

Introduction to: Course Certifications An Administrators Guide

April 2019



Course Certifications



- Entering Course Certifications
- Assigning Course Certifications
- Minimum Grade Criteria
- Monitoring Course Certification Progress
- Entering Course Certification Completion
- Viewing Course Certification Completions by Course
- Course Certification Reporting



Course Certifications

Career Pathways

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 includes both a written and practical exam component.

ClassMate allows a school to identify all Industry Certifications that students are eligible to achieve for a specific course. The software also provides the ability to crosswalk the core industry assessment topics with the occupational competency list, on which students are being evaluated in the classroom.

As students proceed through the competency list, ClassMate calculates the percentage of curriculum completed by each student, and monitors a student's readiness for taking the industry assessment. Instructors can recommend which students are ready to be evaluated, based on classroom performance.



Course Certifications

Getting Started

Double Click **My Modules** > Double click **Curriculum Options Folder** >
 Click **Course Certification Management**

- Select the **Program Folder**.
- Click the + to left to expand and display the courses
- Select Course by single clicking



Selecting to add Industry Certifications

To add a new Industry Certification:

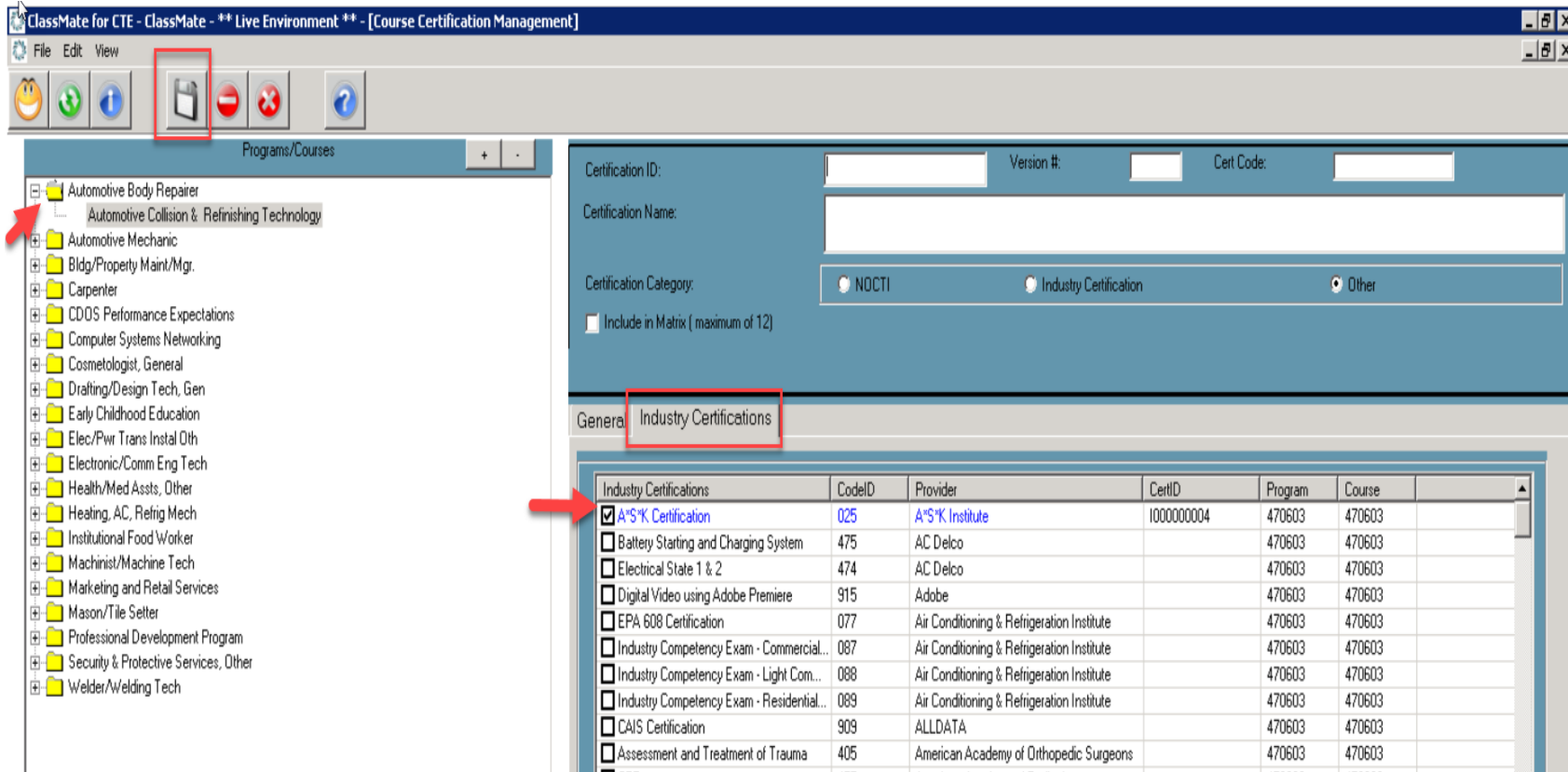
- Click to select the **Industry Certification** tab
- Find your **Programs Course State Approved Industry Certification** and click the checkbox to select **Be sure you are checking the Provider and CodeID to be sure they match your Program Approval**
- Click “Save”
- Selected **Industry Certification will now display in bottom grid**
- **Include in Matrix:** Check if your school is using the **Course Certification Student Matrix** report and would like for the Certification test to show on the Matrix.

If this is a Programs **PRIMARY** Certification please select from bottom grid so Primary box displays and select to indicate and Save – this is required for PA PIMS/Career Objective



Course Certifications

Industry Certifications



The screenshot shows the 'ClassMate for CTE - ClassMate - ** Live Environment ** - [Course Certification Management]' window. The interface includes a menu bar (File, Edit, View), a toolbar with icons for help, save, delete, and refresh, and a left-hand navigation pane titled 'Programs/Courses'. A red box highlights the 'Save' icon in the toolbar. The navigation pane lists various programs, with 'Automotive Body Repairer' and its sub-category 'Automotive Collision & Refinishing Technology' highlighted by a red arrow. The main area displays a form for 'Certification ID', 'Version #', and 'Cert Code'. Below this, the 'Certification Name' field is empty. The 'Certification Category' is set to 'Industry Certification'. A checkbox for 'Include in Matrix (maximum of 12)' is unchecked. The 'General' tab is selected, showing a table of 'Industry Certifications'. A red arrow points to the first row of the table, which is checked.

Industry Certifications	CodeID	Provider	CertID	Program	Course
<input checked="" type="checkbox"/> A*S*K Certification	025	A*S*K Institute	1000000004	470603	470603
<input type="checkbox"/> Battery Starting and Charging System	475	AC Delco		470603	470603
<input type="checkbox"/> Electrical State 1 & 2	474	AC Delco		470603	470603
<input type="checkbox"/> Digital Video using Adobe Premiere	915	Adobe		470603	470603
<input type="checkbox"/> EPA 608 Certification	077	Air Conditioning & Refrigeration Institute		470603	470603
<input type="checkbox"/> Industry Competency Exam - Commercial...	087	Air Conditioning & Refrigeration Institute		470603	470603
<input type="checkbox"/> Industry Competency Exam - Light Com...	088	Air Conditioning & Refrigeration Institute		470603	470603
<input type="checkbox"/> Industry Competency Exam - Residential...	089	Air Conditioning & Refrigeration Institute		470603	470603
<input type="checkbox"/> CAIS Certification	909	ALLDATA		470603	470603
<input type="checkbox"/> Assessment and Treatment of Trauma	405	American Academy of Orthopedic Surgeons		470603	470603



Course Certifications

Creating and Adding Local Course Certifications

When entering a new Local Certification populate the following fields:

- **Certification ID**
Enter the an ID number for the certification. ID number be unique in the program.
- **Version Number**
Enter the test version number (if applicable) - NOCTI tests have version numbers
(please refer to our NOCTI documentation for additional detail in adding NOCTI Certifications)
- **Certification Code**
Local Certifications remain blank.
Industry Certs auto populate during selection / NOCTI tests have Cert Codes
(please refer to our NOCTI documentation for additional detail in adding NOCTI Certifications)
- **Certification Name**
Enter a certification description. Enter **Local** in the description for certifications that are **NOT** Industry/State Approved.
- **Certification Category**
Local Certifications select *Other
Industry Certs auto populate during selection / NOCTI select *NOCTI
(please refer to our NOCTI documentation for additional detail in adding NOCTI Certifications)
- **Include in Matrix:** Check if your school is using the Course Certification Student Matrix report and would like for the Certification test to show on the Matrix.
- Click “Save” New Certification will appear in bottom grid

If this is a Programs **PRIMARY** Certification please select from bottom grid so Primary box displays and select to indicate and Save – this is required for PA PIMS/Career Objective



Course Certifications

Local Certifications

Certification ID: Version #: Cert Code:

Certification Name:

Certification Category:
 NOCTI
 Industry Certification
 Other

Include in Matrix (maximum of 12)

Only 1 Primary Certification selection allowed

Primary

General | **Industry Certifications**

Certifications for - CAD/Engineering Graphics

Cert ID	Certification	Incl	Code	Category	Version	Program
1000000001	Autodesk Certified User	N	346	I		151301
2	CareerSafe	N	036	I		151301
8294	NOCTI - Drafting & Design Technology PA	Y		N	1	151301



Course Certifications

Creating Course Certifications – ** CA Customers ONLY **

Only capstone courses are to have a Pathway Certificate linked to the course.
And only certain courses that have licensure requirements would have the Course Completion Certificates linked.

- **Certification ID**
CPC
CCC
- **Version Number**
Can remain blank
- **Certification Code**
Local Certifications remain blank
- **Certification Name**
Enter a certification description (Career Pathway Certificate or Course Completion Certificate)
- **Certification Category**
Local Certifications select *Other
- **Include in Matrix:** Check if your school is using the Course Certification Student Matrix report and would like for the Certification test to show on the Matrix.
- Click “Save” New Certification will appear in bottom grid



Course Certifications

CA Certifications

Certification ID: Version #: Cert Code:

Certification Name:

Certification Category:
 NOCTI
 Industry Certification
 Other

Include in Matrix (maximum of 12)

Certification Type:
 Written
 Practical
 NA

General | **Industry Certifications**

Certifications for - Medical Assistant, Clinical and Administrative

Cert ID	Certification	Incl	Code	Category	Version	Program
CPC	Career Pathway Certificate	Y		0		000068
CCC	Course Completion Certificate	N	ACH	0	1	000068



Course Certifications

Assigning Course Certifications

If using the Course Certification Crosswalk Module to view the Course Certification Matrix you will need to follow the below to Crosswalk Certifications to Curriculum Tasks

Once the **Certifications** have been identified by the instructor & entered into ClassMate, **EACH** task must then be flagged as a required competency for the individual certifications.

ClassMate recommends printing the following report for instructors:

Course Certification Task Assignment. The report can be found in the Curriculum Options Report folder.

Distribute the worksheet to instructors and request that they identify each task required for the Certification by manually placing an X in the box that corresponds to the task/certification.

Course Certification Task Assignment Worksheet										
Printed: 03/23/2010 10:26:32AM										Page 1 of 1
46.0201 Carpentry/Carpenter Carpentry		000001 NOC-T1 Certification	000002 OSHA Certification	000003 NCCER Certification	000004 PBA Certification	000005 Vinyl Sliding Institute	000006 Corian Installation			Estimated
1.0	Core Tasks in Carpentry									Estimated Total Hours 278.0
1.1	Complete basic safety module (CORE).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4
1.2	Complete introduction to construction math module (CORE).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4
1.3	Complete introduction to hand tools module (CORE).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
1.4	Complete introduction to power tools module (CORE).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
1.5	Complete introduction to blueprints module (CORE).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
1.6	Complete basic rigging module (CORE).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
1.7	Complete basic communication skills module (CORE).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3

After completing the worksheet, the tasks can be assigned or linked to the certifications in ClassMate.

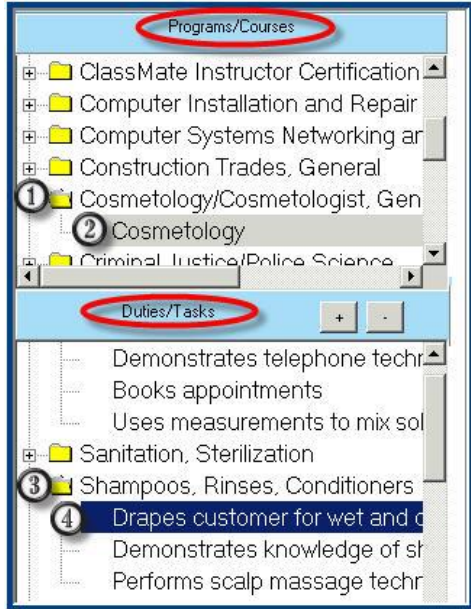


Course Certifications

Assigning Duties & Tasks to Course Certifications

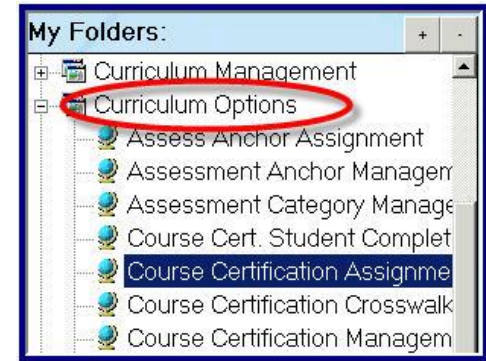
The ClassMate Course Certification assignment module allows users the choice of assigning or linking tasks individually or by duty folder.

Option 1: Individual Tasks



Getting Started

Double Click **My Modules** > Double click **Curriculum Options Folder** > Click **Course Certification Assignment**



Select the Program /Course

① Select Program by clicking the + sign to the left of program

② Click on the Course Name

The Duty folders along with the corresponding task list will display once a course is selected.

Select the Duty/Task

③ Select by clicking the + sign to the left of the Duty Folder

④ Click on the Task Name

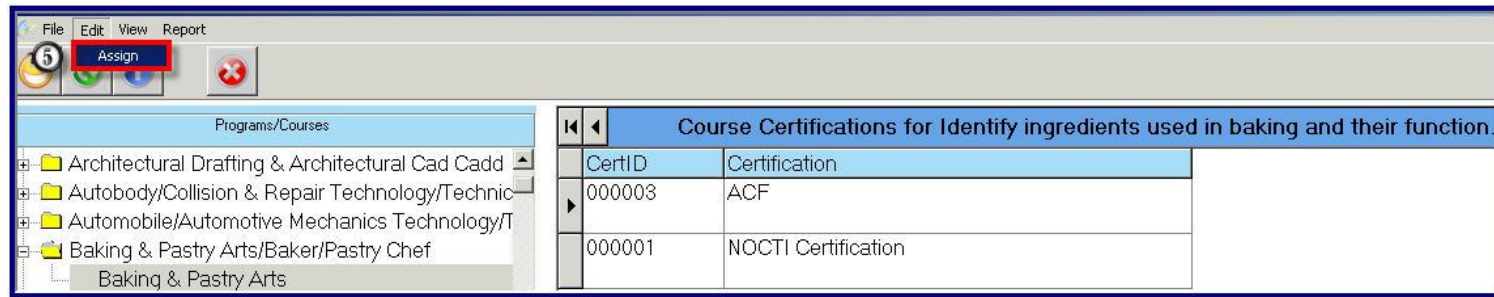


Course Certifications

Assigning Individual Tasks to Course Certifications

Assign the Task

- Click **Edit > Assign** located along the top of the toolbar



Select the Certification

- Click the box to the left of the Certification, placing a check mark in the box
Select **EACH** Certification that requires this individual task for completion
- Click the **Yellow** Assign Folder

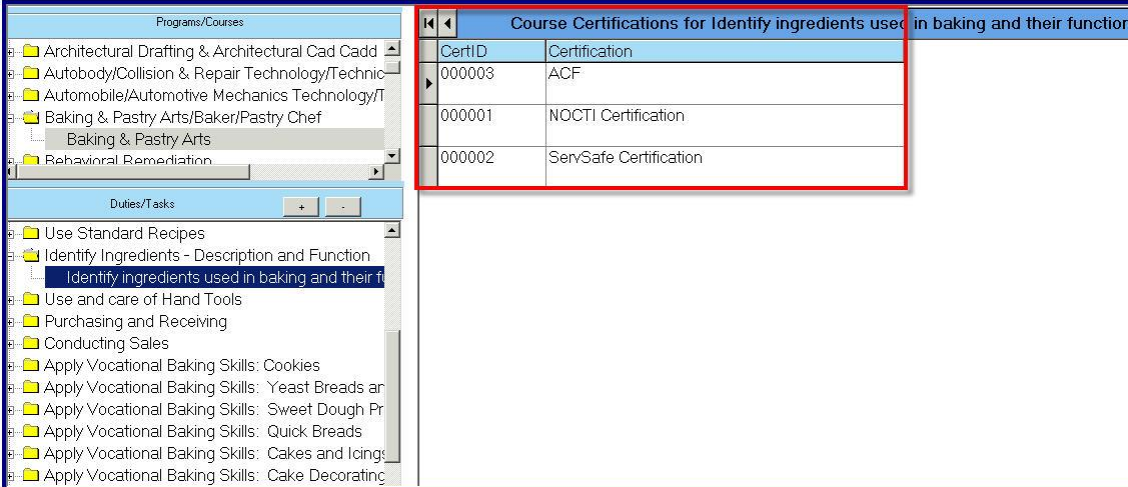


Course Certifications

Assigning Individual Tasks to Course Certifications

Assigned Tasks

Once assigned the selected Certifications will display under the task name.



Course Certifications for Identify ingredients used in baking and their function.	
CertID	Certification
000003	ACF
000001	NOCTI Certification
000002	SenSafe Certification

Certifications are assigned at the **TASK** Level using this option.

You must **REPEAT** this step for **EACH** task associated with a Certification

Remember to use the **Course Certification Task Assignment Worksheet** as your source document.



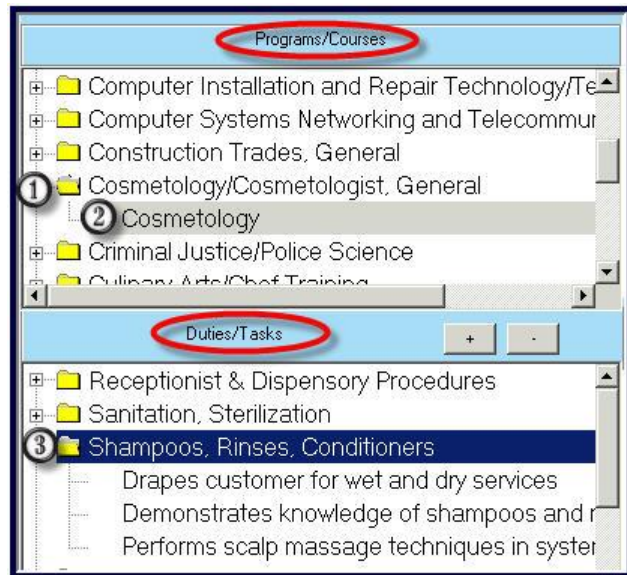
Course Certifications

Assigning entire Duty Folders to Course Certifications

Option 2: Duty Folders

Getting Started

Double Click **My Modules** > Double click **Curriculum Options Folder** > Click **Course Certification Assignment**



Select the Program /Course

① Select **Program** by clicking the + sign to the left of program

② Click on the **Course Name**
The Duty folders along with the corresponding task list will display once a course is selected.

Select the Duty Folder

③ Select **Duty Folder** by clicking .Folder may be expanded by clicking on the + sign to the left of the folder



Course Certifications

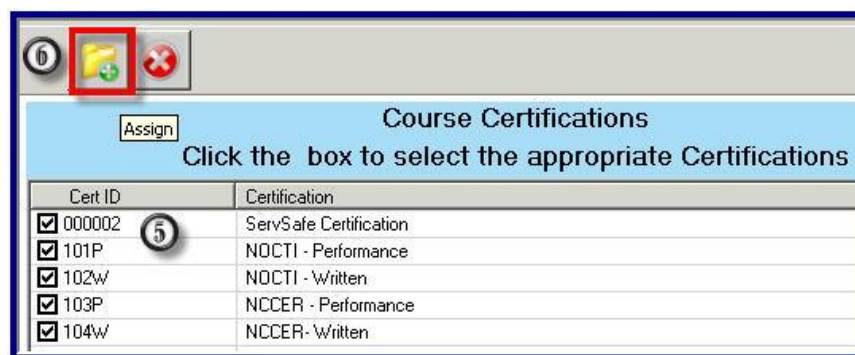
Assigning entire Duty Folders to Course Certifications

- 4 Click **Edit > Assign** located along the top of the toolbar



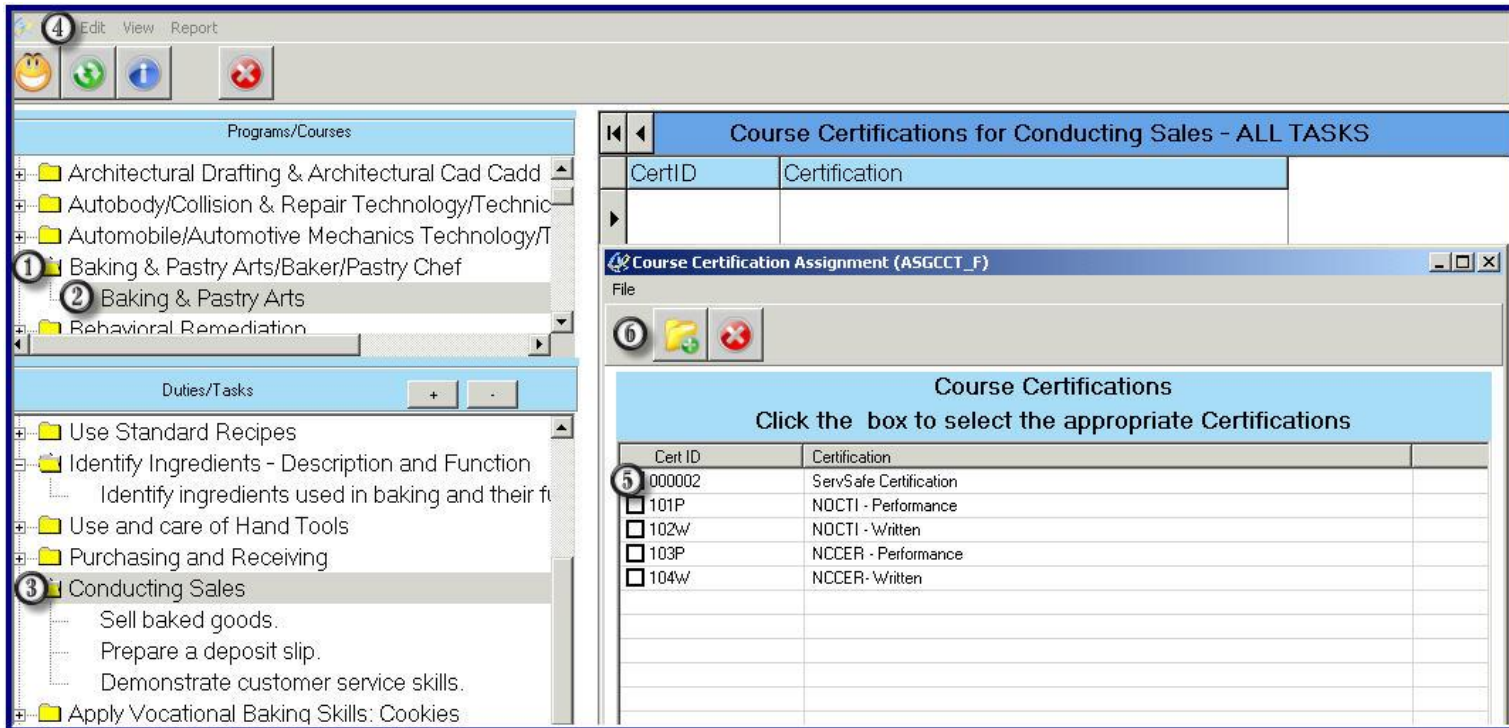
- 5 Click the box to the left of the Course Certification. This will place a check mark in the box. Select **EACH** Certification that requires the entire **Duty Folder** and **ALL** tasks within for completion

- 6 Click the **Yellow** Assign Folder



Course Certifications

Assigning **ALL** Tasks in a Duty folder to a Course Certification Process



The screenshot displays a software interface for assigning course certifications. On the left, a tree view shows a hierarchy of programs and duties. The 'Duties/Tasks' section is expanded to show 'Conducting Sales' (marked with a circled 3), which includes tasks like 'Sell baked goods' and 'Prepare a deposit slip'. The main window, titled 'Course Certifications for Conducting Sales - ALL TASKS', contains a table with columns 'CertID' and 'Certification'. Below this, a smaller window titled 'Course Certification Assignment (ASGCCT_F)' is open, showing a table with columns 'Cert ID' and 'Certification'. The table lists several certification options, with the first row (Cert ID 000002, ServSafe Certification) selected (marked with a circled 5).

Cert ID	Certification
000002	ServSafe Certification
<input type="checkbox"/> 101P	NOCTI - Performance
<input type="checkbox"/> 102W	NOCTI - Written
<input type="checkbox"/> 103P	NCCER - Performance
<input type="checkbox"/> 104W	NCCER - Written

Note: This process is be used only when **ALL** the tasks contained within a Duty Folder are required for Certification completion

Course Certifications

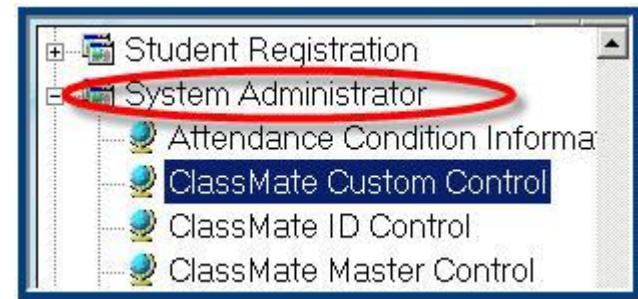
Minimum Grade Criteria

Minimum Grade

ClassMate allows users to establish a grade threshold. The grade minimum established will differentiate tasks that were successfully completed versus those that did not meet the requirements. The tasks that do not meet the minimum grade requirement are identified in the crosswalk. The threshold is informational only and does impact the Certification fulfillment. If the student completed the task, regardless of the grade, it will count toward the certificate.

Getting Started

Double Click **My Modules** > Double click **System Administrator** > Click **ClassMate Custom Control** > **Misc tab**



The Pathway Minimum Grade Field

Please keep in mind this should **NOT** be adjusted during your active school year and while this does **NOT** effect Certification fulfillment it **DOES** import Career Pathway / Program Completion



2009-10 School Year	
Enrollment	Attendance
Grading	Rubrics
Misc	
Skill Curve Base:	50
Default Grade Minimum:	999
Pathway Minimum Grade:	3



Course Certifications

Monitoring Certification Achievement

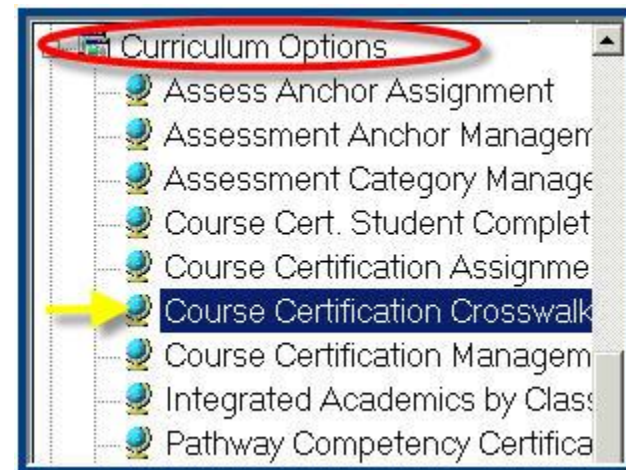
Once the Course Certification tasks have been appropriately assigned in **EACH** program & course, teachers and administrators can easily monitor the progress of their students. Using the **Course Certification Matrix Tab & Student Certification Information Tab** they can view a students progress towards overall curriculum completion & Course Certifications can viewed by percentage.

The Matrix also indicates which tasks have been completed and which are outstanding.

Getting Started

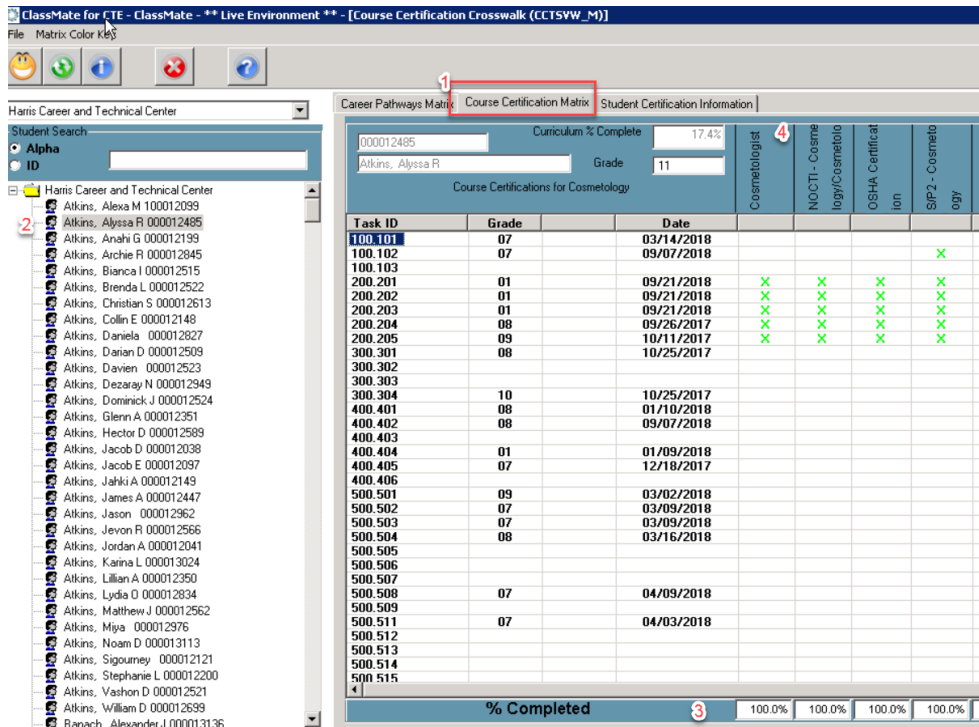
Double Click **My Modules** > Double click **Curriculum Options** folder > Click **Course Certification Crosswalk**

This is also available for Teachers under Teacher Options > Course Certification Crosswalk



Course Certifications

Monitoring Certification Achievement



Task ID	Grade	Date	Cosmetologist	NOCTI - Cosmetology/Cosmetology	OSHA Certification	SIP2 - Cosmetology
100.101	07	03/14/2018				
100.102	07	09/07/2018				
100.103						X
200.201	01	09/21/2018	X	X	X	X
200.202	01	09/21/2018	X	X	X	X
200.203	01	09/21/2018	X	X	X	X
200.204	08	09/26/2017	X	X	X	X
200.205	09	10/11/2017	X	X	X	X
300.301	08	10/25/2017				
300.302						
300.303						
300.304	10	10/25/2017				
400.401	08	01/10/2018				
400.402	08	09/07/2018				
400.403						
400.404	01	01/09/2018				
400.405	07	12/18/2017				
400.406						
500.501	09	03/02/2018				
500.502	07	03/09/2018				
500.503	07	03/09/2018				
500.504	08	03/16/2018				
500.505						
500.506						
500.507						
500.508	07	04/09/2018				
500.509						
500.511	07	04/03/2018				
500.512						
500.513						
500.514						
500.515						
4						

Summary Bar: % Completed 100.0% 100.0% 100.0% 100.0%

- 1 Select the Course Certification Matrix Tab
- 2 Select the Student Name.
- 3 Percent Complete by Certification
- 4 Overall Curriculum Percent Complete

- X = Task Complete with Minimum Required Grade
- X = Task Complete with Lower than Minimum Grade
- X = Task Incomplete (Not Graded)
- X = Task Not Applicable



The task grade & date graded also display.

Once Student Certification Information is entered users will be able to view this information on the Student Certification Information tab

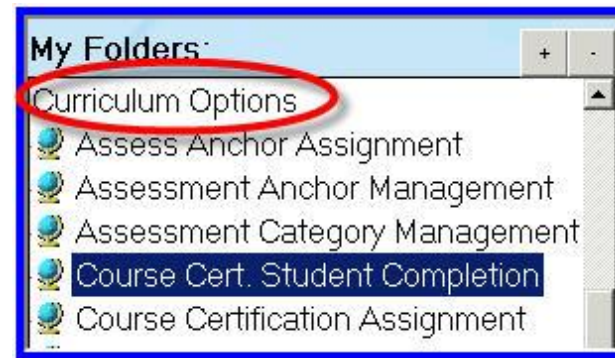
See **Matrix Color Key** for Additional Details

Course Certification Student Completion

Once the Course Certificates have been identified, entered into ClassMate and the tasks have been assigned or linked, users can then update the certifications as needed.

Getting Started

Double Click **My Modules** > Double click
Curriculum Options Folder > Click
Course Certification Student Completion



This is also available for Teachers to enter data
Teacher Options > Course Certification Student Status



Course Certifications

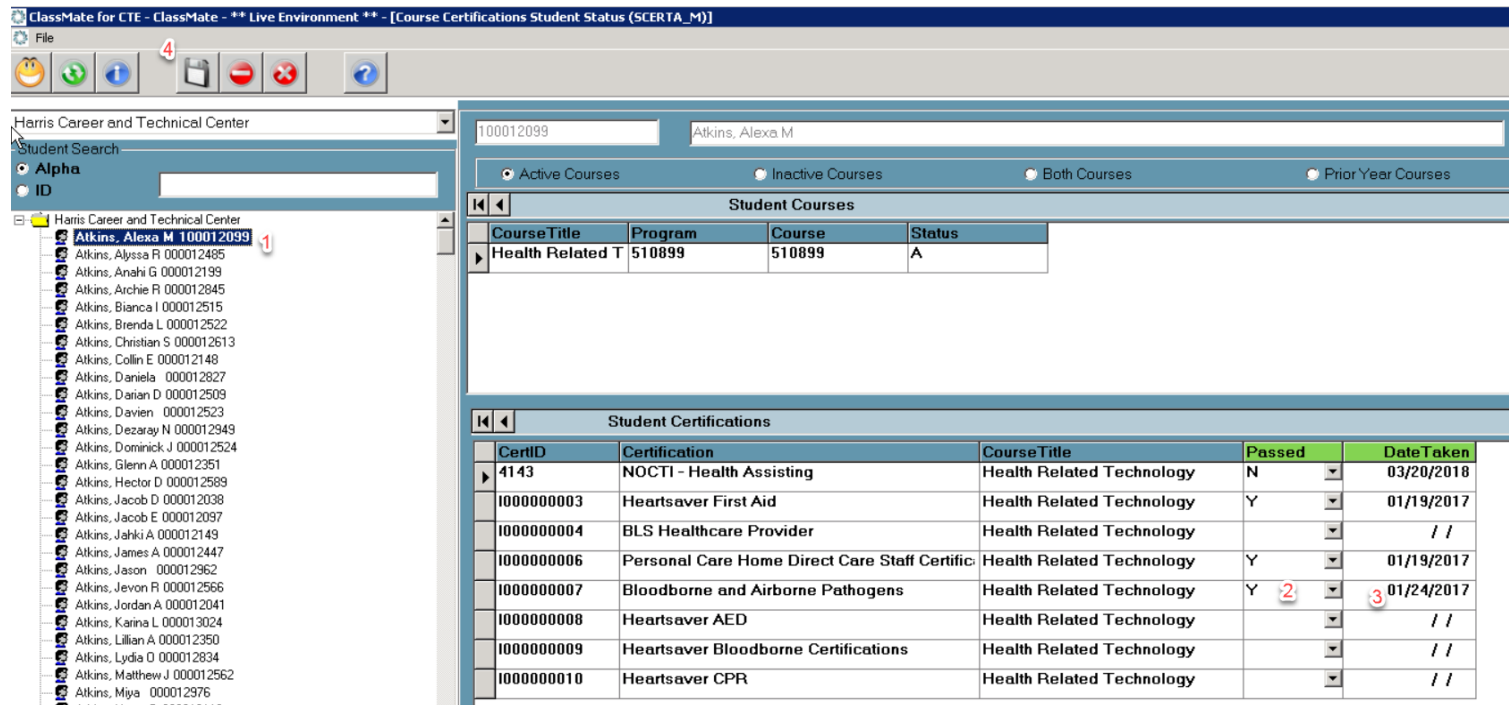
Course Certification Completion

1 Select **Student Name** from the drop down menu

2 Select the **Certification Name** update. In the **Green Passed** Column, select “Y” for yes or “N” for no.

3 Click on the **Green Date Taken** Column to edit the date if need. Date format MM/DD/YYYY

4 Click “Save”



The screenshot shows the 'ClassMate for CTE' interface. On the left, a student search list is displayed with 'Atkins, Alexa M 100012099' selected. The main window shows the student's details and a table of certifications. The 'Date Taken' column is highlighted in green, and the 'Passed' column has a dropdown menu open.

CertID	Certification	CourseTitle	Passed	Date Taken
4143	NOCTI - Health Assisting	Health Related Technology	N	03/20/2018
1000000003	Heartsaver First Aid	Health Related Technology	Y	01/19/2017
1000000004	BLS Healthcare Provider	Health Related Technology		//
1000000006	Personal Care Home Direct Care Staff Certific	Health Related Technology	Y	01/19/2017
1000000007	Bloodborne and Airborne Pathogens	Health Related Technology	Y	01/24/2017
1000000008	Heartsaver AED	Health Related Technology		//
1000000009	Heartsaver Bloodborne Certifications	Health Related Technology		//
1000000010	Heartsaver CPR	Health Related Technology		//

You also have the ability to select to view or adjust a students Inactive Courses or Prior Year Courses using the appropriate radio buttons.

Course Certification

Viewing Course Certification Completions by Course

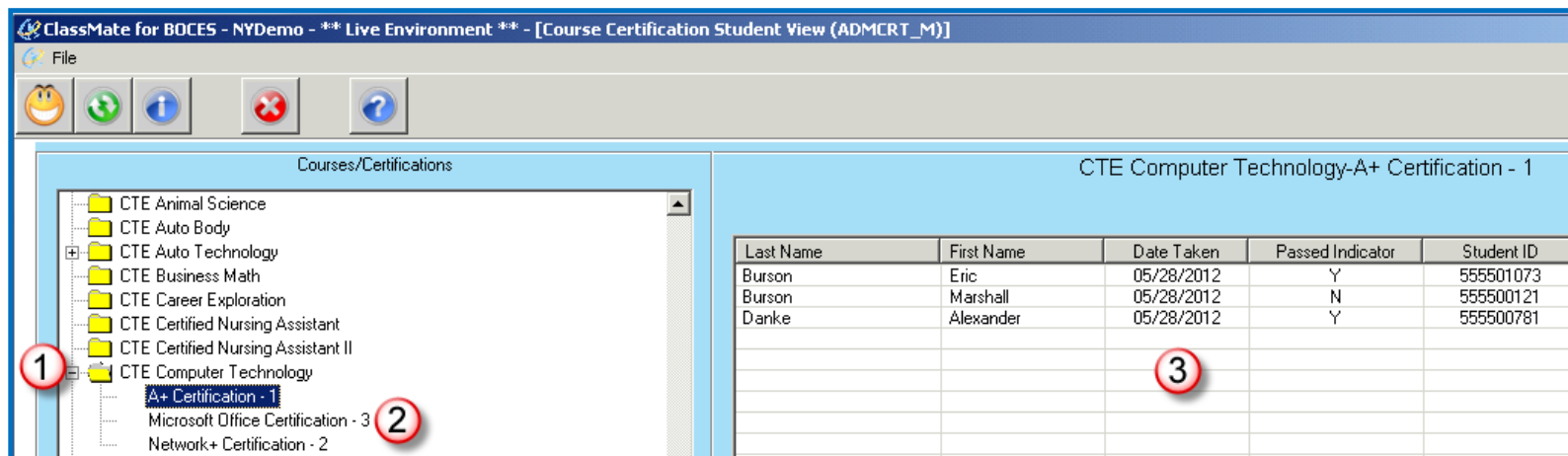
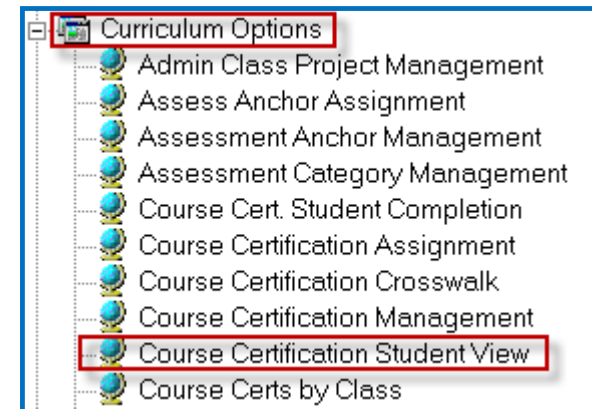
Getting Started:

Double Click **Modules** > Double click **Curriculum Option** > Click **Course Certification Student View**

Module Overview:

Allow users to view all students that have achieved any given course certification.

1. Double Click a Course
2. Click a Certification
3. A list of students who have been flagged as Pass/Fail for that certification will display



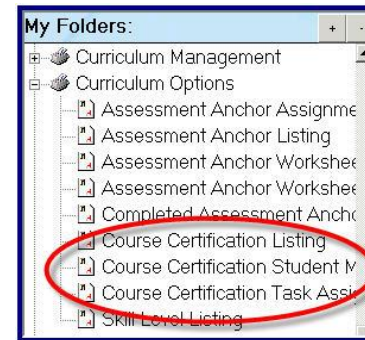
Career Pathway Certificates

Course Certification Reporting

Career Pathway Reports are available from within the modules or the Curriculum Options Reports Folder.

The following reports are commonly used:

- Course Certification Listing
- Course Certification Student Matrix
- Course Certification Task Assignment



Program	CIP Code
Baking & Pastry Arts/Baker/Pastry Chef	120501
Baking & Pastry Arts	
<u>Cert ID</u>	Certification
000001	NOCTI Certification
000002	SeafSafe Certification
000003	ACF
101P	NOCTI - Performance
102W	NOCTI - W Title
103P	NCCER - Performance
104W	NCCER - W Title
Program	CIP Code
Building/Property Maintenance & Management	460401
Building & Property Maintenance	
<u>Cert ID</u>	Certification
000001	NOCTI Certification
000002	OSHA Certification
000003	NCCER Certification
000004	PBA Certification
Program	CIP Code
Business/Information/Computer Technology	525999
IT Applications	
<u>Cert ID</u>	Certification
000001	NOCTI Computer Technology Certification
000002	MOUS Certification
000003	Sage MAS 90/200

		Performance Rating	Completion Date	000001 NOCTI Certification	000002 OSHA Certification	000003 NCCER Certification	000004 PBA Certification
- Required task for occupation							
1.0	Orientation / Occupational Information						
1.1	Complete basic safety module (CORE).	04	09/23/2009	X		X	
1.2	Complete electrical safety.			X		X	
1.3	Complete introduction to construction math module (CORE).	03	10/05/2008	X		X	
1.4	Complete introduction to hand tools module (CORE).	04	10/18/2008	X		X	
1.5	Complete introduction to power tools module (CORE).	05	10/30/2008	X		X	
1.6	Complete introduction to blueprints module (CORE).	05	11/13/2008	X		X	
1.7	Understand electrical blueprints.			X		X	



ClassMate

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Questions? Contact us!
ClassMate HelpDesk
855-984-1228
www.classmate.net

