

ClassMate *for* Adult Education

Industry Certifications



Industry Certifications

Course Certifications Overview

Students have the opportunity to earn a variety of industry certifications while enrolled in Career and Technical education courses. These industry certifications are typically earned by passing a specialized technical assessment, which may include a written and/or practical exam component.

ClassMate allows a school to identify all industry certifications that students are eligible to achieve for a specific course. ClassMate users can then indicate which industry certifications the students achieved. These certifications are often a required (state dependent) state reporting component. ClassMate offers an optional automation function to assist users with student credentialing.

What we'll Learn.....

Curriculum Management

- Instructional Course Offerings
 - Auto Certification Radio Button
- Assessment/Credential Management
- Industry Certification Management
 - Link Industry Credentials to courses

Student Processing

- Student Industry Credentials
 - Mark Y or N for credential earned

Module & Report Assignments

Modules

- Assessment/Credential Management
- Industry Certification Management
- Instructional Course Offerings
- Student Industry Credentials

Suggested Reports

- Industry Credentials by Student
- Course Certifications without Certifications



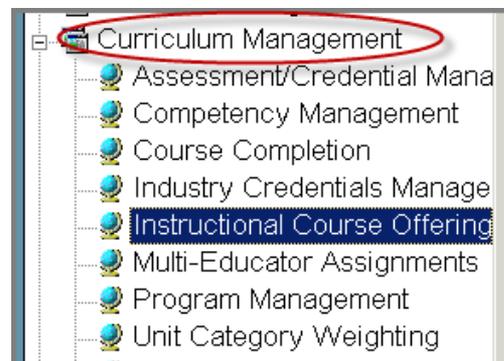
Industry Certifications

Instructional Course Offerings

Prior to using the Industry Credential functionality users have the option to enable automation that will assist in marking student credentials as earned. This feature is optional and is enabled at the class level.

Getting Started

Double Click **My Modules >**
Double Click **Curriculum Management Folder >**
Click **Instructional Course Offerings**

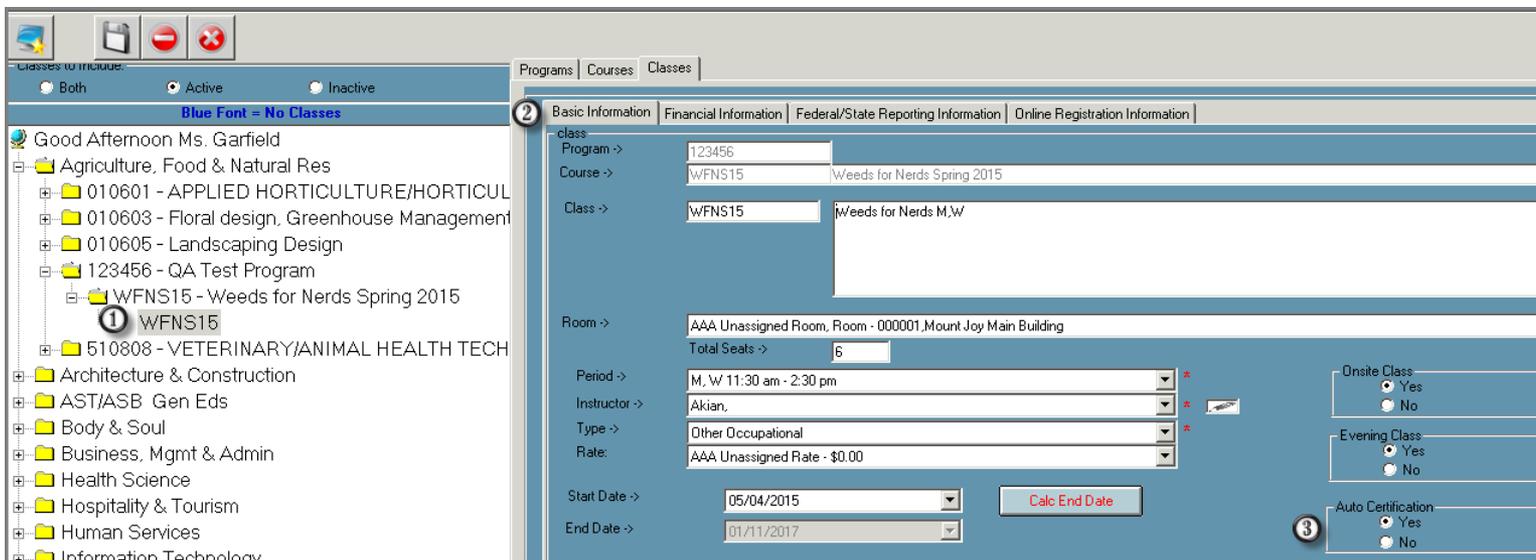


Industry Certifications

Industry Credentials Tab

On the left hand side of the screen you will see the programs, courses and classes. To enable the optional certification automation you will need to navigate to the class level.

- 1 Navigate through the Programs, Courses and finally to the **class**.
- 2 Select the **Basic Information Tab**
- 3 Select the **Auto Certification** radio button
- 4 Select **“Save”**



The screenshot displays the 'Classes' tab in the software. On the left, a tree view shows the hierarchy: Good Afternoon Ms. Garfield > Agriculture, Food & Natural Res > 010601 - APPLIED HORTICULTURE/HORTICUL > 010603 - Floral design, Greenhouse Management > 010605 - Landscaping Design > 123456 - QA Test Program > WFNS15 - Weeds for Nerds Spring 2015 > WFNS15. The main window shows the 'Basic Information' tab for the selected class. Fields include: Program (123456), Course (wFNS15 - Weeds for Nerds Spring 2015), Class (wFNS15 - Weeds for Nerds M,W), Room (AAA Unassigned Room, Room - 000001, Mount Joy Main Building), Total Seats (6), Period (M, W 11:30 am - 2:30 pm), Instructor (Akian), Type (Other Occupational), Rate (AAA Unassigned Rate - \$0.00), Start Date (05/04/2015), and End Date (01/11/2017). The 'Auto Certification' section has radio buttons for 'Yes' (selected) and 'No'. A 'Calc End Date' button is also present.



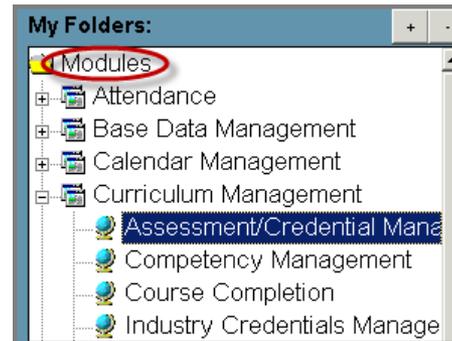
Industry Certifications

Assessment/Credential Management

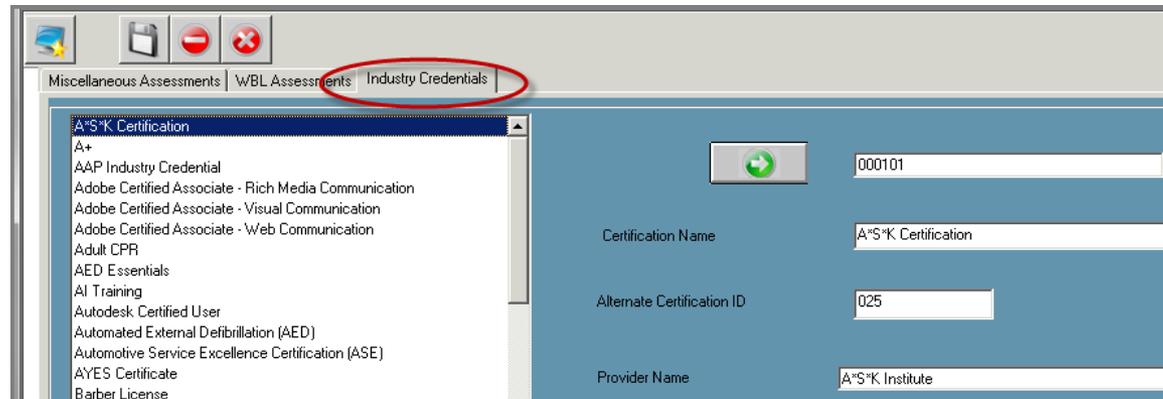
Prior to using the Industry Credential functionality users must ensure any needed Industry credentials are setup in ClassMate. Industry credentials recognized by the state for reporting will require specific setup so they will be recognized.

Getting Started

Double Click **My Modules**
 > Double Click **Curriculum Management Folder** > Click **Assessment/ Certification Management**



Industry Credentials Tab

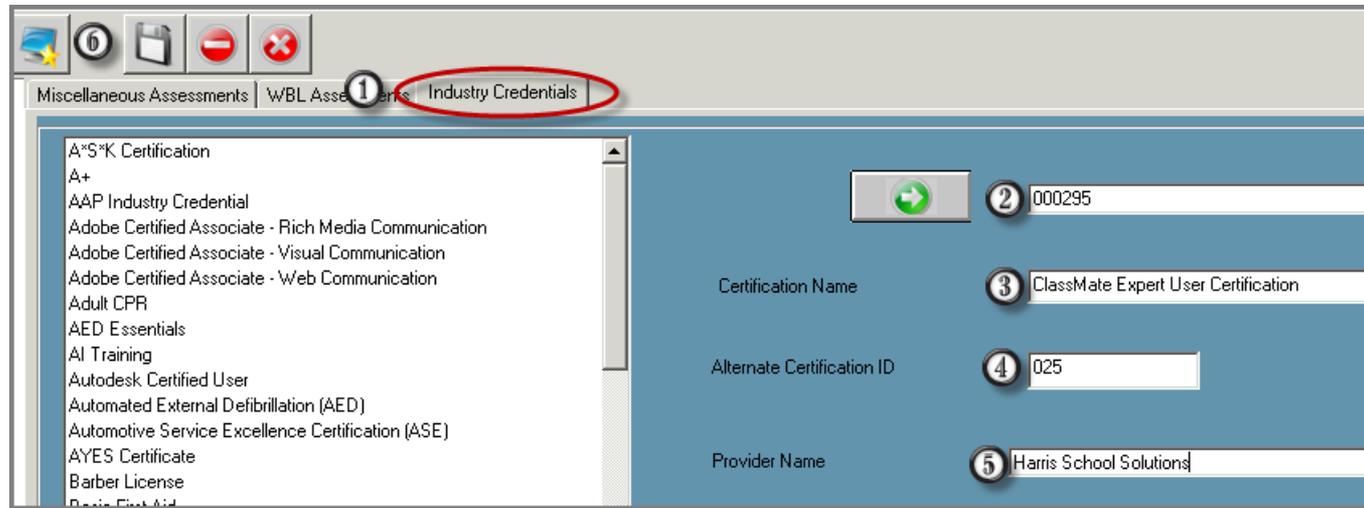


Industry Certifications

Industry Credentials Tab

On the left hand side of the screen you will see pre-loaded Industry Credentials listed. ClassMate populates the listing based on your state and reporting requirements. The need may arise when additional credentials need to be added. The process for adding credentials **NOT** already listed are below. To create a new credential:

- 1 Select the **Industry Credentials Tab**
- 2 Select the **GREEN** arrow button to create the next available 6 digit ID. It is a best practice to allow the system to create the number.
- 3 Enter the **Certification Name**
- 4 Enter the **Alternate Certification ID**. **This ID must match**
- 5 Enter the **Provider Name**. For Example, American Red Cross
- 6 Select **“Save”**



Miscellaneous Assessments | WBL Assessments | **Industry Credentials**

- A*S*K Certification
- A+
- AAP Industry Credential
- Adobe Certified Associate - Rich Media Communication
- Adobe Certified Associate - Visual Communication
- Adobe Certified Associate - Web Communication
- Adult CPR
- AED Essentials
- AI Training
- Autodesk Certified User
- Automated External Defibrillation (AED)
- Automotive Service Excellence Certification (ASE)
- AYES Certificate
- Barber License
- Basic First Aid

2 000295
 Certification Name 3 ClassMate Expert User Certification
 Alternate Certification ID 4 025
 Provider Name 5 Harris School Solutions



Industry Certifications

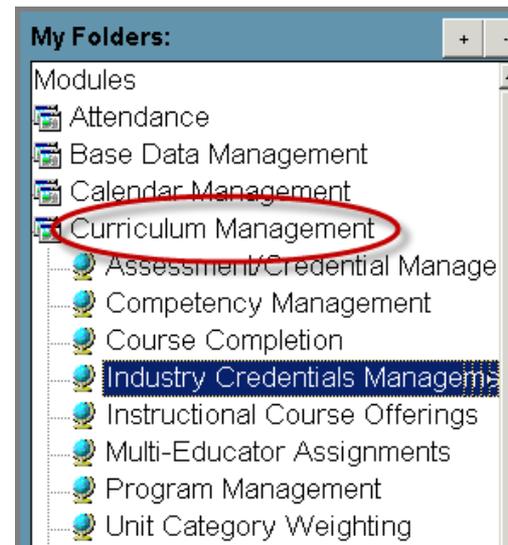
Industry Credentials Management

Once you have reviewed the available Industry Credentials within ClassMate, users must then link the credentials(s) to the appropriate courses.

Getting Started

Double Click **My Modules**
> Double Click **Curriculum Management Folder** > Click **Industry Credentials Management**

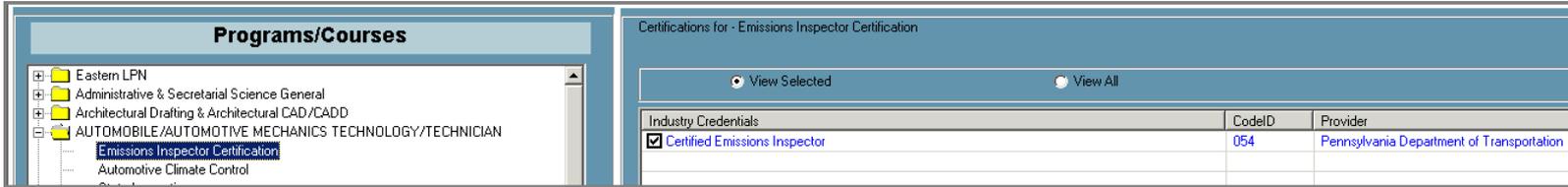
Upon opening the module, all active courses & classes will be listed along the left side of the screen.



Industry Certifications

Industry Credentials Management

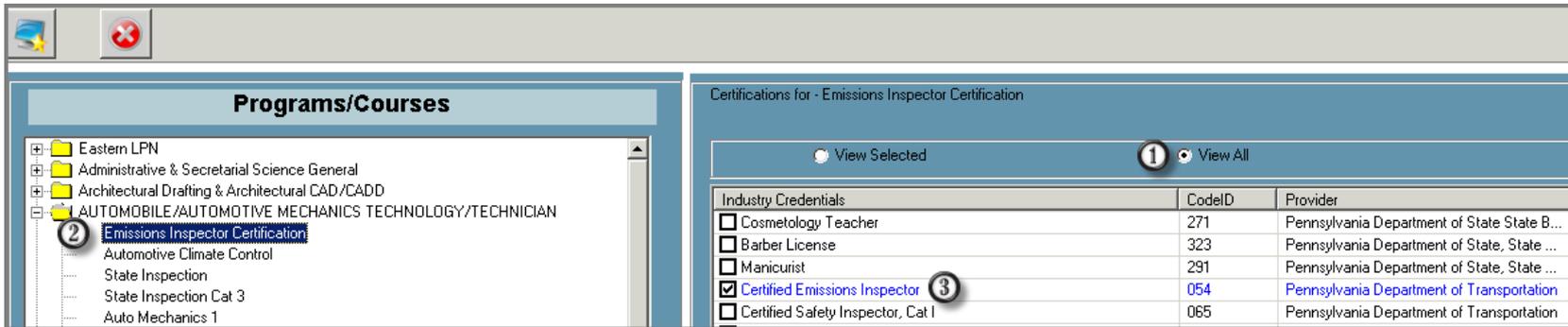
On the left hand side of the screen you will see all the active courses and classes listed. The module defaults to view selected and only the industry credentials linked to each course will display.



Certifications for - Emissions Inspector Certification		
<input type="radio"/> View Selected <input checked="" type="radio"/> View All		
Industry Credentials	CodeID	Provider
<input checked="" type="checkbox"/> Certified Emissions Inspector	054	Pennsylvania Department of Transportation

To see all industry credentials & link to the appropriate course follow the steps below.

- 1 Select the **View All** radio Button
- 2 Scroll through to locate the **Program** and **Course** desired. You can ensure the course selected as it will display at the top of the screen.
- 3 Scroll the Industry Credentials listing to located the item needed. Click the box to the left of credential name to select. The credential will change to a blue color after it is linked to course.



Certifications for - Emissions Inspector Certification		
<input type="radio"/> View Selected <input checked="" type="radio"/> View All		
Industry Credentials	CodeID	Provider
<input type="checkbox"/> Cosmetology Teacher	271	Pennsylvania Department of State State B...
<input type="checkbox"/> Barber License	323	Pennsylvania Department of State, State ...
<input type="checkbox"/> Manicurist	291	Pennsylvania Department of State, State ...
<input checked="" type="checkbox"/> Certified Emissions Inspector	054	Pennsylvania Department of Transportation
<input type="checkbox"/> Certified Safety Inspector, Cat I	065	Pennsylvania Department of Transportation



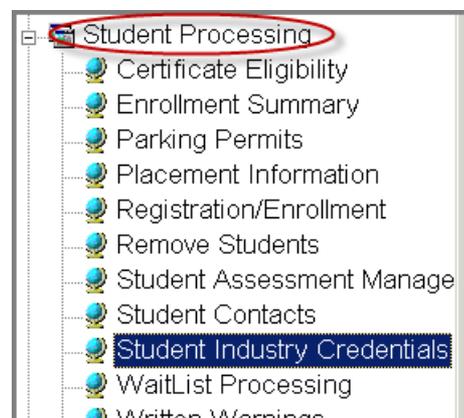
Industry Certifications

Student Industry Credentials

Prior to using the **Student Industry Credential** functionality to record earned certifications, users must ensure any needed Industry credentials have been setup and linked to the proper course in ClassMate.

Getting Started

Double Click **My Modules**>Double click **Curriculum Management Folder**>Click **Assessment/Certification Management**

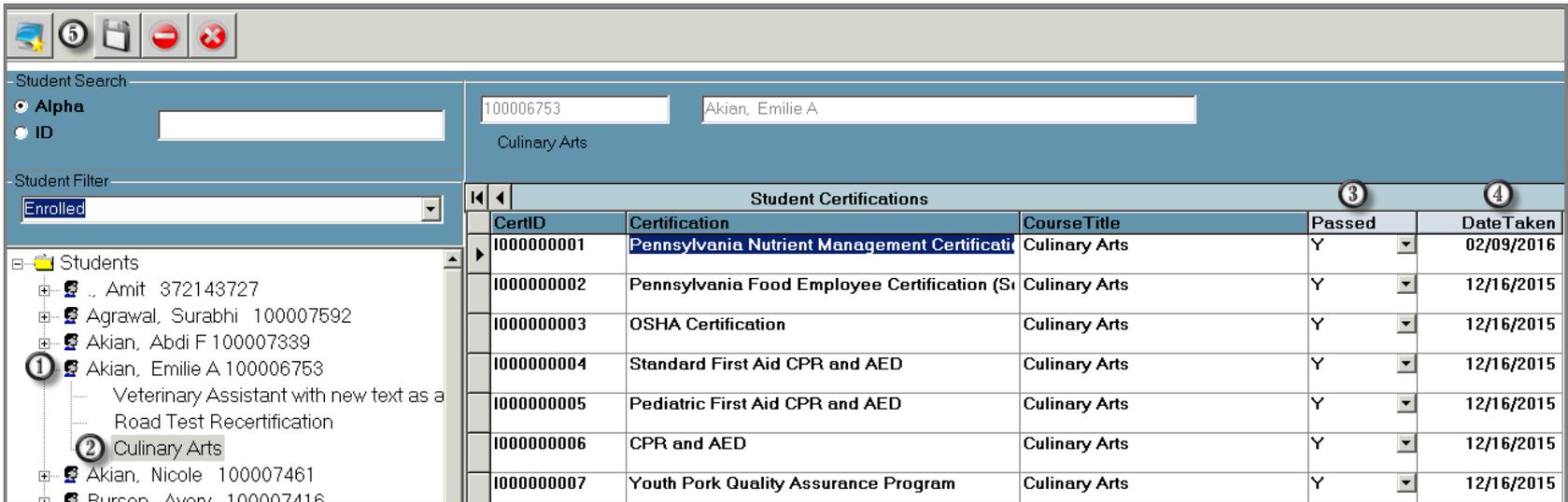


Industry Certifications

Student Industry Credentials

On the left hand side of the screen the student list will display. To enter student credentials follow the steps below.

- 1 Select the **Student** by double clicking or opening the items under the student name by selecting the + sign
- 2 Select the **Course**
- 3 Scroll the linked Industry Credentials listing to located the item needed. In the **Passed** column, select the drop down menu to select “Y” for yes or “N” for no.
- 4 In the **Date Taken** column enter the date in the following format: MM/DD/YYYY.



The screenshot shows the software interface with the following components:

- Student Search:** Search criteria include ID (100006753) and Name (Akian, Emilie A). The selected course is Culinary Arts.
- Student Filter:** Set to 'Enrolled'.
- Students List:** A tree view on the left shows the student 'Akian, Emilie A' selected, with the 'Culinary Arts' course expanded.
- Student Certifications Table:** A table with columns: CertID, Certification, CourseTitle, Passed, and Date Taken. The 'Passed' column has a dropdown menu (3) and the 'Date Taken' column has a text input field (4).

CertID	Certification	CourseTitle	Passed	Date Taken
1000000001	Pennsylvania Nutrient Management Certificati	Culinary Arts	Y	02/09/2016
1000000002	Pennsylvania Food Employee Certification (S	Culinary Arts	Y	12/16/2015
1000000003	OSHA Certification	Culinary Arts	Y	12/16/2015
1000000004	Standard First Aid CPR and AED	Culinary Arts	Y	12/16/2015
1000000005	Pediatric First Aid CPR and AED	Culinary Arts	Y	12/16/2015
1000000006	CPR and AED	Culinary Arts	Y	12/16/2015
1000000007	Youth Pork Quality Assurance Program	Culinary Arts	Y	12/16/2015

Industry Certifications

Certifications Reporting

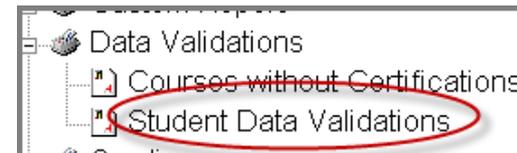
The ClassMate Industry Credential report that displays the credentials a student has earned can be found in:

- Select the **Reports Folder**
- Double click **Student Processing**
- Navigate to the **Industry Credentials By Student Report**

If you do not see this report, contact your Classmate system administrator for assistance.

You can identify any courses that do not have credentials linked by using the:

- Select the **Reports Folder**
- Double click **Data Validations**
- Navigate to the **Courses without Certifications Report**



ClassMate *for Adult Education*

ClassMate

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Bath, PA 18014

855-984-1228 Help Desk: Option 1

