POLICY TITLE
Workforce Certification Services and Responsibilities

POLICY NUMBER
8.7

PRIMARY RESPONSIBILITY
WORKFORCE Alignment Operations

CREATION / REVISION / EFFECTIVE DATES
Created April 2003/Revised Spring 2012/Effective Spring 2012; revised October 2017/effective immediately

PURPOSE
The mission of Workforce Certification within Ivy Tech Community College is to provide high quality, focused testing services that offer an opportunity for students and members of the local community to earn portable credentials in a wide variety of technical and professional skills areas. This is done to meet the needs of citizens, industry, business, and government entities consistent with the College mission.

ORGANIZATIONAL SCOPE OR AUDIENCE
Workforce Alignment, faculty, staff, students and non-students.

DEFINITIONS
Workforce certification: Validation of skills by providing Indiana residents with access to portable, third-party, industry-recognized credentials. This is done in a variety of ways, including employment testing, skill assessments, certification testing and professional licensure testing.

POLICY
Workforce Certification is dedicated to establishing an efficient college wide infrastructure for the delivery of certification testing services designed to provide additional education or training outcomes for faculty, students, employers and interested citizens.

PROCEDURE
A. Workforce Certification Services
Workforce Certification coordinates a suite of services that includes: certification path advising, certification examinations, professional licensure examinations and employment assessment testing.

A campus with a full range of workforce certification services shall provide the services noted above. At a minimum, all 19 campuses will provide access to certification testing.
B. Administrative Organization of the Workforce Certification Centers

Workforce Certification will be organized at two levels – statewide and at the campuses.

B1 a.) The role of the statewide office for Workforce Certification is to provide strategic support and services to the campus workforce certification centers and to the employees who staff and support the center(s).

The statewide office will provide a variety of services to the campus centers including:

- Training funds for faculty as available
- Certification examination funds for faculty as available
- Coordination of statewide vendor testing contracts
- Support for marketing
- Development of technical and operational systems, processes and guidelines for campus centers
- Data collection and reporting
- Work with Corporate College and Academic Affairs to embed certification exams into appropriate courses
- Ensure that certification center-related content on the Ivy Tech website is current and complete

B2 b.) The campus Workforce Certification function oversees the offering of certification education and training and related services directly to students, citizens and employers in their communities including:

- Certification and professional licensing testing services
- Certification path advising
- Employment Assessments

A list of responsibilities for the campus Workforce Certification manager/coordinator and staff is listed below.

- Ensure that credit and noncredit courses covering certification objectives are identified on the campus
- Serve on the Statewide Workforce Certification Operations (WCOPS) committee
- Oversee the operation of the high-stakes testing facility used to deliver certification examinations
- Ensure that information about testing facilities is regularly communicated to:
  - Faculty
  - Staff
  - Credit students
  - Noncredit students
  - Companies
- Develop strong relationships with:
  - Academic personnel
  - Workforce Alignment
  - Administrative staff
  - Appropriate community groups and organizations
  - Companies requiring certification of employees or applicants
- Identify target markets for certification
● Market training and testing opportunities to campus constituencies
● Assist in the Alignment of new training and testing opportunities as appropriate
● Track and report on certification training and testing activity in the region (see 8.5 Federal Grant Reporting)
● Report by campus
● Work with appropriate personnel to identify certification opportunities that will be attractive to the regional workforce
● Become familiar with opportunities to earn credit through certification
● Provide professional development for Workforce Certification staff
● Stay current with certification programs and testing opportunities
● Participate in training as necessary
● Coordinate off-campus certification activities as appropriate

REFERENCES
ASOM 8.5 - Federal Grant Reporting https://www.ivytech.edu/files/federal-grant-reporting.pdf

RESOURCE PERSON
Executive Directors of Workforce Alignment
Statewide Director of Workforce Certification