnegie unit completer status for 2019–20 school year if needed to meet state recognized program requirements.

Architecture/Mechanical Design **151301**
The Architecture/Mechanical Design CIP-coded program requires a minimum of four (4) Carnegie units.

Architectural Design 1
 Architectural Design 2
 Mechanical Design 1
 Mechanical Design 2
Arts, Audio-Video Technology and Communications Internship, work-based credit

Digital Art and Design **500402**
The Digital Art and Design CIP-coded program requires a minimum of four Carnegie (4) units.

Digital Art and Design 1
 Digital Art and Design 2
 Digital Art and Design 3
 Digital Art and Design 4
Arts, Audio-Video Technology and Communications Internship, work-based credit

Fashion Design and Apparel Construction **500407**
The Fashion Design and Apparel Construction CIP-coded program requires a minimum of three (3) Carnegie units.

Required Courses:
 Fashion Design and Apparel Construction 1
 Fashion Design and Apparel Construction 2

Additional approved courses if needed to meet state-recognized program requirements:

Entrepreneurship*	Fashion Marketing*
Family and Consumer Sciences 1*	Marketing Management*
Family and Consumer Sciences 2	Mechanical Design 1*
Fashion, Fabric, and Design 1*	<i>Arts, Audio-Video Technology and Communications Internship, work-based credit</i>
Fashion, Fabric, and Design 2	

Graphic Communications **100301**
The Graphic Communication CIP-coded program requires a minimum of four (4) Carnegie units.

Graphic Communications 1
 Graphic Communications 2
 Graphic Communications 3
 Graphic Communications 4
Arts, Audio-Video Technology and Communications Internship, work-based credit

Interior Design**500408***The Interior Design CIP-coded program requires a minimum of three (3) Carnegie units.*

Required Courses:

Interior Design 1

Interior Design 2

Additional approved courses if needed to meet state-recognized program requirements:

Entrepreneurship*	Housing and Interiors 2
Family and Consumer Sciences 1*	Marketing Management*
Family and Consumer Sciences 2	Mechanical Design 1*
Housing and Interiors 1*	<i>Arts, Audio-Video Technology and Communications Internship, work-based credit</i>

Media Technology**100299***The Media Technology CIP-coded program requires a minimum of four (4) Carnegie units.*

Media Technology 1

Media Technology 2

Media Technology 3

Media Technology 4

Arts, Audio-Video Technology and Communications Internship, work-based credit

Business Management and Administration

Business Management and Administration careers encompass planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.

Course Code	Course Title
5122	Administrative Support Technology
5044	Business Law
5092	Business Principles and Management
5176	<i>Digital Publication Design</i>
5030	Digital Multimedia
5180	Digital Technologies
5400	Entrepreneurship
5090	Fundamentals of Business, Marketing and Finance
5480	Fundamentals of Project Management
5032	Global Business
5007	Google Applications
5093	<i>Fundamentals of Human Resource Management</i>
5340	<i>Image Editing</i>
5341	Image Editing 2 <i>(Phasing Out July 2020)</i>
5020	Integrated Business Applications 1
5021	Integrated Business Applications 2
5482	Logistics and Business Processes <i>(Phasing Out July 2021)</i>
5270	<i>Principles of Digital Technology</i>
5178	Professional and Leadership Development
5034	Social Media in Business (Moved to Marketing Cluster- <i>Social Media Marketing</i>)
5150	Virtual Enterprise 1
5151	Virtual Enterprise 2
5152	Virtual Enterprise 3
5153	Virtual Enterprise 4
5041	<i>Workplace Communications</i>
5490	<i>Business Management and Administration Internship, work-based credit</i>
5499	Business Management and Administration, LBA
CIP Code	Program Title (See below for the approved courses for each CTE program)
520401	Administrative Services
521206	Business Information Management
520201	General Management
521001	Human Resources Management
520204	Operations Management

Each state-recognized CTE program identified below must include only approved courses listed for each CIP code and must offer the *minimum number of Carnegie units required for the program*.

All of the Business Management and Administration CIP-coded programs require a minimum of three (3) Carnegie units.

Note: At least one of the courses designated with an asterisk (*) should be selected for the three (3) Carnegie unit completer status for 2019–20 school year if needed to meet state recognized program requirements.

Administrative Services

520401

Required Courses:

Administrative Support Technology
Integrated Business Applications 1

Additional approved courses if needed to meet state-recognized program requirements:

Accounting 1*	Google Applications
Advanced Web Page Design and Development	<i>Image Editing*</i>
Business Law*	Image Editing 2 (Phasing Out July 2020)
Business Principles and Management*	Integrated Business Applications 2*
<i>Digital Publication Design*</i>	<i>Principles of Digital Technology</i>
Digital Technologies	Professional and Leadership Development*
Entrepreneurship*	<i>Social Media Marketing</i>
Fundamentals of Business, Marketing and Finance*	<i>Workplace Communications*</i>
Fundamentals of Web Page Design and Development*	<i>Business Management and Administration Internship, work-based credit</i>

Business Information Management**521206****Required Courses:***Digital Publication Design**Image Editing*

Accounting 1*	Fundamentals of Web Page Design and Development*
Advanced Web Page Design and Development	Google Applications*
Advertising	Image Editing 2 <i>(Phasing Out July 2020)</i>
Business Law	Integrated Business Applications 1*
Business Principles and Management*	Integrated Business Applications 2
Digital Multimedia *	IT Fundamentals
Digital Technologies*	<i>Principles of Digital Technology</i>
Entrepreneurship*	Professional Leadership Development*
Foundations of Animation*	<i>Social Media Marketing</i>
Fundamentals of Business, Marketing, and Finance*	<i>Workplace Communications*</i>
<i>Fundamentals of Computing</i>	<i>Business Management and Administration Internship, work-based credit</i>
Fundamentals of Project Management	

General Management**520201****Required Courses:**

Accounting 1

Entrepreneurship

Additional approved courses if needed to meet state-recognized program requirements:

Accounting 2*	Logistics and Business Processes <i>(Phasing Out July 2021)</i>
Business Finance	Marketing*
Business Law*	Marketing Management
Business Principles and Management*	Professional and Leadership Development*
Fundamentals of Business, Marketing and Finance	<i>Social Media Marketing*</i>
<i>Fundamentals of Human Resource Management*</i>	Virtual Enterprise 1*
Fundamentals of Project Management	Virtual Enterprise 2
Fundamentals of Webpage Design and Development*	Virtual Enterprise 3
Global Business*	Virtual Enterprise 4
Google Applications	<i>Workplace Communications*</i>
Integrated Business Applications 1*	<i>Business Management and Administration Internship, work-based credit</i>
Integrated Business Applications 2	

Human Resources Management**521001****Required Courses:**

Business Law

*Fundamentals of Human Resource Management****Additional approved courses if needed to meet state-recognized program requirements:***

Business Principles and Management*	Integrated Business Applications 1*
<i>Digital Publication Design</i>	Integrated Business Applications 2
Entrepreneurship	Personal Finance*
Fundamentals of Business, Marketing, and Finance*	Professional and Leadership Development*
Global Business	<i>Workplace Communications*</i>
Google Applications	<i>Business Management and Administration Internship, work-based credit</i>

Operations Management**520204****Required Courses:**

Virtual Enterprise 1

Virtual Enterprise 2

Additional approved courses if needed to meet state-recognized program requirements:

Accounting 1*	Integrated Business Applications 1*
Accounting 2	Integrated Business Applications 2
Business Law*	Logistics and Business Processes (<i>Phasing Out July 2021</i>)
Business Principles and Management*	Marketing
Digital Technologies	Professional and Leadership Development
Entrepreneurship*	<i>Social Media Marketing</i>
Fundamentals of Business, Marketing, and Finance*	Virtual Enterprise 3*
Fundamentals of Project Management	Virtual Enterprise 4*
Global Business*	<i>Workplace Communications*</i>
Google Applications	<i>Business Management and Administration Internship, work-based credit</i>

Education and Training

Planning, managing, and providing education and training services and related learning support services.

Course Code	Course Title
5705	CTE Dual Credit – Teacher Cadet
5800	Child Development 1 (Refer to 78 for More Info)
5801	Child Development 2
5700	Early Childhood Education 1
5701	Early Childhood Education 2
5702	Introduction to Early Childhood Education
5703	Introduction to Teaching 1
5704	Introduction to Teaching 2
6390	<i>Education and Training Internship, work-based credit</i>
6399	Education and Training, LBA
CIP Code	Program Title (See below for the approved courses for each CTE program)
131210	Early Childhood Education
130101	Introduction to Teaching

Each state-recognized CTE program identified below must include only approved courses listed for each CIP code and must offer the *minimum* number of Carnegie units required for the program.

All of the Education and Training CIP-coded programs require a minimum of four (4) Carnegie Units.

Early Childhood Education

131210

Required Courses:

Early Childhood Education 1
Early Childhood Education 2

Additional approved courses if needed to meet state-recognized program requirements:

CTE Dual Credit Teacher Cadet	Foods and Nutrition 2
Child Development 1	Integrated Business Applications 1
Child Development 2	Introduction to Early Childhood Education
Entrepreneurship	Introduction to Teaching 1
Family and Consumer Sciences 1	Parenting Education 1
Family and Consumer Sciences 2	Parenting Education 2
Family Life Education 1	Teacher Cadet – CTE
Family Life Education 2	<i>Education and Training Internship, work-based credit</i>
Foods and Nutrition 1	

Introduction to Teaching**130101****Required Courses:**

Introduction to Teaching 1

Introduction to Teaching 2

Additional approved courses if needed to meet state-recognized program requirements:

CTE Dual Credit Teacher Cadet	Human Development: Responsible Life Choices 2
Child Development 1	Integrated Business Applications 1
Child Development 2	Introduction to Early Childhood Education
Early Childhood Education 1	Parenting Education 1
Entrepreneurship	Parenting Education 2
Family Life Education 1	Web Page Design and Development
Family Life Education 2	<i>Education and Training Internship, work-based credit</i>
Human Development: Responsible Life Choices 1	

Finance

Planning and related services for financial and investment planning, banking, insurance and business financial management.

Course Code	Course Title
5001	Accounting 1
5005	Accounting 2
5271	Banking Services
5273	Business Finance
5275	<i>Insurance and Risk Management</i>
5131	Personal Finance
5277	Securities and Investments
6190	<i>Finance Internship, work-based credit</i>
6899	Finance, LBA
CIP Code	Program Title (See below for the approved courses for each CTE program)
520801	Academy of Finance
520301	Accounting
520803	Banking Services
520804	Business Finance
521701	Insurance
520807	Securities and Investments

Each state-recognized CTE program identified below must include only approved courses listed for each CIP code and must offer the *minimum number of Carnegie units required for the program.*

All of the Finance CIP-coded programs require a minimum of three (3) Carnegie units.

Note: At least one of the courses designated with an asterisk (*) should be selected for the three (3) Carnegie unit completer status for 2019–20 school year if needed to meet state recognized program requirements.

Academy of Finance**520801**

Schools meeting the National Academy Foundation (NAF) membership requirements must follow the NAF curriculum [\[NAF\]](#).

Accounting**520301****Required Courses:**

Accounting 1

Accounting 2

Additional approved courses if needed to meet state-recognized program requirements:

Banking Services	Personal Finance*
Business Finance*	Professional and Leadership Development
Business Law*	Securities and Investments
Business Principles and Management*	Virtual Enterprise 1
Entrepreneurship*	Virtual Enterprise 2
Fundamentals of Business, Marketing and Finance*	Virtual Enterprise 3
<i>Insurance and Risk Management</i>	Virtual Enterprise 4
Integrated Business Applications 1*	<i>Workplace Communications*</i>
Integrated Business Applications 2	<i>Finance Internship, work-based credit</i>

Banking Services**520803****Required Courses:**

Banking Services

Business Finance

Additional approved courses if needed to meet state-recognized program requirements:

Accounting 1*	Integrated Business Applications 2
Accounting 2*	Marketing
Business Law*	Personal Finance*
Business Principles and Management	Professional and Leadership Development*
Entrepreneurship	Professional Sales*
Fundamentals of Business, Marketing and Finance	Securities and Investments
<i>Insurance and Risk Management</i>	<i>Workplace Communications*</i>
Integrated Business Applications 1*	<i>Finance Internship, work-based credit</i>

Business Finance

520804

Required Courses:

Accounting 1
Business Finance

Additional approved courses if needed to meet state-recognized program requirements:

Accounting 2	Integrated Business Applications 2
Banking Services*	Marketing*
Business Law*	Personal Finance*
Entrepreneurship*	Professional and Leadership Development*
Fundamentals of Business, Marketing and Finance*	Professional Sales*
Global Business*	Securities and Investments*
<i>Insurance and Risk Management</i>	<i>Workplace Communications*</i>
Integrated Business Applications 1*	<i>Finance Internship, work-based credit</i>

Insurance

521701

Required Courses:

Business Finance
Insurance and Risk Management

Additional approved courses if needed to meet state-recognized program requirements

Accounting 1*	Marketing*
Accounting 2	Personal Finance*
Banking Services	Professional and Leadership Development*
Business Law*	Professional Sales*
Business Principles and Management	Securities and Investments
Entrepreneurship*	<i>Social Media Marketing*</i>
Fundamentals of Business, Marketing and Finance*	<i>Workplace Communications*</i>
Integrated Business Applications 1*	<i>Finance Internship, work-based credit</i>
Integrated Business Applications 2	

Securities and Investments

520807

Required Courses:

Business Finance

Securities and Investments

Additional approved courses if needed to meet state-recognized program requirements:

Accounting 1	Integrated Business Applications 1*
Accounting 2	Integrated Business Applications 2
Banking Services*	Marketing*
Business Law*	Personal Finance*
Business Principles and Management	Professional and Leadership Development
Entrepreneurship*	Professional Sales*
Fundamentals of Business, Marketing and Finance*	<i>Workplace Communications*</i>
Insurance and Risk Management	<i>Finance Internship, work-based credit</i>

The OCTE currently offers no courses in the following cluster:

Government and Public Administration

Executing governmental functions to include governance; national security; foreign service; planning; revenue and taxation; regulation; and management and administration at the local, state, and federal levels.

Health Science

Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

Course Code	Course Title
5531	Emergency Medical Services 1
5532	Emergency Medical Services 2
5533	Emergency Medical Services 3
5505	Health Informatics 1 – Data and Use
5506	Health Informatics 2 – Transforming Data into Information
5507	Health Informatics 3 – Transforming Information into Knowledge
5508	Health Informatics 4 – Problems and Solutions
5550	Health Science 1
5551	Health Science 2
5552	Health Science 3
5560	Health Science Clinical Study
5584	Medical Billing and Coding
5540	Medical Terminology
5570	Pharmacology for Medical Careers
5580	PLTW-Principles of Biomedical Sciences
5581	PLTW-Human Body Systems
5582	PLTW-Medical Interventions
5583	PLTW-Biomedical Innovation
5520	Practical Nursing, Phase 1
5555	Sports Medicine 1
5556	Sports Medicine 2
5557	Sports Medicine 3
5590	<i>Health Science Internship, work-based credit</i>
5591	<i>Sports Medicine Internship, work-based credit</i>
5599	Health Science, LBA
CIP Code	Program Title (See below for the approved courses for each CTE program)
260102	Biomedical Sciences (Project Lead the Way)
510999	EMS
510706	Health Informatics
510000	Health Science
511600	Practical Nursing
310505	Sports Medicine

Each state-recognized CTE program identified below must include only approved courses listed for each CIP code and must offer the *minimum number of Carnegie units required for the program.*

Note: At least one of the courses designated with an asterisk (*) should be selected for the three (3) Carnegie unit completer status for 2019–20 school year if needed to meet state recognized program requirements.

Biomedical Sciences (Project Lead the Way)

260102

The Biomedical Sciences (Project Lead the Way) CIP-coded program requires a minimum of three (3) Carnegie units.

Required Courses:

Human Body Systems
Principles of Biomedical Sciences

Additional approved courses if needed to meet state-recognized program requirements:

Biomedical Innovation	Medical Terminology*
Emergency Medical Services 1	Pharmacology for Medical Careers
Emergency Medical Services 2	Sports Medicine 1
Health Science 1	Sports Medicine 2
Health Science 2	<i>Health Science Internship, work-based credit</i>
Health Science 3*	<i>Sports Medicine Internship, work-based credit</i>
Medical Interventions*	

EMS

510999

The EMS CIP-coded program requires a minimum of three (3) Carnegie units.

Required Courses:

Emergency Medical Services 1
Emergency Medical Services 2

Additional approved courses if needed to meet state-recognized program requirements:

Emergency Medical Services 3*	Pharmacology for Medical Careers
Health Science 1	Principles of Biomedical Sciences
Health Science 2	Sports Medicine 1
Health Science 3*	Sports Medicine 2
Human Body Systems*	<i>Health Science Internship, work-based credit</i>
Medical Terminology*	<i>Sports Medicine Internship, work-based credit</i>

Health Informatics**510706***The Health Informatics CIP-coded program requires a minimum of three (3) Carnegie units.***Required Courses:**

Health Informatics 1

Health Informatics 2

Additional approved courses if needed to meet state-recognized program requirements:

Emergency Medical Services 1	Medical Billing and Coding
Emergency Medical Services 2	Medical Terminology*
Health Informatics 3*	Pharmacology for Medical Careers
Health Informatics 4	Principles of Biomedical Sciences
Health Science 1	Sports Medicine 1
Health Science 2	Sports Medicine 2
Health Science 3*	<i>Health Science Internship, work-based credit</i>
Human Body Systems*	<i>Sports Medicine Internship, work-based credit</i>

Health Science**510000***The Health Science CIP-coded program requires a minimum of three (3) Carnegie units.***Required Courses:**

Health Science 1

Health Science 2

Additional approved courses if needed to meet state-recognized program requirements:

Emergency Medical Services 1	Pharmacology for Medical Careers
Emergency Medical Services 2	Practical Nursing, Phase 1
Health Science 3*	Principles of Biomedical Sciences
Health Science Clinical Study*	Sports Medicine 1
Human Body Systems*	Sports Medicine 2
Medical Billing and Coding	<i>Health Science Internship, work-based credit</i>
Medical Terminology*	<i>Sports Medicine Internship, work-based credit</i>

Practical Nursing**511600**

Practical Nursing, Phase 1

Sports Medicine**310505**

The Sports Medicine CIP-coded program requires a minimum of three (3) Carnegie units.

Required Courses:

Sports Medicine 1

Sports Medicine 2

Additional approved courses if needed to meet state-recognized program requirements:

Emergency Medical Services 1	Medical Terminology*
Emergency Medical Services 2	Pharmacology for Medical Careers
Health Science 1	Principles of Biomedical Sciences
Health Science 2	Sports Medicine 3*
Health Science 3*	<i>Health Science Internship, work-based credit</i>
Human Body Systems	<i>Sports Medicine Internship, work-based credit</i>

Hospitality and Tourism

Hospitality and Tourism encompasses the management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events, and travel-related services.

Course Code	Course Title
5723	Baking and Pastry
5720	Culinary Arts Management 1
5721	Culinary Arts Management 2
5475	Event and Entertainment Management
5722	Introduction to Culinary Arts Management
5478	Introduction to Hospitality and Tourism Management
5473	Lodging Management
5474	Travel and Tourism Management
5190	<i>Hospitality and Tourism Internship, work-based credit</i>
5199	Hospitality and Tourism, LBA
CIP Code	Program Title (See below for the approved courses for each CTE program)
520905	Culinary Arts Management
520904	Hospitality and Tourism Management

Each state-recognized CTE program identified below must include only approved courses listed for each CIP code and must offer the *minimum number of Carnegie units required for the program*.

All of the Hospitality and Tourism CIP-coded programs require a minimum of three (3) Carnegie units.

Note: At least one of the courses designated with an asterisk (*) should be selected for the three (3) Carnegie unit completer status for 2019–20 school year if needed to meet state recognized program requirements.

Culinary Arts Management

520905

Required Courses:

Culinary Arts Management 1

Culinary Arts Management 2

OR

Culinary Arts Management 1

Baking and Pastry

OR

Culinary Arts Management 1

Culinary Arts Management 2

Baking and Pastry

Additional approved courses if needed to meet state-recognized program requirements:

Accounting 1	Integrated Business Applications 1
Entrepreneurship*	Introduction to Culinary Arts Management*
Event and Entertainment Management*	Introduction to Hospitality and Tourism Management*
Foods and Nutrition 1*	Sports Nutrition 1*
Foods and Nutrition 2	Sports Nutrition 2
Fundamentals of Web Page Design and Development	<i>Hospitality and Tourism Internship, work-based credit</i>

Hospitality and Tourism Management

520904

Required Courses:

Introduction to Hospitality and Tourism Management

Select at least two (2) of the courses listed below for completer status:

Event and Entertainment Management*

Lodging Management*

Travel and Tourism Management*

Additional approved courses:

Accounting 1	Integrated Business Applications 1
Culinary Arts Management 1	Introduction to Culinary Arts Management
Entrepreneurship	Marketing Management
Foods and Nutrition 1	Sports and Entertainment Management
Foods and Nutrition 2	Sports and Entertainment Marketing
Fundamentals of Web Page Design and Development	<i>Hospitality and Tourism Internship, work-based credit</i>

Human Services/Family and Consumer Sciences

Preparing individuals for employment in career pathways that relate to families and human needs.

Course Code	Course Title
6158	Barber/Master Hair Care 1
6159	Barber/Master Hair Care 2
6160	Barber/Master Hair Care 3
6161	Barber/Master Hair Care 4
6150	Cosmetology 1
6151	Cosmetology 2
6152	Cosmetology 3
6153	Cosmetology 4
6162	Esthetics 1
6163	Esthetics 2
6164	Esthetics 3
6165	Esthetics 4
5808	Family and Consumer Sciences 1
5809	Family and Consumer Sciences 2
5820	Family Life Education 1
5821	Family Life Education 2
5804	Fashion, Fabric, and Design 1 <i>(Refer to Page 78 for More Info)</i>
5805	Fashion, Fabric, and Design 2
5812	Financial Fitness 1
5813	Financial Fitness 2
5824	Foods and Nutrition 1 <i>(Refer to Page 78 for More Info)</i>
5825	Foods and Nutrition 2
5830	Housing and Interiors 1 <i>(Refer to Page 78 for More Info)</i>
5831	Housing and Interiors 2
5834	Human Development: Responsible Life Choices 1
5835	Human Development: Responsible Life Choices 2
6154	Nail Technology 1
6155	Nail Technology 2
6156	Nail Technology 3
6157	Nail Technology 4
5816	Parenting Education 1
5817	Parenting Education 2
5759	Sports Nutrition 1 <i>(Refer to Page 78 for More Info)</i>
5760	Sports Nutrition 2
5890	<i>Family and Consumer Sciences Internship, work-based credit</i>
5790	<i>Human Services Internship, work-based credit</i>
5899	Family and Consumer Sciences, LBA
5799	Human Services, LBA

CIP Code	Program Title (See below for the approved courses for each CTE program)
120402	Barber/Master Hair Care
120401	Cosmetology
120409	Esthetics
190101	Family and Consumer Sciences
120410	Nail Technology

Each state-recognized CTE program identified below must include only approved courses listed for each CIP code and must offer the *minimum number of Carnegie units required for the program.*

Barber/Master Hair Care

120402

The Barber/Master Hair Care CIP-coded program requires a minimum of eight (8) Carnegie units.

Three or four course codes must be used for this program.

- Barber/Master Hair Care 1
- Barber/Master Hair Care 2
- Barber/Master Hair Care 3
- Barber/Master Hair Care 4
- Human Services Internship, work-based credit*

Cosmetology

120401

The Cosmetology CIP-coded program requires a minimum of eight (8) Carnegie units.

Three or four course codes must be used for this program.

- Cosmetology 1
- Cosmetology 2
- Cosmetology 3
- Cosmetology 4
- Human Services Internship, work-based credit*

Esthetics**120409***The Esthetics CIP-coded program requires a minimum of four (4) Carnegie units.*

Esthetics 1

Esthetics 2

Esthetics 3

Esthetics 4

*Human Services Internship, work-based credit***Family and Consumer Sciences****190101***The Family and Consumer Sciences CIP-coded program requires a minimum of three (3) Carnegie units.***Note: Program completers in Family and Consumer Sciences must select courses that show a clear path to a career and be able to complete an approved assessment successfully.****Required Courses (at least two of the following):**

Child Development 1	Foods and Nutrition 2
Child Development 2	Housing and Interiors 1
Family and Consumer Sciences 1	Housing and Interiors 2
Family and Consumer Sciences 2	Human Development: Responsible Life Choices 1
Family Life Education 1	Human Development: Responsible Life Choices 2
Family Life Education 2	Parenting Education 1
Fashion, Fabric, and Design 1	Parenting Education 2
Fashion, Fabric, and Design 2	Sports Nutrition 1
Financial Fitness 1	Sports Nutrition 2
Financial Fitness 2	
Foods and Nutrition 1	

Additional approved courses if needed to meet state-recognized program requirements for three (3) or more units:

CTE Dual Credit Teacher Cadet*	Introduction to Culinary Arts Management*
Culinary Arts Management 1*	Introduction to Early Childhood Education*
Early Childhood Education 1*	Introduction to Hospitality and Tourism Management*
Fashion Design and Apparel Construction 1*	Introduction to Teaching 1*
Food Science 1*	Personal Finance*
Interior Design 1*	

Additional approved course if needed for four (4) units:*Family and Consumer Sciences Internship, work-based credit*

Nail Technology

120410

The Nail Technology CIP-coded program requires a minimum of three (3) Carnegie units.

Nail Technology 1

Nail Technology 2

Nail Technology 3*

Nail Technology 4*

Human Services Internship, work-based credit

Information Technology

Building linkages in IT occupations framework: for entry level, technical, and professional careers related to the design, development, support, and management of hardware, software, multimedia, and systems integration services.

Course Code	Course Title
5351	Advanced Animation
5323	Advanced Computer Operating Systems
5321	Advanced Computer Repair and Service
5372	Advanced Cyber Security
5311	Advanced Networking
5313	Advanced Server Administration
5033	Advanced Web Page Design and Development
5374	Computer Forensics
5322	Computer Operating Systems
5050	Computer Programming 1
5051	Computer Programming 2
5056	Computer Programming with C++ 1
5057	Computer Programming with C++ 2
5052	Computer Programming with Java 1
5053	Computer Programming with Java 2
5054	Computer Programming with Visual Basic 1
5055	Computer Programming with Visual Basic 2
5320	Computer Repair and Service
5370	Cyber Security Fundamentals
5324	Database Design and Programming with SQL
5326	Database Programming with PL/SQL
5061	Discovering Computer Science # (Refer to Page 78 for More Info)
5062	Discovering Computer Science Part 1 # (Refer to Page 78 for More Info)
5063	Discovering Computer Science Part 2 # (Refer to Page 78 for More Info)
5023	<i>Fundamentals of Computing</i> (Refer to Page 78 for More Info)
5028	<i>Fundamentals of Computing Part 1</i> (Refer to Page 78 for More Info)
5029	<i>Fundamentals of Computing Part 2</i> (Refer to Page 78 for More Info)
5031	Fundamentals of Web Page Design and Development
5350	Foundations of Animation
5352	Game Design and Development
5361	<i>GIS 1</i>
5362	<i>GIS 2</i>
5025	IT Fundamentals
5058	Java Fundamentals and Java Programming
5310	Networking Fundamentals
5327	SAS Programming 1
5328	SAS Programming 2
5312	Server Administration

5390	<i>Information Technology Internship, work-based credit</i>
5399	Information Technology, LBA
CIP Code	Program Title (See below for the approved courses for each CTE program)
151202	Information Support and Services
110901	Networking Systems
110201	Programming and Software Development
110801	Web and Digital Communications

Each state-recognized CTE program identified below must include only approved courses listed for each CIP code and must offer the minimum number of Carnegie units required for the program.

All of the Information Technology CIP-coded programs require a minimum of three (3) Carnegie units.

Note: At least one of the courses designated with an asterisk (*) should be selected for the three (3) Carnegie unit completer status for 2019-20 school year if needed to meet state recognized program requirements. *The bolded courses followed by the numbers symbol (#) means a new course offering.*

Information Support and Services

151202

Required Courses:

Advanced Computer Repair and Service
Computer Repair and Service

Additional approved courses if needed to meet state-recognized program requirements:

Advanced Cyber Security	Database Design and Programming with/SQL
Advanced Computer Operating Systems	Database Programming with PL/SQL
Advanced Networking	Discovering Computer Science #
Advanced Server Administration*	Entrepreneurship*
Advanced Web Page Design and Development	<i>Fundamentals of Computing*</i>
Computer Forensics	Fundamentals of Web Page Design and Development
Computer Operating Systems	Game Design and Development
Computer Programming 1*	Home Systems Technology
Computer Programming 2	IT Fundamentals
Computer Programming with C++ 1*	Networking Fundamentals
Computer Programming with C++ 2	Professional Leadership Development
Computer Programming with Java 1*	SAS Programming 1
Computer Programming with Java 2	SAS Programming 2
Computer Programming with Visual Basic 1*	Server Administration*
Computer Programming with Visual Basic 2	<i>Information Technology Internship, work-based credit</i>
Cyber Security Fundamentals	

Networking Systems

110901

Required Courses:

Advanced Networking
Networking Fundamentals

Additional approved courses if needed to meet state-recognized program requirements:

Advanced Computer Operating Systems*	Computer Repair and Service
Advanced Computer Repair and Service	Cyber Security Fundamentals
Advanced Cyber Security	Database Design and Programming with SQL
Advanced Server Administration	Database Programming with PL/SQL
Advanced Web Page Design and Development	Discovering Computer Science #
Computer Forensics	Entrepreneurship*
Computer Operating Systems*	<i>Fundamentals of Computing*</i>
Computer Programming 1	Fundamentals of Web Page Design and Development
Computer Programming 2	Home Systems Technology*
Computer Programming with C++ 1	IT Fundamentals
Computer Programming with C++ 2	Professional and Leadership Development
Computer Programming with Java 1	SAS Programming 1
Computer Programming with Java 2	SAS Programming 2
Computer Programming with Visual Basic 1	Server Administration*
Computer Programming with Visual Basic 2	<i>Information Technology Internship, work-based credit</i>

Programming and Software Development

110201

Required Courses:

Computer Programming 1
Computer Programming 2

Additional approved courses if needed to meet state-recognized program requirements:

Advanced Animation	Entrepreneurship
Advanced Cyber Security	Foundations of Animation
Advanced Web Page Design and Development	<i>Fundamentals of Computing*</i>
Computer Forensics	Fundamentals of Web Page Design and Development
Computer Programming with C++1*	Game Design and Development
Computer Programming with C++2	<i>GIS 1*</i>
Computer Program with Java 1*	<i>GIS 2</i>
Computer Programming with Java 2	IT Fundamentals*

Computer Programming with Visual Basic 1*	Java Fundamentals and Java Programming*
Computer Programming with Visual Basic 2	Professional and Leadership Development
Cyber Security Fundamentals	SAS Programming 1*
Database Design and Programming with SQL*	SAS Programming 2
Database Programming with PL/SQL	<i>Information Technology Internship, work-based credit</i>
Discovering Computer Science #	

OR

Required Courses:

Computer Programming with C++1

Computer Programming with C++2

Advanced Animation	Entrepreneurship
Advanced Cyber Security	Foundations of Animation
Advanced Web Page Design and Development	<i>Fundamentals of Computing*</i>
Computer Forensics	Fundamentals of Web Page Design and Development
Computer Programming 1*	Game Design and Development
Computer Programming 2	<i>GIS 1*</i>
Computer Program with Java 1*	<i>GIS 2</i>
Computer Programming with Java 2	IT Fundamentals*
Computer Programming with Visual Basic 1*	Java Fundamentals and Java Programming*
Computer Programming with Visual Basic 2	Professional and Leadership Development
Cyber Security Fundamentals	SAS Programming 1*
Database Design and Programming with SQL*	SAS Programming 2
Database Programming with PL/SQL	<i>Information Technology Internship, work-based credit</i>
Discovering Computer Science #	

OR

Required Courses:

Computer Programming with Java 1

Computer Programming with Java 2

Advanced Animation	Entrepreneurship
Advanced Cyber Security	<i>Fundamentals of Computing*</i>
Computer Forensics	Fundamentals of Web Page Design and Development
Computer Programming 1*	Game Design and Development
Computer Programming 2	<i>GIS 1*</i>
Computer Programming with C++1*	<i>GIS 2</i>
Computer Programming with C++2	IT Fundamentals*
Computer Programming with Visual Basic 1*	Java Fundamentals and Java Programming*
Computer Programming with Visual Basic 2	Professional and Leadership Development

Cyber Security Fundamentals	SAS Programming 1*
Database Design and Programming with SQL*	SAS Programming 2
Database Programming with PL/SQL	<i>Information Technology Internship, work-based credit</i>
Discovering Computer Science #	

OR

Required Courses:

Computer Programming Visual Basic 1
 Computer Programming Visual Basic 2

Advanced Animation	Entrepreneurship
Advanced Cyber Security	Foundations of Animation
Advanced Web Page Design and Development	<i>Fundamentals of Computing*</i>
Computer Forensics	Fundamentals of Web Page Design and Development
Computer Programming 1*	Game Design and Development
Computer Programming 2	<i>GIS 1*</i>
Computer Programming with C++1*	<i>GIS 2</i>
Computer Programming with C++2	IT Fundamentals*
Computer Programming with Java 1*	Java Fundamentals and Java Programming*
Computer Programming with Java 2	Professional and Leadership Development
Cyber Security Fundamentals	SAS Programming 1*
Database Design and Programming with SQL*	SAS Programming 2
Database Programming with PL/SQL	<i>Information Technology Internship, work-based credit</i>
Discovering Computer Science #	

OR

Required Courses:

Database Design and Programming with SQL
 Database Programming with PL/SQL

Advanced Animation	Entrepreneurship
Advanced Cyber Security	Foundations of Animation
Advanced Web Page Design and Development	<i>Fundamentals of Computing*</i>
Computer Forensics	Fundamentals of Web Page Design and Development
Computer Programming 1*	Game Design and Development
Computer Programming 2	<i>GIS 1*</i>
Computer Programming with C++1*	<i>GIS 2</i>
Computer Programming with C++2	IT Fundamentals*

Computer Programming with Java 1*	Java Fundamentals and Java Programming*
Computer Programming with Java 2	Professional and Leadership Development
Computer Programming with Visual Basic 1*	SAS Programming 1*
Computer Programming with Visual Basic 2	SAS Programming 2
Cyber Security Fundamentals	<i>Information Technology Internship, work-based credit</i>
Discovering Computer Science #	

Web and Digital Communications

110801

Required Courses:

Advanced Web Page Design and Development

Fundamentals of Web Page Design and Development

Additional approved courses if needed to meet state-recognized program requirements:

Advanced Animation*	Game Design and Development
Computer Programming 1	Google Applications
Computer Programming 2	<i>Image Editing *</i>
Cyber Security Fundamentals*	Image Editing 2* <i>(Phasing Out July 2020)</i>
Digital Media Marketing*	Integrated Business Applications 1
Digital Multimedia*	Integrated Business Applications 2
<i>Digital Publication Design</i>	IT Fundamentals
Digital Technologies*	Java Fundamentals and Java Programming
Discovering Computer Science #	Professional and Leadership Development
Entrepreneurship	<i>Social Media Marketing*</i>
Foundations of Animation*	<i>Information Technology Internship, work-based credit</i>
<i>Fundamentals of Computing *</i>	

Law, Public Safety, Corrections, and Security

Planning, managing, and providing legal, public safety, protective services, and homeland security, including professional and technical support services.

Course Code	Course Title
6514	Fire Fighter 1
6515	Fire Fighter 2
6505	Introduction to Law, Public Safety, Corrections and Security
6510	Law Enforcement Services 1
6511	Law Enforcement Services 2
6590	<i>Law, Public Safety, Corrections and Security Internship, work-based credit</i>
6599	Law, Public Safety, Corrections and Security, LBA
CIP Code	Program Title (See below for the approved courses for each CTE program)
430203	Emergency and Fire Management Services
430107	Law Enforcement Services

Each state-recognized CTE program identified below must include only approved courses listed for each CIP code and must offer the *minimum number of Carnegie units required for the program.*

All of the Law, Public Safety, Corrections, and Security programs require a minimum of three (3) Carnegie units.

Note: At least one of the courses designated with an asterisk (*) should be selected for the three (3) Carnegie unit completer status for 2019–20 school year if needed to meet state recognized program requirements.

Emergency and Fire Management Services

430203

- Fire Fighter 1
- Fire Fighter 2

Additional approved courses if needed to meet state-recognized program requirements:

- Introduction to Law, Public Safety, Corrections and Security
- Law, Public Safety, Corrections and Security Internship, work-based credit*

OR

- Introduction to Law, Public Safety, Corrections and Security*
- Law, Public Safety, Corrections and Security Internship, work-based credit*

Law Enforcement Services

430107

Introduction to Law, Public Safety, Corrections and Security*

Law Enforcement Services 1*

Law Enforcement Services 2*

Law, Public Safety, Corrections and Security Internship, work-based credit

Manufacturing

Planning, managing, performing the processing of materials into intermediate or final products, related professional and technical support activities such as production planning and control, maintenance, and manufacturing/process engineering.

Course Code	Course Title
6222	Advanced Technology for Design and Production - Course 1.
6225	Design for the Production of Advanced Products – Course 4.
6133	Electronics Technology 1
6134	Electronics Technology 2
6135	Electronics Technology 3
6136	Electronics Technology 4
6045	Introduction/Intermediate Manufacturing Technology
6230	<i>Machine Tool Technology 1</i>
6231	<i>Machine Tool Technology 2</i>
6232	<i>Machine Tool Technology 3</i>
6233	<i>Machine Tool Technology 4</i>
6210	Mechatronics 1-Electrical Components/Industrial Safety
6211	Mechatronics 2-Mechanical Components Electric Drives/Hand & Power Tool Op.
6212	Mechatronics 3-Electro Pneumatics and Hydraulics
6213	Mechatronics 4-Digital Fundamentals and Programmable Controllers
6224	Mechatronic Systems for Advanced Production - Course 3.
6260	Metal Fabrication 1
6261	Metal Fabrication 2
6262	Metal Fabrication 3
6263	Metal Fabrication 4
6223	Systems of Advanced Technology - Course 2.
6340	Welding Technology 1
6341	Welding Technology 2
6342	Welding Technology 3
6343	Welding Technology 4
6490	<i>Manufacturing Internship, work-based credit</i>
6499	Manufacturing, LBA
CIP Code	Program Title (See below for the approved courses for each CTE program)
470101	Electronics Technology
480503	Machine Technology
150613	Integrated Production Technology
150404	Mechatronics Integrated Technologies
480501	Metal Fabrication
480508	Welding Technology

Each state-recognized CTE program identified below must include only approved courses listed for each CIP code and must offer the *minimum number of Carnegie units required for the program*.

All Manufacturing CIP-coded programs require a minimum of four (4) units.

Electronics Technology

470101

Electronics Technology 1

Electronics Technology 2

Electronics Technology 3

Electronics Technology 4

Manufacturing Internship, work-based credit

If a student completes Electronics Technology 1 and 2, the student could become a completer by:

Completing two or more of the following:

Mechatronics 1-Electrical Components/Industrial Safety

Mechatronics 2-Mechanical Components Electric Drives/Hand & Power Tool Op.

Mechatronics 3-Electro Pneumatics and Hydraulics

Mechatronics 4-Digital Fundamentals and Programmable Controllers

Manufacturing Internship, work-based credit

Integrated Production Technology

150613

Advanced Technology for Design and Production - Course 1:

Systems of Advanced Technology - Course 2:

Mechatronic Systems for Advanced Production - Course 3:

Design for the Production of Advanced Products - Course 4:

Manufacturing Internship, work-based credit

Machine Technology

480503

Machine Tool Technology 1

Machine Tool Technology 2

Machine Tool Technology 3

Machine Tool Technology 4

Manufacturing Internship, work-based credit

Mechatronics Integrated Technologies

150404

Mechatronics 1-Electrical Components/Industrial Safety
Mechatronics 2-Mechanical Components Electric Drives/Hand & Power Tool Op.
Mechatronics 3-Electro Pneumatics and Hydraulics
Mechatronics 4-Digital Fundamentals and Programmable Controllers
Manufacturing Internship, work-based credit

Complete two (from above) Mechatronics 1, 2, 3 or 4 and

Electronics Technology 1
Electronics Technology 2

OR

Required Courses:

PLTW-Introduction to Engineering Design
PLTW-Principles of Engineering

AND two or more of the following:

Mechatronics 1-Electrical Components/Industrial Safety
Mechatronics 2-Mechanical Components Electric Drives/Hand & Power Tool Op.
Mechatronics 3-Electro Pneumatics and Hydraulics
Mechatronics 4-Digital Fundamentals and Programmable Controllers
Manufacturing Internship, work-based credit

Metal Fabrication

480501

Metal Fabrication 1
Metal Fabrication 2
Metal Fabrication 3
Metal Fabrication 4
Manufacturing Internship, work-based credit

Welding Technology

480508

Welding Technology 1
Welding Technology 2
Welding Technology 3
Welding Technology 4
Manufacturing Internship, work-based credit

Marketing

Planning, managing, and performing marketing activities to reach organizational objectives such as brand management, professional sales, merchandising, marketing communications and market research.

Course Code	Course Title
5470	Advertising
5422	Digital Media Marketing
5410	Fashion Marketing
5421	Marketing
5431	Marketing Management
5423	Marketing Analytics
5430	Merchandising
5471	Professional Sales
5034	<i>Social Media Marketing</i>
5426	Sports and Entertainment Management
5425	Sports and Entertainment Marketing
5091	<i>Marketing Internship, work-based credit</i>
5099	Marketing, LBA
CIP Code	Program Title (See below for the approved courses for each CTE program)
090903	Marketing Communications
521401	Marketing Management
521402	Marketing Analytics
521802	Merchandising

Each state-recognized CTE program identified below must include only approved courses listed for each CIP code and must offer the *minimum number of Carnegie units required for the program.*

All Marketing CIP-coded programs require a minimum of three (3) units.

Note: At least one of the courses designated with an asterisk (*) should be selected for the three (3) Carnegie unit completer status for 2019–20 school year if needed to meet state recognized program requirements.

Marketing Communications**090903****Required Courses:**

Advertising or Digital Media Marketing
Marketing

Additional approved courses if needed to meet state-recognized program requirements:

Advanced Web Page Design and Development	Marketing Analytics
Advertising*	Professional and Leadership Development*
Digital Media Marketing*	Professional Sales*
<i>Digital Publication Design*</i>	<i>Social Media Marketing</i>
Digital Multimedia*	Sports and Entertainment Marketing*
Entrepreneurship*	Virtual Enterprise 1*
Fundamentals of Web Page Design and Development*	Virtual Enterprise 2
Google Applications*	Virtual Enterprise 3
<i>Image Editing *</i>	Virtual Enterprise 4
Image Editing 2 (<i>Phasing Out July 2020</i>)	<i>Workplace Communications*</i>
Integrated Business Applications 1*	<i>Marketing Internship, work-based credit</i>
Integrated Business Applications 2	

Marketing Management**521401****Required Courses:**

Marketing
Marketing Management

Additional approved courses if needed to meet state-recognized program requirements:

Accounting 1*	Logistics and Business Processes (<i>Phasing Out July 2021</i>)
Accounting 2	Marketing Analytics
Advertising	Professional and Leadership Development*
Business Finance*	Professional Sales
Business Law*	<i>Social Media Marketing*</i>
Business Principles and Management*	Sports and Entertainment Management*
Entrepreneurship*	Travel and Tourism Management
Event and Entertainment Management	Virtual Enterprise 1
<i>Fundamentals of Human Resource Management*</i>	Virtual Enterprise 2
Fundamentals of Project Management*	Virtual Enterprise 3
Google Applications	Virtual Enterprise 4
Integrated Business Applications 1	<i>Workplace Communications*</i>
Integrated Business Applications 2	<i>Marketing Internship, work-based credit</i>
Introduction to Hospitality and Tourism*	

Marketing Analytics

521402

Required Courses:

Marketing
Marketing Analytics

Additional approved courses if needed to meet state-recognized program requirements:

Advertising	SAS Programming 2
Entrepreneurship*	<i>Social Media Marketing*</i>
Google Applications*	Sports and Entertainment Marketing
Integrated Business Applications 1*	Virtual Enterprise 1*
Integrated Business Applications 2	Virtual Enterprise 2
Merchandising	Virtual Enterprise 3
Professional and Leadership Development*	Virtual Enterprise 4
Professional Sales	<i>Workplace Communications*</i>
SAS Programming 1*	<i>Marketing Internship, work-based credit</i>

Merchandising

521802

Required Courses:

Marketing
Merchandising

Additional approved courses if needed to meet state-recognized program requirements:

Advanced Web Page Design and Development	Integrated Business Applications 1*
Advertising	Integrated Business Applications 2
<i>Digital Publication Design</i>	Marketing Analytics
Digital Multimedia*	Professional and Leadership Development*
Entrepreneurship*	Professional Sales
Fashion Marketing*	<i>Social Media Marketing*</i>
Fundamentals of Web Page Design and Development*	Sports and Entertainment Marketing*
Google Applications*	<i>Workplace Communications*</i>
<i>Image Editing</i>	<i>Marketing Internship, work-based credit</i>
Image Editing 2 (Phasing Out July 2020)	

Science, Technology, Engineering, and Mathematics

Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services and research and development services.

Course Code	Course Title
6387	Advanced Aerospace Technology
6388	Aeronautics Engineering Applications
6389	Astronautics Engineering Applications
6380	Clean Energy Systems
6381	Clean Energy Applications
6382	Clean Energy Strategies
6383	Clean Energy Innovations
6891	Computers, Networks and Databases
6141	Core Applications of Science and Technology #
6370	Core Engineering 1
6371	Core Engineering 2
6375	Core Engineering 3
6376	Core Engineering 4
6143	Creativity and Innovations #
6893	Databases in the Cloud
6892	Design for the Digital World
6894	Developing a Cloud Presence
5757	Food Science 1
5758	Food Science 2
6386	Fundamentals of Aerospace Technology
6040	Industrial Technology Education (Exploratory) 1
6041	Industrial Technology Education (Exploratory) 2
6142	Impacts of Science and Technology #
6056	PLTW - Aerospace Engineering
6058	PLTW - Civil Engineering and Architecture
6053	PLTW - Computer Integrated Manufacturing
6373	PLTW - Computer Science A
6372	PLTW - Computer Science Essentials
6377	PLTW - Computer Science Principles
6378	PLTW - Cybersecurity #
6052	PLTW - Digital Electronics
6054	PLTW - Engineering Design and Development
6374	PLTW - Environmental Sustainability
6051	PLTW - Introduction to Engineering Design
6050	PLTW - Principles of Engineering
6140	The Nature of Science and Technology #
6090	<i>Pre-Engineering/Engineering & Industrial Technology Education Internship, work-based credit</i>
6099	Pre-Engineering/Industrial Technology Education, LBA
6890	<i>Science, Technology, Engineering and Mathematics Internship, work-based credit</i>

CIP Code	Program Title (See below for the approved courses for each CTE program)
150801	Aerospace Engineering Technology
149999	Clean Energy
111003	Computer and Information Systems Security/Information Assurance
110701	Computer Science (Project Lead the Way)
143501	Core Engineering
190501	Food Science
110104	Informatics
410000	Innovations in Science and Technology #
140101	Pre-Engineering (Project Lead the Way)

Each state-recognized CTE program identified below must include only approved courses listed for each CIP code and must offer the *minimum number of Carnegie units required for the program.*

Note: The bolded courses followed by the numbers symbol (#) means a new course offering.

Aerospace Engineering Technology **150801**

The Aerospace Engineering Technology CIP-coded program requires a minimum of four (4) Carnegie units.

Fundamentals of Aerospace Technology - (Implemented 2017–18)

Advanced Aerospace Technology - (Implemented 2018–19)

Aeronautics Engineering Applications - (Will be Implemented 2019–20)

Astronautics Engineering Applications - (Will be Implemented 2020–21)

Science, Technology, Engineering, Mathematics (STEM) Internship, work-based credit

Additional approved courses if needed to meet state – recognized program requirements:

(Choose three)

PLTW – Introduction to Engineering Design (IED)

PLTW – Principles of Engineering (POE)

PLTW – Aerospace Engineering (AE)

PLTW – Civil Engineering and Architecture (CEA)

PLTW – Computer Integrated Manufacturing (CIM)

PLTW – Computer Science Essentials

PLTW – Computer Science Principles

PLTW – Digital Electronics (DE)

PLTW – Engineering Design and Development (EDD)

PLTW – Environmental Sustainability (ES)

PLTW – Science, Technology, Engineering, and Mathematics (STEM) Internship, work-based credit

Clean Energy**149999**

The Clean Energy CIP-coded program requires a minimum of four (4) Carnegie units.

Course 1: Clean Energy Systems

Course 2: Clean Energy Applications

Course 3: Clean Energy Strategies

Course 4: Clean Energy Innovations

Science, Technology, Engineering, Mathematics (STEM) Internship, work-based credit

Computer Science (PLTW)**110701**

The Computer Science (PLTW) CIP-coded program requires a minimum of four (4) Carnegie units.

PLTW Computer Science A

PLTW Computer Science Essentials

PLTW Computer Science Principles

PLTW Cybersecurity

Science, Technology, Engineering, Mathematics (STEM) Internship, work-based credit

Computer and Information Systems Security/Information Assurance**111003**

The Computer and Information Systems Security/Information Assurance CIP-coded program requires a minimum of four (4) Carnegie units.

Required Courses:

Advanced Cyber Security

Fundamentals of Cyber Security

***Additional approved courses if needed to meet state-recognized program requirements:
(Choose two)***

Advanced Networking

Computer Forensics

Fundamentals of Computing

Networking Fundamentals

PLTW Computer Science Essentials

PLTW Computer Science Principles

PLTW Cybersecurity

Science, Technology, Engineering, Mathematics (STEM) Internship, work-based credit

Core Engineering **143501**

The Core Engineering CIP-coded program requires a minimum of four (4) Carnegie units.

Core Engineering 1

Core Engineering 2

Core Engineering 3

Core Engineering 4

Science, Technology, Engineering, Mathematics (STEM) Internship, work-based credit

Food Science **190501**

The Food Science CIP-coded program requires a minimum of three (3) Carnegie units.

Note: At least one of the courses designated with an asterisk (*) should be selected for the three (3) Carnegie unit completer status for 2019–20 school year if needed to meet state-recognized program requirements.

Required Courses:

Food Science 1

Food Science 2

Additional approved courses if needed to meet state-recognized program requirements:

Foods and Nutrition 1*

Foods and Nutrition 2

Food Processing*

Sports Nutrition 1*

Sports Nutrition 2

Science, Technology, Engineering, Mathematics (STEM) Internship work-based credit

Informatics **110104**

The Informatics CIP-coded program requires a minimum of four (4) Carnegie units.

Course 1: Computers, Networks and Databases

Course 2: Design for the Digital World

Course 3: Databases in the Cloud

Course 4: Developing a Cloud Presence

Science, Technology, Engineering, Mathematics (STEM) Internship work-based credit

Innovations in Science and Technology #

410000

The Innovations in Science and Technology CIP-coded program requires a minimum of four (4) Carnegie units.

Required Courses:

Course 1: The Nature of Science and Technology #

Course 2: Core Applications of Science and Technology #

Course 3: Impacts of Science and Technology #

Course 4: Creativity and Innovations #

Science, Technology, Engineering, Mathematics (STEM) Internship work-based credit

Pre-Engineering (Project Lead the Way)

140101

The Pre-Engineering (Project Lead the Way) CIP-coded program requires a minimum of four (4) Carnegie units.

Required Courses:

PLTW-Introduction to Engineering Design

PLTW-Principles of Engineering

Additional approved courses if needed to meet state-recognized program requirements:

PLTW-Aerospace Engineering

PLTW-Civil Engineering and Architecture

PLTW-Computer Integrated Manufacturing

PLTW-Computer Science Principles

PLTW-Digital Electronics

PLTW-Engineering Design and Development

PLTW-Environmental Sustainability (ES)

Pre-Engineering/Engineering & Industrial Technology Education Internship, work-based credit

Transportation, Distribution, and Logistics

Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance.

Course Code	Course Title
6020	Automotive Collision Repair Technology 1
6021	Automotive Collision Repair Technology 2
6022	Automotive Collision Repair Technology 3
6023	Automotive Collision Repair Technology 4
6030	Automotive Technology 1
6031	Automotive Technology 2
6032	Automotive Technology 3
6033	Automotive Technology 4
6310	Diesel Engine Technology 1
6311	Diesel Engine Technology 2
6312	Diesel Engine Technology 3
6313	Diesel Engine Technology 4
6192	Functional Areas in Logistics
6193	Global Logistics Management
6191	Introduction to Logistic
6015	Introduction to Transportation, Distribution, and Logistics
6194	Logistics and Supply Chain Management
6300	Power Equipment Technology
6301	Power Equipment Technology 2
6302	Power Equipment Technology 3
6303	Power Equipment Technology 4
6790	<i>Transportation, Distribution, and Logistics Internship, work-based credit</i>
6199	Transportation, Distribution, and Logistics, LBA
CIP Code	Program Title (See below for the approved courses for each CTE program)
470603	Automotive Collision Repair Technology
470604	Automotive Technology
470605	Diesel Engine Technology
520203	Global Logistics & Supply Chain Management
470606	Power Equipment Technology

Each state-recognized CTE program identified below must include only approved courses listed for each CIP code and must offer the *minimum number of Carnegie units required for the program.*

All of the Transportation, Distribution, and Logistics programs require a minimum of four (4) Carnegie units.

Automotive Collision Repair Technology	470603
Automotive Collision Repair Technology 1	
Automotive Collision Repair Technology 2	
Automotive Collision Repair Technology 3	
Automotive Collision Repair Technology 4	
<i>Transportation, Distribution and Logistics Internship, work-based credit</i>	
Automotive Technology	470604
Automotive Technology 1	
Automotive Technology 2	
Automotive Technology 3	
Automotive Technology 4	
<i>Transportation, Distribution and Logistics Internship, work-based credit</i>	
Diesel Engine Technology	470605
Diesel Engine Technology 1	
Diesel Engine Technology 2	
Diesel Engine Technology 3	
Diesel Engine Technology 4	
<i>Transportation, Distribution and Logistics Internship, work-based credit</i>	
Global Logistics & Supply Chain Management	520203
Course 1: Introduction to Logistics	
Course 2: Functional Areas in Logistics	
Course 3: Global Logistics Management	
Course 4: Logistics and Supply Chain Management	
<i>Transportation, Distribution and Logistics Internship, work-based credit</i>	
Power Equipment Technology	470606
Power Equipment Technology 1	
Power Equipment Technology 2	
Power Equipment Technology 3	
Power Equipment Technology 4	
<i>Transportation, Distribution and Logistics Internship, work-based credit</i>	

Appendix D - Middle School CTE Courses – Sixth, Seventh and Eighth Grades

No High School Credit (Sixth Grade)	
Course Code	Course Title
1841	Gateway to Technology
1840	Industrial Technology Education
1856	Introduction to Agriculture
1830	Introduction to Career Clusters

No High School Credit	
Course Code	Course Title
2702	Computer Applications
2853	Digital Literacy
2705	Financial Literacy
2841	Gateway to Technology
2704	Google Basics
2840	Industrial Technology Education
2856	Introduction to Agriculture
2830	Introduction to Career Clusters
2857	Introduction to Family and Consumer Service Sciences 1
2858	Introduction to Family and Consumer Service Sciences 2
2839	Introduction to Health Professions
2706	Keyboarding
2703	Multimedia Basics

High School Credit	
Course Code	Course Title
Level 1 of Family and Consumer Sciences courses can be offered in the 7th and/or 8th grade for one unit of high school credit. Courses must be taught by a licensed Family and Consumer Sciences teacher.	
5800	Child Development 1
5061	Discovering Computer Science #
5062	Discovering Computer Science Part 1 #
5063	Discovering Computer Science Part 2 #
5808	Family and Consumer Sciences 1
5804	Fashion, Fabric and Design 1
5824	Foods and Nutrition 1
5023	<i>Fundamentals of Computing</i>
5028	<i>Fundamentals of Computing Part 1</i>
5029	<i>Fundamentals of Computing Part 2</i>
5830	Housing and Interiors 1
5759	Sports Nutrition 1

Nontraditional CTE Programs

Nontraditional Programs for Females	
CIP Code	Program Title
010205	Agricultural Mechanics and Technology
151301	Architectural/Mechanical Design
470603	Automotive Collision Repair Technology
470604	Automotive Technology
460000	Building Construction Cluster
480703	Cabinetmaking
460201	Carpentry
470103	Communication Electronics (Program phased out July 2013)
470101	Electronics Technology
470605	Diesel Engine Technology
460301	Electricity
430203	Emergency and Fire Management Services
030101	Environmental and Natural Resources Management
520201	General Management
470201	HVAC Technology
010601	Horticulture
470105	Industrial Electronics (Program phased out July 2013)
151202	Information Support and Services
430107	Law Enforcement Services
480503	Machine Technology
460101	Masonry
150404	Mechatronics Integrated Technologies
480501	Metal Fabrication
110901	Networking Systems
011101	Plant and Animal Systems
460503	Plumbing
110201	Programming and Software Development
140101	Pre-Engineering (Project Lead The Way)
470606	Power Equipment Technology
480508	Welding Technology

Nontraditional Programs for Males	
CIP Code	Program Title
520401	Administrative Services
120401	Cosmetology
131210	Early Childhood Education
190501	Food Science
120410	Nail Technology

Appendix E

Certifications and Descriptions

Please note that Perkins funds may be used to pay for all of the following certifications/exams:

01 – CompTIA A+

CompTIA A+ is an international industry credential that validates the knowledge of computer service technicians. Earning CompTIA A+ certification proves that a candidate has a broad base knowledge and competency in core hardware and operating system technologies including installation, configuration, diagnosing, preventive maintenance, and basic networking.

[[COMPTIAMARKETPLACE](#)]

02 – Academy of Info. Technology

The Academy of Information Technology (AOIT) curriculum introduces students to the broad career opportunities in today's digital workforce and equips them with the personal, analytical, technical, and communications skills they need. [[NAF](#)]

03 – ARI – Industry Competency Exams (ICE)

The Air-Conditioning and Refrigeration Institute (ARI) certification programs are industry developed, driven, and managed for entry-level technicians who install, service, and maintain HVACR equipment. [[AHRI](#)]

[04 – *discontinued*]

[05 – *discontinued*]

[06 – *discontinued*]

07 – AWS

The American Welding Society (AWS) certifies the skills of engineers, inspectors, technicians, and welders. The AWS offers various certification programs to meet a variety of needs, providing students with specialized preparation to expand their knowledge base and to work with diverse codes, standards, and specifications industry wide. [[AWS](#)]

08 – Academy of Finance

The National Academy Foundation's Academy of Finance (AOF) introduces students to the broad range of career opportunities in the financial services industry and gives them new choices for their future. [[NAF](#)]

09 – Academy of Hospitality and Tourism

The Academy of Hospitality and Tourism (AOHT) provides public high school students with the requisite knowledge and skills for a successful career in one of the world's largest service industries through a curriculum that provides an in-depth look at all aspects from hotel management to sports, entertainment, and event management, and includes the study of geography, economics, and world cultures. [[NAF](#)]

10 – Electronics Technician

The Electronics Technicians Association (ETA) International is a not-for-profit worldwide professional association for electronics technicians. The ETA offers two levels of basic ETA certification: (1) certification as a Student Electronics Technician (SET) for high school students and (2) certification as a Certified Electronics Technician, associate (CETa) for individuals who have less than two years' experience or trade school training as electronics technicians. All technicians must pass the associate-level requirements before they can qualify to sit for the full (Journeyman) CET certification. [\[ETA-I\]](#)

[11 – *discontinued*]

12 – Certified Nurse Aide

The South Carolina Department of Health and Human Services (SCDHHS) has contracted with Pearson VUE to develop, score, and report the results of the National Nurse Aide Assessment Program (NNAAP™) Examination for the South Carolina Nurse Aide Registry. The exam is a measure of nurse aide-related knowledge, skills, and abilities. It is made up of both a written examination and a skills evaluation. All new nurse aide candidates applying to take the NNAAP™ Examination in South Carolina must have successfully completed a state-approved nurse aide training program. [\[CNA\]](#) [\[PVUE\]](#)

[13 – *discontinued*]

14 – Cisco Certified Network Associate

Certification as a Cisco Certified Network Associate (CCNA) indicates that an individual has a foundation in and apprentice knowledge of networking. CCNA certified professionals can install, configure, and operate Local Area Network (LAN), Wide Area Network (WAN), and dial access services for small networks (100 nodes or fewer), including but not limited to use of these protocols: IP, IGRP, Serial, Frame Relay, IP RIP, VLANs, RIP, Ethernet, and Access Lists. [\[CISCO\]](#)

15 – Emergency Medical Technician

In South Carolina, there are three levels of Emergency Medical Technician (EMT) Certification: Basic, Intermediate, and Paramedic. To be *initially* certified as an EMT at any level *for the first time in this state*, the candidate must successfully complete the appropriate South Carolina-approved EMT training program and pass the appropriate level National Registry examination. This certification is available for high school seniors who have completed a South Carolina Department of Health and Environmental Control (DHEC) approved EMT program. [\[EMT\]](#) [\[NREMT\]](#)

[16 – *discontinued*]

17 – EPA Section 608

Environmental Protection Agency (EPA) Section 608 technician certification is required in order for an individual to service building air conditioning and refrigeration systems and to purchase refrigerants. There are four types of EPA-Approved Section 608 certification, each involving knowledge of EPA regulations relating to refrigerant recovery. [\[ACCA\]](#)

18 – First Responder

The American Red Cross offers the course *First Aid—Responding to Emergencies with Adult, Child, and Infant CPR/AED* to provide the citizen responder with the knowledge and skills necessary to help sustain life and minimize the consequences of injury or sudden illness until advanced medical help arrives. This program is designed primarily for use in high schools, colleges, universities, and other settings that require a curriculum of greater length than the American Red Cross FA/CPR/AED Program. In order to receive certification, students must participate in all skill sessions and scenarios, demonstrate competency in all required skills, and correctly answer at least 80 percent of the questions in the appropriate sections on the written exam. [[ARC](#)]

Training is also offered and administered by the DHEC Office of Emergency Medical Services (EMS) under a grant from the South Carolina Department of Public Safety and the National Highway Traffic Safety Administration. Actual course instruction is provided by South Carolina's four EMS Regional Offices. The comprehensive training program includes the revised Department of Transportation's 40-hour First Responder course, along with an additional 4-hour South Carolina EMS-imposed oxygen administration training course. This curriculum provides the student with vital training that will permit the rendering of lifesaving techniques at roadside until EMS arrives. [[NHTSA](#)]

ASHI Emergency Medical Response training program is designed to provide non-EMS responders including government, corporate, law enforcement, and corrections personnel with a level of training comparable to a professional Emergency Medical Responder. This 48-hour course is consistent with national EMS curriculum requirements and education standards; however, it is not the intent of the Emergency Medical Response program to cross the EMS scope of practice threshold. [[ASHI](#)]

19 – IC 3 (Internet and Computer Core Certification)

The Internet and Computing Core Certification (IC³) program ensures that students have the knowledge and skills required for basic use of computer hardware, software, networks, and the Internet. IC³ is a gateway to advancement in education, employment, or other certification programs. [[CERTIPORT](#)]

[20 – *discontinued*]

[21 – *discontinued*]

[22 – *discontinued*]

[23 – *discontinued*]

24 – National Health Science Assessment

The National Health Science Assessment/Certificate Program is an entry-level certification that verifies student mastery of the knowledge and skills that provide the foundation for all health careers (National Healthcare Foundation Standards). It is recommended that in addition to the online assessment, the student will complete a portfolio.

This skill assessment was developed by the National Consortium for Health Science Education, the health science career cluster advisory group. Students seeking this certification should have mastered the National Healthcare Foundation Standards delivered through South Carolina secondary schools' health science education curriculum. [\[NHSA\]](#)

NCCER – [Core Entries 25-31]

Each Local Education Authority (LEA) using NCCER certifications must be an Accredited Training Education Facility (ATEF) approved under an Authorized Training Sponsor (ATS) with an approved certified instructor. Contact the Education Associate responsible for the credential to assist you with any questions. [\[NCCER\]](#)

25 – NCCER – A/C Ref. Technology

26 – NCCER – Carpentry

27 – NCCER – Electricity

28 – NCCER – Mechatronics

29 – NCCER – Masonry

30 – NCCER – Plumbing

31 – NCCER – Welding Technology

32 – CompTIA Network+

CompTIA Network+ certification is an international industry credential that validates the knowledge of networking professionals. [\[COMPTIA\]](#)

33 – NIMS

A National Institute for Metalworking Skills (NIMS) credential is recognition that an individual's competencies have been validated against a set of industry-written skill standards. The credential is awarded on the basis of performance tests and related theory exams. Because the performance requirements and exams are the same nationwide, the credential is portable.

[\[NIMS\]](#)

34 – Outdoor Power Equipment

The Outdoor Power Equipment Technician Certification Program, conducted by the Equipment and Engine Training Council (EETC), offers technicians industry-sanctioned certification on the basis of tests given year-round across the United States. Tests are offered in 2-cycle engines, 4-cycle engines, drivelines/hydraulics/hydrostatics, electrical systems, compact diesel engines, and generators. [\[EETC\]](#)

35 – Pharmacy Technician

Two organizations, the Pharmacy Technician Certification Board (PTCB) and the Institute for the Certification of Pharmacy Technicians (ExCPT exam), administer national certification examinations. Certification is voluntary in most states, but is required by some states and employers. Some technicians are hired without formal training under the condition that they obtain certification within a specified period of time.

To be eligible for either exam, candidates must have a high school diploma or GED, no felony convictions of any kind within five years of applying, and no drug or pharmacy related felony convictions at any point. Employers, often pharmacists, know that individuals who pass the exam have a standardized body of knowledge and skills. [\[PTCB\]](#) or [\[NHANOW\]](#)

[36 – discontinued]

37 – ProStart

The ProStart program, offered in participating high schools through the South Carolina Restaurant and Lodging Association, is supported as an industry-driven curriculum designed by the Educational Foundation of the National Restaurant Association to teach, test, and award industry-recognized certificates to students meeting high standards in hospitality education. The National ProStart[®] Certificate of Achievement is awarded to students who have successfully completed the ProStart[®] program (by meeting all the requirements). [\[SCPROSTART\]](#)

[38 – discontinued]

39 – South Carolina Cosmetology License

The South Carolina Board of Cosmetology is responsible for licensing and regulating the profession of cosmetology in the State of South Carolina. The Board has contracted with Professional Credential Services (PCS) to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology (NIC) examinations. [\[PCSHQ\]](#)

40 – American Red Cross–Babysitting

Designed for students ages 11 and older, this online training provides the knowledge and skills necessary to safely and responsibly care for infants and children up to the age of 10, as well as to manage a babysitting business. [\[ARC\]](#)

[41 – discontinued]

[42 – discontinued]

43 – Front Desk Representative (HSC)

The Front Desk Representative is a part of the Hospitality Skills Certification (HSC) programs. The HSC programs for hospitality employees brings the professional clout of the Educational Institute's (EI) certification programs to the people who are on the front-line with guests. EI offers designations for those who work in food and beverage, guest service, and housekeeping positions. HSC programs support skill and knowledge training integrated with performance assessment, recognition and achievement. To successfully earn a HSC designation, a candidate/employee must complete the following requirements: Be currently employed in the hospitality industry or be a student in a workforce development program or in a hospitality management program at an accredited school; achieve a score of 70 percent or better on a written exam; receive an "Acceptable" rating on 70 percent of the outlined tasks on the skills validation form. [\[AHLEI\]](#)

44 – First Aid/CPR/AED*

The American Heart Association and the American Red Cross offer a variety of training courses for the workplace and healthcare professionals. Courses are designed to teach the skills of CPR for victims of all ages, use of an automated external defibrillator, relief of choking, and first aid skills. Courses are intended for participants who provide healthcare to family, patients, or co-workers in a wide variety of settings and can be tailored to the needs of specific groups and individuals. [\[AHA\]](#) [\[ARC\]](#)

[45 – discontinued]

46 – HVAC Excellence

The HVAC Excellence Student Outcome Assessment Program identifies high school students who have successfully attained the knowledge for entry-level positions in the HVACR industry. The Heating, Electrical, Air Conditioning Technology (HEAT) exam is designed to measure the students' retained knowledge of heating, electrical, and air conditioning theory and application. Students who pass the examination are awarded a certificate of achievement. [\[HVACE\]](#)

47 – Oracle

The Oracle Academy provides schools and school districts with the tools required to prepare students for twenty-first-century careers in technology. The program includes such courses as Database Programming with Structured Query Language (SQL), in which students gain an understanding of relational databases through the powerful SQL. The SQL commands, functions, and operators supported by Oracle as extensions to standard SQL are emphasized. The Database Programming with SQL portion of the Academy curriculum is designed to help prepare students to pass the Oracle Certified Professional (OCP) exam, "Introduction to Oracle9i SQL Exam." As part of the Academy, many students will want to take the OCP exam because it is the industry standard for proficiency with SQL. [\[ORACLE\]](#)

[48 – discontinued]

49 – ServSafe® Food Handler

ServSafe Food Handler certification is available to South Carolina high school students. Recognized by the food service industry nationwide, this certification offers a number of benefits to the students by educating them in food safety and sanitation and improving their marketability in the workforce. The program covers five key areas: basic food safety, personal hygiene, cross-contamination and allergens, time and temperature, and cleaning and sanitation. [\[SERVSAFE\]](#)

[50 – discontinued]

51 – Electrocardiographic (EKG) Technician

The American Society of Phlebotomy Technicians (ASPT) provides training and certification in all areas of healthcare in which phlebotomists are now involved. As do all individuals who earn ASPT certification, those who hold ASPT certification as EKG Technicians must complete 6 hours of continuing education yearly in order to maintain that credential. [\[ASPT\]](#) [\[NHANOW\]](#)

52 – Phlebotomist

The American Society of Phlebotomy Technicians (ASPT) provides training and certification in all areas of healthcare in which phlebotomists are now involved. As do all individuals who earn ASPT certification, those who hold ASPT certification as EKG Technicians must complete 6 hours of continuing education yearly in order to maintain that credential. [\[ASPT\]](#) [\[NHANOW\]](#)

[53 – discontinued]

54 – ADDA – Certified Apprentice Drafter

The American Design Drafting Association (ADDA) Certification Program offers curriculum certification to schools as a means of quality assurance that benefits both education and industry. Curriculum certification through ADDA meets or exceeds the requirements set forth in most state and federal guidelines to receive funding for drafting and design programs. ADDA also offers professional certification to individuals through its Drafter Certification Program, which is open to all individuals, regardless of experience and formal education. [\[ADDA\]](#)

55 – South Carolina Nail Technician License

The South Carolina Board of Cosmetology is responsible for licensing and regulating the profession of nail technology in the State of South Carolina. The Board has contracted with Professional Credential Services (PCS) to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology (NIC) examinations. [\[PCSHQ\]](#)

56 – NCCER – Core [see entries 25–31]

[57 – discontinued]

[58 – NCCER – NCCT National Construction Career Test]

The National Center for Construction Education and Research (NCCER) is a not-for-profit education foundation that was created in 1995 to address the severe workforce shortage facing the industry and to develop a standardized training process and curricula. Among its services, the NCCER develops curricula and conducts programs of education and training for secondary, post-secondary and adult education. In addition, it provides assessments to evaluate the journey-level knowledge and skills of experienced craftspeople as part of the National Craft Assessment and Certification Program (NCACP). NCCER also provides academic assessments and credentialing for high school career and technical education students as part of the standardized industry approved curricula and National Construction Career Tests (NCCT). [\[NCCER\]](#)

59 – South Carolina Early Childhood Credential

The SC Early Childhood Credential is awarded to those who complete the three-hour introductory course in early childhood, ECD 101–Introduction to Early Childhood, with a grade of “C” or higher at one of the sixteen technical/community colleges in the state. This course includes the basic information and competencies a person would need to work with young children in a group setting. Individuals may enroll at their local technical/community colleges to take the course. [\[SCCCCD\]](#)

60 – Cisco Certified Entry Networking Technician

Cisco Certified Entry Networking Technician (CCENT) certification validates the ability to install, operate and troubleshoot a small enterprise branch network, including basic network security. With a CCENT certification, a network professional demonstrates the skills required for entry-level network support positions, the starting point for many successful careers in networking. The curriculum covers networking fundamentals, WAN technologies, basic security and wireless concepts, routing and switching fundamentals, and configuring simple networks. CCENT is the first step toward achieving CCNA, which covers medium-size enterprise branch networks with more complex connections. [\[CCENT\]](#)

[61 – discontinued]

[62 – discontinued]

63 – OSHA 10 General

Under the Occupational Safety and Health Administration (OSHA) Act, OSHA's role is to promote safe and healthful working conditions for America's men and women by setting and enforcing standards and providing training, outreach and education. The quality education and training programs are designed to prevent work-related injuries, illnesses and deaths by providing the knowledge and tools that workers and employers need to identify and correct workplace safety and health hazards. [\[OSHA\]](#)

64 – Certified Associate in Project Management (CAPM)

Certified Associate in Project Management (CAPM) is a credential offered by the Project Management Institute (PMI) as a professional-level certification aimed at industry professionals. This certification entails that professionals have learned theories, tools, and techniques used to ensure project success: task organization and sequencing; schedule development; critical path methods, milestone, PERT, and Gantt charts; reverse planning methods; and cost, performance, and client considerations. [\[PMI\]](#)

65 – Adobe Certified Expert

Adobe Certified Expert (ACE) is a professional-level certification aimed at industry professionals who have attained a deep level of mastery in using Adobe technology. An individual with the ACE certification is a qualified professional in fields such as web design, digital media, or rich Internet application development. [\[ACE\]](#)

66 – Broad Field Family and Consumer Sciences Assessment/Certification

Broad Field Family and Consumer Sciences Assessment/Certification is an end-of-program assessment at a knowledge and skill level associated with early career employment opportunities and rigorous education programs that prepare for this level of the career ladder. Assessment and certification competency topics include interpersonal relationships, life span and human development, family well-being, career connections, family and consumer resources, and nutrition and wellness. [\[AAFCS\]](#)

67 – Early Childhood Education Assessment/Certification

The Early Childhood Education Assessment/Certification is an end-of-program assessment that addresses a skill set necessary for success in early childhood education, which is one of the fastest growing programs that is reporting employment growth. Assessment and certification competency topics include career paths, developmentally appropriate practices, curriculum and instruction, learning environment, positive relationships with children, professional practices and standards, and family and community involvement. [\[AAFCS\]](#)

68 – Personal and Family Finance Assessment/Certification

The Personal and Family Finance Assessment/Certification is an end-of-program assessment that addresses competencies necessary for success in managing personal and family financial matters in daily life (a necessary skill set to maximize success in all career areas) while also foundational specifically to careers in personal and family finance. Assessment and certification competency topics include financial responsibility and decision making, income and careers, planning and money management, credit and debt, risk management and insurance, and saving and investing. [\[AAFCS\]](#)

69 – Culinary Arts Assessment/Certification

The Culinary Arts Assessment/Certification is an end-of-program assessment that addresses a skill set necessary for success in the culinary industry. Assessment and certification competency topics include safety, health, and environmental, management, leadership, and teamwork; ethics and leadership responsibilities, employability and career development, technical skills–customer service Front of House (FOH), technical skills Back of House (BOH), and preparation techniques (BOH). [\[AAFCS\]](#)

70 – Education Fundamentals Assessment/Certification

The Education Fundamentals Assessment/Certification is an end-of-program assessment that facilitates employment in early career ladder positions and promotes continuing education at the post-secondary level. Assessment and Certification Competency topics include the teaching profession; the learner and the learning process; planning instruction; learning environment; and, assessment and instructional strategies. [\[AAFCS\]](#)

71 – Family and Community Services Assessment/Certification

The Family and Community Services Assessment/Certification is an end-of-program assessment that facilitates employment in early career ladder positions and promotes continuing education at the post-secondary level.

Assessment and certification competencies topics include careers and volunteer opportunities, factors related to family and community services, professional and ethical behaviors, conditions affecting individuals and families, and services for individuals and families. [\[AAFCS\]](#)

72 – Fashion, Textiles, and Apparel Assessment/Certification

The Fashion, Textiles, and Apparel Assessment/Certification is an end-of-program assessment that addresses a skill set necessary for success in the fashion industry. It is anticipated that this assessment and certification will be targeted for individuals preparing for careers related to fashion, textiles, and apparel. Assessment and certification competency topics include career paths; textile fiber products and materials; design skills, fashion, textile, and apparel production; fashion merchandising; customer service; and operational procedures. [\[AAFCS\]](#)

73 – Interior Design Fundamentals Assessment/Certification

The Interior Design Fundamentals Assessment/Certification is an end-of-program assessment that addresses competencies and a skill set necessary to document a pre-professional's basic knowledge of interior design. It is anticipated that this assessment and certification will promote further education at the post-secondary level and continued training and professional development for those who want to pursue interior design careers. Assessment and certification topics include career paths; design fundamentals; factors influencing design, design communication and skills development; interior design application and analysis, and professional practice. [\[AAFCS\]](#)

74 – Nutrition, Food, and Wellness Assessment/Certification

The Nutrition, Food and Wellness Assessment/Certification is an end-of-program assessment that addresses competencies and a skill set necessary for success as a pre-professional in careers with a substantial focus on nutrition. There are usage applications in a broad range of education, community-based, staff development, and human resource settings. Assessment and certification topics include wellness, food handling, food safety, science and technology, nutrition principles, and careers. [\[AAFCS\]](#)

75 – Housing and Furnishings Assessment/Certification

The Housing and Furnishings Assessment/Certification is an end-of-program assessment that addresses competencies and skills necessary for success as a pre-professional in housing and furnishing careers. It will facilitate employment in early career ladder positions and promote continuing education at the post-secondary level in career areas. Assessment and certification topics include careers in housing and furnishings, knowledge of housing and furnishings processes, residential housing, furnishings, and design concepts, professional communication and marketing, and professional practices. [\[AAFCS\]](#)

76 – Food Science Fundamentals Assessment/Certification

The Food Science Fundamentals Assessment/Certification is an end-of-program assessment that addresses competencies and a skill set necessary for success as a pre-professional in a career with a substantial focus on food science. It will facilitate employment in early career ladder positions and promote continuing education at the post-secondary level in career areas involving food science, food safety, food quality, food technology, or food preservation and packaging. Assessment and certification competencies include careers, food protection, nutritional composition of foods, food processing, preservation and packaging; and food technology. [\[AAFCS\]](#)

77 – S/P2 – Auto Collision Repair

S/P2 is the industry standard of awareness in environmental and safety throughout the United States. The purpose of this certified program is to improve the quality of safety and pollution prevention training for students at the high school level. There are two areas in which students can obtain S/P2 national certification in automotive collision repair: Collision Safety and Collision Pollution Prevention. [S/P2]

78 – S/P2 – Auto Technology

S/P2 is the industry standard of awareness in environmental and safety throughout the United States. The purpose of this certified program is to improve the quality of safety and pollution prevention training for students at the high school level. There are two areas in which students can obtain S/P2 national certification in automotive technology: Mechanical Safety and Mechanical Pollution Prevention. [S/P2]

[79 – *discontinued*]

80 – Adobe Certified Associate – Visual Communication with Adobe Photoshop

Adobe Certified Associate is an entry–level certification aimed at validating communication skills using a particular digital medium. The Visual Communication with Adobe® Photoshop® exam validates entry–level skills in communication corresponding to Adobe Photoshop software. Photoshop is the industry standard for the utmost creative control in image editing and compositing. One can apply filters nondestructively, manage and correct color more easily, convert color images to rich black–and–white with one click, and retouch images with more powerful cloning and healing tools. [CERTIPORT]

81 – Adobe Certified Associate–Web Communication with Adobe Dreamweaver

Adobe Certified Associate is an entry–level certification aimed at validating communication skills using a particular digital medium. The Web Communication with Adobe® Dreamweaver® exam validates entry–level skills in communication corresponding to Adobe Dreamweaver software. Dreamweaver is the industry leading web development tool, enabling users to efficiently design, develop and maintain standards–based web sites and applications. With Dreamweaver, one can go from start to finish, creating and maintaining basic web sites to advanced applications that support best practices and the latest technologies. [CERTIPORT]

82 – Adobe Certified Associate – Rich Media Communication with Adobe Flash

Adobe Certified Associate is an entry–level certification aimed at validating communication skills using a particular digital medium. The Rich Media Communication with Adobe Flash® Professional exam validates entry–level skills in communication corresponding to Adobe Flash Professional software.

Flash is the industry standard for creating and delivering effective, rich interactive content across desktops and devices. Flash enables users to integrate animation, video, text, audio, and graphics into engaging user experiences that span a wide variety of digital devices, from desktops to mobile phones. [CERTIPORT]

83 – Adobe Certified Associate–Video Communication with Adobe Premiere Pro

Adobe Certified Associate is an entry–level certification aimed at validating communication skills using a particular digital medium. The Video Communication with Adobe Premiere® Pro exam validates entry–level skills in communication corresponding to Adobe Premiere Pro software. [\[CERTIPORT\]](#)

84 – Microsoft Technology Associate (MTA) Certification

The Microsoft Technology Associate (MTA) certification is an entry–level certification designed to help individuals take the first step toward a career as an IT professional or developer by demonstrating knowledge and basic understanding of key technology concepts. An MTA certification is based on 80 percent knowledge and 20 percent skills. The MTA offers three IT certifications, three development certifications, and one database certification. The IT section includes tests in Networking Fundamentals, Security Fundamentals, and Windows Server Administration Fundamentals. The development certification offers tests in Software Development Fundamentals, Windows Development Fundamentals, and Web Development Fundamentals. The database certification covers Database Administration Fundamentals. [\[MICROSOFT\]](#)

85 – Microsoft Digital Literacy Certification

The goal of Microsoft Digital Literacy is to teach and assess basic computer concepts and skills so that students can use computer technology in everyday life to develop new social and economic opportunities for themselves, their families, and their communities. Whether you are entirely new to computing or have some experience, this curriculum will help you develop a fundamental understanding of computers. From using the Internet to sending e–mail or creating a résumé, the Digital Literacy Curriculum helps develop the essential skills one needs to begin computing by focusing on computer basics, Internet and the World Wide Web, productivity, computer security and digital lifestyles. [\[MICROSOFT\]](#)

Microsoft Office Specialist (MOS) Certifications

MOS certifications help validate proficiency in using Microsoft Office 2010 and meet the demand for the most up–to–date skills on the latest Microsoft technologies. Candidates who pass a certification exam show that they can meet globally recognized performance standards. Candidates must pass one certification exam in order to earn MOS certification. [\[MICROSOFT\]](#)

86 – MOS Office 2010 – Word 2010

87 – MOS Office 2010 – Word 2010 Expert

88 – MOS Office 2010 – Excel 2010

89 – MOS Office 2010 – Excel 2010 Expert

90 – MOS Office 2010 – PowerPoint 2010

91 – MOS Office 2010 – Outlook 2010

92 – MOS Office 2010 – Access 2010

[93 – discontinued]

[94 – discontinued]

[95 – discontinued]

[96 – *discontinued*]

[97 – *discontinued*]

[98 – *discontinued*]

[99 – *discontinued*]

Microsoft Office Specialist (MOS) Certifications

MOS certifications help validate proficiency in using Microsoft Office 2016 and meet the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who pass a certification exam show that they can meet globally recognized performance standards.

Candidates must pass one certification exam in order to earn MOS certification. [[MICROSOFT](#)]

100 – MOS Office 2016 – Word 2016

101 – MOS Office 2016 – Word 2016 Expert

102 – MOS Office 2016 – Excel 2016

103 – MOS Office 2016 – Excel 2016 Expert

104 – MOS Office 2016 – PowerPoint 2016

105 – MOS Office 2016 – Access 2016

106 – MOS Office 2016 – Outlook 2016

107 – ASE Medium/Heavy Duty Diesel Engine

This certification will identify and recognize those Medium and Heavy Truck Technicians who can demonstrate knowledge of the skills necessary to diagnose, service, and repair different systems of Class 4 through Class 8 trucks and tractors. [[ASE](#)]

108 – Commercial Driver's License Permit

Commercial Learner's Permits (CLPs) are valid for intrastate and interstate (out-of-state) use, if the following conditions are met: You must have a Commercial Learner's Permit (CLP) to operate a commercial motor vehicle which meets the requirements for a Class A, B, or C. State learners permits are issued for a limited time (180 days) and are considered valid for the purpose of behind the wheel training on public roads and highways, if the following minimum conditions are met.

- 1) A CLP may be issued to an individual who holds a valid Class D license and have passed the appropriate vision and written test for the type CDL sought.
- 2) The CLP holder must be 18 years of age or older.
- 3) A CLP may only contain the following endorsements: (S) School Bus, (P) Passenger, and (N) Tanker. No other endorsements are permitted on a CLP. A CLP may never be issued with a Hazardous Materials endorsement.
- 4) An original CLP must be held for at least 14 days before you are eligible to take the skills test.
- 5) The holder of a CLP, unless otherwise disqualified may drive a commercial motor vehicle, but only when accompanied by the holder of a valid CDL with applicable endorsements which are for the type vehicle being driven, and who occupies the seat beside the individual for the purpose of giving instruction in driving the commercial vehicle.
- 6) He does not operate a commercial motor vehicle transporting hazardous materials as defined in 383.5 of the Federal Motor Carrier Safety Regulations.

7) The CLP may not be issued longer than 180 days. Only one renewal or reissuance may be granted within a two (2) year period, South Carolina Department of Motor Vehicles (DMV). [\[DMV\]](#)

109 – I-CAR ProLevel 1

Estimators are expected to learn and refine the following areas as they complete each I-CAR®ProLevel™:

Write a complete and accurate damage analysis report for front, side, and rear impact damage on drivable vehicles, work safely around hybrid vehicles, analyze damage to restraint systems, coordinate parts ordering and scheduling, understand the automotive refinish process, diagnose simple electrical damage, analyze damage to advance materials and identify hail, theft, and vandalism damage. [\[I-CAR\]](#)

110 – I-CAR ProLevel 2

Analyze front, side, and rear impact damage on non-drivable vehicles, analyze damage to advanced safety systems and advanced electrical/mechanical systems, stationary glass damage analysis and replacement considerations, identify flood and fire damage and strongly encourage to maintain ASE Estimator (B6) certification. [\[I-CAR\]](#)

111 – I-CAR ProLevel 3

Perform a tear-down for complete damage analysis, analyze damage to advanced steering and suspension systems, strongly encouraged to obtain ASE certification, beyond the Estimator (B6) certification and receive role-relevant annual training. [\[I-CAR\]](#)

112 – I-CAR Advance High Strength Steel (AHSSole)

Vehicle makers are using stronger and lighter-weight steels to increase passenger safety and vehicle fuel mileage. Because of the higher strength, these steels provide unique repair challenges. This program provides an overview of the different types of steels used in late model vehicle construction, addresses reparability concerns, and provides some vehicle maker recommendations on proper repair techniques: understand vehicle maker recommendations for advanced high-strength steels, identify which tools and equipment should be used when working on advanced high-strength steel (AHSS), understand the effect of temperature on AHSS when determining proper joining methods, understand how heat used during straightening of AHSS may affect strength and durability, identify the importance of monitoring anchoring points when straightening AHSS parts, know straightening precautions for high-strength steel parts, identify the location of AHSS in vehicle construction such as rails, rockers, and pillars, identify the location of UHSS in vehicle construction such as bumpers, door beams, pillars, rockers, and roof rails. [\[I-CAR\]](#)

113 – I-CAR Automotive Foams (FOM01)

This online self-study is designed to help better understand the following collision repair-related concepts: understand uses and application procedures for automotive foam understand structural foam considerations and curing methods, identify procedures related to installation of expandable foam, understand how to choose correct, replacement materials, and know how to work safely around automotive foams. [\[I-CAR\]](#)

114 – I-CAR Automotive Lighting (LSC04e)

Learning objectives for this module include explaining repair consideration for headlamps, as well as information on switches and lighting circuits. The final module describes positions of lighting in vehicles and collision related problems with lighting. The student will also learn information on switches and bulbs, identify interior and exterior lamps, as well as different types of headlamps, describe repair considerations around operation and repair of headlamps and understand collision related problems in exterior and interior lighting. [\[I-CAR\]](#)

115 – I-CAR Bolt-on-Exterior Panel Part 1 (EXT03e)

The course begins by examining considerations around panel alignment and repair considerations. The student will gain insight into tools used for repairing and replacing door hinges. Additionally, students will learn about considerations around replacement parts and recycled automotive parts; identify and understand considerations around working with bolted-on exterior panel replacement parts, understand removal and installation procedures for doors, analyze and diagnose the source of leaks and understand how to install weather stripping.

[\[I-CAR\]](#)

116 – I-CAR Bolt-on-Exterior Panel Part 2 (EXT04e)

The course opens by discussing steps for identifying and replacing various front body panels, as well as how to properly align front body panels in the collision repair process. The second module in the course explores the removal, installation, and replacement of different style rear body panels; identify and understand considerations around working with bolted-on exterior panel replacement parts, understand considerations around replacing bumpers, hoods, and fenders, understand considerations around removing and installing rear closure panels. [\[I-CAR\]](#)

117 – I-CAR Corrosion Protection (CPS01)

This online self-study is designed to help better understand the following collision repair-related concepts: recognize causes of corrosion and understand the corrosion protection processes of manufacturers, identify the steps required in determining where to apply anti-corrosion compounds and undercoating, understand the considerations for properly preparing parts for corrosion protection coatings, explain how to apply corrosion protection materials, identify the function and location of chip-resistant coating and how to replace it during the repair process, identify seam sealer characteristics and applications and identify the different corrosion protection recommendations from the different vehicle makers. [\[I-CAR\]](#)

118 – I-CAR Cosmetic Straightening Steel (STS01)

This online self-study is designed to help better understand the following collision repair-related concepts: identify characteristics and considerations for steel repairs, examine different types of damage and understand repair procedures, understand procedures and considerations for application of Paintless Dent Repair (PDR). [\[I-CAR\]](#)

119 – I-CAR Detailing (REF04)

This online self-study is designed to help better understand the following collision repair-related concepts: perform a thorough vehicle inspection and identify defects in a vehicle finish, be able to remove finish defects by using the proper removal procedures and understand interior and exterior detailing. [\[I-CAR\]](#)

120 – I-CAR Hazardous Air Pollutant Reduction (HAP01e)

What is the EPA Final Rule? It is a piece of environmental legislation that affects every collision repair facility. This legislation was designed to provide guidelines for working with products that create hazardous air pollutants and requires any person who applies coatings with a spray gun to receive training on hazardous air pollutant reduction. This program explains the Final Rule, the training requirements, which this program helps achieve, and lists products that fall under the Final Rule. In addition, this program provides tips and techniques for reducing the amount of hazardous products used, as well as provides recommendations for proper product application equipment and application environments.

Following the information provided in this program not only benefits overall air quality in the United States, but increases worker safety, reduces material costs, and helps ensure compliance with EPA regulations; explain requirements of the EPA regulations and evaluate how they apply to specific businesses, identify hazardous air pollutants (HAP) and how they can affect public health and the environment, understand how to use personal protection equipment, Identify ways to reduce the amount of methylene chloride (MeCl) paint stripper, identify equipment that reduces the amount of HAP, identify spray application techniques and gun adjustments that reduce the amount of HAP released into the environment, understand spray gun cleaning requirements, understand spray booth requirements and filter maintenance schedules material. [\[I-CAR\]](#)

121 – I-CAR Hazardous Material Storage and Disposal (HWD01e)

Vehicles require using many different liquid and solid materials that may result in hazardous waste generation. The Liquid and Solid Hazardous Waste Storage and Disposal Overview Online Training program will present information about identification, handling, storage, and disposal of hazardous waste; identify hazardous waste, determine proper storage and disposal of hazardous waste and maintain proper hazardous waste records. [\[I-CAR\]](#)

122 – I-CAR Hazardous Materials, Personal Safety, Refinish Safety (WKR01)

Incorporate basic procedures for safety and preventive measures in a shop environment, understand the importance of labeling and when workplace labeling is required, identify hazardous material exposures and learn storage regulations, understand how to use personal protective equipment and emergency handling equipment, identify hazardous waste types and waste regulations, select and use proper personal protective equipment and identify proper storage requirements hazardous waste materials. [\[I-CAR\]](#)

123 – I-CAR Intro to Construction Materials (ICM00e)

This online self-study course contains four modules designed to better understand the following collision repair-related concepts: steel, aluminum and magnesium, plastics, carbon fiber and collision energy management. [\[I-CAR\]](#)

124 – I-CAR Intro to Mechanical Repair Terms and Vehicle Protection (IMV00e)

This online self-study course contains five modules designed to better understand the following collision repair-related concepts: electrical, mechanical, steering and suspension systems, protecting electronic systems and preventing vehicle damage during repair. [\[I-CAR\]](#)

125 – I-CAR Intro to Mechanical System Terminology Part 1 (IMT01e)

This online self-study course contains four modules designed to better understand the following collision repair-related concepts: steering, wheels and tires, brakes and stability control.

[\[I-CAR\]](#)

126 – I-CAR Intro to Mechanical System Terminology Part 2 (IMT02e)

This online self-study course contains four modules designed to better understand the following collision repair-related concepts: suspension, drivetrain, heating and cooling and air conditioning. [\[I-CAR\]](#)

127 – I-CAR Intro to Personal Safety (IPS00e)

This online self-study course contains four modules designed to better understand the following collision repair-related concepts: general protection, structural repairs, non-structural repairs and hybrids. [\[I-CAR\]](#)

128 – I-CAR Intro to Refinishing and Corrosion Protection Part 1 (IRC01e)

This online self-study course contains four modules designed to better understand the following collision repair-related concepts: vehicle maker processes, refinishing terms, refinish materials and personal safety. [\[I-CAR\]](#)

129 – I-CAR Intro to Refinishing and Corrosion Protection Part 2 (IRC02e)

This online self-study course contains four modules designed to better understand the following collision repair-related concepts: refinishing tools, refinishing preparation, refinishing defects and corrosion protection. [\[I-CAR\]](#)

130 – I-CAR Intro to Repair Process (IRP00e)

This online self-study is designed to help better understand the following collision repair-related concepts: damage analysis and vehicle repair preparation, structural repair, on-structural repair, refinishing and corrosion protection, post-repair inspection and delivery. [\[I-CAR\]](#)

131 – I-CAR Intro to Repair Terminology (IRT00e)

This online self-study course contains five modules designed to better understand the following collision repair-related concepts: non-structural, structural, structural part replacement, glass and damage report writing. [\[I-CAR\]](#)

132 – I-CAR Intro to Safety Systems (ISS00e)

This online self-study course contains four modules designed to better understand the following collision repair-related concepts: airbags, seat belts and child safety seats, occupant classification, and additional systems. [\[I-CAR\]](#)

133 – I-CAR Intro to Tools, Equipment and Attachment Methods Part 1 (ITM01e)

This online self-study course contains five modules designed to better understand the following collision repair-related concepts: basic tools – part 1, basic tools – part 2, mechanical fastening, glass and trim and estimating tools and processes. [\[I-CAR\]](#)

134 – I-CAR Intro to Tools, Equipment and Attachment Methods Part 2 (ITM02e)

This online self-study course contains five modules designed to better understand the following collision repair-related concepts: measuring and straightening, welding, welding methods, panel bonding and capital equipment. [\[I-CAR\]](#)

135 – I-CAR Intro to Vehicle Parts Terminology Part 1 (IVT01e)

This online self-study course contains four modules designed to better understand the following collision repair-related concepts: bumpers, front body, and roof panels, doors, rear closure panels, box assemblies, and exterior trim lighting. [\[I-CAR\]](#)

136 – I-CAR Intro to Vehicle Parts Terminology Part 2 (IVT02e)

This online self-study course contains four modules designed to better understand the following collision repair-related concepts: front unibody structures and full frames, side and rear unibody structures, interior, and glass. [\[I-CAR\]](#)

137 – I-CAR Movable Glass (GLA01)

This online self-study is designed to help better understand the following collision repair-related concepts: Identify the roles of movable glass in vehicles and types of drive mechanisms, understand considerations for replacing rear body and side door glass, describe parts of window regulators and window channels, understand removal and replacement considerations for sunroofs and removable glass panels, know how to complete post-collision inspection processes, analyze damage and troubleshoot for glass and electrical problems. [\[I-CAR\]](#)

138 – I-CAR New Vehicle Technology and Trends 2016 (New16)

Understand the latest trends and industry influences, know what features and technologies to expect including vehicle materials and designs, safety features, and fuel-saving strategies, covers North American, Asian, and European vehicles to avoid surprises during the repair procedure, gain insight into repair procedures for several 2016 model vehicles. [\[I-CAR\]](#)

139 – I-CAR Plastic and Composite Repair (PLA03)

This online self-study is designed to help better understand the following collision repair-related concepts: Identify different types of plastics by their characteristics and determine the level of plastic identification that is required to perform a repair, understand correct preparation procedures for plastics, identify different types of plastics used on today's vehicles and the correct methods to repair each, recognize proper adhesives for different repairs and when to use adhesion promoter, perform one- and two-sided plastic adhesive repairs and mounting tab repairs, understand the considerations around refinishing plastic parts, identify the types of plastic welds in automotive applications, identify welding equipment and its uses, explain how hot air welds and airless welds are made, identify differences between a fusion weld and an adhesion weld. [\[I-CAR\]](#)

140 – I-CAR Refinishing Equipment (REF01e)

This online self-study is designed to help better understand the following collision repair-related concepts: Understand safety precautions when working with a spray gun, identify different types of designs of spray guns and understand their setup procedures, understand how to work safely around compressed air and know how to work with mixing tools and mixing ratios. [\[I-CAR\]](#)

141 – I-CAR Removing and Installing exterior Trim, Pinstriping, and Decals (TRM03e)

This online self-study is designed to help better understand the following collision repair-related concepts: describe methods for application and removal of pinstripes and decals, explain processes for installing door trim panels, handles, and lock cylinders, Identify interior and exterior parts and understand how to remove and replace them. [\[I-CAR\]](#)

142 – I-CAR Removing and Installing Interior Trim (TRM02e)

This online self-study is designed to help better understand the following collision repair-related concepts: identify hardware and understand correct use and understand how to work with trim and moldings. [\[I-CAR\]](#)

143 – I-CAR Surface Preparation and Masking (REF02e)

This online self-study is designed to help better understand the following collision repair-related concepts: identify refinish and finish materials, understand how to develop a refinishing plan, understand how to mask and remove parts, know how to prepare substrates and apply primers, recognize procedures for making a test panel and specialty spray areas. [\[I-CAR\]](#)

144 – I-CAR Waterborne Products, Systems and Applications (REF07)

Explain why waterborne products are used and which waterborne products are available, understand the difference between waterborne and solvent-borne refinishing materials, including waterborne characteristics and benefits, identify the environmental impact and reasons for converting to waterborne refinishing materials, understand preparation, mixing, and application considerations, explain the facility requirements for making the conversion to waterborne refinishing materials and recognize proper storage and disposal procedures of waterborne materials. [\[I-CAR\]](#)

[145 – discontinued]

North American Technicians Excellence (NATE)

NATE certification tests represent real world working knowledge of HVACR systems. Developed by a committee of industry experts nationwide, our NATE exams represent HVACR topics pertinent to contractors, educators, manufacturers and utilities alike. All of the NATE tests are rigorous, multiple-choice, knowledge-based tests and validate a technician's knowledge. NATE candidates may earn Installation and/or Service certification in one or more Specialty areas, including:

146 – NATE – Air Conditioning [\[NATE\]](#)

147 – NATE – Air Distribution [\[NATE\]](#)

148 – NATE – Commercial Refrigeration (Service Only) [\[NATE\]](#)

149 – NATE – Gas Heating [\[NATE\]](#)

150 – NATE – Ground Source Heat Pump Loop Installer (Service Only) [\[NATE\]](#)

151 – NATE – Heat Pumps [\[NATE\]](#)

152 – NATE – Hydronics Gas (Service Only) [\[NATE\]](#)

153 – NATE – Hydronics Oil (Service Only) [\[NATE\]](#)

154 – NATE – Light Commercial Refrigeration (Service Only) [\[NATE\]](#)

155 – NATE – Oil Heating [\[NATE\]](#)

156 – OSHA Firefighter

(See Descriptions for #156 & #233)

157 – OSHA Hazardous Materials Training

OSHA Firefighter and OSHA Hazardous Materials Training (HM) response is a technical area requiring extensive training. The Career Technology Center program developed in partnership with the S.C. Fire Academy, S.C. State Firefighters' Association and the State Department of

Education provides initial HM training for the responder that meets OSHA requirements for Firefighter and Hazardous Materials Training and is based on NFPA 472 to Awareness, Operations and Technician.

These certifications are embedded in the Firefighter 1 course and upon successful completion and testing will be awarded a certificate from the SCFA. [\[SCFA\]](#)

158 – QuickBooks Certified User

QuickBooks is one of the best-selling versions of small business financial software. QuickBooks certification is proof to clients or employers that you are proficient using QuickBooks. You become QuickBooks certified by passing Intuit's QuickBooks Certification Exam. [\[CERTIPORT\]](#)

159 – S/P2 Ethics and You in the Automotive Industry

This certification addresses the everyday challenges of making ethical decisions in the workplace, in order to help change the way the automotive industry is perceived through education and training.

The course includes topics such as:

- Understating the benefits of having an ethical Code of Conduct,
- Recognizing how ethical decisions can impact the workplace,
- Anticipating ethical situations common to the automotive industry, and
- How to use exploratory questions to guide personal behavior.

Ethical shops have higher customer loyalty and retention. This course will help prepare employees and owners to make better choices, act appropriately and avoid problems.

[\[SP2 ETHICS\]](#)

160 – ACE – Web Communications with Animate CC

Adobe Certified Associate – Animate CC is an entry-level certification aimed at validating communication skills in multi-platform animations. The Rich Media Communication with Adobe Animate® Professional exam validates entry-level skills in Adobe Animate CC software.

[\[CERTIPORT\]](#)

161 – SCFA Certificate NFPA 1001 Firefighter I – 1196

Note: Achieving SCFA Certificate NFPA 1001 Firefighter I requires these additional certifications:

- 44 – First Aid/CPR/AED
The American Heart Association and the American Red Cross offer a variety of training courses for the workplace and healthcare professionals. Courses are designed to teach the skills of CPR for victims of all ages, use of an automated external defibrillator, relief of choking, and first aid skills. Courses are intended for participants who provide healthcare to family, patients, or co-workers in a wide variety of settings and can be tailored to the needs of specific groups and individuals. [\[AHA\]](#) [\[ARC\]](#)
- IFSAC NFPA 1001 Firefighter I – 4501 (third party credentialing) –
- IFSAC Hazardous Materials Awareness – 4520 (third party credentialing) [\[SCDLLR\]](#)

162 – SCFA Certificate NFPA 1001 Firefighter II – 1197

Note: Achieving SCFA Certificate NFPA 1001 Firefighter II requires these additional certifications:

- IFSAC NFPA 1001 Firefighter II – 4502 (third party credentialing)
- IFSAC Hazardous Materials Operations Core & MSC PPE (6.2) – 4522
- (third party credentialing)
- IFSAC Hazardous Materials Operations MS 6.2 & 6.6 – 4523 (third party credentialing) [\[SCDLLR\]](#)

163 – SCFA Certificate Hazardous Materials Awareness – 2727/1427

Standard for Competence of Responders to Hazardous:

Materials/Weapons of Mass Destruction Incidents competencies.

Provides the student with the knowledge needed to protect firefighters, and others, at hazardous materials incidents Successful students receive a SCFA certificate and are eligible to take the HMA level accredited exam. [\[SCDLLR\]](#)

164 – SCFA Certificate Hazardous Materials Operations – 2728/1429

Hazardous Materials Operations is designed to train the student to the level of NFPA 472 chapter 5 core competencies for operations level and 6.2 and 6.6 mission specific competencies required by NFPA 1001 for Firefighter I. Includes; introduction to properties and hazards of hazardous materials, identification, incident management elements, strategic goals and tactical objectives, personal protective equipment, contamination and decontamination, incident specific strategies and tactics and terrorist and other criminal activities. [\[SCDLLR\]](#)

165 – SCFA Certificate Auto Extrication –3330

This course addresses the NFPA 1001 (Firefighter II) objectives for auto extrication that every firefighter needs. The course material addresses extrication incident management, vehicle science anatomy, extrication equipment, and techniques for passenger vehicles.

The hands-on skill sessions include extrication tool familiarization, vehicle stabilization techniques for passenger vehicles, vehicle glass, door, and roof removal as well as dashboard displacement techniques. Successful students receive a SCFA certificate. [\[SCDLLR\]](#)

166 – Certified Clinical Medical Assistant

A medical assistant is a multi-skilled allied health care professional that specializes in procedures commonly performed in the ambulatory health care setting. Medical assistants perform both clinical and administrative duties and assist a variety of providers including physicians, nurse practitioners and physician assistants. They typically work in medical offices, clinics, urgent care centers and may work in general medicine or specialty practices. Some of the duties include vital signs, injections, assisting with patients, electronic health records, phlebotomy, EKG's and Laboratory. Two of the certifying agencies are [\[NHANOW\]](#) or [\[AAMA-NTL\]](#)

167 – CIW Site Development Associate

CIW Site Development Associate is an entry-level certification aimed at validating Website development skills in HTML and CSS coding, manual coding, as well as using graphical user interface (GUI) authoring tools. [\[CIW\]](#)

168 – Entrepreneurship and Small Business Certification

The ESB certification is built to test and validate foundation-level concepts and knowledge in entrepreneurship and small business management. The core concepts include entrepreneurship; recognizing and evaluating opportunities; planning for, starting, and operating a business; marketing and sales; and financial management. [\[CERTIPORT-ESB\]](#)

169 – Pre-Engineering Certification

The Pre-Engineering Certifications are based on the knowledge that students should demonstrate after 150 hours of high school-level coursework focusing on basic fundamentals. The content is based around basic coursework and experience, not from any specific textbook, curricula, or software. The Pre-Engineering Certification requires completion of the Fundamentals of Engineering module, in addition to two of the eight listed Engineering Modules. [\[ROBOTICS-ED\]](#)

Modules for Industry Certifications:

- Mechanical
- Computer Science and Engineering (Programming)
- Electrical
- Chemical
- Aerospace
- Civil Engineering
- Engineering Technology
- Manufacturing

170 – Robotics Certification

The Robotics Certifications are based on the knowledge that students should demonstrate after 150 hours of high school-level coursework focusing on basic fundamentals. The content of this certification is based around basic coursework and experience, not from any specific textbook, curricula, or software. Fundamental of Engineering is required and must select mechanical, programming and electrical for the Robotics Certifications.

The requirements for the Robotics Certification exceed the requirements of the Pre-Engineering Certification; as a result, students earn both the Pre-Engineering and the Robotics Certifications by completing all required modules for the Robotics Certification. [\[ROBOTICS-ED\]](#)

Modules for Industry Certifications:

- Mechanical
- Computer Science and Engineering (Programming)
- Electrical
- Chemical
- Aerospace
- Civil Engineering
- Engineering Technology
- Manufacturing Technology [\[ROBOTICS-ED\]](#)

171 – Certified Production Technician

The Manufacturing Skill Standards Council (MSSC) credentialing system leading to a CPT covers the four critical production functions, as defined by MSSC’s industry–led, nationally validated skills standards, common to all sectors of manufacturing: Safety, Quality & Continuous Improvement, Manufacturing Processes & Production, and Maintenance Awareness.

Each area is addressed with a separate assessment. MSSC training and assessments are organized around those four modules. An individual can earn a “Certificate” if they pass one or more assessments. However, they must pass all four assessments to earn the full “CPT” certification. MSSC strongly recommends that individuals be at the 9th grade level of math and 10th grade level of English before attempting MSSC courses and assessments. The four critical functions are listed:

Safety Quality, Practices & Measurement, Manufacturing Processes & Production, Maintenance Awareness. [\[CPT–MSSC\]](#)

172 – Siemens Mechatronics Systems Certification

A Siemens Certified Mechatronic Systems Assistant will function as a well–grounded machine operator in a complex system, with responsibility for efficient operation of the equipment with minimal downtimes. Normally a Siemens Certified Mechatronic Systems Assistant would carry out their work at plant assembly sites, workshops or in connections with service operations which utilize complex mechatronic systems.

Level 1 (Assistant) Certification consists of four standardized courses.

Each of the four courses has a main focus, although the “big picture” perspective is maintained throughout the program.

The main focus of the four courses is:

Course 1: Electrical Components

Course 2: Mechanical Components and Electrical Drives

Course 3: (Electro) Pneumatic and Hydraulic Control Circuits Course 4: Digital Fundamentals and PLCs

Once a student has successfully completed all four courses, he should be well-prepared to sit for the Level 1 certification examination. This will be administered through a neutral testing center. Only by successfully passing the Level 1 Certification Examination will the student be awarded the certification of Siemens Certified Mechatronic Systems Assistant. [\[Siemens\]](#) or [\[Siemens-SMSCP\]](#)

ASE STUDENT CERTIFICATION

ASE student certification is the first step in building a career as a service professional in the automotive industry. Making the completion of career-entry studies in automotive technology, collision repair and refinishing, or medium/heavy-duty trucks, these tests can provide the student with their first industry certification through the National Institute for Automotive Service Excellence.

- 173 – ASE: Advanced Engine Performance Specialist Certification Test (L1)**
- 174 – ASE: Alternate Fuels Certification Test (F1)**
- 175 – ASE: Automobile & Light Truck Certification Tests (A Series)**
- 176 – ASE: Automobile Service Consultant Certification Test (C1)**
- 177 – ASE: Collision Repair & Refinish Certification Tests (B Series)**
- 178 – ASE: Damage Analysis & Estimating Certification Test (B6)**
- 179 – ASE: Electronic Diesel Engine Diagnosis Specialist Certification Test (L2)**
- 180 – ASE: Engine Machinist Certification Tests (M Series)**
- 181 – ASE: Light Duty Hybrid/Electric Vehicle Specialist Test (L3)**
- 182 – ASE: Medium-Heavy Truck Certification Tests (T Series)**
- 183 – ASE: Parts Specialist Certification Tests (P Series)**
- 184 – ASE: School Bus Certification Tests (S Series)**
- 185 – ASE: Transit Bus Certification Tests (H Series)**
- 186 – ASE: Truck Equipment Certification Tests (E Series)**
- 187 – ASE: Undercar Specialist Exhaust Systems Test (X1)**
- 188 – ASE: Non-Certification Assessments**
- 189 – ASE: Auto Maintenance and Light Repair Certification Test (G1)**
- 190 – ASE: Auto Collision Repair – Structural Analysis and Damage Repair**
- 191 – ASE: Auto Collision Repair – Mechanical and Electrical Components**
- 192 – ASE: Auto Collision Repair – Painting and Refinishing**
- 193 – ASE: Auto Collision Repair – Non-Structural Analysis and Damage Repair**
- 194 – ASE: Auto Technology – Brakes**
- 195 – ASE: Auto Technology – Suspension & Steering**
- 196 – ASE: Auto Technology – Electrical/Electronic Systems**
- 197 – ASE: Auto Technology – Engine Performance**
- 198 – ASE: Auto Technology – Engine Repair**
- 199 – ASE: Auto Technology – Automatic Transmission/Transaxles**
- 200 – ASE: Auto Technology – Manual Drivetrains**
- 201 – ASE: Auto Technology – Heating & Air Conditioning**
- 202 – ASE: Auto Technology – Maintenance & Light Repair**

- 203 – NATE – Senior HVAC Efficiency Analyst [\[NATE\]](#)**
See North American Technicians Excellence (NATE)

204 – Barber Assistant

The Board of Barber Examiners can issue a license to practice as a Barber Assistant to students who have been issued a student permit and have met other requirements. The Barber assistant can perform duties as specified in Title 40 Chapter 7 Barbers and Barbering of the Code of Laws of South Carolina, 1997. [\[SCSTATEHOUSE\]](#)

205 – Registered Barber Apprentice

The Board of Barber Examiners can issue a certificate of registration as a Registered Barber Apprentice. The Registered Barber Apprentice shall meet all requirements as stipulated in Title 40 Chapter 7 Barbers and Barbering of the Code of Laws of South Carolina, 1997. [\[SCSTATEHOUSE\]](#)

206 – Bing Ads

The Bing Ads program shows you how to get the most of your ad spend, so you gain more from your marketing dollars. Focused on Search Engine Marketing:

- Increase your Bing Ads proficiency
- Optimize ad campaigns
- Enjoy member benefits
- Maximize your Bing Ads reporting & tools knowledge [\[BINGADS\]](#)

Guest Service Gold®

Guest Service Gold® is a comprehensive program designed to accomplish the goal of creating guest service-oriented line level employees who know how to engage with their guests to provide memorable guest service. Core components include training, employee certification and property certification and can be implemented by any service-oriented business, such as restaurants, transportation companies, attractions, retail outlets, not just lodging properties. It can also be used in academic settings to provide students with a solid foundation in guest service.

207 – Guest Service Gold® Making Connections [\[AHLEI-GOLDMC\]](#)

208 – Guest Service Gold® Golden Opportunities (2015) [\[AHLEI--GOLD\]](#)

209 – Guest Service Gold®: Tourism (2018) [\[HOSPNET\]](#)

210 – Certified Guest Service Professional

Today's successful hospitality and tourism employees must have effective guest service skills in today's competitive market. They must be able to engage and connect with their guests to go above and beyond the call of duty. The Certified Guest Service Professional (CGSP®) designation provides recognition for those individuals who know how to deliver exceptional service by engaging with their guests and creating memorable experiences.

Recognized worldwide, the CGSP® designation is the highest acknowledgment of award-winning guest service for employees in the hospitality and tourism industry.

To qualify for the Certified Guest Service Professional (CGSP®) designation individuals must successfully complete one of AHLEI's Guest Service Gold® training programs. [\[CGSP-AHLA\]](#)

211 – Facebook Certified Planning Professional

This exam measures competency in the skills, tools, advertising policies and best practices required to manage Facebook pages, create, purchase and manage ads, select and use advertising objectives, target audiences for maximum impact, and understand the role of Facebook media planners and buyers. [\[FB-BLUEPRINT\]](#)

212 – Google Advertising Fundamentals Exam (Google AdWords)

The AdWords Fundamentals exam covers basic and intermediate concepts, including the benefits of online advertising and AdWords, and best practices for managing and optimizing AdWords campaigns. [\[GOOGLE-PARTN\]](#)

213 – Google Analytics

The Google Analytics IQ exam is designed to test your knowledge of digital analytics best practices and the Google Analytics platform. [\[SUPPORTGOGGLE\]](#)

214 – Retail Industry Fundamentals, National Retail Federation

The Retail Industry Fundamentals credential helps train and advance both entry-level retail associates and first-time job seekers. It is an industry-led and validated program that focuses on five core areas:

- Basic work fundamentals
- The business of retail
- Customer focus
- Getting and keeping jobs in retail
- Selling [\[RIF-NRF\]](#)

215 – Biotechnician Assistant Credentialing Exam (BACE)

The Biotechnician Assistant Credentialing Exam (BACE) is an industry-recognized exam designed to assess core skills and knowledge sets identified by industry and represented within the academic and performance standards of secondary Biotechnology programs. The exam was originally vetted by the state of Florida's industry organization, BioFlorida, which represents more than 3,000 companies and research organizations in the biotechnology, pharmaceuticals, medical devices, and bioagriculture sectors. Since its creation, BACE has been assessed by national and international companies as other states adopt the exam. Information for this exam and a crosswalk with PLTW Biomedical Science can be found on their website. [\[BACE\]](#)

216 – Briggs & Stratton Master Service Technician Certification

Endorsed by Briggs and Stratton, this certification provides students with a solid understanding of four stroke small engines theory, parts, assemblies, engine design, carburetors, ignition systems, lubrication systems, starters, governor system theory, compression systems, troubleshooting, failure analysis, repowering, warranty claims, and customer service. This certification helps those students who want to work in the small engines industry to place themselves in a better position to become employed.

The certification is offered by Briggs and Stratton and requires a student must pass five tests which contain 70 questions on the following topics: Theory and General Knowledge,

Troubleshooting and Diagnostics, Failure Analysis and Warranty, Repowering, and Products. Teachers will need to be registered user of the Briggs and Stratton Power Portal website to register their students to have accounts. [\[POWERPORTAL\]](#)

217–The American Boat and Yacht Council (ABYC)

The ABYC offers a variety of certification courses, many of which pertain directly to marine mechanics. ABYC’s Certified Technician program sets the precedent for education in the marine industry. Certifications include: ABYC Standards, Marine Systems, Marine Electrical, Marine Corrosion, Diesel Engines, Gasoline Engines, Marine Composites and A/C Refrigeration.

[\[ABYC\]](#)

218 – Apple Certified iOS Technician (ACiT)

This AppleCare Certification qualifies a technician to repair all iPhone models, Apple Watch and other IOS devices. [\[APPLE\]](#)

219 – Apple Certified Mac Technician (ACMT)

This AppleCare Certification qualifies a technician to repair all MAC products including MacBook and MacBook Pro. [\[APPLE\]](#)

220 – Apple Final Cut Pro X Professional Post-Production

The Final Cut Pro X 10.3 Professional Post-Productions course is designed to provide students with a real-world workflow from raw media, to finished project, to demonstrating the features of Final Cut Pro X 10.3 and the practical techniques you will use in editing projects. Apple’s professional applications are the industry standard for photographers, editors, sound designers, visual effects and multimedia artist. [\[APPLE\]](#)

221 – Apple Logic Pro Professional Music Production

This Logic Pro X 10.3 Professional Music Production course is designed to provide students with the ability to record, arrange, mix produce, and polish music. They will learn to record audio and Musical Instrument Digital Interface (MIDI), create and edit sequences, and master mixing and automation techniques such as submixing with Track Stacks or the practical uses of true stereo panning. Apple’s professional applications are the industry standard for photographers, editors, sound designers, visual effects and multimedia artists. [\[APPLE\]](#)

222 – Basic Auto Extrication Firefighter

This course addresses the NFPA 1001 (Firefighter II) objectives for auto extrication that every firefighter needs. The course material addresses extrication incident management, vehicle science anatomy, extrication equipment, and techniques for passenger vehicles.

The hands-on skill sessions include extrication tool familiarization, vehicle stabilization techniques for passenger vehicles, vehicle glass, door, and roof removal as well as dashboard displacement techniques. Successful students receive a SCFA certificate. [\[SCDLLR\]](#)

223 – CATIA V5 Part Design Certificate

As a Certified CATIA V5 Part Design Expert you can boost your competitive advantage by validating your advanced level of expertise. This certification demonstrates that you have extensive knowledge and hands-on experience in leveraging the optimum results from CATIA solutions. [\[CATIAV5\]](#)

224 – Certified LabVIEW Associate Developer (CLAD)

CLAD is a very well-known and promising certification exam which is being demanded by hundreds of IT enterprises. Today, IT enterprises are more interested to hire individuals that have already certified their IT related skills with NI certifications. [\[CLAD\]](#)

225 – Certified Technology Specialist Design (CTS-D)

A Certified Technology Specialist Design (CTS-D) is an AV systems designer who assesses client's needs, designs AV systems, prepares AV design documents, coordinates and collaborates with other professionals to create AV systems that satisfy client's requirements. [\[AVIXA\]](#)

226 – Certified Technology Specialist Installation (CTS-I)

A Certified Technology Specialist — Installation (CTS-I) installs and maintains audiovisual systems by following specifications, schematics, codes and safety protocols; administering installation process logistics; troubleshooting and problem-solving systems; maintaining tools and equipment and communicating with clients, designers, other trades, other installers and staff to provide the best audiovisual solutions for client needs on time and within budget. [\[AVIXA\]](#)

227– Certified Technology Specialist (CTS)

A Certified Technology Specialist (CTS) performs general technology task by: Creating, operating, and servicing AV solutions. Conducting AV management activities that provide for the best audiovisual resolutions of the clients, both on time and within budget. [\[AVIXA\]](#)

228 – EETC Principles of Small Engine Technology Certification

Students can now receive the Engine Equipment Training Council (EETC) Principles of Small Engine Technology Certification. Featuring demonstrations and materials from practicing technicians and trainers. The certification addresses major topics related to small engine technology. [\[ICEV\]](#)

229 – EPA Section 609 Certification

Section 609 of the Federal Clean Air Act requires technicians who service motor vehicle air conditioning “MVAC” systems to be certified. Servicing motor vehicle air conditioning includes repairing, leak testing, and topping off of air conditioning systems low on refrigerant as well as any other repair to the vehicle which requires dismantling any part of the air conditioner. [\[EPA\]](#)

230 – Forklift Operator

OSHA Forklift Certification and Forklift Training Program with CertifyMe.net's forklift training and certification program, you can promote safety in your workplace, certify forklift operators without sending them away for training and print certificates and operator cards on the same day. [\[CERTIFYME\]](#)

231 – Hazardous Materials Awareness (Firefighter)

Standard for Competence of Responders to Hazardous: Materials/Weapons of Mass Destruction Incidents competencies. Provides the student with the knowledge needed to protect firefighters, and others, at hazardous materials incidents. Successful students receive a SCFA certificate and are eligible to take the HMA level accredited exam. [\[SCDLLR\]](#)

232 – Hazardous Materials Operations (Firefighter)

Hazardous Materials Operations is designed to train the student to the level of NFPA 472 chapter 5 core competencies for operations level and 6.2 and 6.6 mission specific competencies required by NFPA 1001 for Firefighter I. Includes; introduction to properties and hazards of hazardous materials, identification, incident management elements, strategic goals and tactical objectives, personal protective equipment, contamination and decontamination, incident specific strategies and tactics and terrorist and other criminal activities. [\[SCDLLR\]](#)

233 – Hybrid Firefighter I Class Code 1402

The Hybrid Firefighter 1 Class Code 1402 course is a hybrid version of the traditional NFPA Firefighter 1 course. This hybrid course includes independent online studies with supplemental instruction, instructor-led skill developmental sessions, and the NFPA Firefighter 1 Final Exam. [\[SCDLLR\]](#)

234 – Hybrid Firefighter II Class Code 1403

The Hybrid Firefighter II is a hybrid version of the traditional NFPA supplemental instruction NFPA Firefighter II course. This hybrid course includes independent online studies with supplemental instruction, instructor-led skill development sessions, and the NFPA Firefighter II final examination. [\[SCDLLR\]](#)

235 – LEAN (Six Sigma) Manufacturing Certification

An effective method which is used to lessen the wasteful or unnecessary steps within the manufacturing process. This method can both cut down on unnecessary expenses and accelerate production time. Accelerating production is extremely important. Therefore, numerous reputed organizations are offering certificate courses for their employees in order to improve and enhance the business. The lean method enhances the flexibility and diversity of products which results in accelerated production and a significant reduction of defects. With the help of 6 Sigma, these multi-national manufacturing companies can turn their business around and access success within the industry. [\[LEAN\]](#)

The Manufacturing Skill Standards Council (MSSC) credentialing system leading to a CPT covers the four critical production functions, as defined by MSSC's industry-led, nationally validated skills standards, common to all sectors of manufacturing: Safety, Quality & Continuous Improvement, Manufacturing Processes & Production, and Maintenance Awareness. Each area is addressed with a separate assessment. MSSC training and assessments are organized around those four modules. An individual can earn a "Certificate" if they pass one or more assessments. However, they must pass all four assessments to earn the full "CPT" certification. [\[MSSC\]](#)

236 – MSSC: CPT Maintenance Awareness

237 – MSSC: CPT Manufacturing Processes and Production

238 – MSSC: CPT Quality Practices

239 – MSSC: CPT Safety

240 – NOCTI: HBI-Home Builders Institute Student Certification

HBI (Home Builders Institute) is a national leader for career training in the building industry, preparing students with the skills they need for successful careers in the industry. HBI's educational materials are designed to be relevant in today's rapidly changing environment, bringing increased professionalism, competency and effectiveness to those entering the residential building workforce. [\[NOCTI\]](#)

The National Coalition of Certification Center (NC3) was established to address the need for strong industry partnerships with educational institutions in order to develop, implement and sustain industry-recognized portable certifications that have strong validation and assessment standards. The following courses can be taken through Snap-on/NC3:

241 – Snap-on/NC3: 504 Multimeter Certification

242 – Snap-on/NC3: ShopKey Pro Service & Repair Information Level 1

243 – Snap-on/NC3: ShopKey Pro & SureTrack Advanced Level 2

244 – Snap-on/NC3: Verus Edge Lab Scope Operation & Data Management

245 – Snap-on/NC3: Verus Edge Navigation & Scanner Operation

[\[NC3\]](#)

246 – SC Property and Casualty Producer License

The South Carolina Department of Insurance is responsible for licensing and regulating the Insurance profession in the State of South Carolina. SC Property and Casualty Producer License is a required license in South Carolina to sell property and casualty insurance. [\[PRODUCER\]](#)

247 – OSHA 10 General – Online Modules

This 10-hour training is for entry level workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in the general industry. Students that complete the course will receive an industry recognized credential card from OSHA. [\[OSHA 10 GENERAL\]](#)

248 – South Carolina Boater Education Certificate

South Carolina Boaters Education requirements for certification are; anyone under the age of 16 years old may operate a vessel or personal watercraft (PWC) powered by a motor less than 15 horsepower without restrictions.

Anyone may operate a vessel or personal watercraft (PWC) powered by a motor of more than 15 horsepower only if accompanied by a person 18 years or older who has successfully completed an approved boater safety course. [\[SCBOATER\]](#)

249 – Digital Multimeter (DMM) Certification 525

This course, as with all NC3 courses, is designed so that students follow along with the instructor while he/she delivers the curriculum to the students and guides the class through the PowerPoint material. This course is designed to be an instructor led “hands-on” presentation using the tools, equipment, and practice materials. This NOT a “self-study” module student complete on their own. Students are NOT allowed any electronic copies of the curriculum materials. Instructors can photocopy the presentation and hand it out in paper form ONLY. NC3 recommends students use the Flip-book feature built into the exam site to access the curriculum whenever possible. For students to access the Flip-book: 1. Add Users / Create Groups 2. “Assign the Users/Groups by clicking “Assign” in the first column below. This “check” provides student access to the CURRICULM (Flip-book), NOT the exam itself. 3. AFTER completion of the course and all required hands-on practice and lab sheets (if provided), then return to this page and click the “Labs Completed” in the second column. This “check” provides students with EXAM access. [\[NC3\]](#)

250 – Sage 50 Peachtree Accounting Certification

Peachtree is a staple software program used in the accounting world for business and educational purposes nationwide. Peachtree allows users to perform many accounting functions for business, such as journal entries, customer account management and the production of financial statements. There are levels of software available, depending on the business’s size and needs. Obtaining a certification in Peachtree is helpful in proving software skills acquisition and career readiness. [\[SAGEU\]](#)

251 – Direct Support Professional

A Direct Support Professional (DSP) is a person who assists an individual with a disability to lead a self-directed, person-centered, life and contribute to the community, assists with activities of daily if needed, and encourages attitudes and behaviors that enhance community inclusion. A DSP may provide support to a person with a disability at home, work, school, church, and other community places. A DSP also acts as an advocate for the disabled individual, communicating their needs, self-expression and goals. At times as part of their professional duties DSP’s may administer medications in accordance with their employing agency’s policies. [\[NADSP\]](#) [\[NADSP-REG\]](#)

252 – Yamaha Certification

The Outboard Marine Certification is conducted by Yamaha Motor University. Yamaha offers technicians industry sanctioned certification on the basis of Yamaha’s textbook material. There are 10 modules based on each chapter in the Yamaha textbook. Each module has a review quiz and each module follows the textbook chapters. Once students have completed all chapters and modules, they can take the master test to achieve their certificate in electrical, ignition, fuel systems, lubrication, motor design, gear cases, propellers, motor brackets and boat control.

The certification cost is free to students; however, the textbooks are \$95.00 each. The instructor’s program also has to be certified by Yamaha as a Yamaha Dealer complete with a Yamaha Dealer Number.

253 – S/P2 – Heavy-Duty Diesel Safety and Pollution

S/P2 is the industry standard of awareness in environmental and safety throughout the United States. The purpose of this certified program is to improve the quality of safety and pollution prevention training for students at the high school level. There are two areas in which students can obtain S/P2 national certification in Diesel Technology: Diesel Safety and Diesel Pollution Prevention. [\[S/P2\]](#)

254 – S/P2 – Construction Safety and Pollution

S/P2 is the industry standard of awareness in environmental and safety throughout the United States. The purpose of this certified program is to improve the quality of safety and pollution prevention training for students at the high school level. There are two areas in which students can obtain SP/2 national certification in Building Construction Technology: Construction Safety and Construction Pollution Prevention. [\[S/P2\]](#)

255 – S/P2 – Welding Safety and Pollution

S/P2 is the industry standard of awareness in environmental and safety throughout the United States. The purpose of this certified program is to improve the quality of safety and pollution prevention training for students at the high school level. There are two areas in which students can obtain S/P2 national certification in Welding Technology: Welding Safety and Welding Pollution Prevention. [\[S/P2\]](#)

256 – ASE – Medium/Heavy Duty Truck

The ASE is responsible for the Diesel Technician Training Certification Program. The purpose of this certified program is to improve the quality of training offered for students at the high school level. There are five areas in which these students can obtain ASE certification in diesel technology: Brakes, Suspension & Steering, Electrical/ Electronic Systems, Diesel Engine Automatic Transmission/Transaxles, Manual Drivetrains, and Heating and Air Conditioning. [\[ASEF\]](#)

257 – PCAP Certified Associate in Python Program

PCAP – Certified Associate in Python Programming certification is a professional credential that measures your ability to accomplish coding tasks related to the basics of programming in the Python language and the fundamental notions and techniques used in object-oriented programming. [\[PYTHON\]](#)

258 – TVMA Certified Veterinary Assistant

The TVMA Veterinary Assistant Training Program is standardized and documents the basic skills and competencies required for animal care and assistance. The program will educate veterinary assistants in the essential skills and knowledge needed to become effective contributors to the veterinary medical care team. [\[TVMA\]](#)

259 – PV101 (Photovoltaic 101)

Photovoltaic 101 is an interactive online course utilizing 10 different short lessons in which students learn about safety and potential hazards of working around solar photovoltaic systems

installed on homes and businesses. The information provided in this course covers basic function and operation of current systems and new ones that are being installed.

When students complete this course, they will be able to identify the various types of photovoltaic systems, work safely around photovoltaic systems, and completely disconnect/power off a working PV system if necessary. [\[PV101\]](#)

260 – Pesticide Applicators License:

This training prepares students to take the Core and Category 3 (Turf and Ornamentals) Pesticide exams. A pesticide inspector will come proctor the two exams at their classroom. Those exam scores are good for 5 years, so when they turn 18 all they have to do is apply for the license. This is great for those that want to work in the landscape industry and will look good on their resumes. The student fee to take the exam is a good deal too; \$38 instead of \$100. Also, usually the prep training costs \$100 as well but it would be free for them.

[\[PESTREG\]](#)

261 – Veterinary Assistance Certification:

Certification in veterinary assistance is a formal recognition by an organization—such as the American Veterinary Medical Association (AVMA)—that you have achieved the education and skill level held by that organization to be the nationally recognized standard of quality. Kaduceus Hands On Career Training, Inc. offers the exceptional training and education you need in order to be successful as a certified Veterinary Assistant. Kaduceus students receive instruction in animal care and necessary clinical skills.

Certified Veterinary Assistants use a wide variety of animal medical equipment; a great deal of training within our program focuses on the proper use of that equipment in medical practice.

[\[KAD\]](#)

262 – FAA Part 107 UAV License

FAA Part 107 UAV License demonstrates that a drone operator understands the regulations, operating requirements and procedures for safely flying drones. [\[FAA\]](#)

263 – Sudden Cardiac Arrest

Sudden Cardiac Arrest is the number one cause of death in the United States for student athletes during exercise. Caused by a structural or electrical problem associated with the heart, Sudden Cardiac Arrest happens when the heart unexpectedly stops beating and pumping blood.

With content developed by Simon's Fund, this course will help you learn and recognize the warning signs and symptoms of Sudden Cardiac Arrest. Also included are tips for what to do in the critical moments after an individual collapse in order to save their life. [\[NFHSLEARN\]](#)

264 – Sports Nutrition

Proper nutrition is key to optimizing health and athletic performance. This course presents guidelines for the diet needed to be ready for athletic practice and competition, and how to refuel afterwards. It gives tips on how you can influence your students' eating habits outside of the school environment. Specific examples are provided for what types of foods students should and should not eat to replenish their bodies between activities. [\[NFHSLEARNSN\]](#)

265 – Certified Personal Trainer

A personal trainer is an individual certified to have a varying degree of knowledge of general fitness involved in exercise prescription and instruction. They motivate clients by setting goals and providing feedback and accountability to clients. [\[ACSM\]](#)

266 – Physical Therapy Aide

A physical therapy (P.T.) is an important member of the physical therapy support team. Aides perform nonmedical tasks, such as setting up and cleaning treatment rooms and transporting patients to different areas of a health care facility. Physical Therapist Aides work under the direction and supervision of Physical Therapists. In some states, physical therapy aides also concentrate on gait training, ambulatory training, patient mobility, and rehabilitation.

[\[AMCAEXAMS\]](#) [\[PTAC\]](#)

267 – SC 15-Hour Health and Safety Pre-Service Certificate

As of August 1, 2018 the SC Health & Safety Pre-Service Certificate has been revised to provide employees of programs that participate in ABC Quality with the opportunity to successfully complete their required health and safety training and annual Child Care Licensing training requirements within 90 days of employment AND to have access to additional free training to help meet the following year's annual training requirements.

These online courses assist teachers, childcare professionals and providers in protecting the health and safety of children in childcare settings while enhancing the overall quality of early learning and afterschool programs. The content areas covered include: Prevention and Control of Infectious Diseases; SIDS and Safe Sleep Practices; Administration of Medication; Prevention of and Response to Food Allergies; Building and Physical Premises Safety; Prevention of Shaken Baby Syndrome & Abusive Head Trauma; Emergency Preparedness & Response Planning; Storage of Hazardous Materials & Bio-Contaminants; Precautions in Transporting Children; and Nutrition and Physical Activity.

Upon completion of the SC 15-Hour Health and Safety Pre-Service Certificate, South Carolina is pleased to offer 12 hours of free Continuing Education to ABC Quality program employees. These free courses are designed to help teachers and administrators come closer to meeting the new SC Child Care Licensing training requirements for 15 hours of annual training from at least three of the following areas: Child Growth and Development, Curriculum, Child Guidance, Health and Safety, Nutrition, Special Needs, Professional Development, Program Administration or other areas approved by the Department, and must include bloodborne pathogens training as required by OSHA. [\[SCCC\]](#)

268 – Praxis Core

Praxis Core is required to be passed to proceed with licensure in South Carolina; also for admittance in to college and university teacher preparation programs

<https://www.ets.org/praxis/sc>

Praxis Core is a basic skills test covering mathematics, reading, and writing. The mathematics section is comprised of multiple choice and numeric entry questions. The reading section is comprised of multiple-choice questions as well as some alternate question types, such as "select in passage" responses.

The writing section is comprised primarily of multiple-choice questions, but also includes two essays. Often colleges use Praxis Core scores to evaluate candidates for entry into teacher preparation programs. [\[ETS PRAXIS\]](#)

269 – Certified Culinarian® (CC®)

An entry level culinarian within a commercial foodservice operation responsible for preparing and cooking sauces, cold food, fish, soups and stocks, meats, vegetables, eggs and other food items. ACF is now the largest professional chefs' organization in North America. We are made up of more than 15,000 members belonging to more than 150 chapters in four regions across the U.S. Today, ACF is the leader in offering educational resources, training, apprenticeship, competitions and programmatic accreditation designed to enhance professional growth for all current and future chefs and pastry chefs. In addition, ACF operates the most comprehensive culinary certification program in the world. ACF is home to ACF Culinary Team USA, the official representative for the United States in major international competitions. [\[ACFCC\]](#)

270 – Certified Pastry Culinarian® (CPC®)

An entry level culinarian within a pastry foodservice operation responsible for the preparation and production of pies, cookies, cakes, breads, rolls, desserts or other baked goods. ACF is now the largest professional chefs' organization in North America. We are made up of more than 15,000 members belonging to more than 150 chapters in four regions across the U.S. Today, ACF is the leader in offering educational resources, training, apprenticeship, competitions and programmatic accreditation designed to enhance professional growth for all current and future chefs and pastry chefs. In addition, ACF operates the most comprehensive culinary certification program in the world. ACF is home to ACF Culinary Team USA, the official representative for the United States in major international competitions. [\[ACFCPC\]](#)

271 – Certified Hospitality & Tourism Management Professional (CHTMP)

1. HTMP: Certified Guest Service Professional (CGSP®)
2. HTMP: Certified Front Desk Representative
3. HTMP: Certified Restaurant Server

The Hospitality and Tourism Management Program (HTMP), was developed by industry experts and members of the American Hotel & Lodging Association as the official industry-recognized curriculum to prepare students for roles in the hotel industry and beyond. In order to earn the CHTMP certification, students must complete 100 hours of paid or unpaid work experience in one or more of the following qualifying positions. HTMP takes advantage of these opportunities, helping high school juniors and seniors take their first real steps toward promising hospitality careers. [\[AHLEIHTM\]](#)

272 – CompTIA Project+

The CompTIA Project+ certification validates the ability to initiate, manage and complete a project or business initiative on time and within budget. [\[COMP\]](#)

273 – CASP: CompTIA Advanced Security Practitioner

The CompTIA Project+ certification is an advanced certification that validates critical thinking and judgement across a spectrum of security disciplines in complex environments. [\[COMPSP\]](#)

274 – CompTIA CySA+: Cybersecurity Analyst

The CompTIA Cybersecurity Analyst (CySA+) certification applies behavioral analytics to the IT security field to improve the overall state of IT security. [\[COMPCYSA\]](#)

275 – CompTIA Cloud Essentials

The CompTIA Cloud Essentials certification focuses on the real-world issues and practical solutions of cloud computing in business and IT. It's the preferred cloud certification for business professionals and non-IT staff. While it isn't a technical-heavy certification, its coverage of cloud computing principles is anything but superficial. [\[COMPCLOUD\]](#)

276 – CompTIA Pen Test+

The CompTIA Pen Test+ certification is for intermediate level cybersecurity professionals who are tasked with penetration testing to manage vulnerabilities on a network. [\[COMPPT\]](#)

277 – Information Technology Security (ITS)

The Information Technology Security certification covers all areas of cybersecurity for information technology. ITS-certified specialists are expected to have the major knowledge, skills, and abilities in order to perform the professional tasks associated with the development of security plans and processes for information technology and cybersecurity. This certification identifies a specialist's knowledge of computer hardware and software security measures as well as wireless communications security, device security, cryptography, social engineering, virus detection/mitigation, troubleshooting, disaster prevention/recovery and site risk analysis. It is highly suggested that an ITS have prior computer systems and computer networking experience. [\[ETA1\]](#)

278 – Associate of Information Security Certification (ISC)²

The Associate of (ISC)² is an alternative to normal certification processes. It isn't an entry-level cybersecurity certification in the traditional sense. You don't need years of work experience to take any of our certification exams. The Associate of (ISC)² is a designation. It proves your knowledge in cybersecurity right away. You can take a certification exam without the work experience. If you pass, you simply work to get the experience needed for certification. [\[ISC2\]](#)

279 – CISSP: Certified Information Systems Security Professional

The CISSP is ideal for experienced security practitioners, managers and executives interested in proving their knowledge across a wide array of security practices and principles. [\[ISC2CISSP\]](#)

280 – CCSSLP: Certified Secure Software Lifecycle Professional

The (ISC)² CCSSLP is ideal for software developers responsible for applying secure coding practices to each phase of the software development lifecycle. [\[ISC2CSSLP\]](#)

281 – CHFI: Computer Hacking Forensic Investigator

Computer forensics is simply the application of computer investigation and analysis techniques in the interests of determining potential legal evidence. The purpose of the CHFI credential is to validate the candidate's skills to identify an intruder's footprints and to properly gather the necessary evidence to prosecute in the court of law. [\[ECCOUNCIL\]](#)

282 – CEH: Certified Ethical Hacker

A Certified Ethical Hacker is a skilled professional who understands and knows how to look for weaknesses and vulnerabilities in target systems and uses the same knowledge and tools as a malicious hacker, but in a lawful and legitimate manner to assess the security posture of a target system(s). The CEH credential certifies individuals in the specific network security discipline of Ethical Hacking from a vendor-neutral perspective. [\[ECCOUNCILEH\]](#)

283 –GCIH: GIAC Certified Incident Handler

The GCIH certification requires the candidate to understand what a Security Incident is and to deal with an incident after it has occurred [\[GIAC\]](#)

284 –GISP: GIAC Information Security Professional

This exam targets Security Professionals that want to fill the gaps in their understanding of technical information security; System, Security, and Network Administrators that want to understand the pragmatic applications of the Common Body of Knowledge; managers that want to understand information security beyond simple terminology and concepts; anyone ADD/NEW to information security with some background in information systems and networking. Candidates may also wish to use this certification as an independent assessment of your mastery of the (ISC)2 Common Body of Knowledge. [\[GIAC-GISF\]](#)

285 – GSEC: GIAC Security Essentials

This exam targets Security Professionals that want to demonstrate they are qualified for IT systems hands-on roles with respect to security tasks. Candidates are required to demonstrate an understanding of information security beyond simple terminology and concepts. [\[GIAC-GSEC\]](#)

286 – TestOut Server Pro 2016 Certification

The TestOut Server Pro 2016 certification measures a candidate's ability to manage the Windows Server 2016 operating systems as an IT professional. [\[TESTOUTSP\]](#)

287 – TestOut Linux Pro Certification

The TestOut Linux Pro certification tests one's ability to use Linux operating system as an IT professional. [\[TESTOUTLINUXP\]](#)

288 – TestOut Client Pro Certification

The TestOut Linux Pro certification tests one's ability to use Linux operating system as an IT professional. [\[TESTOUTCP\]](#)

289 – TestOut Switching Pro Certification

The TestOut Switching certification measures a candidate's ability to work with CISCO switching devices as an IT professional. [\[TESTOUTSP\]](#)

290 – TestOut Routing Pro Certification

The TestOut Routing certification evaluates a candidate's ability to work with CISCO routing devices as an IT professional. [\[TESTOUTRP\]](#)

291 – CCSK: Certificate of Cloud Security Knowledge

The CCSK is a web-based examination of an individual's competency in key cloud security issues. Launched in 2010, the CCSK is a widely recognized standard of expertise and is the industry's primary benchmark for measuring cloud security skillsets. [\[CCSK\]](#)

292 – CWNA: Certified Wireless Network Administrator

CWNA® - Certified Wireless Network Administrator is an administrator level career certification for networkers who are in the field and need to thoroughly understand RF behavior, site surveying, installation, and basic enterprise Wi-Fi security. CWNA is where you learn how RF and IP come together as a Wi-Fi network. The CWNA certification is valid for 3 years. [\[CWNA\]](#)

293 – CWTS: Certified Wireless Technology Specialist

CWTS® - Certified Wireless Technology Specialist is an entry-level certification for sales professionals, project managers, and networkers who are ADD/NEW to enterprise Wi-Fi. Learn what Wi-Fi is before you learn how it works. CWTS is a lifetime certification. [\[CWTSCWS\]](#)

294 – OCPJP: Oracle Certified Professional, Java SE8/SE 7 Programmer

This exam covers all fundamental aspects of Java programming (focus on breadth of knowledge) from Oracle's perspective. [\[OCPJP\]](#)

295 – Linux Essentials

Ability to use basic console line editor and demonstrate an understanding of processes, programs and components of the Linux Operating System. [\[LINUX\]](#)

296 – LPIC-1 Certified Linux Administrator

Ability to perform maintenance tasks with the command line, install and configure a computer running Linux and be able to configure basic networking. [\[LPIC1\]](#)

297 – CompTIA Linux+/LPIC-1

The CompTIA Linux+ certification validates the competencies required of an early career system administrator supporting Linux systems. [\[COMPTIALPIC\]](#)

298 – CIW Web Foundations Associate

Certified CIW Web Foundations Associates have validated their understanding of important technologies that affect virtually every business. This certification is ideal for all professionals who use the Internet on the job. Once certified, these individuals are ready to pursue specialties in Web design, e-commerce, JavaScript, databases and other fields. [\[CIWWFA\]](#)

299 – CIW Internet Business Associate

Internet Business Associate prepares students to work effectively in today's business environment. This certification validates the tasks involved in various Information Technology (IT) job roles and explore career opportunities in the IT industry. Students are tested on Internet connection methods, Internet protocols, the Domain Name System (DNS), cloud computing and mobile devices. The test covers the basic functions of Web browsers, the components of Web addresses and browser use in the business world. It validates the students' depth of knowledge on how browser plug-ins and add-ons can improve your Web-browsing experience, and how to use browsers to download and manage files. [\[CIWIBA\]](#)

300 – CIW Site Development Associate

The CIW Site Development Associate exam validates essential Web page development skills. It tests the development of Web sites using Hypertext Markup Language version 5 (HTML5) and Cascading Style Sheets (CSS). Students are tested on the ability to write code manually, as well as use graphical user interface (GUI) authoring tools. They work with images, create hyperlinks, and add tables, forms, video and audio to Web pages. [\[CIWSDA\]](#)

301 – CIW Network Technology Associate

Understanding the fundamentals of networking, Internet protocols and network security is important for all professionals who use the Internet. This certification proves your mastery of the basics of networking and prepares students for further study in the specialty of their choosing. [\[CIWNTA\]](#)

302 – CIW Advanced HTML5 & CSS3

This exam validates deep knowledge of HTML5 and CSS3, and thus assumes a certain amount of existing knowledge (such as basic HTML coding). This course is a natural step up from the current CIW Foundations Site Development Associate (SDA) certification. [\[CIWAHTML5\]](#)

303 – CIW User Interface Designer

This exam validates the strategies and tactics necessary to design user interfaces, with particular emphasis on creating user interfaces for mobile devices. Students must apply essential usability concepts, including clarity, ease of use, simplicity, and detectability. They must demonstrate how information is obtained from the client, sales, marketing which is utilized to design and develop compelling visual experience Web sites for multiple platforms, including mobile, tablet, and desktop. [\[CIWUID\]](#)

304 – CIW Social Media Strategist

This exam validates the student's knowledge on how social media is used in a business setting, and how to use social media to boost brand recognition and achieve organizational goals. It validates how to build social media strategies and tactics, build and manage campaigns, and develop social media content. The usage of major social media platforms, when and how to utilize each platform correctly in business to achieve organizational goals and strategies is validated. Students must know how to plan, develop, promote, deliver, present, and analyze social media activities. They must demonstrate how risks, reputation, crisis response, advertising and promoting are managed and maintained. In addition, they must show how metrics, analytics, reporting and social media optimization drive business goals and strategies. [\[CIWSMS\]](#)

305 – CIW Data Analyst

Students demonstrate how to use data to analyze all aspects of a company's operation and make appropriate business decisions. The exam covers how to compare, and contrast structured and unstructured data. They will extrapolate information using data obtained from new and traditional data sources, including Web and social media logs, marketing, sales, technical support, and customer relations. The exam validates the students' knowledge of the ways to capture and represent data, including creating dashboards, executive summaries, reports and charts, using both traditional and Web-based tools. [\[CIWDA\]](#)

306 – CIW Web Design Specialist

This exam validates the skills necessary to specialize in Web site design. It covers more advanced Web authoring skills to show the essentials and best practices of Web design, including design theory, tools and technologies. Students with little or no background in Web design should consider starting with the CIW Site Development Foundations exam to learn the basics of Web site authoring and development. [\[CIWWDS\]](#)

307 – CIW E-Commerce Specialist

This exam is for the individual who already understands the foundations of Web technologies and wants to demonstrate proficiency in e-commerce practices and site design. Skills covered are as follows:

E-commerce site development, including ways to conduct business online and manage the technical issues associated with constructing an e-commerce Web site.

E-commerce technology and security, including e-commerce technologies at various levels of sophistication, Customer Relationship Management (CRM) software, and practices for securing your online transactions as well as your customers' personal information.

E-commerce business, marketing and legal issues, including Web marketing strategies, online product promotion, and legal topics such as taxation and international shipping. [\[CIWECOM\]](#)

308 – CIW JavaScript Specialist

This exam focuses on the fundamental concepts of the JavaScript language. It validates the skills to design client-side, platform-independent solutions that greatly increase the value of your Web site by providing interactivity and interest. It validates how to use JavaScript to communicate with users, modify the Document Object Model (DOM), control program flow, validate forms, animate images, create cookies, change HTML on the fly, and communicate with databases. [\[CIWJSS\]](#)

309 – CIW Database Design Specialist

This exam validates the student's knowledge of relational database fundamentals, database design and application, Structured Query Language (SQL), relational algebra and databases, currency control, and database security. [\[CIWDDS\]](#)

310 – CIW Web Security Specialist

This exam validates a student's ability to secure a network from unauthorized activity. The exam covers security principles, such as establishing an effective security policy, and the different types of hacker activities that you are most likely to encounter. Individuals with these security skills can pursue or advance careers in many aspects of online and network security. [\[CIWWSS\]](#)

311 – CIW Web Security Professional

This exam validates the student's ability to secure a network from unauthorized activity. It covers security principles, such as establishing an effective security policy, and the different types of hacker activities that you are most likely to encounter in a real world scenario.

Individuals with these security skills can pursue or advance careers in many aspects of online and network security. Skill covered are as follows:

- Corporate network security policies.
- Authentication procedures, encryption standards and implementations.
- Ports and protocols that hackers manipulate
- Proactive detection and response/reporting methods.
- Preventing and managing hacker penetration.

[\[CIWWSP\]](#)

312 – Flexography First Operator Certification FTA1

This certification is perfect for entry-level and non-production flexographic industry personnel. Choose to become 'FIRST Press Operator Certified', 'FIRST Prepress Operator Certified', or 'FIRST Implementation Specialist Certified'. Regardless of which designation you choose, Level I is the same for all certifications.

313 – Design & Visual Communications

The Design & Visual Communications exam validates entry-level skills in graphic design and illustration. [\[PRECISIONEXAMS\]](#)

314 – Digital Print Design

The Digital Print Design exam validates entry-level skills in design and layout using the Adobe Creative Suite software. [\[PRECISIONEXAMS\]](#)

315 – Desktop Publishing I/II

The Desktop Publishing exam validates entry-level skills in desktop publishing using current professional software (Adobe InDesign). Word and Publisher are not considered professional software applications by industry. [\[PRECISIONEXAMS\]](#)

316 – Digital Photography Intro

The Digital Photography exam validates entry-level skills in commercial photography and Adobe Photoshop software. [\[PRECISIONEXAMS\]](#)

317 – Graphic Communications Intro

The Graphic Communications Intro exam validates basic knowledge and entry-level skills related to the graphic design and printing industries. [\[PRECISIONEXAMS\]](#)

318 – Graphic Communications Intermediate

The Graphic Communications Intermediate exam covers skills from graphic communications intro and technical knowledge in the areas of design and layout, related computer software, safety, printing processes, finishing and binding, and professional skills. [\[PRECISIONEXAMS\]](#)

319 – Graphic Communications Advanced

The Graphic Communications Advanced exam covers skills from graphic communications intro and graphic communications intermediate exams and skills in digital file preparation, image capture digital file output, press operations, binding and finishing, measurement, and basic math. [\[PRECISIONEXAMS\]](#)

320 – Screen Printing

The Screen Printing exam validates and entry-level skills related to screen printing design and layout, digital image prep, image assembly/platemaking, press operations, finishing and binding, screen-printing, job application, and interpersonal skills. [\[PRECISIONEXAMS\]](#)

[A0 – discontinued]

[A1 – discontinued]

[A2 – discontinued]

[A3 – discontinued]

[A4 – discontinued]

[A5 – discontinued]

[A6 – discontinued]

A7 – CompTIA IT Fundamentals

The CompTIA IT Fundamentals exam is designed to help you learn more about the world of IT. It's ideal if you're considering a career in IT or if you work in an allied field that requires a broad understanding of IT.

CompTIA IT Fundamentals can also be a stepping stone to more advanced certifications such as CompTIA A+, and, with specialized experience, CompTIA Network+ and CompTIA Security+.

[\[COMPTIAIT\]](#)

A8 – Secondary Culinary Graduate

Students are able to obtain a Secondary Culinary Graduate certification if they graduate from an American Culinary Federation Education Foundation (ACFEF) Secondary Certified program, pass a national competency written exam with a cut score of 70 percent, or pass with an overall average of 70 percent of the written and performance exams. [\[ACFEF\]](#)

A9 – Certified Junior Culinarian

Students are able to obtain a Certified Junior Culinarian (CJC) certification if they graduate from an ACFEF Secondary Certified program and pass a national competency exam with a score of 70 percent or higher on the written exam and 75 percent or higher on the practical exam. [\[ACFEF\]](#)

A10 – W!SE – Financial Literacy Certification Program (FLCP)

The W!SE Financial Literacy Certification Program (FLCP) addresses the urgent need for financial literacy and education. The program provides high school students with access to financial education and the opportunity to become certified financially literate. [[WISE](#)]

A11 – ETC Certification Course

The ETC program is designed and produced by the National Academies of Emergency Dispatch (NAED). The course (40 hours minimum) is designed to train new employees unfamiliar with emergency communication centers, emergency telecommunication technology, interpersonal communication, legal issues, and job stress factors. The program takes an integrated teaching approach that features comprehensive content, multimedia presentations, and hands-on training. The course covers the following topics: Roles and Responsibilities of the Emergency Telecommunicator, Emergency Telecommunication Technologies, Telecommunication Essentials, Interpersonal Communication, Caller Management, Police Call Classification, Fire Call Classification, Medical Call Classification, Man-Made and Natural Catastrophic Events, Radio Broadcast Procedures, Legal Aspects of Public Safety Communication, Quality Improvement and Stress Management. [[NAEMD](#)]

A12 – PrintED®–GAERF®

PrintED®, administered by the Graphic Arts Education and Research Foundation (GAERF®), is a national accreditation program, based on industry standards, for graphic communications courses of study at the secondary and postsecondary levels. To provide students with a credential that validates their mastery of the PrintED competencies, GAERF and SkillsUSA have partnered to offer online PrintED/SkillsUSA Skill Connect Assessments. The following five examinations test technical skills and knowledge with interactive questions enriched by animation, videos, drawings, and photographs: Advertising & Design, Digital File Preparation/Digital File Output, Graphic Communications, Offset Press Operations/Binding & Finishing, and Screen Printing Technology. [[GAERF](#)]

A13 – Teen Babysitting Class

This two-day class is ideal for teens between the ages of 12 and 15 who will practice baby care with life-like dolls and learn how to diaper, bathe and dress infants. Participants learn infant and child CPR through the American Heart Association and learn basic first aid safety. [[THSK](#)]

A14 – Skills, Tasks, and Results Training (START) Certification

The American Hotel & Lodging Educational Institute has developed a hospitality program to introduce high school students to the opportunities available in the hospitality and tourism industry, the Hospitality and Tourism Management Program focuses on educating students on the career pathways and skills needed to build a long-term career in this fast paced and exciting industry. [[AHLEI](#)]

A15 – ServSafe® Manager

Managers need to know food safety and the critical importance of its role, and they need to learn how to share food safety knowledge with every employee. The program blends the *latest FDA Food Code*, food safety research and years of food sanitation training experience. Managers learn to implement essential food safety practices and create a culture of food safety. All content and materials are based on actual job tasks identified by foodservice industry experts.

[SERVSAFE]

[A16 – *discontinued*]

A17 – ParaPro Assessment

The ParaPro Assessment measures the skills and knowledge in reading, writing and math possessed by prospective and practicing paraprofessionals. It also measures their ability to apply those skills and knowledge when assisting in classroom instruction. It was designed to satisfy the requirements of the federally legislated No Child Left Behind Act. [ETS]

A18 – TestOut PC Pro Certification

The TestOut PC Pro Certification is the first exam of TestOut Pro Certifications—certifications that measure not just what you know, but what you can do. The TestOut PC Pro Certification measures your ability to install, manage, repair, and troubleshoot PC hardware and Windows operating system software.

- The certification focuses on validating job skills. It will include the following areas of focus: Audio, CPU, Expansion slots, External devices, (USB, Firewire, parallel, keyboard/mouse, serial), Memory, Motherboard, Networking, Power supply, Printing, Security, Storage, System Management, Video.
- The TestOut PC Pro Certification exam is a culminating exam and students should have completed an entire course of study for PC hardware and software (equivalent to both TestOut A+ courses). [TESTOUT]

A19 – TestOut Network Pro Certification

The TestOut Network Pro Certification is the second exam in the TestOut Pro Certification exam product line. The TestOut Network Pro Certification Exam measures your ability to perform real-world tasks using the Windows operating system and common networking hardware. The certification focuses on validating job skills. It will include the following areas of focus: Cables and Connectors, Wired Networking, Wireless Networking, Network Connection, Configuration, Network Services, Network Security, Network Management Network, and Troubleshooting.

[TESTOUT]

[A20 – *discontinued*]

A21 – Network Computer Technician Certification – NCT

Network Computer Technicians, who are certified, are expected to obtain knowledge of computer electronics basic concepts, Internet and networking technology applicable to various areas of the computer industry. Once the NCT has acquired these skills, abilities and knowledge, he or she will be able to enter employment in any part of the computer industry.

With minimal training in areas unique to the specific products, the NCT should become a profitable and efficient part of the computer industry workforce. NCTs are not required to pass the Associate, or basic electronics, technician examination. Journeyman NCTs may pass the Associate exam and, by doing so, become a C.E.T. (showing the NCT specialty area.) [\[ETAI\]](#)

A22 – Network Systems Technician Certification – NST

Network Systems Technicians, who are certified, are considered a network professional, who are expected to obtain knowledge of computer network basic concepts, which are applicable to all the various specialty areas of the computer industry.

Once the NST has acquired these skills and knowledge, the technician will be able to enter employment in any part of the computer networking industry. With minimal training in areas unique to the specific products, the NST should become a productive member of computer industry workforce.

Candidates who are interested in taking the NST exam are not required to pass the Associate, or basic electronics, exam. However, potential NST's must have already acquired one of the following: 1) The Computer Service Technician (CST); 2) The Network Computer Technician Certification (NCT); or 3) The A+ as a prerequisite to sitting for the NST examination. [\[ETAI\]](#)

A23 – Computer Service Technician Certificate – CST

This program prepares students for careers diagnosing and repairing common computer related malfunctions and installing PC equipment and peripheral systems. Because communication skills are essential for computer technicians and support specialists, it also focuses on enhancing teamwork and written and verbal communication skills. Successful completion prepares the student for the Comp TIA A+ certification exam. [\[ETAI\]](#)

A24 – Wireless Network Technician Certification – WNT

The Wireless Network Technician Certification is a program to obtain knowledge of the operation and maintenance of wireless networking concepts, RF and IR propagation and modulation technologies, which are applicable to all the various specialty areas of the wireless networking industry. Once the WNT has acquired these skills and knowledge, the technician will be able to enter employment in any part of the networking industry. With minimal training in areas unique to the specific products, the WNT should become a productive member of computer industry workforce. [\[ETAI\]](#)

A25 – EPA Auto Body Regulation Training Certification

Many paints used in auto body refinishing work contain compounds that pose health risks to anyone who breathes the air when these fumes are present. To reduce this risk and to reduce air pollution of metals such as chrome, lead, cadmium, manganese, and nickel compounds, as well as methylene chloride fumes from auto body refinishing work, Environmental Protection Agency (EPA) regulations require auto body shops and refinishing businesses to follow steps to prevent these metals from getting in to the air during spray painting. Training is one of the required steps, and certificates issued upon completion of training are valid for five years. [\[ECFR\]](#)

A26 – South Carolina Registered Barber License

The South Carolina Board of Barber Examiners is responsible for licensing and regulating the profession of barbering in the State of South Carolina. The Board has contracted with Professional Credential Services (PCS) to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology (NIC) examinations. [\[PCSHQ\]](#)

A27 – South Carolina Hair Braiding Registration

The South Carolina Board of Barber Examiners is responsible for licensing and regulating the profession or hair braiding in the State of South Carolina. Individuals wishing to practice hair braiding are required to hold a hair braiding registration. [\[LLRSC\]](#)

A28 – South Carolina Esthetician

The South Carolina Board of Cosmetology (the Board) is responsible for licensing and regulating the profession of cosmetology in the State of South Carolina. The Board has contracted with Professional Credential Services (PCS) to provide administrative examination services. The Board, through PCS, will exclusively use the National- Interstate Council of State Boards of Cosmetology (NIC) examinations. [\[PCSHQ\]](#)

A29 – Emergency Telecommunicator Certification

Emergency Telecommunicator Certification is available to those who successfully complete the National Academies of Emergency Dispatch emergency communicator course (40 hours minimum). The program is designed to train new employees unfamiliar with emergency communication centers, emergency telecommunication technology, interpersonal communication, legal issues, and job stress factors. [\[ETC\]](#)

A30 – Financial Literacy

EverFi– Financial Literacy™ covers complex financial concepts covering more than 600 topics, including credit scores, budgeting, insurance, credit cards, student loans, mortgages, taxes, stocks, savings, 401k's and other critical concepts. EverFi tracks individual student progress and knowledge gain and provides students who successfully complete the course with certification in financial literacy. [\[EVERFI\]](#)

A31 – Digital Literacy

Ignition Digital Literacy and Responsibility™ informs students in grades 7– 9 on how technology works, while also placing them in virtual environments to tackle issues including privacy, security, cyber bullying, digital relationships, and the viral nature of the web. [\[EVERFI\]](#)

Microsoft Office 2013 Certifications

Office 2013 meets the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who pass a certification exam show that they can meet globally recognized performance standards. Candidates must pass one certification exam in order to earn MOS certification. [\[MICROSOFT\]](#)

A32 – MOS: Microsoft Office Word 2013

A33 – MOS: Microsoft Office Excel 2013

A34 – MOS: Microsoft Office PowerPoint 2013

A35 – MOS: Microsoft Office Outlook 2013

A36 – MOS: Microsoft Office Access 2013

A37 – MOS: Microsoft Office SharePoint 2013

A38 – MOS: Microsoft Office OneNote 2013

A39 – Adobe Certified Associate–Print & Digital Media Publication with Adobe InDesign

The Print & Digital Media Publication with Adobe InDesign® exam validates entry-level skills in print and digital media publication corresponding to Adobe InDesign software. [\[CERTIPORT\]](#)

A40 – Adobe Certified Associate – Graphic Design & Illustration with Adobe Illustrator

The Graphic Design & Illustration with Adobe Illustrator® exam validates entry-level skills in graphic design and illustration corresponding to Adobe Illustrator software. [\[CERTIPORT\]](#)

A41 – TestOut Security Pro Certification

The TestOut Security Pro Certification is the third exam in the TestOut Pro Certification exam product line. The TestOut Security Pro Certification Exam measures your ability to implement and configure security on an array of common devices, including a Microsoft Server, Cisco Network Security Appliance, Cisco Small Business switch, wireless Access Point, workstations (Windows and Linux) and an iPad iOS. [\[TESTOUT\]](#)

A42 – South Carolina Master Hair Care License

The South Carolina Board of Barber Examiners is responsible for licensing and regulating the profession of barbering in the State of South Carolina. The Board has contracted with Professional Credential Services (PCS) to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology (NIC) examinations. [\[PCSHQ\]](#)

A43 – Certified Fundamentals Pastry Cook™ (CFPC™)

The American Culinary Federation Education Foundation validates this assessment as a proper display of student’s comprehension of standards and curriculum for Baking and Pastry.

[\[ACFRCBCB\]](#)

A44 – CSWA– SolidWorks Associate Certification

This certification can be used as a benchmark to measure the student knowledge and competency with SolidWorks software. [\[DSSW\]](#)

Residential Construction Academy (RCA)

Delmar, Cengage Learning, and the Home Builders Institute (HBI), the workforce development arm of the National Association of Home Builders (NAHB), offer industry–developed certification protocols for instructors and students using educational materials from the (RCA) Series. Designed with input from educators and industry, the material supports skill standards developed by NAHB and industry experts. Courses offer students the basics of electrical study, and a tenet of the series is that students learn by doing. A student earns a certificate for the successful completion of each course, which, in turn, can lead to an entry–level position doing electrical work and/or to further studies at the technical college level. [\[RCA\]](#)

A45 – RCA–Basic Principles for Construction

A46 – RCA–Electrical Principles

A47 – RCA–House Wiring

A48 – RCA–Electrical Wiring

A49 – Cooking and Baking

The National Restaurant Association has created exams that measure knowledge on general procedures, core principles, technical skills, and the how’s and why’s of cooking and baking. The certificate exams attest that students have met the learning objectives and have full knowledge of the principles and practices of the culinary arts. Because the exams evaluate the student’s grasp of generally accepted principles of cooking and baking, they can be used as a capstone for any culinary program. [\[NRASERVSAFE\]](#)

A50 – Heads Up: Concussion in Youth Sports

The NFHS has teamed up with the Centers for Disease Control and Prevention (CDC) to educate coaches, officials, parents and students. Each state’s requirements for concussion management are included as part of the course.

This is a free on–line course that will help you understand a concussion and the potential consequences of this injury; recognize concussion signs and symptoms and how to respond; learn about steps for returning to activity (play and school) after a concussion; and focus on prevention and preparedness to help keep athletes safe season–to–season. [\[CDC\]](#)

A51 – Paid Feeding Assistants

South Carolina nursing facilities employ Paid Feeding Assistants (PFAs) in an effort to provide more residents with help in eating and drinking and to reduce the incidence of unplanned weight loss and dehydration. PFAs must successfully complete an eight-hour state-approved feeding assistant training program and work under the supervision of a registered nurse or licensed practical nurse. The SC Department of Health and Human Services (HHS) is responsible for developing and implementing policies for the PFA program. [\[PFA\]](#)

A52 – CompTIA Security+ Certification

CompTIA Security+ is an international, vendor-neutral certification that demonstrates competency in: network security; compliance and operational security; threats and vulnerabilities; application, data and host security; access control and identity management; and cryptography. CompTIA Security+ not only ensures that candidates will apply knowledge of security concepts, tools, and procedures to react to security incidents; it ensures that security personnel are anticipating security risks and guarding against them. [\[COMPTIA\]](#)

A53 – Systems Security Certified Practitioner – SSCP from (ISC)²®

The SSCP is ideal for those working in or towards positions such as: security; network security engineering; systems analyst; information systems auditor; application programmer; security administrator; systems administrator; network administrator; database administrator; business unit representative; security architect; security consultant/specialist; information assurance technician. The SSCP credential ensures that candidates continuously monitor systems to safeguard against security threats while having the knowledge to apply security concepts, tools and procedures to react to security incidents.

The SSCP credential demonstrates competency in the following [CBK® domains](#): Access Controls; Cryptography; Malicious Code and Activity; Monitoring and Analysis; Networks and Communications; Risk, Response and Recovery; and Security Operations and Administration. [\[ISC2\]](#)

A54 – Autodesk User Certification for Maya

Career and technical education programs across the United States equip students with marketable 2D and 3D design skills by teaching them to use state-of-the-art Autodesk® design software. Autodesk Certified User (ACU) certification confirms students have the skills necessary to continue their design careers—whether they attend college, enter the workforce or work toward additional levels of industry certification after graduation. [\[CERTIPORT\]](#) [\[ADMC\]](#)

A55 – Autodesk Inventor Certified User Exam

In collaboration with Certiport, Project Lead the Way students who have completed the Introduction to Engineering Design course can take the Autodesk Inventor Certified User exam for certification.

- For PLTW schools only, each exam voucher is \$49.00.
- The voucher is valid for 12 months and includes a retake opportunity.
- The 45 minute exam can be administered online at your school.
- Passing students receive a digital certificate from Autodesk.

- A free study guide, created by Autodesk, is available.
- Practice test are available with exam and learning modes.

For details, call Certiport at 1–888–999–9830 or email at autodeskinfo@certiport.com
[CERTIPORT]

A56 – Microsoft Certified Solutions Associate (MCSA)

Microsoft Certified Solutions Associate (MCSA) is a certification program intended for people who seek entry–level jobs in an Information Technology (IT) environment. MCSA is a prerequisite for more advanced Microsoft certifications. The MCSA credential supplants the now defunct Microsoft Certified Systems Administrator certification. Students can select any of the following specialty areas:

- Windows Server 2008
- Windows Server 2012
- SQL Server 2012
- Windows 7
- Windows 8

As they advance in the Microsoft Certified Professional program [MCP] professionals can gain any or all of the following certifications:

- Microsoft Certified Associate (MCSA)
- Microsoft Certified Systems Engineer (MCSE)
- Microsoft Certified Solutions Developer (MCSD)
- Microsoft Certified Product Specialist (MCPS)
- Microsoft Certified Trainer (MCT)

A57 – TestOut Windows Server Pro: Install and Configure (Part 1)

LabSim for Windows Server Pro, TestOut’s course for entry–level Server 2012 administration, will give you the knowledge you need to pass Microsoft’s 70–410 exam, plus the hands–on experience that you will need to pass TestOut’s Windows Server Pro: Install and Configure Certification exam (beta). Throughout this interactive course you will be able to practice your ability to design, implement, configure, and manage a Windows network that incorporates Windows Server 2012. New labs include:

- Using Hyper–V to create and manage virtual machines
- Configuring Network Interface Controller (NIC) teaming
- Creating storage pools
- Configure printer pooling using a Print Management Console
- Installing and configuring a Dynamic Host Configuration Protocol (DHCP) server

[TESTOUT]

A58 – TestOut Windows Server Pro: Manage and Administer (Part 2)

TestOut's newest release for the MCSA certification track will take your Windows Server skills to the next level and prepare you for Microsoft's 70-411 exam as well as TestOut's Windows Server Pro: Manage and Administer Certification exam (anticipated beta release in Q3 of 2014). Windows Server Pro: Manage and Administer will give you experience with:

- Maintaining a multi-site network
- True-to-life Domain Name Servers (DNS) functionality
- Active Directory Administrative Center
- File Server Resource Manager
- Managing group policies
- System Health Validator policies

[TESTOUT]

A59 – TestOut Windows Server Pro: Advance Services (Part 3)

Windows Server Pro: Advanced Services, the capstone course to our Microsoft Certified Solutions Associate (MCSA) certification track, simulates a network of over forty servers in seven locations. The advanced lab simulations in this course will allow you to practice complex tasks that you would be expected to perform on servers at a mid-size business. You will gain experience using:

- Server Manager
- iSCSI Initiator
- DHCP Manager-Advanced Services
- DNS – Advanced Services
- Failover Cluster Manager
- Hyper-V Manager
- AD-RMS

[TESTOUT]

A60 – Heat Illness Prevention

Exertional heat stroke is the leading cause of preventable death in high school athletics. Exertional heat stroke also results in thousands of emergency room visits and hospitalizations throughout the nation each year. This free course, brought to you by EAS Sports Nutrition, a division of Abbott Labs, is designed to give you the critical information you need to minimize the risk of exertional heat stroke among your athletes. The course presents seven fundamentals, which when followed, will minimize heat related illnesses of the students who participate.

[NFHSL]

A61 – Certified Guestroom Attendant

The Certified Guestroom Attendant credential recognizes the skills, knowledge and responsibilities needed to keep guest rooms clean, safe and maintained at a lodging property. The certification is supported by the Skills, Tasks, and Results Training (START) for Guestroom Attendant.

The online program presents concise instructions for training new or prospective employees on how to perform key tasks correctly, along with the general hospitality knowledge, and soft skills needed in the hospitality industry. Students must pass the 30 multiple-choice questions certification exam with a score of 70 percent. [\[AHLEI\]](#)

A62 – Certified Restaurant Server

Skills, Tasks, and Results Training (START) for Individual Positions offers flexible and concise instructions on how to perform key tasks, along with the general hospitality knowledge, and soft skills needed to succeed as a food service professional in a front-line position at a dining facility. Successful candidates who complete the START program and pass the 30 multiple-choice Restaurant Server certification exam with a score of 70 percent or higher will receive a certificate. [\[AHLEI\]](#)

A63 – Certified Maintenance Employee (HSC)

The START Program for Individual Positions offers flexible and concise instructions on how to perform key tasks, along with the general hospitality knowledge, and soft skills needed to succeed in a front-line position at a lodging property. The START study guide for Maintenance Employee is intended for trainees learning in a classroom setting. The guide is divided into three sections for the trainee:

- Knowledge that all hospitality employees need
- Knowledge specific to the Maintenance position
- Common tasks broken down into a step-by-step method

[\[AHLEI\]](#)

A64 – Advanced Child Care Training

The American Red Cross Advanced Child Care Training Online course teaches the knowledge and skills necessary to responsibly care for children and infants in and outside of the home. This includes training in leadership, child behavior and discipline, professionalism, safety, and basic childcare (bottle feeding, holding, etc.). Learners will be engaged in virtual environments in which world-class animated characters respond specifically to choices made. Throughout, learning is supported through additional activities and informative videos. Note: This program is not intended as certification for state licensed child-care providers and does not meet all state requirements for such certification. [\[ARC\]](#)

A65 – Child Development Associate Credential

The Child Development Associate (CDA) Credential™ is based on a core set of competency standards, which guide early care professionals as they work toward becoming qualified teachers of young children. The Council works to ensure that the nationally transferable CDA is a credible and valid credential, recognized by the profession as a vital part of professional development. [\[CDA\]](#)

A66 – Certified Patient Care Technician (CPCT)

The Certified Patient Care Technician/Assistant assists doctors, nurses and other healthcare professionals in providing direct patient care in a variety of healthcare environments.

While similar to a Nurse Aid, a Patient Care Technician is nationally certified instead of state licensed. Patient Care Technicians can also conduct blood draws as well as EKG's. To build upon your Nurse Aid curriculum, we recommend adding content in Phlebotomy and EKG to ensure your students success on the exam. The exam is 150 multiple choice questions. [\[NHANOW\]](#)

[A67 – discontinued]

A68 – Community Emergency Response Team

Community Emergency Response Team (CERT) educates individuals about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using training learned in the classroom and during exercises, CERT volunteers can assist others in their community following a disaster when professional responders are not immediately available to help.

CERT volunteers are also encouraged to support emergency response agencies by taking an active role in emergency preparedness projects. Teen CERT training teaches you readiness and response skills. Hands-on practice and realistic exercises prepare you for the unexpected in your community. Newly learned leadership skills empower you to safely respond to an emergency and assist victims without endangering yourself or others. You'll be equipped with skills that last a lifetime. [\[FEMA\]](#)

[A69 – discontinued]

A70 – National Incident Management System Certification

Training Program defines the National Incident Management System (NIMS) training program as it relates to the NIMS components of Preparedness, Communications and Information Management, Resource Management, and Command and Management. It specifies the National Integration Center (NIC) and stakeholder responsibilities and activities for developing, maintaining and sustaining NIMS training. The NIMS Training Program outlines responsibilities and activities that are consistent with the National Training Program, as mandated by the Post-Katrina Emergency Management Reform Act of 2006. This program integrates with Federal Emergency Management Agency (FEMA) training offered through the Emergency Management Institute (EMI) and United States Fire Administration (USFA). [\[FEMA\]](#)

A71 – S/P2 – Culinary Arts

S/P2 is the industry standards of awareness for comprehensive safety. The purpose of the certified program is to reduce the number of accidents in the classroom and in the workplace. Students can earn national certifications in S/P2 Culinary Food Safety, S/P2 Culinary Workplace Safety, Land That Job: Interview Skills for Culinary Students, Ethics in the Culinary Industry (Coming Soon). [\[S/P2\]](#)

A72 – S/P2 – Cosmetology

S/P2 is the industry standards of awareness for comprehensive safety. The purpose of this certified program is to reduce the number of accidents in the classroom and in the workplace.

Students can earn national certifications in S/P2 Cosmetology, Land That Job: Interview Skills for Cosmetology Students, Ethics and YOU in the Cosmetology Industry. [\[S/P2\]](#)

A73 – Certified Medical Administrative Assistant

As a Certified Medical Administrative Assistant, CMAA (also called a Medical Office Secretary or Medical Office Assistant), you'll keep healthcare offices running efficiently and effectively. Medical assistants are often the first to greet and help patients and can help set the stage for a patient's experience. Operate computer systems to accomplish office tasks, answer calls, schedule appointments, greet patients and maintain files.

Student instruction may take place during their senior year in high school, but students cannot sit for this exam until they have graduated. For certification information please contact National Healthcareer Association or go to this link: [\[NHANOW\]](#)

A74 – Certified Medical Billing and Coding Specialist

Billing and Coding Specialists have an expansive range of opportunities for employment. The skills learned through these certifications are essential to hospitals, physician offices, surgery centers, nursing homes, dental offices, home healthcare agencies, mental health facilities and even insurance companies and consulting firms. Students will learn to gather/review essential patient information, verify required documentation before patient information is released, prevent fraud/abuse by auditing billing, support coding and billing process, assign codes for diagnoses and procedures, and submit claims for reimbursement.

Student instruction may take place during the student's senior year in high school but students may not sit for the exam until they have graduated. For certification information on CBCS, please contact National Healthcareer Association or go to this link: [\[NHANOW\]](#) or upon successful completion of the Kaduceus MBC Program, students qualify to sit for the national certification exam through NCCT Inc. Certified as a National Certified Insurance Coding Specialist (NCICS). [\[NCCTINC\]](#)

A75 – Certified Electronic Health Records Specialist

The security, completeness and accuracy of patient data are critical. In the healthcare industry, Electronic Health Records Specialists serve an important role, which is why most employers require a certification. The Certified Electronic Health Records Specialist (CEHRS) is a nationally recognized credential that can set you apart. As an Electronic Health Records Specialist, you may perform some or all of the following tasks: audit patient records for compliance, abstract clinical information for reports, perform basic coding to submit reimbursement claims, process Release of Information (ROI) requests for medical records, review patient records to ensure completion and accuracy, collect patient demographic and insurance information, and discuss patient information with physicians and insurance professionals. Student instruction may take place during the student's senior year in high school but students may not sit for the exam until they have graduated. For certification information please contact National Healthcareer Association or go to this link: [\[NHANOW\]](#)

A76 – OSHA 10–Healthcare – Online Modules

The OSHA 10-Hour General Industry (Healthcare) training course provides training for entry-level workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in the healthcare industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Training through CareerSafe includes additional modules with topics of HIPAA, Infection Control and Disaster Preparedness. [\[OSHA10HC\]](#)

A77 – Business Office Technology

The Business Office Technology Certification endorsed by Express Employment Professionals provides students with a solid understanding of current and emerging technologies in today's workplace. In addition, the certification addresses major topics such as computers, operating systems and networking, telecommunications, business documents, web and business ethics and the Microsoft® Office Suite. The certification consists of 15 modules and a 100–question final certification exam. [\[ICEV\]](#)

A78 – Career Preparedness

The Career Preparedness Certification endorsed by Express Employment Professionals equips students with the skills necessary to thrive in a post–secondary or workplace environment. In addition, the certification addresses major topics such as higher learning, the job seeking process, financial literacy, workplace etiquette and the Microsoft® Office Suite. The certification consists of 23 modules and a 100–question final certification exam. [\[ICEV\]](#)

A79 – Food Safety and Science Certification

Endorsed by the American Meat Science Association, this certification provides students with an in–depth knowledge of food safety procedures and standards in the food industry. In addition, concepts such as chemical properties and processes, food handling and storage, food borne illnesses and principles of Hazard Analysis and Critical Control Points (HACCP) are covered. The certification is offered by iCEV Multimedia and consists of 18 modules and a 100-question final certification. [\[ICEV\]](#)

A80 – Plant Science Certification

Endorsed by Bayer CropScience, this certification provides students with a solid understanding of plant science, including plant processes, nutrition, genetics and evaluation. In addition, the certification addresses major topics in the plant science industry, including water resources and measurement, crop production, fertilizer and pesticide safety, pests and diseases, and scientific classification. The certification is offered through iCEV Multimedia and consists of 22 modules and a 100–question final certification exam. [\[ICEV\]](#)

A81 – Fundamentals of Animal Science Certification

Endorsed by Elanco, this certification provides students with a solid understanding of animal science, including the history and practices of the livestock industry as well as common terms and terminology and livestock management practices. In addition, the certification addresses major topics in the animal science industry, including genetics, reproduction, nutrition and health management. The certification is offered through iCEV Multimedia and consists of 18 modules and a 100–question final certification exam. [\[ICEV\]](#)

A82 – Principles of Floral Design Certification

Endorsed by Benz School of Floral Design, this certification requires students to display a thorough understanding of the principles, elements, geometry, and basic techniques used in floral design. In addition, students will become associated with the origins and history of floral design as well as be able to identify flowers and floral materials, design and create arrangements and understand the elements used in critiquing and appraising floral designs. The certification is offered through iCEV Multimedia. [\[ICEV\]](#)

A83 – Meat Evaluation Certification

Endorsed by the American Meat Science Association, this certification requires students to define the major factors utilized in carcass grading and evaluation. They are asked to display a thorough understanding of meat carcass quality grading, meat handling and food safety as well as the slaughter and fabrication process. The certification is offered through iCEV Multimedia and consists of 12 modules and a 100-question final certification exam. [\[ICEV\]](#)

A84 – Livestock Selection & Evaluation Certification

Endorsed by the National Collegiate Livestock Coaches Association, this certification requires students to identify and analyze livestock breeds and their external anatomy. They will also be expected to show understanding of selection criteria and major factors considered in livestock evaluation. The certification is offered through iCEV Multimedia. [\[ICEV\]](#)

A85 – Southwest Airlines Professional Communications Certification

This certification focuses on teaching students the communication essentials to thrive in any workplace environment. Verbal and non-verbal communication skills are explored and discussed throughout the certification, and how those skills are utilized for a positive, successful experience in the workplace is analyzed. In addition to communication skills, other career-related concepts such as leadership styles, presentation strategies, conflict management, collaboration and English applications are covered in the certification lessons.

The certification is offered by iCEV Multimedia and consists of 15 modules and a 100-question final certification exam. [\[ICEV\]](#)

A86 – Veterinary Medical Applications Certification

Endorsed by Elanco, this certification provides students with a solid understanding of veterinary science and veterinary medical applications. In addition, the certification features demonstrations and materials from practicing veterinarians working with both small and large animals. The certification is offered by iCEV Multimedia and consists of 22 modules and a 100-question final certification exam. [\[ICEV\]](#)

A87 – Principles of Small Engine Technology Certification

Endorsed by the Equipment & Engine Training Council, this certification provides students with in-depth knowledge of small engine technology and equips students with the fundamental skills necessary to pursue a career within this industry. Students seeking to earn this certification will have access to video demonstrations from industry professionals and specialists working within the field. The certification is offered by iCEV Multimedia and consists of 11 modules and a 100-question final certification exam. [\[ICEV\]](#)

A88 – Java Foundations Certified Junior Associate

The Oracle Academy course engages students with little programming experience. Students are introduced to object-oriented concepts, terminology, and syntax, and the steps required to create basic Java programs using hands-on, engaging activities. Students will learn the concepts of Java programming, design object-oriented applications with Java and create Java programs using hands-on, engaging activities. After taking the Java Foundations course students will be prepared to take the 1Z0-811: Java Foundations Exam which leads to the Oracle Java Foundation Certified Junior Associate certification. [\[ORACLE\]](#)

A89 – Database Foundations Certified Junior Associate

The Oracle Academy course introduces students to basic relational database concepts. The course teaches students relational database terminology, as well as data modeling concepts, building Entity Relationship Diagrams (ERDs), and mapping ERDs. Oracle SQL Developer Data Modeler is utilized to build ERDs and the Structured Query Language (SQL) is used to interact with a relational database and manipulate data within the database.

Oracle Application Express is utilized to provide practical, hands-on, engaging activities. Leveraging project-based learning techniques, students will create and work with projects which challenge them to design, implement, and demonstrate a database solution for a business or organization. After taking the Database Foundations course students will be prepared to take the 1Z0-006: Oracle Database Foundations Exam which leads to the Database Foundations Certified Junior Associate Certification. [\[ORACLE\]](#)

A90 – Oracle Certified Associate, Java SE8 Programmer

The Oracle Academy course of study builds on the skills gained by students in the Java Foundations class and helps to advance Java programming skills. Students will design object-oriented applications with Java and will create Java programs using hands-on, engaging activities. After taking the Java Programming course students will be prepared to take the 1Z0-803: Oracle Java SE8 Programming 1 Exam which leads to the Oracle Certified Associate, Java SE 8 Programmer Certification. [\[ORACLE\]](#)

A91 – Database Design & Programming with SQL

The Oracle Academy course engages students to analyze complex business scenarios and create a data model—a conceptual representation of an organization’s information. Participants implement their database design by creating a physical database using SQL. Basic SQL syntax and the rules for constructing valid SQL statements are reviewed. This course culminates with a project that challenges students to design, implement, and demonstrate a database solution for a business or organization.

After taking the Database Design & Programming with SQL course students will be prepared to take the 1Z0-071: Oracle Database Exam which leads to the Oracle Database Certified Associate Certification. [\[ORACLE\]](#)

A92 – Programming with PL/SQL

The Oracle Academy course introduces students to PL/SQL, Oracle’s procedural extension language for SQL and the Oracle relational database. Participants explore the differences between SQL and Procedural Language (PL) PL/SQL. They also examine the characteristics of PL/SQL and how it is used to extend and automate SQL to administer the Oracle database.

This course culminates with a project that challenges students to program, implement, and demonstrate a database solution for a business or organization. After taking the Programming with PL/SQL course students will be prepared to take the 1Z0-144: Oracle Database Programming with PL/SQL Exam which leads to the Oracle Database PL/SQL Developer Certified Associate Certification. [\[ORACLE\]](#)

A93 – Healthcare Providers Basic Life Support (BLS)

Basic Life Support (BLS) training reinforces healthcare professionals' understanding of the importance of early CPR and defibrillation, basic steps of performing CPR, relieving choking, and using an AED; and the role of each link in the Chain of Survival. BLS – Instructor-Led Training. The BLS Instructor-led course teaches both single-rescuer and team basic life support skills for application in both prehospital and in-facility environments, with a focus on High-Quality CPR and team dynamics. The BLS Course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an Automated External Defibrillator (AED). In the Instructor-led course, students participate in simulated clinical scenarios and learning stations. Students work with an American Heart Association (AHA) BLS Instructor to complete BLS skills practice and skills testing. Students also complete a written exam. [\[BLS\]](#)

A94 – Microburst EmployABILITY Soft Skills Certification

Employers require their workforce to demonstrate soft skills in order to be an effective team member in the business/industry environment. Based on over 30 years of soft skills training in the global private business sector, the Microburst Learning Soft Skills certification program cultivates students' soft skills by directly reengineering it from the business world to the world of education. The blended learning approach includes on-line pre-assessments with individualized evaluation reports, highly interactive online lessons, program instructor certification, comprehensive instructor guides with flexible classroom activities to meet a variety of schedules and class sizes, post-assessments, and student certification. With completion of all on-line modules, along with face-to-face classroom instruction and group activities, each completer receives the Employer's Choice Certification.

The EmployABILITY Soft Skills certificate program is supported and promoted by SC Future Makers, STEM Premier, SC Manufacturing Alliance, SC Chamber of Commerce, Mechanical Contractor's Association of South Carolina and the SCDE. This soft skills certification is in alignment with the Profile of the SC Graduate. [\[MICROBURST\]](#)

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