



Request for Industry Recognized Credential (IRC) Status 2018

MO 500-3018 (Rev 02/18)

Introduction

General Information:

The Missouri Department of Elementary and Secondary Education (DESE), Office of College and Career Readiness (OCCR) has opened the Request for Industry Recognized Credential (IRC) Status application process. This application must be submitted by a Missouri public school district or charter school administrator. It is permissible for school staff to consult with vendors or business and industry partners to assure accuracy of information.

The window for submitting a Request for Industry Recognized Credential Status application is **March 1, 2018 through June 30, 2018**. An IRC Committee, consisting of career center and comprehensive high school leaders will review applications in early fall. An updated IRC list will be posted on the DESE website on or before October 31, 2018. New IRCs will be added to the Core Data code set to be used beginning the 2019-20 reporting year.

IRC's are intended to be connected to a DESE-approved Career and Technical Education (CTE) program. Only applications that are complete and responsive to each question will be considered. Incomplete or non-responsive applications will not be reviewed or approved. All decisions by OCCR, based on input from the IRC review committee, are final.

Definition:

IRC: A portable, recognized credential (tangible evidence) that validates an individual has successfully demonstrated skill competencies in a core set of content and performance standards in a specific set of work-related tasks, single occupational area, or a cluster of related occupational areas.

Contact:

If you have questions about this survey, please contact Janice Rehak, Office of College and Career Readiness (OCCR) at 573-526-4900 or janice.rehak@dese.mo.gov.

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1. The person who submits this application MUST be a school administrator who is employed by a Missouri public school or charter school. Is the person who will submit this application a Missouri public school administrator who is currently employed by a Missouri public school or charter school?

Yes

No

2. Name of IRC

3. Please provide a link where the review committee can find additional technical information about this IRC.

4. Please provide the name and contact information of at least one person who can answer technical questions the review committee may have about this IRC. This person(s) should be available for the committee to contact on Tuesday, September 11, 2018.

5. To what career pathway does this credential align?

6. Is this credential required or preferred for employment in the identified career pathway in Missouri?

- Required
- Preferred
- Unknown
- Not applicable

7. Would this credential stand alone as a requirement for employment in the identified career pathway or must it be coupled with other credentials for high-wage entry-level employment?

- Yes, this credential would stand alone
- No, this credential must be coupled with another credential to be viable in Missouri



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8. What other credentials would this IRC need to be coupled with in order to be viable in Missouri? (Please list)



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9. Are there multiple components to this IRC? For instance, a student must pass two or more assessments within a series to earn the IRC.

Yes

No



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10. Please list components that should be assessed for this IRC.

Component One

Component Two

Component Three

Component Four

Component Five

Component Six



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11. To which career education program does this IRC align?

CTE Program

Course Code(s)

Classification of Instructional (CIP) Code

12. Does your school have a DESE-approved Career and Technical Education program in this area?

Yes

No

Other (please specify)

13. How many schools do you anticipate will use this IRC?

14. Identify schools that are currently using this IRC or that you anticipate will use this IRC?

Schools
currently
using this
IRC

Schools you
anticipate will
use the IRC

15. List the national industries that recognize this credential.

16. List the Missouri industries, including contact person(s) that recognize this credential.

Industry and contact
person information

Industry and contact
person information

Industry and contact
person information

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person information



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Applicants may wish to review data found at [Eligible Training Provider System Occupation Search](#) and at the Missouri Economic Research and Information Center ([MERIC](#)) when answering questions 12-15.

17. List some Missouri employers in your area that require applicants to have this credential before hiring them.

1.

2.

3.

4.

5.

18. List entry level positions that require this credential and the corresponding entry level salary. (This information can be obtained at: [MERIC](#)).

19. Specify any prerequisites, including contact hours and workplace experience, a student will need prior to earning this credential.

Classroom contact hours

Education

Workplace experience, including practicum, clinical, internship, or other workplace paid or unpaid experiences

IRC score (identify composite, written, performance, etc. scores if available)

Age

Other



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20. What other credentials would someone in this industry stack onto this credential to enhance their employability?



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21. Is there a required assessment for this credential?

Written

Performance

Describe any other types of required assessment (write NONE if no assessment)

22. Describe any proctoring agreements that are in place for this assessment.

23. How frequently is this assessment updated?

24. When was this assessment last updated?

25. Has a validity and reliability study been conducted on this assessment?

Yes

No

26. Provide web address of full study.

27. Date of study

Date:



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28. What score is required in order to earn this credential?

Written

Performance

29. What is the national average score on this assessment?

Written

Performance

30. What is the Missouri state average score on this assessment (if data available)?

Written

Performance

31. Total cost of IRC per student?

32. For how long will this cost of assessment/IRC be guaranteed?

Time frame for guaranteed cost of IRC

33. Cost per record shared with student, school, state, postsecondary institution, work place, or other entity that requires verification of assessment score?

34. How long will this per record cost be guaranteed?



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35. Does administering or taking this IRC require equipment, technology, a specifically trained third party, or other assistance?

- Yes
- No
- Specially trained independent third party



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36. List any specifications of equipment, technology, training, or other assistance required to administer or take this IRC.

37. Describe accommodations that can be made for students with special needs who wish to earn this IRC.

38. Does this IRC expire?

- Yes
- No



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39. How long is the credential valid?

40. Is the IRC renewable?

Yes

No



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41. If yes, explain the renewal process, length of time renewed certificate is valid, costs, or other pertinent information.



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42. List all requirements a student must meet in order to renew this IRC.



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43. How will student data be received? (Check all that apply)

- Student data sent directly to student
- Student data sent directly to school
- Student data sent directly to Local Educational Agency (LEA)
- Student data sent directly to state agency

Other (please specify)

44. Provide an estimated timeframe between student assessment and data distribution.

To student	<div style="border: 1px solid black; height: 25px;"></div>
To school	<div style="border: 1px solid black; height: 25px;"></div>
To Local Educational Agency (LEA)	<div style="border: 1px solid black; height: 25px;"></div>
To state	<div style="border: 1px solid black; height: 25px;"></div>

45. What platform(s) will be used to transfer data? Please list each if multiple platforms are available.

Student

School

Local Educational Agency
(LEA)

State

Other

46. Where will the record of students' eligibility for this credential be stored?



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47. Name of Missouri LEA requesting IRC.

48. County District Code Number

49. Name of LEA or school representative submitting application.

50. School address

51. City

52. State

53. Zip Code

54. Email address

55. Telephone number

56. Will any person employed by, on the board of directors of, or an immediate family member of an employee or board member of this Missouri school, district, or public charter school receive financial or material gain if application is approved?

Yes

No

57. By submitting this proposal, I attest that all answers are accurate. Incomplete, non-responsive, or inaccurate applications will not be approved.

I agree